

Guidelines for Scholarships Granted by the German Historical Institute London

I. PRELIMINARY REMARKS

The scholarships granted by the German Historical Institute London (GHIL) are paid from the budget of the German Federal Ministry of Education and Research. The GHIL is part of the Max Weber Foundation set up under public law and based in Bonn.

The GHIL must ensure that these funds are handled appropriately and responsibly and comply with the conditions and requirements associated with the provision of public funds.

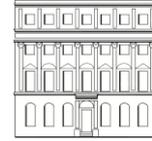
Doctoral and Post-Doctoral Fellowships as well as the funds for Visiting Postdoctoral Research Fellowships and Visiting Professorships are therefore only distributed according to the budget available.

II. PURPOSE AND OBJECTIVE

The scholarships are designed to support work on the history of German–British relations, or the history of Britain / Ireland or the British Empire / Commonwealth, which requires a stay in Britain or Ireland because of the availability of sources or literature. Work is eligible for support only if adequate preparatory work has already been undertaken. Only stays for the purpose of archive and library visits are supported; funding is not available for periods of writing. The purpose of the scholarship is to carry out the project named in the grant. Its academic mission requires the GHIL to primarily promote work leading to a qualification (doctorate, Habilitation) at a German university or research institute.

In addition, the GHIL along with the Institute of Advanced Studies, University College London, awards a six-month post-doctoral fellowship (Visiting Postdoctoral Research Fellowship) at the beginning of each academic year, which is open to applicants from all the subject areas represented at the two host institutions, in particular, history, art history, and literary studies, provided they can demonstrate a connection with a German university or a German non-university research institution. The conditions of the Visiting Postdoctoral Research Fellowship are explained in an addendum to the GHIL's scholarship regulations.

Funds from the GHIL scholarship programme are also used to subsidize the Gerda Henkel Visiting Professorship, which is advertised jointly with the LSE (London School of Economics and Political Science) and largely financed by the Gerda Henkel Foundation. The Visiting Professorship is awarded by a joint committee from the Gerda Henkel Foundation, the GHIL, and the LSE. The conditions of the Visiting Professorship are explained in an addendum to the GHIL's scholarship regulations.



III. REQUIREMENTS AND PROCEDURES FOR MAKING AWARDS

1. Scholarships are generally awarded to applicants from German universities.
2. For a scholarship to be granted, an expert opinion from the academic teacher supervising the research is required.
3. The applications will be comparatively evaluated by the GHIL. When awarding scholarships, the GHIL will also pay attention to balancing key topics and periods. In line with the German General Act for Equal Treatment and Linguistic Equality, an even distribution of scholarships between the sexes is ensured.

The period for which the scholarships are granted is based on the length of the archive and library stay in Britain / Ireland required (funding available for archive and library research only!). Stays of up to six months maximum are funded (only full months). A realistic plan of work, outlining the specific holdings to be viewed, forms an important part of the basis on which selections are made.

There is no entitlement to receive a scholarship from the GHIL.

IV. REASONS FOR INELIGIBILITY

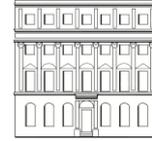
Recipients of other, concurrently running scholarships and those who are employed and cannot be granted leave of absence are not eligible for a scholarship from the GHIL. This does not include scholarships or remuneration that do not cover the cost of living (such as travel grants for conferences). If the research stay is funded by another scholarship-granting institution, the GHIL must be informed immediately in writing. As a condition of applying for a scholarship from the GHIL, employed applicants must obtain a letter from their employer stating that they have been granted unpaid leave for the duration of the scholarship. Applicants in receipt of another scholarship must obtain a letter from the funding body stating that this scholarship has been suspended for the period of the scholarship from the GHIL. Applicants who do not have links with a German university cannot be funded by a scholarship from the GHIL.

V. APPLICATIONS

1. Applications for scholarships are to be sent by email, in one file, in German or English, to reach the GHIL by 31 March for a scholarship period starting from the following July, and by 30 September for a scholarship period starting from the following January (Note: references may be sent separately by email) to reach:

German Historical Institute London
Dr Stephan Bruhn
email: stipendium@ghil.ac.uk

Dr Bruhn is the contact person and co-ordinates the scholarship programme.



2. The following documents must be submitted:

- CV (max. 4-5 pages in length)
- A description of the project (max. 5 pages in length), containing an outline of the topic; key questions; the methodological approach pursued; the current status of the work; a work timetable, i.e. a schedule specifically outlining the work to be undertaken in archives and libraries during the period of the scholarship applied for; the particular sources and literature to be consulted that justify a stay in Britain / Ireland
- planned start date and the expected duration of the scholarship
- a declaration about the applicant's financial situation (information on existing employment contracts and / or other income).
- a declaration that no other scholarship will be accepted for the period applied for, and for employed applicants, a declaration concerning the possibility of obtaining unpaid leave for the duration of the scholarship
- a copy of your degree or Ph.D. certificate
- a reference from an academic supervisor detailing his or her status and reporting on the progress of the work
- where appropriate, a list of publications.

3. If necessary, additional documents may be requested to check the applications.

Incomplete applications will be excluded from consideration. The GHIL aims to make a decision on the award of the scholarship within 6 weeks of the application deadline.

VI. THE AMOUNT OF THE SCHOLARSHIP AND HOW IT IS PAID OUT

The amount of the scholarship is decided by the GHIL taking into account the scholarship rates set by the German Research Foundation (currently a maximum of € 2,200 per month for Ph.D. students and a maximum of € 2,600 per month for other scholarships). Each monthly instalment of the scholarship will be transferred to a German bank account, which must be in the name of the scholarship holder. Transfers to accounts in other names are not permitted. The first transfer will be made within one week of starting the scholarship.

For children (Section 2 para 1 no. 1 and 2 German Federal Law on Child Benefits) up to the end of their eighteenth year, a benefit is paid in the form of a monthly lump sum. For the first child a sum of € 300 per month is paid and for each additional child € 100 per month is paid.

VII. INSURANCE

Before the scholarship starts, health insurance must be taken out for the duration of the stay in Britain. The cost of foreign health insurance is taken into account when setting the amount of the scholarship and will not be reimbursed separately by the GHIL.

We recommend that you take out accident and personal liability insurance for your stay abroad.

VIII. Visa

In accordance with the visit guidance published by the British Home Office (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/938632/visit-guidance-v10.0ext.pdf), scholarship holders from the EU, EEA, and/or Switzerland can enter the UK on a 'Standard Visitor Visa'. This is the same as a tourist visa and does not need to be applied for in advance. However, you should carry your return flight or train ticket and proof of booked accommodation with you in case you are asked questions on arrival. The GHIL will also issue an official letter confirming the scholarship which can be shown on demand.

Applicants are responsible for checking whether they meet the eligibility requirements for a Standard Visitor Visa, and can do so here: <https://www.gov.uk/apply-standard-visitor-visa>.

The scholarship holder's passport must also be valid for at least 6 months from their date of arrival in the UK. It is not possible to travel to the UK using an identity card alone.

IX. TAKING UP THE SCHOLARSHIP

The scholarship must be taken up on the specified date. Any change requires the prior written consent of the GHIL. Upon arrival at the place of study, scholarship holders must inform the GHIL immediately of their address and of any change in address during the scholarship period. In exceptional cases where there are good reasons why a candidate cannot travel to the UK or Ireland, a grant for the digitization of archival or library sources may be applied for in lieu of the scholarship. If this applies to you, please get in touch with the coordinator of the scholarship programme well in advance of applying.

X. CANCELLATION AND INTERRUPTION

The scholarship may only be interrupted or cancelled with the prior written consent of the GHIL. In the event of an interruption, the scholarship period must be extended by the number of days of interruption. Participation in academic conferences/meetings for up to 3 working days per full month of scholarship is considered approved. In the event of early termination for reasons for which the scholarship holder is responsible, the scholarship holder has an obligation to repay any excess funds to the GHIL immediately. It is also possible to stagger the scholarship over several shorter visits, provided that the candidate's employer can grant them leave for this, or that their main funding can be suspended accordingly. Please indicate in your application if this applies to you.

XI. OBLIGATIONS

1. The scholarship holder must work full-time on the research project.
2. At the beginning of the scholarship, scholarship holders are obliged to present themselves to the Director, or to the Deputy Director if the Director is unavailable.
3. The scholarship holder must present their project at the GHIL colloquium.
4. Participation in the colloquium is mandatory for all scholarship holders during the funding period. Participation in the GHIL's public evening lectures is also expected. The only exceptions are scholarship holders who are staying outside London for research purposes.



5. A detailed final report on the work undertaken must be submitted no later than three months after the end of the scholarship period. Alternatively, this report can be in the form of a blog post.
6. Any changes in a scholarship holder's financial situation are to be reported to the GHIL immediately.
7. When the scholarship holder's research is published, reference must be made to the GHIL's support and a free copy must be sent to the GHIL's library.
8. By accepting a scholarship, the scholarship holder agrees to the publication of general information about the scholarship (the holder's name and project title) during the course of the GHIL's publicity work.

For further information see: <http://www.ghil.ac.uk/scholarships.html>