

HELSINKI COLLEGIUM FOR ADVANCED STUDIES INSTRUCTIONS FOR APPLICANTS

Operating principles of the Collegium and selection criteria

The Helsinki Collegium for Advanced Studies was established on 1 January 2001 as an independent institute to enhance scholarly excellence in the human and social sciences, promote interaction between different fields of academic research and to further international cooperation. The Collegium's activities primarily cover the humanities, social sciences, behavioural sciences, theology and law, but the institute may also support research in other fields that are related to the human sciences.

The Helsinki Collegium for Advanced Studies selects researchers through an international competition of a very high standard. Every year, less than 5% of applicants are accepted. Successful candidates will prepare their applications with the utmost care in accordance with the instructions below.

Applications are invited once a year. As part of the general application procedure, applications may be accepted for a specially allocated grant on a particular theme, or the application procedure may include externally funded research fellowships. The theme for the allocated grants in 2012 continues to be "Mortality" from the previous year (for details, see p. 2).

Successful applicants must provide evidence of their ability to work in an international research environment of a high standard. They must also demonstrate how they plan to participate in the inter- and multidisciplinary cooperation fostered by the Collegium and how they plan to collaborate with the other departments/research groups/researchers at the University of Helsinki. Such demonstration may include publications or other academic activities, participation in research projects or engagements in research institutes; this may also be included in the research proposal.

A doctoral degree must be completed by the end of the application period (7 September 2011). In addition to holding a doctoral degree, successful applicants are expected to have other academic achievements.

The application procedure aims to ensure that appointed fellows are of various degrees of academic seniority, from talented junior scholars and postdoctoral researchers to top-level senior scholars and professors, but the Collegium has no fixed seniority or discipline quotas.

A requirement for a successful application is that the results of the proposed research can be published in high-quality international journals or by a distinguished publishing house. Applicants are expected to submit a detailed publishing plan with their research proposal.

The premises of the Collegium in the centre of Helsinki offer facilities for a multidisciplinary community of over 50 fellows. Applicants must be committed to working at the Collegium for Advanced Studies in Helsinki. The Collegium awards annual grants for conference trips and other relevant research expenses, and offers the opportunity to use the services of research assistants.

Collegium fellows are covered by the 1,600-hour annual workload system in use in Finnish universities. All employees under the annual workload will draft a work plan at the beginning of the academic year together with their supervisor. Collegium fellows are also affiliated with a University of Helsinki department. Researchers at the Collegium are expected to contribute to the teaching and supervising of postgraduate students at their affiliate department. This will make up approximately 5% of their annual workload.

Collegium fellows are expected to be present for 80% of their 1,600 annual hours, and they must participate actively in the activities of the Collegium, including the weekly brown bag seminars. No more than 20% of the fellowship period may be spent working abroad, and long trips should be arranged outside the academic year of the University. No leaves of absence will be granted for other work tasks. All research appointments will begin on 1 September 2012 and the appointment may not be postponed. Researchers must submit an annual report of their activities and a final report at the end of their term at the Collegium.

Appointments may not be extended.

The specially allocated grant and the Kone Foundation Senior Fellow

A single application is sufficient for all available research fellowships (see detailed application instructions below), but the applicant may state his or her wish to be considered also in the application procedure for the specially allocated grant and the Kone Foundation Senior Fellowship.

Kone Foundation Senior Fellow

In addition to the above-described researcher openings, the Helsinki Collegium for Advanced Studies invites applications for a three-year senior fellowship sponsored by the Kone Foundation. All the above-mentioned Collegium regulations concerning, e.g., attendance and the beginning of the funding period, apply to this position as well.

The fellowship is intended for research on issues of relevance to Finnish culture and identity. Priority will be given to research proposals taking into account Finland's international position and interaction.

Applicants for this position must follow the application instructions below. They must also indicate in the application form that they are applying for this particular position. The applications will be assessed in accordance with the description below concerning the application procedure.

Applicants for the Kone Foundation senior fellowship will also be taken into account in filling the other researcher positions at the Collegium. Applicants for the Kone Foundation Senior Fellowship may also participate in the application procedure for the specially allocated grant using the same application, if the applicant's research proposal fulfils the requirements for both.

Specially allocated grant: *Mortality*

The applicant may choose to apply for the available Collegium fellowships with a research proposal concerning a set theme in conjunction with the general application procedure. This year the theme for the specially allocated grant is *mortality*. The Collegium will select 2-4 researchers who have a cross-disciplinary approach and whose research interests are related to the theme of mortality. Applicants for this grant must follow the application instructions below.

Applicants must indicate on the application form that they are applying for the specially allocated grant. As all applicants for the specially allocated grant will also be taken into account in the selection of postdoctoral and university researchers, they must submit the same application form and required enclosures as the applicants for the researcher positions. Applications for the specially allocated grant will be assessed in accordance with the same criteria as applications for the researcher positions.

Applicants for the specially allocated grant may also apply for the Kone Foundation Senior Fellowship using the same application form, provided that their research proposals fulfil the criteria set for both positions.

Applications and research proposals on the theme of mortality are encouraged from both junior and senior scholars. The theme opens up possibilities for projects stemming from interaction between various disciplines and cross-disciplinary approaches. The humanistic fields and social sciences (including theology, law and behavioural sciences) represented at the Collegium for Advanced Studies and their various approaches and methodologies will all be considered.

Examples of multidisciplinary research topics related to mortality include the concept and criteria of death; the relationship between active and passive euthanasia; war and crises; the relationship between mortality, welfare and the good life; the possibility of a "good death"; the ageing of the population and the conceptualisation of the end ("death") of a culture or an era. Applications emphasising cooperation between the human and natural sciences (e.g. medicine) are also welcome, as are research projects examining the vulnerability and impermanence of human life in a wider sense.

Application procedure

The Collegium invites applications for research positions once a year. At the University of Helsinki the director of an independent institute employs the staff of the institute. Thus the director of the Collegium will select the appointees on the basis of an evaluation made by the Collegium's international Academic Advisory Board and the Collegium Board. In the selection process, particular attention will be paid to the quality of the candidates' research proposal and previous research, and to the interdisciplinary potential and international significance of the research topic. The appointed researchers will include both senior and junior scholars for periods ranging from one to three years.

In the selection process, the Collegium follows the equality principles of the University of Helsinki published in the Equality Plan of the University (www.helsinki.fi/tasa-arvo).

Applicants must follow the instructions given below.

Application documents

The application will consist of the following documents alone, and no other documents (such as letters of recommendation, statements on doctoral dissertations, publishing contracts) will be considered in the selection process:

- Online application form
- and the required enclosures:
- Research proposal abstract (1 p.)
 - Curriculum vitae (1-2 p.)
 - List of publications (1-2 p.)
 - Research proposal (4-5 p.)
 - A compilation of all four above-listed documents in one file

The documents must be written in English. Incomplete applications will not be processed.

The application must be submitted electronically. The link to the application form can be found under the tab Application Procedure at www.helsinki.fi/collegium. The enclosures must be attached in PDF format to the online application form in the sections indicated for that purpose. In addition to sending the above-listed separate enclosures, applicants are requested to compile them into a single document to be attached to the section indicated for this purpose entitled 'compilation' (see detailed instructions below). The size of the attachments may not exceed 40MB. If the size of the attachments exceeds this, the application form and the attachments will not be saved in our data system and the application will fail. The enclosures to the application will not be returned.

Application form

We will inquire about the applicant's gender for statistical purposes. As this information has no relevance to the application procedure, applicants may leave this section blank if they so wish. We will also inquire about the applicant's nationality for statistical purposes. This information has no relevance to the application procedure.

Applicants who are applying for the Kone Foundation senior fellowship and/or the specially allocated grant must indicate this in the application form.

In the section 'Field(s) of research' the applicants must specify a maximum of three fields of research by numbering them in the order of importance (1= primary field, 2=secondary field, etc.). The assessors will be chosen according to the classification of research fields by the applicants. The classification information will also be used for statistical purposes.

Applicants must indicate in the application form the current stage of their career (post-doc, mid-career, full professor). If the applicant has recently completed a doctoral degree and has done full-time research for less than five years, his or her career stage must be indicated as 'post-doc'. 'Mid-career' refers to an experienced researcher, whose academic qualifications equal the qualifications of a Finnish university lecturer or docent. 'Full professor' refers to a holder of a permanent professorship.

The section 'Exceptional funding needed for research expenses' must be completed if the research requires exceptionally expensive equipment or frequent travel. Note that the Collegium does not, by appointing a candidate, guarantee that it will cover such expenses.

Research proposal abstract (max. 2,500 characters including spaces; the number of characters contained in the abstract must be indicated at the end.)

The one-page abstract must contain:

- Applicant's name and academic degree
- Title of research
- A brief description of the research, indicating the aim, primary research material and methods

Applicants are advised to pay special attention to their research proposal abstract, as this will play a central role in the selection process (not all members of the Academic Advisory Board will read the entire application).

Curriculum vitae

The curriculum vitae (maximum length two [2] pages) must contain at least the following information:

- Personal data and academic education
- Posts and positions of primary importance
- Research allocations and grants during the last five years
- The most significant expert assignments and positions of trust in the academic world
- The most significant scholarly honours and prizes
- Both pages of the CV must indicate the applicant's full name

List of publications

The maximum length of the list of publications is two (2) pages. The five most significant publications should be indicated by an asterisk in the margin. If the list includes any publications that were intended for a general audience, they should be listed separately from the academic publications. The Finnish-language titles of articles and books must be translated into English. If they wish, applicants may also give the address of a website containing a complete list of their publications. The length of articles in terms of the number of pages must be indicated in the list of publications. Both pages of the list of publications must indicate the applicant's name.

Research proposal

The maximum length of the research proposal is 12,000 characters, including spaces, the bibliography and references, if any. The number of characters used must be indicated at the end of the proposal. The research proposal must indicate the following:

- The relevance and connections of the research to a wider academic context
- The aims and methods of the research
- The current state and schedule of the applicant's research
- The interdisciplinary potential of the research: the most important national and international cooperation partners, interdisciplinary cooperation and the applicant's plan for collaboration with University of Helsinki departments/research groups/researchers, the assumed significance of the research results for international research cooperation
- Grounds for why the research project should be carried out at the Collegium
- Work abroad during the funding period, if any, including an estimate of the percentage of absence and their schedule
- A detailed publishing schedule for research results, especially of publications aimed at an international audience
- Issues concerning research ethics, if relevant
- Each page of the research proposal must indicate the applicant's name

Applicants are reminded that the Academic Advisory Board of the Collegium which assesses the applications comprises representatives from several different fields. For this reason, the research proposal must be accessible also to an assessor outside the applicant's own discipline.

Compilation

In addition to the above-listed four separate enclosures, applicants are required to enclose with their applications a compilation of all the four documents. The documents must be in the following order: 1. Research proposal abstract, 2. CV, 3. List of publications, 4. Research proposal. These must be identical to the documents to be enclosed separately. This compilation must be attached to the application form in the section designated for the purpose ('compilation').

Submission of applications

The application must be submitted electronically. The link to the application form can be found under the tab Application Procedure at www.helsinki.fi/collegium. The application form will be posted online on Monday 1 August 2011 at 9.00 am local Helsinki time. The applications must be submitted no later than 7 September 2011 at 3.45 pm local Helsinki time. After this date the website will be closed and no more applications can be submitted. Only applications submitted within the designated application period will be processed. Applicants will be sent a confirmation of the receipt of their application by email within 48 hours; this confirmation will be sent to the email address indicated by the applicant in the application.

Only one application may be submitted per applicant. Should applicants wish to change or update their applications, they must contact the Collegium (collegium-office@helsinki.fi). Should applicants encounter any difficulties with the submission of their applications online, they are requested to inform the Collegium (collegium-office@helsinki.fi) of this before the deadline for applications.

Processing of applications and announcement of appointees

Applications received by the deadline and fulfilling the formal requirements for applications will be sent in October to the members of the Academic Advisory Board for evaluation. Each application will be sent to at least two assessors. Members of the Academic Advisory Board are published on the Collegium website (www.helsinki.fi/collegium). Based on the numerical grades issued by the Academic Advisory Board for the applications, the director and vice-directors of the Collegium will draft a shortlist of approximately 50 applications. The Academic Advisory Board may, if necessary, amend this shortlist, selected on purely technical grounds in its meeting in January 2012, and, based on the discussion at the meeting, then submit a statement on the shortlisted applicants to the Board of the Collegium. The Academic Advisory Board may also give recommendations for the length of the appointments. The Board of the Collegium will then submit a statement on the candidates. The director will decide on the appointments on 7 February 2012, after which the decision will be published on the website of the Collegium (www.helsinki.fi/collegium) and announced to the applicants via email to the address indicated by the applicant.

Further information can be obtained by email from Ms. Maria Soukkio, Programme Coordinator of the Helsinki Collegium for Advanced Studies (collegium-office@helsinki.fi).