Regulations for Scholarships Granted by the German Historical Institute London

I. PRELIMINARY REMARKS

The scholarships granted by the German Historical Institute London (GHIL) are paid out of the budget of the German Federal Ministry of Education and Research. The GHIL is part of the Max Weber Foundation incorporated under German public law and based in Bonn. The GHIL must ensure that these funds are handled appropriately and responsibly, and comply with the conditions of disbursing public funds. The funds for Doctoral and Postdoctoral Scholarships as well as for Visiting Postdoctoral Research Fellowships and Visiting Professorships are therefore distributed only according to the funds available in the budget.

II. PURPOSE AND OBJECTIVE

These 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 to gain access to sources or literature. Projects are eligible for support only if adequate preliminary work has already been done. 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. The GHIL’s academic mission requires it primarily to promote work leading to a qualification (doctorate, Habilitation) at a German university or research institute.

In addition to doctoral and postdoctoral scholarships, the GHIL, in co-operation with the Institute of Advanced Studies, University College London, awards a six-month postdoctoral 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 that they can demonstrate a connection with a German university or 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 London School of Economics and Political Science (LSE) and largely financed by the Gerda Henkel Foundation. The Visiting Professorship is awarded by a joint committee drawn 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. A reference from the academic supervisor of the research is required.

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3. Applications are compared and evaluated by the GHIL. When selecting which projects to support, the GHIL also pays attention to balancing key topics and periods. In line with the German General Act for Equal Treatment and Linguistic Equality (the Allgemeine Gleichbehandlungsgesetz, or AGG), the GHIL aims for an even distribution of scholarships between the sexes.

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

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

IV. REASONS FOR INELIGIBILITY

Recipients of other, concurrently running scholarships and employees who cannot be granted leave of absence are not eligible to receive a scholarship from the GHIL. If the research stay is funded by another scholarship-granting institution, the GHIL must be informed immediately in writing. As a condition of taking up 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 who are not associated with a German university cannot be funded by a scholarship from the GHIL.

V. APPLICATIONS

1. Applications in German or English are to be sent by email in one file to reach the contact person, Dr Stephan Bruhn, stipendium@ghil.ac.uk, by 31 March for the scholarship period starting from the following July, and by 30 September for the scholarship period starting from the following January (note: references may be sent separately by email).

Dr Bruhn is the co-ordinator of 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 schedule specifically outlining the work to be undertaken in archives and libraries during the period of the scholarship applied for; and the particular sources and literature to be consulted that require a stay in Britain / Ireland
   - a planned starting 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 about the possibility of obtaining unpaid leave for the duration of the scholarship
   - copies of degree or Ph.D. certificates
• a reference from an academic supervisor detailing the applicant’s status and reporting on the progress of the work
• where appropriate, a list of publications.

3. If necessary, additional documents may be requested during the process of checking applications.

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

VI. THE VALUE OF THE SCHOLARSHIP AND HOW IT IS PAID

The value 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 possible. The first transfer will be made within one week of starting the scholarship.

For children (Section 2 para 1 nos. 1 and 2 of the German Federal Law on Child Benefits—Bundeskindergeldgesetz or BKGG), a benefit is paid in the form of a monthly lump sum up to the end of their eighteenth year. For the first child a sum of €300 per month is paid and for each additional child €100 per month.

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.

It is recommended that scholarship holders take out accident and personal liability insurance for the period of their stay abroad.

VIII. Visas

Scholarship holders must consult the Visit Guidance put out by the British Home Office:


and apply for a Standard Visitor Visa for the UK before the scholarship starts. The GHIL will support the visa application by providing an official letter. It is the responsibility of scholarship holders to apply for a visa (https://www.gov.uk/apply-standard-visitor-visa). Visa applications can take several weeks to process and must therefore be initiated in good time.

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. Immediately on arrival at their place of research, scholarship holders must inform the GHIL of their address and of any change in address during the scholarship period.

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 the scholarship period is approved automatically. In the event of early termination for a reason for which the scholarship holder is responsible, the scholarship holder is obliged to repay any overpaid funds to the GHIL immediately.

XI. OBLIGATIONS

1. The scholarship holder must work full-time on the research project.
2. At the beginning and at the end of the scholarship, scholarship holders are obliged to present themselves to the Director and the Deputy Director or the Administrative Director.
3. The project must be presented at the GHIL colloquium before or after the scholarship period. This may take place online.
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 research fellows who are staying outside London for research purposes.
5. A detailed final report on the work must be submitted no later than three months after the end of the scholarship period. This report may alternatively be in the form of a blog post.
6. Any changes in the financial situation of scholarship holders are to be reported to the GHIL immediately.
7. When the research is published, reference must be made to the support received from the GHIL and a free copy must be sent to the GHIL Library.
8. By accepting a scholarship, the scholarship holder agrees to the publication of general information about the scholarship (name, project title) on the GHIL’s website and in the GHIL Bulletin.

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