

Checklist for StayTuned!



Please upload your application documents as a single merged PDF file in the order listed below via the PowerMail form.

Name the file as follows: *StayTuned_LASTNAME_Firstname*.

Application via the PowerMail form

- Please complete the PowerMail form:
<https://www.unibamberg.de/gbwiss/foerderung/staytuned/staytuned-bewerbung/>
- Brief list of stress factors (provide a maximum of four bullet points)

Documents bundled as a PDF file

- Letter of Motivation (max. 2 pages)
 - o Briefly describe why you are currently in an unexpected difficult situation.
 - o Briefly explain which tasks the student assistant is expected to undertake and how you will benefit from employing a student assistant.
- Academic CV
- Letter of Support from Supervisor

After the Funding Period (max. 6 weeks later)

- Informal Report (max. 1 page)
 - o Briefly describe what tasks did the student assistant perform, and how did their work help ease your workload.

In Case of Reapplication

If reapplying for a seamless continuation of the student assistant's employment, the following documents must be submitted **six weeks** before the funding period ends:

- An informal explanation (max. 1 page) outlining the need for the continuation of the student assistant's employment.
- An overview of the tasks already completed by the student assistant.