

Application Guidelines and Financial Conditions

for Regular Fellowships and Junior Fellowships

at the Hanse-Wissenschaftskolleg — Institute for Advanced Study, Delmenhorst, Germany

The Hanse-Wissenschaftskolleg (HWK) in Delmenhorst is an Institute for Advanced Study in the Northwest of Germany. The HWK awards Fellowships to excellent researchers from postdoctoral to senior levels. The Fellowship program offers the opportunity to focus on research without the distraction of everyday routines in academia and to interact with colleagues in a vibrant international and interdisciplinary Fellow community that also includes Artists and Writers in Residence.

Regular Fellowships: for researchers whose doctoral degree has been awarded more than 5 years ago at the time of application and who have already gained professional experience in academia. Fellowship duration: 3-10 months. Residence at the HWK is mandatory. The Fellowship may be split in 2 periods of residence if the project requires it.

Junior Fellowships: for early career researchers whose doctoral degree has been awarded less than 5 years ago at the time of application. Duration: 3-10 months. Residence at the HWK is mandatory. The Fellowship cannot be split.

Fellows receive remuneration in the form of a stipend (see [V. Financial Conditions](#)), which legally does not constitute an employment contract and does not come with social benefits like pension fund contributions *etc.* Additional funding beyond the Fellowship stipend, e.g. travel funds or research project costs, cannot be provided.

More information on the institute and Fellowships can be found on the [HWK website](#). If you have further questions regarding the application process, please contact the [Head of Program](#) of the relevant research area.

I. Who may apply?

You are eligible to apply for a HWK Fellowship if...

- ... you have completed a doctoral degree.
- ... you are *not* currently working at an academic institution in the Northwest of Germany, and in the past 3 years have *not* worked in the region for more than 6 months in total.
- ... for a research project requiring research infrastructure (e.g. lab space, instruments, project funding...), you have a collaboration partner from an academic institution close to the HWK (i.e. in the Bremen-Oldenburg region) who agrees to provide the necessary research infrastructure and confirms this with a support letter. The HWK does not have lab space on campus! For candidates who do not need research infrastructure for their project, collaborations with regional institutions are appreciated but not a requirement.

Re-applications are possible, but a minimum interval between residence periods is required. Please contact your [Head of Program](#) for details.

Fellows are selected by the [HWK Scientific Advisory Board](#) based on the following criteria:

- the quality and innovative character of the proposed research project,
- the candidate's academic excellence,
- the candidate's willingness to contribute to and to profit from a highly interdisciplinary Fellowship community.

II. Application deadline, evaluation, start of Fellowship

The HWK publishes one call for applications per year, usually in mid-July. Please refer to the current [call on the HWK website](#) for specific information on deadlines.

Applications should be submitted *not less than 1 year before the desired starting date of the Fellowship, but no earlier than 2 years in advance*. Applicants will be informed about the outcome of their application approximately 4-5 months after the application deadline. The allocation of apartments on campus will be based on the ranking of the successful candidates. If no apartment is available for the preferred Fellowship period of a successful candidate, the HWK may suggest alternative dates. The more flexible a successful candidate is, the higher the chance of having their Fellowship realized.

III. Application format and material to be submitted

- All applications must be submitted in electronic form through the [link provided on the HWK website](#).
- All documents, including support and reference letters, must be submitted in English.
- Please follow the detailed instructions below to avoid delays or rejection of your application.
- Please have all information for the application form and all material for the uploads readily available before you start the application procedure to avoid crashes or delays. Saving an incompletely filled application form and continuing at a later time is not possible.

Application material to be submitted: (see further below for details)

Item	Remarks	How to submit?
Application form	see details below, have information available before starting the process	fill form on website
Cover letter	addressed to the Rector of the HWK, signed by the applicant	PDF upload
Project proposal including work schedule	max. 10 pages including references	PDF upload
Curriculum vitae		PDF upload
List of publications		PDF upload
One recently published article or paper or book chapter		PDF upload
Two letters of reference	from experts in the field but not from collaboration partner must arrive by application deadline	sent by email to Head of Program of your research area
For applications with regional collaboration partners		
Letter(s) of support/ intent of regional collaboration partner	stating willingness to collaborate/ support with research infrastructure	PDF upload
For Junior Fellowship applications only		
Abstract of doctoral thesis	Max. 1500 characters incl. blanks	PDF upload

Explanatory notes on application material

1. **Application form**

Please fill the [web-based form](#).

You are asked to include a *peer abstract* and a *non-peer abstract* of the project in the respective boxes (each up to 1500 characters including blanks).

The non-peer abstract should create interest and convey the key aspects of your project to an audience not specialized in your research field. The abstract for peers should be a summary of the proposed project for specialists in the field. Please note that the abstracts may be used for public relation purposes in case of a successful application.

If applicable, indicate your regional [collaboration partners](#) (see #7 below).

2. **Cover letter**

Contains the formal application for the Fellowship. Please make clear why the HWK is the appropriate place for you and your project. Please sign the cover letter.

3. **Project proposal & work schedule**

The detailed description of the proposed project should contain:

- a. A background section on how the topic and the research question are embedded in current research as well as the innovative character and relevance of the project.
- b. Information about the approach and methods to be used.
- c. A work plan and schedule justifying the requested duration of the Fellowship.

The review panel consists of reviewers from different disciplines. Thus, the proposal should also allow reviewers from different but related subject areas to understand its significance. The proposal must not exceed 10 pages including references.

4. **Curriculum Vitae**

The CV should be created in table form (i.e. not narrative), either chronologically or systematically. A [list of publications](#) is not part of the CV and should be uploaded separately (see #5).

5. **Publication list**

No specific requirements regarding the format of the publication list.

6. **Recent publication**

One recent article or book chapter, preferably related to the proposed project, conveying an impression of your research. Publications in English are preferred, but German ones are accepted if unavoidable.

7. **Support Letter(s)** – if applicable

If you plan to do practical work (e.g. experiments), a collaboration partner in the region who provides the required research infrastructure (e.g. lab space, funding for the project, instruments, expertise...) is needed. Note that the HWK has no lab space and does not provide additional funding for project costs. Please provide a letter by your collaboration partner in which they express their interest in the collaboration and confirm access to the necessary research infrastructure.

8. **Letters of Reference**

Please arrange for 2 letters of reference 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 research area in which the application is submitted. The letters must reach the HWK by the same deadline that applies to all other application material.

The regional host who provides the [support letter](#) (see #7) must not be a referee!

9. **Abstract of Doctoral Thesis** (Junior Fellowships only)

This abstract should not exceed 1,500 characters including blanks.

V. Financial conditions

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

- An appointment for a Fellowship does not constitute a work contract and is not subject to legal provisions concerning the German social security system.
- Fellows are provided with a fully furnished apartment on the HWK campus. No rent is charged for the apartments.
- Fellows are eligible for a [lump sum towards travel costs](#). In the case of split Fellowships, this lump sum is paid only once.
- If a Fellow is employed during the Fellowship, they must seek financial support (paid leave or sabbatical) from the employer first, considering the benefit of the Fellowship for the employer resulting from the Fellow's research.
- The HWK can provide the Fellow with a compensation (stipend) that takes into account documented losses in earnings during the Fellowship as well as the Fellow's employment situation.
- Should an employer agree to continue paying the Fellow's full salary during the Fellowship, the HWK may contribute to the costs of a substitute's employment instead of a stipend.
- For Junior Fellows, personal stipends are limited to a maximum of 2,000 EUR per month. The maximum stipend for a Regular Fellowship is 5,000 EUR per month.
- Funding of research expenditures (e.g., materials, travel, expeditions, etc.) is not provided.

VI. Heads of Program

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