

ALEXANDER VON HUMBOLDT FOUNDATION
(AvH)
- Selection Department -

Guide for a complete application
for a Roman Herzog Research Fellowship

Please enclose the following documents in **German** or **English** (in the case of humanities scholars, **French** may also be accepted) with your application for a Roman Herzog Research Fellowship:

- ☐ Application form (in duplicate)
- ☐ Research plan (in duplicate)
- ☐ Academic host's approval (in duplicate)
- ☐ List of publications (**triple**)
- ☐ Publications/résumés (in duplicate)
- ☐ *Doctoral thesis (see reference number 6)*
- ☐ Letters of recommendation
- ☐ *Ph.D. diploma*
- ☐ Language certificate (in duplicate)
- ☐ Two passport-size photographs
(with your name on the reverse)
- ☐ additional information regarding managerial skills

Applications **which do not include these documents or include only some of them** will be **returned** to applicants **unprocessed or will require a much longer period of processing**. The Humboldt Foundation reserves the right to request additional documents.

On receiving your application documents, the Humboldt-Foundation will forward a brief acknowledgement. Following scrutiny of the documents, we shall advise you on the status of your application, any documents still required and the expected selection date. Do not expect us to acknowledge receipt of any documents, expertises etc. submitted later. This is precluded by the large number of applications (approximately 2,000 per year) and the daily volume of incoming mail.

The Humboldt Foundation is unable to bear any costs arising from the application (copies, photographs etc.).

Please read the following explanations **carefully** before completing and compiling the documents.

Please do not use transparent covers or staples for compiling your documents. Do not send us your documents in a bound form.

1. Application form

Please complete in **typescript**, append your signature and return in **duplicate**.

In regard to scheduling, please bear in mind that, normally, the period between **receipt** of application documents and **final decision** is **several months**.

If accepted, candidates can begin research in Germany at any time - after consultation with their academic hosts and fulfilment of all administrative requirements (entry visa, application for passport etc.). To assure the most realistic possible date for the commencement of research fellowships in Germany, you are requested to bear the following in mind:

- the usual mail delivery duration in your country after the selection committee's decision;
- the time it takes to process passport applications in your country;
- the time it takes to process applications for entry visas for Germany;
- the duration of a language course.
- **Candidates applying for language courses;**
language courses in Germany take place immediately prior to actual research stays; this means that commencement of research work at host institutes is postponed by the time envisaged for language studies.
- **Candidates not applying for language courses;**
here too, the Selection Committee may strongly recommend or **declare mandatory** participation in a German language course **prior to** actual research stays.

Participation in a German language course is **recommended** as a means of gaining maximum benefit from research and everyday contacts in Germany.

1. Research plan

Please include a **detailed research plan** (in duplicate) containing full details of the subject, methods, aims and schedules of the envisaged research project. This research plan should be **discussed** thoroughly with the German host **before forwarding the application**.

Any research plan which is incomplete in regard to content, methods or time schedules (up to one year) will be **rejected**.

Apart from academic publications proven by offprints, the **research plan** is the **basis for academic assessment of your application** by the Selection Committee. You should therefore comply with the following:

- The research plan must be **drawn up by applicants themselves**. Even if the German host has already submitted a project outline or a detailed research plan, you are still required to provide **your own additional** version outlining the subject within the context of your previous work and stating what further results you expect to achieve through the research work envisaged;
- please **do not** confine yourself simply to stating the subject and a general description of planned research;

- begin with a clear description of the academic „problem“; summarize how this subject has been dealt with previously by other academics and indicate existing problems and unsolved questions;
- indicate what methodological and technical difficulties may arise;
- what new knowledge or solutions do you wish to obtain and what particular preliminary work have you already carried out?
- state the academic literature on which the research plan is based (bibliography);
- give a brief timetable for the intended research work.

Note: make sure that **scheduling is realistic**. Research fellowships are granted for **one year at the most**. An extension may be applied for later. This can be granted only for the **completion** of research work already commenced and **for a maximum of six months**. The individual work stages should be planned in this way so as to ensure that the project can be completed within the time available and, **if necessary, even with only partial results**.

1. Academic host's approval

Written confirmation that research facilities are available at a German host institute must be included with application documents.

Enclose a written confirmation from your host that all facilities and equipment required for your research work are available at the proposed German host institute. Furthermore, your host in Germany must confirm in writing that he is prepared to act as your academic advisor and, in addition to the necessary facilities, to provide expert guidance in regard to your research project. This also applies to candidates whose studies would be undertaken primarily in archives and libraries.

Enclose your host's **written** confirmation in duplicate. This confirmation must include explicit approval of your proposed research project and should not be older than one year.

For the successful carrying out of a research project, it is of prime importance that the candidate has sufficient language proficiency, usually in either English or German. Your German host scientist should, therefore, also comment on your language knowledge, if he is able to give such an assessment on the basis of personal acquaintance or comprehensive correspondence.

Your application cannot be considered if it does not include this confirmation or if this confirmation is incomplete.

Applicants planning to conduct research on the same subject at **two host institutes** (maximum!) are requested to state at which institute they wish to conduct most of their research work. In such cases, it is important that three copies of **all** documents (publications in duplicate) be submitted with the application. **Applications including two different research projects to be conducted at different host institutes are not acceptable.**

Please take note: In view of the extremely difficult housing situation in Germany, we recommend that periods of research involving two different host institutes be planned only in **exceptional cases**. A transfer from one host city to another entails great loss of time and considerable organizational difficulties. We therefore recommend that you arrange a main period of research at **one** host institute of your choice and, in addition, plan short visits to other institutes of substantial importance to your research project. **Following the award of a fellowship**, financial assistance may be requested for these visits in **especially well-founded cases**.

2. List of publications

Please enclose a **separate**, complete list (in duplicate) of academic publications in **chronological order**. Use the **enclosed sample** as a basis for compiling your list of publications and make sure you comply with the following:

- The list of publications (in German or English or, alternatively in the case of humanities scholars, in French) must give a **complete** breakdown of your academic publications;
- if your publications are not available in German, English or French, please state the original language and translate all bibliographical data (e.g. original title and journal) and give the names of all authors in **Latin** script;
- **indicate in red** on your list of publications all work from which you include offprints or résumés;
- enclose copies of the publishers' declarations of acceptance for all publications which are either in the process of printing or have been accepted for printing.

We **urgently** request you to compile this list of publications in a **well-structured, well-ordered and easily legible form** (e.g. sufficient spacing between individual titles). The list must contain the usual bibliographical data **including the number of pages**. This is important to assure **reliable evaluation** of your publishing record.

1. Publications/résumés

Our experts scrutinize and assess your academic publications thoroughly. A decision on your application will be taken primarily on the basis of this assessment:

- send us offprints or manuscripts (in duplicate) of only **three to four of your most recent** academic publications (including **at least** one dating from the **past two years**) which you consider to be your most important and expressive;
- if research results are **published in languages other** than German or English (or French in the case of humanities scholars), you are requested to provide a **very detailed résumé** or a translation of the most important passages. Make sure that the titles of the résumés are identical to the corresponding titles on the list of publications;
- outline clearly in these résumés the methods you used and describe where your own findings have produced new elements in regard to the current state of research. Please bear in mind that these should contain sufficient detail to enable our experts to obtain an accurate impression of the respective publication. The abstracts usually contained in offprints are not enough.

1. Doctoral thesis

If you have already obtained your doctorate degree (Ph.D., C.Sc. or equivalent), please enclose your doctoral thesis.

If you have **not yet obtained** your doctorate degree, but are working towards it and your dissertation is in an advanced stage, please enclose.

- either the (complete) manuscript of your doctoral thesis (if already available);
- or an informative abstract (of at least 5 pages) stating the stage of your dissertation.

If your doctoral thesis is written in a language other than German, English or, with scholars in the humanities, French, please enclose a **very detailed abstract** of at least 10 pages.

You are **not required** to submit the dissertation **manuscript** if the results of research work conducted in connection with your thesis have appeared in international journals (or have been accepted for printing); these publications **must be enclosed**.

1. Letters of recommendation

We require at least **three** letters of recommendation from academics who are in a position to provide detailed information on your academic activities. These letters of recommendation should be drawn up on the basis of the enclosed questionnaire.

We require letters of recommendation from the following academics:

- a) your doctoral supervisor;
- b) the senior academic at the institute at which you are working at present, if other than a);
- c) other academics in a position to assess the quality of your work to date;
- d) if you have worked **outside your home country** (excluding Germany) as a guest-researcher for an extended period (exceeding two months) in the past five years, arrange also for the senior academic at your foreign host institute to send us a reference letter;
- e) if you have worked previously in **Germany** as a guest-researcher, please state the name and full address of the academic with whom you worked. The Humboldt Foundation itself will contact him/her for a reference.

Reference letters form part of a complete application. Please ensure that the required references are forwarded to us **in good time**. Questionnaires for those rendering references are enclosed with the application documents. **Please do not** apply to your German host in regard to a reference letter; this will be requested by the **Humboldt Foundation itself**.

You may ask your referees to send their references **direct to the Foundation**. In this case, please indicate from whom you have requested reference letters giving his/her/their address/es **on page 6 of the application form**. This information will facilitate allocation of reference letters received. However, references (in a **sealed** envelope) may also be enclosed with your application documents.

8. Doctoral certificate

Enclose a **copy** (not the original) of your doctoral certificate (if already available, see 6.) or the highest academic degree obtained. If the certificate is in a language other than German, English or French, a certified translation must be included.

Candidates in the process of completing a doctorate during the selection procedure must submit a doctoral certificate (or at least a provisional certificate issued by their doctoral supervisor or home university) immediately after acceptance of their doctoral thesis and the formal award of doctor's degree.

9. Knowledge of German and English/language course

Humanities scholars must prove their **knowledge of German** if a sound command of German is required for the feasibility of the research project.

Physicians whose research work will involve direct contact with patients at the host clinic must prove their knowledge of German.

Natural scientists and engineers whose mother tongue is not English or German must **prove** they have good knowledge of one of the two languages.

A printed form for a German or English language certificate is enclosed. Knowledge of the English language must be certified by a university **lecturer in English language and literature or by an English language institute**, and knowledge of **German** by a **lecturer in German philology or a German language institute**.

10. Passport-size photographs

Please enclose two passport-size photographs with your name on the reverse side.

11. Managerial skills

Please supply proof (where applicable) for your managerial skills regarding research, teaching or non-scientific activities by enclosing certificates, diplomas resp. your own description.