



Fellowships at the Hanse-Wissenschaftskolleg

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The Hanse-Wissenschaftskolleg (HWK) in Delmenhorst is an Institute for Advanced Study. It offers outstanding scientists the opportunity to focus on research without the distraction of everyday routines in academia, to interact with colleagues from other disciplines and to benefit from the large variety of scientific traditions represented at the institute. The HWK awards Fellowships to highly qualified scientists of all career levels, from postdoctoral researchers to senior scientists. With these Fellowships, the HWK supports interdisciplinary and international collaboration both between its Fellows and research institutions in the Northwest and within the community of Fellows residing on HWK campus.

The information below provides general advice for applicants for Regular Fellowships and for Junior Fellowships. Depending on the Fellowship project, Regular Fellowships and Junior Fellowships can be awarded for a minimum of three months and a maximum of ten months. Regular Fellowships may be split into no more than two periods of residence, provided that accommodation is available at the HWK. Junior Fellowships cannot be split. Note that an appointment for a Fellowship does not constitute a work or employment contract (see information on financial conditions below).

More information on the institute and Fellowships can be found on the HWK homepage (www.h-w-k.de). Please contact the Head of Program of the field relevant for your application for more detailed information (see contact information below).

The Regular Fellowship 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 experience in science and research.

The Junior Fellowship is available for junior scientists whose Ph.D. has been awarded less than five years ago and who have gained first professional experience in science and research. Both, continuation of previous research activities as well as starting a new strand of research by using the scientific expertise within the northwestern region are welcome, preferably by crossing scientific frontiers.

I. Who may apply?

Calls are open for highly qualified scientists of all career levels, from postdoctoral to senior researchers. Fellows are selected, based on the quality of their proposed research project, their scientific qualification, the project's fit with the scientific activities of the HWK, the willingness to contribute to and to profit from a highly interdisciplinary scientific community, and the availability of resources. Collaborations with colleagues at the regional universities and research institutes are appreciated but not a necessary condition for a Fellowship.

Scientists based at institutions in the northwestern region of Germany cannot apply for Regular or Junior Fellowships. They are encouraged, however, to motivate national or international colleagues to apply for Fellowships.

II. Application deadline and schedule

The HWK publishes one call for applications each year. Please refer to the current call on the HWK homepage (see "How to become a Fellow") for specific information on deadlines. Applications should be submitted at least one year before the desired starting date of the Fellowship, but no earlier than three years in advance.

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

III. Application format

Applications are accepted in electronic form only. Please send the complete application material (see section IV) by email to the Head of Program of the field in which you would like to apply (see contact details below). Please attach all material as separate PDF files. In addition, attach the application form (item 1) and both abstracts (items 3 & 4) as MS Word-compatible text files.

The formal letter to the Rector of the HWK, the project proposal, and the CV **must be signed by the applicant.**

IV. Application material to be submitted

The following items should be submitted as part of an application for a Regular or Junior Fellowship, respectively:

- (1) The completed application form,
- (2) a formal cover letter to the Rector of the HWK (signed!),
- (3) an abstract of the Fellowship project for a non-peer audience (max. 1500 characters incl. blanks)
- (4) an abstract of the Fellowship project for peers (max. 1500 characters incl. blanks)
- (5) a project proposal describing the planned research project containing a detailed work schedule (not more than ten pages including references – signed!),
- (6) a curriculum vitae (signed!),
- (7) a list of publications,
- (8) one (recently) published article or paper or book chapter by the applicant;
- (9) if applicable, letters of intent/confirmation of access to necessary research infrastructure from cooperating colleagues in the Northwest,
- (10) applications for Junior Fellowships only: an abstract of the doctoral dissertation (“Ph.D. thesis”, maximum 1500 characters incl. blanks),

and (all applications!)

- (11) two letters of reference from experts in the field, to be sent to the HWK directly, not later than the application deadline.

Explanatory notes

- (1) The application form is crucial for processing 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 should be communicated immediately. The application form can be downloaded from the HWK website at <http://www.h-w-k.de/en/servicemenu/downloads.html>.
- (2) The cover letter is the formal application for the Fellowship. This letter should make clear why the HWK is considered 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.
- (3) Include an abstract of the Fellowship project suitable for an audience of non-peers, i.e. outside your own field. Applications will be evaluated by the HWK Scientific Advisory Board; the board’s members represent very different disciplines. As the Fellowship community at the HWK is composed of scientists with many different backgrounds, you should show that you are able to explain your project to non-specialists in your research area. In addition, this abstract should show that the Fellowship project is interesting beyond your discipline.
The non-peer abstract should be submitted as an MS Word-compatible text file (doc, docx, rtf) and also as a PDF! Its length shall not exceed 1500 characters including blanks. Should an application be successful, the HWK may use the abstract for public relation purposes.
- (4) The abstract for peers should be a summary of the Fellowship project for specialists in your field of research. The peer abstract should be submitted as an MS Word-compatible text file (doc, docx, rtf) and also as a PDF! Its length shall not exceed 1500 characters including blanks. Should an application be successful, the HWK may use the abstract for public

relation purposes.

- (5) The project proposal should provide 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 inventive and relevant. Information about the methodology (“approach”, “perspective”) and methods should be included. Note: Supplement the proposal 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 proposal, 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, but the proposal should not exceed ten pages including references.
- (6) The curriculum vitae should be in table form, and may be arranged either chronologically or systematically.
- (7) There are no specific requirements with respect to the format of the list of publications.
- (8) One recent article, paper, or book chapter in German or English has to be included; in exceptional cases, a second publication may be added. These should be particularly suitable to impart an impression of the applicant’s scientific work.
- (9) 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 of intent from each partner must be enclosed in which they confirm that they wish to cooperate with you and that workplaces or laboratory facilities required will be provided.
- (10) Applicants for Junior Fellowships should also include an abstract of the doctoral dissertation in their application. This abstract should not exceed 1500 characters including blanks.
- (11) The applicant must provide for two letters of reference from experts in the field to be sent to the HWK directly. Referees are asked to send a PDF with their letterhead and signature via email to the Head of Program of the field in which the application is submitted. **Note that the same deadline applies for letters of reference as for all other application material.**

V. Financial conditions

Due to the great diversity in our Fellows' situations, financial conditions for Fellowships are negotiated on a case-by-case basis. The following principles apply:

- a) An appointment for a Fellowship does not constitute a work contract, and is not subject to legal provisions concerning the German social security system.
- b) Regular and Junior Fellows are provided with a fully furnished apartment on the HWK campus. No rent is charged for the apartments.
- c) Regular and Junior Fellows are eligible for a lump sum towards travel costs; even in case of split Fellowships, this lump sum is paid only once. Details can be found here: <http://www.h-w-k.de/travel-allowance>
- d) If a Fellow is employed by a university, a research organization, or as a researcher by a company, he/she must seek for financial support (paid leave or sabbatical) from the employer first, considering the great benefit of the Fellowship for the employer, resulting from both the Fellow's research and the creation of new networks.
- e) If appropriate, the HWK can provide the Fellow with a compensation to help maintain the Fellow's standard of living. This compensation takes into account documented losses in earnings due to the Fellowship and the Fellow's position as far as the budget of the institute allows for.
- f) Should an employer agree to continue paying the Fellow's full salary during the Fellowship, the HWK can contribute to the costs of a substitute; a separate agreement between the employer and the HWK would be necessary in this case.
- g) For Junior Fellows, both personal stipends and compensation payments to employers are limited to a maximum of 2,000 EUR per month.

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