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# Important information for your application for the HessenFonds

## - Please read carefully and take into account -

## **Application documents**

- Please make sure that the **application form** is filled out correctly, **completely** (including the table on the last stages of your CV/history) and electronically.
- Please ensure that the documents are submitted in **the specified order**.
- Handwritten letters of motivation, CVs, certificates, etc. cannot be considered.
- The submission of **certified translations of certificates is sufficient**. Please do **not submit** (extensive) certificates in the **original language** (except German or English). If it is necessary to submit certificates in the original language for reasons of traceability, please limit them to the pages that are absolutely necessary (e.g. first page of the final certificate with overall grade or similar).
- New for doctorates and research: please submit language certificates (German or English). If no proof/certificates of language skills are available, the supervisors can alternatively confirm that sufficient knowledge of German or English is available to carry out the doctorate/scientific project.

## **Letter of motivation**

- The letter of motivation must be written on a PC. The **form provided must be used** (application form)
- The letter of motivation can be written in English if this is easier for the applicant.
- The letter of motivation should be as **meaningful and informative** as possible and provide the selection committee with a coherent picture of the applicant. It should be based on the **key questions given** in the form. In the case of students, for example, the motivation to study and the goals after graduation should also be addressed. This applies in particular if the applicant has previously studied another subject or if they already have a degree.
- In the field of research and doctoral studies, the research project should also be described concisely and as comprehensibly as possible for people from outside the field. The objectives after completion of the possible funding by the "HessenFonds" should be addressed.
- Funding line researchers at risk: address your individual vulnerability

#### **Curriculum vitae**

- The CV should be structured in such a way that the most important stages can be summarized as quickly as possible for the selection committee. It should begin with the most recent station.
- The CV should not exceed the specified length (max. 3 pages, plus a list of publications with the max. 10 most important publications in the case of researchers).
- The CV should be submitted in "Europass format". If this is not possible for technical reasons (e.g. for people living in crisis areas), the CV structure should be based on the "Europass format"
- The individual stages in the CV can be described briefly in bullet points or with very short texts. Longer continuous texts in the CV should be avoided.
- In the case of degrees or doctorates, the **average grade** should be stated in the CV.

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#### **Letters of recommendation**

- The HMWK **template** is to be used for **students' letter of recommendation**.
- The report should be as informative as possible and provide the selection committee with a
  comprehensive picture of the applicant and his/her qualifications. This is all the more
  important if no previous grades or current academic achievements are available (for
  students). If possible, current achievements (e.g. in seminars, lectures, project work,
  selection examinations, etc.) should be addressed.
- Doctorate and Research: The letter of recommendation should not be a "specialist review" in the narrower sense, but should provide a generally understandable assessment of the academic personality, the research or doctoral project and the integration in the department from a specialist point of view.
- As a rule, one review per application should be attached. A further reference (including letters of recommendation from previous positions) can be attached if this is (particularly) meaningful in addition to the first reference. No more than two letters of recommendation should be attached.
- For researchers: Please note that the confirmation of supervision and teaching/research
  position must be co-signed by the Dean's Office. A timetable for the teaching/research
  project must be submitted

#### **Practical information:**

- If you live outside Hessen, you should state whether you plan to move to or near the university location if you are accepted for the "HessenFonds" (usually in the field of doctoral studies or research). This does not apply to places in other federal states that are within "commuting distance" of the university location in Hessen.
- A doctorate or research activity supported by the "HessenFonds" must be carried out full-time. Minor secondary employment (e.g. marginal employment, voluntary work) is generally possible, provided that this does not interfere with the doctorate or research activity.
- The HMWK may need up to 3 months for the selection process. By experience, the results of the review will be announced 1,5 months later than the scholarship start. You may receive an acceptance letter at short notice and payment retroactively. Unfortunately, we cannot provide any information before the HMWK has given its final confirmation. The official start of funding is set for 01.10.2024. A later start date must be agreed with the HMWK and World University Service via the International Office shortly after acceptance.
- Start of funding for persecuted or endangered doctoral candidates and scholars: The scholarship should be started no later than 6 months after receiving the scholarship approval, otherwise a new nomination is usually required.

#### Follow-up applications:

- -A follow-up application must be justified separately by the university and the applicant (e.g. reasons of hardship, special achievements during the funding year).
- No further follow-up application is possible after a follow-up grant.
- Please inform yourself at an early stage about alternative funding opportunities and options to finance your further research.
- A follow-up application for students must be accompanied by the following attachments:
  - the application form p. 1-3
  - an updated letter of motivation with justification

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- a current expert opinion from a university lecturer with justification
- current transcripts of records
- A follow-up application for doctoral students must include the following attachments:
  - the application form p. 1-3
  - an updated letter of motivation with current status/report of research including timetable
  - a current expert opinion from the supervisor at the department
- A follow-up application in the field of science must be accompanied by the following attachments:
  - the application form p. 1-3
  - an updated letter of motivation with current status/report of research or teaching activities incl. timetable
  - a current expert opinion from the supervisor at the department

# **Special cases:**

Refugee applicants: Periods of parenting since the applicant's arrival in Germany can extend
the above-mentioned periods (up to 7 years since arrival and up to 6 years since the asylum
application was submitted). In this case, the application documents must contain a brief
description (on a separate sheet) of the period of parenting involved. Corresponding
documents as proof (e.g. birth certificate, proof of parental leave) must be enclosed with the
application documents