

Guideline: Outgoing Student's Motivation Letter for the Application in the framework of the Joint Study Programme at AAU

In the framework of your application for a Joint Study exchange spot and scholarship granted by the University of Klagenfurt (AAU), you will be required to submit a motivation letter.

We kindly ask you to follow the formal instructions, and to cover **at least three** of the questions below in your motivation letter. If you have any questions on this format, please send an e-mail to: outgoing.exchange@aau.at

GENERAL INFORMATION AND FORMALITIES

Please include your name, your current study programme and semester, and your e-mail address in the header.

Please use the following title "Motivation Letter for the Joint Study Programme at AAU".

Please address the motivation letter to the academic coordinator of the partner university **at AAU** (for more information please refer to the list of the Joint Study [partner universities](#)).

The motivation letter should be one-two pages long, and written in **English**.

Please **sign** and **date** your letter, **as well as the affidavit**.

QUESTIONS - PLEASE CHOOSE AT LEAST THREE (3), including the mandatory question on courses

Please describe yourself and/or your current studies in a few sentences.

Why would you like to spend a semester abroad?

(Mandatory) Which courses or specializations would interest you at the partner university? Please describe as concrete as possible your academic interest and provide, if available, concrete examples of courses you would like to attend or departments you would like to study at.

To what extent do the courses or specializations fit to your studies?

What is the added academic value of spending a semester abroad?

AFFIDAVIT, CITATION AND USE OF ARTIFICIAL INTELLIGENCE

The motivation letter needs to be written by yourself, and you are not allowed to use Artificial Intelligence. When using contents taken from the works of third parties or my own works, they need to be marked and cited accordingly.

Please include the affidavit below in your motivation letter, for example by adding the following page to your letter. The affidavit needs to be signed and dated.

AFFIDAVIT

I hereby declare in lieu of an oath that

- the submitted letter is entirely my own work and that no auxiliary materials have been used other than those indicated,
- any contents taken from the works of third parties or my own works that have been included either literally or in spirit have been appropriately marked and the respective source of the information has been clearly identified with precise bibliographical references (e.g. in footnotes)
- I have fully and truthfully declared the use of generative models (Artificial Intelligence, e.g. ChatGPT, Grammarly Go, Midjourney) including the product version.

I am aware that a declaration contrary to the facts will have legal consequences. In particular, the scholarship will be revoked, and I will be required to return already received scholarship payments, partially or in full, and bear the costs for bank transfer and any related expenses.

Your first name, your surname, your signature

Date