

## Fellowships at the Hanse-Wissenschaftskolleg

### Notes for Applicants

The Hanse-Wissenschaftskolleg (HWK) in Delmenhorst, an Institute for Advanced Study, offers outstanding scientists the opportunity to concentrate on projects without the distraction of everyday routines in academia and to gain insights from other disciplines and from a variety of scientific traditions. The HWK achieves this by awarding Fellowships to highly qualified scientists of all career levels, from postdoctoral researchers to emeriti. With these Fellowships, the HWK supports interdisciplinary and international cooperation between its Fellows and their cooperation partners at neighboring research institutions – and especially amongst the Fellows. The basis for forming such close relationships is the scientific community of Fellows at the HWK who live on HWK campus (mandatory residence).

These notes are designed to give basic advice for an application in the two categories Fellowship and Junior Fellowship. When preparing an application, the HWK homepage should be used as a very important information source ([www.h-w-k.de](http://www.h-w-k.de)); for detailed advice the institute's research managers are available (see below).

The *Fellowship*, also known as “regular” or “traditional” Fellowship, is the core category of the program and has been from the beginning of the HWK until today. It is available for scientists whose Ph.D. (or comparable degree) has been awarded more than five years ago and who have already gained substantial professional experiences in science and research. This Fellowship lasts between three months and ten months.

The *Junior Fellowship* is available for junior scientists whose Ph.D. has been awarded less than five years ago. The main focus of this Fellowship is not the continuation of the research carried out for the Ph.D. degree, but preferably a crossing of scientific frontiers (to begin with new topics, learn about or try new methods ...). The Junior Fellowship in an interdisciplinary and international community of scientists offers the opportunity to develop a professional and personal orientation for future years. The Junior Fellowship has a minimum duration of three months, too; it can last up to a full year (12 months).

### ***I. Who may apply?***

Highly qualified scientists of all career levels may apply, from postdoctoral researchers to emeriti. Fellows are selected based on the quality of their planned research project, their scientific qualification, the project's fit with the scientific activities of the HWK, and the availability of resources. Collaboration with scientists in the region is desirable but not mandatory.

Scientists based at institutions in Bremerhaven, Bremen, Oldenburg, Osnabrück, Vechta, or Wilhelmshaven, cannot apply for Fellowships. They are encouraged, however, to motivate colleagues from Germany and abroad to apply for Fellowships.

### ***II. When are the application deadlines? When should the application be submitted?***

The HWK has two deadlines each year: February 28 (or, in 2012, February 29) and August 31. An application should be submitted not earlier than three years before the desired starting date, and it should be submitted at least one year before the desired starting date of the Fellowship.

### ***III. How should the application be submitted?***

The complete application comprising different files (see section V) must be sent via E-Mail to the respective Research Manager in charge (see contact details below). The different files must be attached as separate PDF files (exceptions: application form and abstract of research exposé as DOC files). The application form, the formal letter to the Rector of the HWK, the research exposé, and the CV must be signed by the applicant.

### ***IV. What application material should be submitted?***

A complete application consists of eight, in the case of an application for a Junior Fellowship, nine parts. These are listed below:

- (1) The completed and signed application form,
- (2) a formal cover letter to the Rector of the HWK,
- (3) an exposé of the planned research project containing a detailed work schedule,
- (4) an abstract (1500 characters incl. blanks) of the research exposé
- (5) a curriculum vitae,
- (6) an up-to-date list of publications,
- (7) where applicable, letters of recommendation from scientists in the vicinity of the HWK, who would cooperate in the context of the Fellowship and who support the application
- (8) one (recently) published article or paper by the applicant; can be replaced by one book chapter by the applicant.
- (9) *applications for Junior Fellowships only*: an abstract of the doctoral dissertation ("Ph.D. thesis", maximum 1500 characters incl. blanks)

### *Explanatory notes to points 1 to 9*

- (1) The **application form** is absolutely necessary for the further processing of the application; addresses mentioned there (regular mail and e-mail) are the basis for all further correspondence between the HWK and the applicant. Any change of address must be communicated immediately. The application form can be found attached to these guidelines and it can also be downloaded from the HWK website ([www.h-w-k.de](http://www.h-w-k.de)).
- (2) The formal application for the Fellowship is the **cover letter**. In this letter you should give a concise summary of the research project you would like to conduct at the HWK. Any potential collaboration partners in the vicinity of the HWK should be indicated if relevant. Since the Rector makes the final decision on awarding Fellowships after consultation with the Scientific Advisory Board, this letter should be addressed to him.  
Above all this letter should make clear why the HWK is considered to be the appropriate location to conduct the project – i.e. the applicant’s motivation to apply for a Fellowship at an Institute for Advanced Study in general and at the HWK in particular.  
If the applicant plans to teach at one of the associated universities as part of the Fellowship, this should be mentioned in this letter.
- (3) The **exposé** should include detailed information about the planned research project. This includes standard information such as the topic or research questions, how the topic or research question is embedded within current research, e.g. reasons why the project is original and relevant. Information about the methodology (“approach”, perspective) and methods should be included. **Please note:** Supplement the exposé by **adding a detailed work plan and schedule** indicating that the duration of the requested Fellowship is reasonable in relation to the scope of the research project. A reference list of the literature mentioned in the project outline must be included.  
The evaluation of Fellowship applications involves scientists from different disciplines. The exposé, therefore, should be composed in a form that makes apparent the relevance and outstanding quality of the project and the applicant’s expertise, even to reviewers who are not immediately familiar with the subject area.  
Due to the diversity of the scientific fields emphasized at the HWK, a strict prescription as to the number of pages required cannot be given. However, an exposé of fewer than five A4 pages is definitely too short.
- (4) The **abstract** is needed for the reviewers and for internal use of the HWK. For technical reasons the abstract must be submitted as an MS Word file (or compatible format), not as PDF file. Should an application be successful the abstract may be used for public relation purposes of the HWK. The abstract may not exceed 1500 characters incl. blanks.
- (5 & 6) No special information is required on the **curriculum vitae** and the **list of publications**. The CV should be in table form, and maybe arranged either chronologically or systematically.
- (7) **If the applicant plans to collaborate** with one or more scientists from the vicinity of the HWK (e.g. from universities in Bremen or Oldenburg or research institutions in the region), a letter must be enclosed in which the cooperation partner supports the application, gives reasons for this support, and guarantees that any required workplaces or laboratory facilities will be provided.

- (8) Along with the other application materials **one**, by no means more than two, **recent articles, papers, or book chapters** are requested. These should be particularly suitable to impart an impression of the applicant's scientific work. Publications may be submitted in German or English.
- (9) Since **applicants for *Junior Fellowships*** usually have fewer publications than senior scientists, an abstract of the doctoral dissertation (or, if the dissertation is not yet finished, the dissertation project) is important for the evaluation of the application. This abstract should not exceed 1500 characters incl. blanks.

**V. *How does the review process work? How long does it take until a decision?***

Initially applications are pre-reviewed by the Research Manager for this area of research and, in case of completeness and general eligibility, forwarded to the Scientific Advisory Board of the HWK. This board normally discusses all applications within approximately twelve weeks after the application deadline and gives recommendations for each application. The final decision is made by the Rector of the HWK. Based on previous experience, the duration between submission of the application and notification of the applicant amounts to four or five months.

**Research Managers:**

**Energy Research**

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**Social Sciences**

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## Fellowship Application

I hereby apply for a  (regular) Fellowship  
 Junior Fellowship **at the Hanse-Wissenschaftskolleg.**

Title, family name, first name \_\_\_\_\_

I apply for a *Fellowship* for a duration of \_\_\_\_\_ months, preferably from \_\_\_\_\_ until \_\_\_\_\_ (month/year), in the field of:

- Energy Research  Marine and Climate Research  
 Neurosciences and Cognitive Sciences  Social Sciences

Title of the scientific project:

\_\_\_\_\_  
 \_\_\_\_\_

Current academic position: \_\_\_\_\_

Home institution \_\_\_\_\_  
 \_\_\_\_\_

Permanent address (mailing and E-Mail): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Nationality / nationalities: \_\_\_\_\_

In cooperation with (if applicable):

Title, name \_\_\_\_\_

Institution \_\_\_\_\_  
 \_\_\_\_\_

and:

Title, name \_\_\_\_\_

Institution \_\_\_\_\_  
 \_\_\_\_\_

and:

Title, name \_\_\_\_\_

Institution \_\_\_\_\_  
 \_\_\_\_\_

## Enclosures

With this application form, I submit the following documents:

- ➔ Cover letter to the rector (PDF)
- ➔ Exposé (research project, PDF)
- ➔ Summary of Exposé (Abstract, DOC)
- ➔ Curriculum vitae (PDF)
- ➔ List of publications (PDF)

➔

cooperating researchers,  
if applicable (see Notes for Applicants):

if applicable, second letter of support

if applicable, third letter of support

➔ publication (PDF)

➔ *Only if you apply for a Junior Fellowship, summary of the dissertation or the dissertation project („Abstract“, PDF)*

Letter of support by

enclosed

to be sent separately

enclosed

to be sent separately

enclosed

to be sent separately

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Place, Date

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Signature