

FAQ on Applying for a fellowship at the Hanse-Wissenschaftskolleg

More detailed information may be found in the application guidelines here: https://hanse-ias.de/fileadmin/user_upload/downloads/bewerbung/Fellowship_Application_Guidelines.pdf

1. Where do I find information about the application process?

- a. You may find all key details on the application process at <https://hanse-ias.de/en/fellowships/application>.

2. Am I eligible to apply?

- a. You are eligible to apply if you have 1) successfully completed a Ph.D. or equivalent doctoral degree or will complete it before the planned start of the fellowship, and 2) if you do not violate regulation #8 in this FAQ.

3. How do I apply?

- a. All applicants need to fill in the application form on the HWK website located [here] and are required to send in mandatory accompanying documents. *Please note that unsolicited applications by email to any staff member of the HWK will be discarded.*

4. I have a specific question. Who can I ask?

- a. Please contact the head of program in charge of the research field you wish to apply for here: <https://hanse-ias.de/en/people/contacts>

5. Are all HWK fellowships funded?

- a. Yes, with few exceptions. For all funded fellowships, the exact amount available is subject to individual negotiation and may include cost-sharing arrangements with your home institution(s).

6. Will I receive a work contract from the HWK to support my visa?

- a. While a fellowship does not constitute a work contract and stipends do not come with social benefits, the HWK supports visa applications where necessary, e.g. with formal invitation letters and the formal hosting agreement recognized by German consular authorities.

7. When should I apply for a HWK Fellowship?

- a. You should apply at least one year, but not more than two years before the desired start of the fellowship.

8. May I apply from anywhere in the world?

- a. Yes. However, no applications may be submitted by researchers having worked at an academic institution in the Northwest of Germany (Bremen, Oldenburg, Bremerhaven, Wilhelmshaven, Vechta) for more than six months within the past three years.

9. May I apply for any academic discipline?

- a. Generally speaking, yes. However, your project must fit into at least one of the research areas of the HWK outlined [on this page](#) here. Multi-area applications are

welcome. If you are unsure if your project fits into any of these areas, please contact the respective head of program. You may find the contact addresses [here](#).

10. Do I need a regional cooperation partner?

- a. In general, no. However, if your project requires, e.g., laboratory infrastructure, a suitable cooperation agreement with a local lab must be established beforehand. Note that, even if not strictly required, a regional cooperation may be positively received by the review board.

11. Do you offer Postdoc fellowships?

- a. The HWK Postdoc Program is open only to applicants from regional academic institutions. Current postdocs at the universities of Oldenburg or Bremen or other regional institutions may find more information [here]. Junior researchers who completed their doctoral degrees within the past five years can apply for a HWK junior fellowship.

12. How long may a fellowship be?

- a. Fellowships are typically 3 to 10 months with an upper limit of 10 months.

13. Do I have to live at the HWK during my fellowship?

- a. Yes. All fellowships by the HWK are residential stipends. Rent-free accommodation and support towards travel costs is included in all residential fellowships.

14. May I interrupt my stay at the HWK, e.g. for a multi-week holiday?

- a. You may interrupt your stay for brief periods of time, e.g. several days. Fellows are also eligible for two workdays of holiday per month which may be accumulated. Longer interruptions require clearance by the Head of Program in charge.

15. May I split my fellowship into multiple parts, e.g. two periods of five months each?

- a. Split fellowships are allowed if required by your research project. However, the HWK only refunds travel costs for the initial inbound and final outbound journey to and from Delmenhorst.

16. May I bring my spouse and/or children?

- a. Yes. However, family accommodation is limited and waiting times may apply.

17. Does the HWK offer childcare?

- a. There are no on-premise facilities at HWK. However, the HWK team will assist with community-based kindergarten and school placements, space permitting.

18. Can I bring my dog?

- a. Unfortunately, pets may not be brought onto the HWK's premises.

19. Is smoking allowed on the premises of the HWK?

- a. Unfortunately, smoking is not allowed within any of the HWK buildings. However, there are dedicated outside smoking areas available.