HELSINKI COLLEGIUM FOR ADVANCED STUDIES
APPLICATION GUIDELINES FOR THE POSITION OF THE POSTDOCTORAL RESEARCHER IN THE ARTS

The Helsinki Collegium for Advanced Studies was established on 1 January 2001 as an independent institute to enhance scholarly excellence in the humanities and social sciences, to promote interaction between different fields of academic research, and to facilitate international cooperation. Research conducted at the Collegium covers primarily the humanities, social sciences, behavioural sciences, theology and law. Moreover, the Collegium seeks to advance interaction between academic research and the arts through special programs funded by foundations. The following application guidelines apply specifically to the position of postdoctoral researcher in the arts.

There is an annual call for applications for the position of the postdoctoral researcher in the arts. The selection process is based on a high-level international competition. Applicants are advised to prepare their applications with care and in accordance with the guidelines explained below.

Postdoctoral researchers in the arts will be based at the Helsinki Collegium for Advanced Studies. The positions are primarily intended for persons holding a doctoral degree in the arts. However, also persons engaged in artistic work but having completed a doctoral degree in a different academic field are eligible to apply. Applicants must have completed their doctoral degree by the end of the application period. In addition to the doctoral degree, the requirements for the position include experience of artistic work or artistic research. Applicants for the position must demonstrate ability to produce high-quality artistic work at an internationally significant level. They should also explain why working in an academic community will enhance their proposed project. Should the applicant already have connections to a Finnish university in the field of the arts or to a department or discipline at the University of Helsinki, they are advised to mention this in their application.

Practitioners of all fields of art may apply for the position. The Collegium does not have nationality or gender quotas but, in accordance to the policy of the University of Helsinki, it is committed to promoting equality and preventing discrimination in its operations.

Successful applications should propose a research project that brings together academic research and the arts and holds a promise of internationally significant results. Both artistic and academic publications and productions count as such results. The research proposal should include a publishing plan for the results of the project, which may include, for example, artistic events, exhibitions, or publications. The applicants must describe in their applications what kinds of facilities their project requires.

The postdoctoral researchers in the arts must be committed to working at the Collegium for Advanced Studies in Helsinki. They are expected to be present 80% of their annual workload of 1,624 hours and participate actively in the activities of the Collegium, most importantly the weekly Fellows’ Seminars. They are also encouraged to organize, for instance, an artistic event or seminar during the research period. As no more than 20% of the research period may be spent working abroad, long trips should be arranged outside the academic year of the University. No leaves of absence will be granted for other duties. All research appointments will begin on 15 August 2020 and may not be postponed. The postdoctoral researchers in the arts must submit a final report at the end of their term at the Collegium.

Appointments may not be extended. Only individual researchers, not research groups, are eligible to apply to the Collegium.

Application process

The selection criteria are the quality, originality, and internationality of the research proposal and the applicant's previous artistic activity. The applicant must also explain why his or her artistic research suits an academic environment such as the Collegium.
Application documents

The application consists of an online application form containing only the following documents, as no other documents (e.g., letters of recommendation, statements on doctoral dissertations, publishing contracts) will be considered in the evaluation process:

- Abstract of the research proposal (a maximum of 4,000 characters)
- Diploma (PhD Certificate, doctoral degree in a different academic field)
- Curriculum vitae (1-2 pages)
- Portfolio (a maximum of 5 pages), insert this document instead of “list publications”
- Research proposal (a maximum of 12,000 characters)
- Letter of motivation

The documents should be written in English. Please note that attachments will not be returned.

Abstract of the research proposal

The maximum length of the abstract is 4000 characters, including spaces. The number of characters used must be indicated at the end of the abstract. The abstract must contain

- The applicant’s name and academic degree
- The title of the research project
- A brief description of the research project, indicating the aim, primary research material, methods and the relevance of the project

Please state the project’s research question and aims briefly in the abstract. The relevant fields of research, ranked in order of importance, must also be included in the abstract. Applicants are advised to pay special attention to the abstract of their research proposal, as this will play an important role in the selection process.

Curriculum vitae

The curriculum vitae (a maximum of 2 pages) must contain at least the following information (the applicant’s full name must be on both pages of the CV):

- Personal details and academic education
- The most important positions
- Scientific and artistic grants received during the past five years
- The most significant scientific and artistic expert duties and elected positions
- The most significant scientific and artistic honours and awards
- Language skills, especially when significant in terms of the implementation of the research project

Portfolio (a maximum of 5 pages)

Applications for artistic research must include a portfolio, demonstrating the skills of the applicant in the relevant field of the art and describing the applicant’s artistic profile. The portfolio is a sample of the applicant’s artistic work, competence, and special skills and techniques employed. It is advisable to provide a few examples of works closely related to the project (e.g. by providing internet-links to web pages). The portfolio should also include a list of the applicant’s most important publications. The titles of articles and books in languages other than English must be translated into English. Applicants may provide the address of a webpage containing a more complete list of their previous artistic activity.

Research proposal
The maximum length of the research proposal is 12,000 characters (including spaces), excluding the bibliography. The number of characters used must be indicated at the end of the proposal.

**The research proposal must state the following:**

- The significance of the artistic research in relation to the wider artistic or academic discussion
- The aims and methods of the proposed project
- The current state and schedule of the proposed project
- The expected results of the proposed project, especially for international audiences
- The most important national and international partners; applicants with connections to a Finnish university in the field of the arts or to a department or discipline at the University of Helsinki should mention this in their application.
- Explanation for why the artistic research project should be implemented at the Collegium
- Work abroad during the funding period, if any, including an estimate of the percentage of absences and their timing
- Issues concerning research ethics, if relevant
- If the project requires exceptionally expensive equipment, special facilities or more than a normal amount of travel, it should be stated in the application. Notice that by appointing the candidate, the Collegium does not guarantee that it will cover such expenses.

**Letter of motivation**

The maximum length of the letter of motivation is 8000 characters including spaces. The number of characters used must be indicated at the end of the letter. Applicants are asked to explain how their project contributes to the research, teaching and international collaboration of the University of Helsinki. The letter should state why the applicant’s research should be conducted at the Collegium and how it would benefit from cooperation at the University of Helsinki. In the letter, applicants may also describe their career plans, including possible plans for further funding. The letter of motivation will be used for assessing the suitability of the applicant’s research for the Collegium and the University of Helsinki, and therefore the applicants are advised to pay special attention to it.

**Submission of applications**

Applications written in English must be submitted, together with the required attachments, electronically through a link available on the website at [https://www.helsinki.fi/en/helsinki-collegium-for-advanced-studies/fellowships](https://www.helsinki.fi/en/helsinki-collegium-for-advanced-studies/fellowships).

The application period begins on 23 August 2019 at 8.00 and ends on 13 September 2019 at 16.00 local Helsinki time. Only applications submitted within the application period will be processed. Applicants will receive a confirmation of the receipt of their application by email sent to the email address stated in the application.

Applicants are asked to submit only one application. Should an applicant send more than one application, only the latest one will be considered. The applicants may update their application during the application period. The application can be accessed by the link sent to the applicant in the confirmation email. If applicants experience any difficulties with the online application system, they should contact the Collegium (collegium-hr@helsinki.fi) before the deadline.

**Processing of applications and deciding on admissions**

Applications received by the deadline and meeting the formal criteria will be sent to external review. The director of the Collegium will decide on the appointments by February 2020 on the basis of the external reviews, after which the decision will be published on the Collegium website.
(https://www.helsinki.fi/en/helsinki-collegium-for-advanced-studies) and announced to the applicants by email.

For more information, please contact collegium-hr@helsinki.fi.