

## 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).

### 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.

### 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**. You may receive an acceptance letter at **short notice and retroactively**. Unfortunately, we cannot provide any information before the HMWK has given its final confirmation. The official start of funding is set for **01.04.2024**. A **later start date must be agreed with the HMWK and World University Service via the International Office shortly after acceptance**.

#### Follow-up applications:

- Please inform yourself **at an early stage** about **alternative funding opportunities** and **options to finance your further research**.
- Follow-up applications are only possible in **exceptional cases** and **must be specially justified** both in the letter of motivation and in the letter of recommendation. E.g. special hardships that have arisen; special achievements in the meantime, etc. An (almost) identical letter of motivation or expert opinion as in the first application cannot be considered in a follow-up application. Unfortunately, follow-up funding in the field of research (except for doctorates) is no longer possible.