

FAQ IEG FELLOWSHIPS FOR DOCTORAL STUDENTS

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1. Requirements for Application

Who can apply for a fellowship at the IEG?

The IEG grants fellowships to doctoral students (who have not yet obtained their PhD degree) who have at least a Master's degree in history, theology or any other historically working discipline.

Are there thematic guidelines concerning the funding?

Generally, research projects applicable for funding should concern the time span from the beginning of the Early Modern Age to Contemporary History.

We are particularly interested in projects

- with a comparative or cross-border approach
- on European history in its relation to the wider world
- on topics of intellectual and religious history
- that make use of digital tools and methods
- with relation to environmental history

There are no guidelines concerning the specific topic itself.

Is it possible to simultaneously apply for a fellowship at other institutions?

It is, as a matter of principle, possible to simultaneously apply at other institutions. Please promptly inform us about potential second applications or decisions regarding these during the selection process.

What is the expected length of a fellowship at the IEG?

The fellowship involves a research stay of six up to twelve months, during which the fellows are obliged to reside at the institute. The fellows live and work at the institute building. Depending on the availability of partner rooms, fellows may also live in the dormitory with their partners.

Exceptions are made for fellows who are accompanied by their children (and, where applicable, their partners).

To whom do I address my application?

Please submit your application digitally using the online form linked in the call for applications.

The Fellowship Office is responsible for the application process.

Is it possible to retroactively change the applied for fellowship period?

The fellowship is constrained to the period of time mentioned in your letter of acceptance. Only in justified exceptional cases can an adjustment of the period be considered (well in advance of the fellowship start).

1.1 IEG Fellowships for Doctoral Students

What phase should my dissertation be in at the moment of application?

You must have been pursuing your doctorate for no more than three years at the time of the application deadline, though exceptions may be made in exceptional circumstances. When applying, your dissertation should be conceptually advanced and the collection of sources should have progressed insofar that a research stay of six to twelve months at the IEG will be integral to its completion. Should you be planning to need extended archival research you might consider applying for a fellowship elsewhere.

Which activities are being funded by the fellowship for doctoral researchers?

The research fellowship of the IEG exclusively sponsors the writing of the dissertation and automatically ends with the submission of the same. Preliminary research or revisions of book manuscripts are not funded.

Is it possible to ask for an extension of the fellowship?

No, it is not possible to extend the stipend. However, the research stay can be extended as a visiting fellow if the stay is continued with funding from other sources or self-financed.

1.2 Language Skills

The Call for Applications mentions the need for proficiency in English. What does that mean?

Good English skills are a prerequisite for participating in discussions at the institute. It is important to have not only sufficient written but also oral language skills so that you can participate in discussions. Please ask yourself: are my skills sufficient? German skills are not required but welcome.

Am I required to bring forth a language test?

Yes, you are expected to be able to prove the language skills (English) stated on the form with the help of certificates or diplomas. This also includes school reports or completion of an English-language degree. If this is clearly evident from your degree certificates, these are sufficient as proof of language proficiency.

If the tests are older and your current language level is higher, please note this.

Would a letter from my supervisor confirming that I have sufficient language skills be sufficient?

Yes. A letter confirming that you have sufficient spoken and written English skills to actively participate in discussions would be perfectly adequate.

Would it be possible to upload my academic transcripts or a letter of confirmation from my university as proof of my English language skills?

If you would like to use your academic transcripts as proof of your English language skills, please note this in your application. A letter of confirmation is also sufficient.

Is it possible to bring forth language skills achieved during school years?

Yes, language skills acquired during school are also recognized if they can be documented with the relevant certificates.

2. Residential Obligation

What is meant by residential obligation?

The fellows reside and work at the institute building during their fellowship. Fellows with partners may also live together in the institute's dormitory, depending on the availability of double rooms. Exceptions may be discussed with the scholarship office for scholarship holders with children.

Fellows attend public lectures and the weekly research colloquia of the IEG. Attendance at the remaining academic events, such as workshops or conferences, is approved of but not mandatory.

Am I allowed to leave the institute for an extended period of time during my fellowship?

Extended archival visits or journeys outside the institute are, by residential obligation, not possible. Should you plan to need archival research, we suggest that for this phase of your dissertation you might consider applying for a fellowship elsewhere. Shorter, day-to-day trips to archives and libraries, external experts and specialist conferences are possible within the residential obligation and are arranged with the respective mentor at the IEG and the Head of the Fellowship Programme.

Is it possible to apply, even if I do not want to make use of the housing of the IEG?

Generally, all fellows reside at the IEG for the duration of their fellowship, the only exception being fellows with children, for whom we cannot provide housing space. For fellows with children it is permitted to live outside of the institute, in Mainz. A workplace at the institute will be provided for you. Further exceptions can be discussed on an individual basis for fellows with children who wish to commute to Mainz.

I would like to come with my children. Can I move into a dormitory room?

Unfortunately, the institute building is not designed to accommodate families with children. Fellows who would like to bring their family to Mainz must therefore find their own accommodation in Mainz or the surrounding area. Unfortunately, the IEG cannot arrange accommodation. However, the Fellowship Office will be happy to give you advice on finding accommodation. You will be provided with a workplace at the Institute.

I would like to travel with my partner. Do I have to look for my own apartment?

A limited number of partner rooms are available in the dormitory. Please inform the Fellowship Office in advance if you would like to travel with a partner. Ideally, you should provide this information on the application form. Applications submitted after the application process has been completed may not be considered.

3. Application

3.1 Application Deadline

Could you please tell me what the deadline for a doctoral fellowship is?

You can find an overview of the current announcements with their respective specific deadlines on our website under <https://www.ieg-mainz.de/en/fellowships>.

The IEG has two deadlines each year for the IEG Fellowships: February 15 and August 15.

Am I bound to the date of commencing mentioned in the announcement? Till what time is it possible to start the fellowship?

The announcements mention, respectively, March 1 and September 1. These dates each represent the earliest possible date of commencing. Fellowships can by all means be applied for later in the year, however the beginning of the desired period of fellowship should not be later than six months after the mentioned date in the announcement. For later periods of time please apply for the subsequent announcement.

At what time and how often do the selection meetings for IEG Fellowships for Doctoral Students take place?

There are two selection meetings for IEG Fellowships for Doctoral Students per year, one in springtime and one in autumn.

Do you confirm the entry of my application and of further documents/assessment when received?

As soon as your application is received by us, we will notify you. Please keep an eye on your mailbox in the following days in case we have any queries.

When will I receive a decision on my application?

After the selection meeting, we will inform you of the selection committee's decision by email. The selection process may take several months (usually 3-4 months). Please refrain from making enquiries.

Can incomplete applications be considered?

No. The two references are also required for the application to be complete. If these are not provided, the application will be considered incomplete and cannot be considered. If, for understandable reasons beyond your control, the submission of a specific document is delayed, please inform us proactively.

See also: What happens if one of the references cannot be submitted by the application deadline?

Is it possible to apply again after a rejection?

It is possible to apply anew. This is, however, only reasonable if your project has essentially advanced and is substantially distinguishable from your first application.

3.2 Application Papers

Where can I find the application form?

The application form is an online form. It is linked in the job advertisement. To access it, scroll down the job advertisement and click on 'Apply online'.

What is to be considered while filling out the form?

Please read the form thoroughly before completing it. Please have the documents listed in the form ready before you start filling it out so that you can upload them. Please use the pause function if you wish to continue editing the form at a later time. Once you have submitted your application, it cannot be edited or corrected.

Are there any guidelines for the work and time schedule?

There are no official terms of reference for the schedule. We recommend a tabularisation that contains details of the time periods and their respective working steps.

Is it necessary that the copies of university degrees and certificates be authenticated?

No, the copies of your university degrees and certificates do not need to be authenticated. At the beginning of your fellowship you are expected to submit the originals or authenticated copies to the Fellowship Office.

What documents are needed for an application?

Please check the list in the respective online form. In addition to your own application documents, two references are required, which you should arrange yourself in good time.

What languages can I submit my application and outline of my dissertation project in?

You may write in either English or German; we recommend that you use the language in which you are most proficient.

3.3 Reference

Do the references have to be written by professors?

The first reference should be sent by the primary academic advisor of your dissertation. All referees should be authorised to supervise Ph.Ds. at their higher education institution.

Does the external referee have to be from the same institution?

The external referee should preferably be from another university or in exceptional cases a neighbouring discipline, if related to the topic of the dissertation. The external referee should not be the second academic supervisor of the dissertation project.

What form should the references be written in and what is the expectation of their content?

As a rule, references should be two pages long. They should comment on:

- academic qualification of the applicant
- topic, aim and current status of the dissertation project
- synopsis, work and time schedule for the research stay in Mainz

Furthermore, the references should directly refer to your planned research stay in Mainz. General recommendation letters will not be considered. The referees email an up-to-date reference directly to the IEG by the application deadline to: application@ieg-mainz.de

Does a second reference need to be sent?

Yes, both references must be sent by email to application@ieg-mainz.de by the application deadline. Please also enter the contact details of the referees in the application form so that we can assign the references.

An application without two references is incomplete.

Should references be sent directly to the IEG or rather together with the application?

Both referees email an up-to-date assessment as a pdf file, by the application deadline, to: application@ieg-mainz.de

May the external referee already be retired?

All assessors have to be authorised to supervise Ph.Ds. at their higher education institution, even if already retired.

What language can the reference be in?

Permitted languages for reference are English and German.

What happens if one of the references cannot be submitted by the application deadline?

We understand that there may be personal reasons for a delay in submission by professors. Please contact us proactively and inform us in advance of the expected delay. We only accept late submissions if this has been agreed with us in advance. However, the reference should be received by us no later than four weeks after the application deadline, as no further documents can be accepted after this date.

4. Funding

What is the amount of funding for IEG Fellowships for Doctoral Students?

The IEG Fellowship for Doctoral Students amounts to 1.350 € per month. The fellowship is directly paid out by the IEG to the fellows.

Is it possible to request family allowance for the duration of the fellowship?

Yes, the IEG offers a family allowance.

Fellows whose spouse or partner accompanies them to Mainz, shares their residence (registration certificate) and does not have their own income exceeding €556 per month are eligible for a partner allowance. Please indicate in your application whether your partner will accompany you to Mainz.

Fellows with children who either move to Mainz with their children or commute to their primary residence to care for their children can apply for a family allowance: 400 euros per month will be paid for the first child and 100 euros per month for each additional child as an allowance to the scholarship.

This can be combined with the partner allowance. Please also indicate your children on the application form.

Please contact the Scholarship Office if you have any questions or need clarification regarding your requirements.

Does the IEG pay children's allowance for children coming to Mainz with me?

Yes, fellows who come to Mainz with their underage children can request children's allowance. The same applies to scholarship holders who look after their children at their primary residence.

Do I receive a grant for health insurance?

No, there is no grant available for health insurance.

Can IEG fellowships be combined with other fellowships or occupations?

No, for the duration of funding it is not allowed to make use of other gainful employment and financial support.

Can I apply for a fellowship if my research project has already been funded by a different institution?

Yes, you can. Prior utilisation of another fellowship is not an exclusion criterion, subsequent funding is possible.

Are there grants for travel expenses?

No grants are awarded for travel expenses.

Are IEG fellowships tax-exempt?

Yes, the fellowship is tax-exempt according to § 3 Nr. 44 EStG. Appropriate attestation for submission at the tax office can be requested at the Fellowship Office, if required.

5. Data Privacy

What happens to my application papers once I have submitted them?

Deletion of your personal application documents generally takes place three months after the completion of the application process. However, this does not apply if there are legal requirements preventing this, further storage of data is necessary for evidence reasons or if you have expressly agreed to an extended storing of your data.

6. Other

Which commitments do I enter by accepting the fellowship?

- a. By accepting the fellowship all fellows commit themselves to, unprompted, provide the institute's library with a copy of their published dissertation (press release) or other academic papers that were enabled by the IEG.
- b. Fellows live and work at the IEG building for the whole duration of their fellowship (residential obligation). Exceptions for families must be agreed in advance and on a case-by-case basis.

To whom can I turn if I have further inquiries?

If you have further questions that were not answered by our FAQ, please turn to the Research Fellowship Programme by writing an email to fellowship@ieg-mainz.de or calling the number (06131) 39 21749.

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In any case of doubt the German version is valid.