



Guideline for Applicants

Gielen-Leyendecker Fellowships For Female Young Scholars At the University of Bonn

Bonn, October 2016

1.) Target group and eligibility requirements

The fellowship focuses on female post-docs with excellent academic qualifications who want to complete an independent research project at the University of Bonn. Applications will be accepted from national and international applicants with or without prior connections with the University of Bonn.

Eligible to apply for this fellowship are female post-docs who have received their **doctorate**¹ **within 2 years** from the time of the application deadline on 31 January 2017. If more than two years have passed since receipt of the doctorate due to family obligations, this may be taken into account.²

At the time of the application deadline on 31 January 2017, all exam portions of the doctoral process must have been completed, and at least a preliminary doctoral certificate stating the final grade must be submitted.

Application is open to young female scholars from the Humanities who would like to work at one of the following institutes of the **Faculty of Arts**:

- [Institute for Classical and Romance Philology](#)
- [Institute of Oriental and Asian Studies](#)
- [Institute for Linguistics, Media Studies and Sound Studies](#)
- [Institute for Art History](#)

Work will start on 1 October 2017.

2.) Fellowship scope

Gielen-Leyendecker Fellows receive € 85,000 annually for a period of two years. These amounts pay for the following: Your **own position** (usually, temporary contract as a *Wissenschaftliche Mitarbeiterin* (research assistant), TV-L 14), as well as student assistants or research assistants, and funds for materials and travel, as needed (the amount available for help, funds for materials and travel, which will depend on your salary, will be about € 15,000 - € 20,000 p.a.).

In addition, the Fellows are offered the option of spending a **substantial amount of time** (at least six to nine months) **abroad** within the funded period at an international partner organisation of the corresponding Bonn Institute³. During this period, Fellows will remain University of Bonn employees. In return, the host institution agrees to pay for all materials and cost of basic equipment.

In addition to the financial funding of the fellowship by the Gielen-Leyendecker Foundation, the University of Bonn will provide Fellows with **additional benefits and options**:

- Basic equipment (office, office equipment, etc.) and access to the necessary infrastructure;
- A mentor for supporting the Fellow in her academic discipline, and providing advice
- Participation in the [Mentoring and Training Program \(MeTra\) for female young scholars](#).

¹ The date relevant for 2-yr. period after receipt of your doctorate depends on the individual timing of your corresponding process: The date that applies is the date of your doctoral certificate unless this was more than one year after your defense/viva voice examination. Otherwise, the date of your oral exams shall apply.

² This will be based on the time period for which you had to interrupt your academic career. For parental leave, a max. period of two years per child can be taken into account. Please contact Gielen-Leyendecker-Fellowship@uni-bonn.de in advance to find out how your situation will be assessed.

³ The stay abroad cannot be directly at the start or end of the fellowship, or in the country of origin.

- Participation in the "[Postdoc plus – Kompetenzentwicklung für Nachwuchswissenschaftler/innen](#)" continuing education program (competence development for young scholars) developed specifically for young scholars at the University of Bonn.

3.) Selection criteria

The following criteria will be considered when selecting Fellows:

- Excellent dissertation in their discipline;
- Academic qualifications according to the criteria for the discipline (publications, awards and grants, presentations and conferences, etc.);
- Quality of the academic proposal;
- Letter of recommendation from the mentor within the desired area of work at the University of Bonn;
- One additional external letter of recommendation.

4.) Application process; documents to be submitted

1. Application form

Please complete the application form.

2. Proposal

The proposal must not exceed a length of ten pages (DIN A4 format). This shall include the entire proposal, including its bibliography. For the proposal, please use an 11-pt. font and 1.5 line spacing.

In addition to the scholarly presentation of your research project, the following issues should also be covered in the description:

- How the project ties into the Institute's work while being independent. It should become obvious why the corresponding institute is desired as a place of work, and what opportunities it will present for a successful completion of your research project;
- If applicable: Description of the stay abroad and how it will be integrated into the overall project;
- Project plan and schedule, including its graphical representation (e.g. bar graph, Gantt chart);
- Budget (in particular, regarding how the funds for help, materials and travel will be spent; the amount available for this is about € 15,000 - € 20,000 p.a., cf. 2.) Fellowship scope)

3. Doctoral certificate

Based on the information under 1.) Target group and eligibility requirements, the doctoral certificate or a preliminary certificate of completion of your doctorate stating the final grade must be submitted.

4. Curriculum vitae

Your brief C.V. should include the stations of your academic career, as well as prizes and awards (2 pages max.). Please list publications separately.

5. List of publications

In addition to your dissertation, please also list all other publications, if applicable.

6. Publication

Please submit your most important publication (dissertation or other). If it was not written in English or German, please also submit a brief summary in English or German.

7. Letter of Recommendation

The letters of recommendation should be submitted by their authors directly by email (Gielen-Leyendecker-Fellowship@uni-bonn.de).

The following two letters of recommendation will be required:

- From your mentor at the host institute at the University of Bonn who will support and advise you in your academic work. The mentor must be firmly anchored within the relevant discipline and agree to serve as your mentor if your application is successful. The letter of recommendation should also show what kind of research infrastructure the institute will provide for the applicant.
- An external letter of recommendation (i.e., not from the host institute at the University of Bonn), if possible, from your dissertation advisor.

Submission mode

All documents shall be submitted by email in PDF format (Gielen-Leyendecker-Fellowship@uni-bonn.de). Please name the files as stated above. (1. Application form_Your Lastname, etc.).

All documents must have been received no later than by the application deadline (31 January 2017, 11:59 p.m. CET) at the listed email address at the University. Applications or parts thereof that are received late cannot be taken into consideration; they may result in your application being rejected on formal grounds.

5.) Schedule

Fellowship announcement:	21 October 2016
Application deadline:	31 January 2017
Notification of the decision:	March/April 2017
Start of work:	01 October 2017

6.) Contact

For questions regarding the fellowship, please contact

Miriam Dierker
Rheinische Friedrich-Wilhelms-Universität Bonn
Dezernat 7 – Forschung
Research Support
Ph. [from abroad: +49 228 / ...] 0228 / 73-60918
Email: Gielen-Leyendecker-Fellowship@uni-bonn.de

7.) Checklist

Prerequisites for application

I am a young female Humanities scholar with a doctorate

I received my doctorate 2 years ago or less

Exception - Interruption of academic work after receiving my doctorate:
I have clarified my situation with the University of Bonn in advance

Host institute

My academic orientation is a fit with one of the institutes named in the announcement

I have found a mentor in one of these institutes who supports my research project

Application documents

Application form completed

Proposal written, including schedule and budget

Doctoral certificate or preliminary certification at hand

C.V. at hand

List of publications generated

Publications, and if necessary, summaries at hand

Letter of recommendation

My mentor at the University of Bonn has written and emailed her/his letter of recommendation

My dissertation advisor or another scholar has written and emailed her/his letter of recommendation
