

Frequently Asked Questions

1.) At the moment I am in the final stage of my PhD process, but I already know for sure that my defense will not take place before March/April. I wonder if the time frame between application January and October (as starting of fellowship) is still the possible window for your acknowledgement of my application, despite at the moment of application **I won't hold the degree yet.**

→ Our fellowships are addressed to applicants that should be at the postdoctoral level and they should have finished their PhD by July 2014 to participate in the program from October 2014 onwards. Please clearly demonstrate in your application that you will finish your PhD in time so that you could work on another project during the fellowship 2014/15. Your university instructor can address this issue in the letter of recommendation and clarify the status of your dissertation

2.) I will surely have my viva after summer 2014, possibly September, but most probably October. Since I read that the project starts the 1st of October and that it is meant for post-doc scholars, am I automatically ruled out from this year application round?

→ If you have handed in your written dissertation before summer it will be fine. The viva can be later. In your cover letter, you should state at what stage of dissertation writing you are. The recommendation letter should be written by your advisor and should also indicate the state of your thesis. For our purposes it is the thesis that counts and not the formality afterwards. If you have written your thesis before you start here on 1st October it will be fine.

3.) Are there any "PhD fellowships" offered in this program?

→ Our fellowships are addressed to applicants that should be at the postdoctoral level and should have obtained their doctorate within the last seven years. Unfortunately, we don't offer fellowships for PhD students. We would kindly ask you to check our annual calls to obtain your application for future fellowships.

4.) I am not yet qualified to apply for a fellowship and I was wondering if there will be any **post-doctoral vacancies in the future?**

→ We call for applications for post-doctoral fellowships every year by the end of October/beginning of November. Some of the programs or research fields may change in the future, but I would kindly ask you to check our annual calls for future fellowships.

5.) I would be interested in applying for a fellowship but I just wanted to check one thing - I completed my **PhD in 2002**. Will that render me ineligible?

→ We have the formulation that the PhD should be acquired no longer than 7 years ago; and it could also be 8 or 9. The specification in our call respective the time of doctorate is not the only factor in selecting potential candidates. Also other factors will be taken into consideration. (Furthermore, the evaluation committee considers the course of education of different countries.)

The fellowship is oriented towards the claims and needs of postdocs. If that's fine for you, please feel free to apply for our fellowships.

6.) Does your scholarship have **age limits** for applicants? My age is above 50.

→ We have no age limit but the formulation that the PhD should be acquired no longer than 7 years ago; and it could also be 8 or 9. The question is not a question of age but rather of framework and conditions (such as the amount of the stipend, the location of the workspace and so on) and of over-qualification. It is certainly not a fellowship for distinguished Professors.

You should decide yourself whether you are eligible and whether you would like to apply.

7.) Does your commission usually prefer already published pieces, or it equally appreciates new and yet unprinted works?

→ The sample of scholarly work can be an article, a conference paper or a dissertation chapter. The evaluation committee doesn't have any preferences. Please decide which article gives the best idea of your work and emphasizes your project.

8.) Is it possible to apply for **more than one research field** (EUME)?

→ We will note down for the evaluation committee that you are applying for the mentioned research fields. Generally, it can be considered favorable, if the project overlaps the fields. The aim of the evaluation committee is to select a group of fellows with interesting projects and to give the opportunity for a fruitful exchange.

9.) I would like to know about your institute work conditions.

→ The fellows are affiliated to different institutions depending on their project and the research field. The main focus is on developing your own research project, but you also should attend and take part in the seminars in relation to the program and the institution. There is no teaching obligation, but you should hold a seminar in the framework of the program.

10.) Is it advisable (or strictly forbidden) to directly **contact the head of the group** I am considering to apply to and see whether my theme is of interest for her/him before sending the application.

→ Of course you can contact the director of the different research fields directly. Usually that is not necessary unless you have doubts whether or not your project fits in that particular field. The final choices are made by the whole committee and not within the departments. In case of minor uncertainties you could always contact eume@trafo-berlin.de first.

11.) Does the **recommendation letter** need to be by an instructor from my own university and department from any field, or would a letter from an external, yet prominent expert from the field who is familiar with my work be sufficient?

→ We have no general regulations about where the writer of the recommendation letter needs to come from or how close the advisor and the applicant need to work together. Ideally the letter is from a University Professor you know and can estimate you as a person and the scholarly work you've done so far. It should not be an evaluation of your suggested project.

12.) I read in your announcement that all application materials must be in English, including the sample of scholarly work. The text that I would prefer to submit as an example of my work is actually in another language. Is it possible for your committee to accept samples in other languages than English?

→The language of the program is English, but if the writing sample that represents your work and your project the best is in another language, we will also accept that.

13.) Apart from the specified length of five pages for the project, are there any other guidelines that I ought to follow?

→ We have no special application form or guidelines for the project descriptions, except that it should be five pages long. You can choose the form in which you present your project. In general you should describe what you plan to work on in Berlin if granted a fellowship. You could relate it to previous works, including a brief bibliography or timetable etc. The description should not be longer than five pages.