

HELSINKI COLLEGIUM FOR ADVANCED STUDIES CORE FELLOWSHIPS 2019

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 of the University of Helsinki to enhance scholarly excellence in the humanities and social sciences, promote interaction between different fields of academic research and to further international cooperation. The Collegium's fellowships are open to researchers in humanities, social sciences, educational sciences, theology and law, as well as to researchers in other fields who focus on topics related to the human sciences.

The Helsinki Collegium for Advanced Studies selects researchers through an extremely high-level international competition. Each year, fewer than 5% of applicants are accepted. Successful candidates must prepare their applications with the utmost care in accordance with the instructions below. Applications are invited once a year.

Successful applicants must provide evidence of their ability to work in a high-level international research environment and prove this by presenting their published works in international forums. They must also demonstrate how they plan to participate in the interdisciplinary and multidisciplinary cooperation promoted by the Collegium between representatives of various academic disciplines and how they cooperate with researchers of the University of Helsinki. This can be shown either by referring to publications or other academic activities, participation in research projects or posts at research institutes, or alternatively, through the research proposal itself. The planned or existing cooperation with researchers of the University of Helsinki shall be explained in the letter of motivation, in which the applicants are also asked to explain why their research is specifically suited to the University of Helsinki.

For the application to be considered, the applicant's doctoral degree must have been conferred by the deadline for applications. In addition to holding a doctoral degree, successful applicants are expected to have other academic achievements, for example, published works.

The application procedure aims to ensure that appointed fellows are at various stages of their academic careers and from different disciplines. However, the Collegium has no fixed quotas for seniority or discipline, and likewise no quotas for nationality or gender; like the University of Helsinki, it is committed to promoting equality and preventing discrimination in all its operations.

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 publisher. Applicants are expected to submit a detailed publishing plan with their research proposal. The Collegium does not accept research proposals that aim at rewriting the applicant's doctoral dissertation as a book.

The Collegium has facilities in the centre of Helsinki that accommodate a multidisciplinary community of some 40 fellows. The applicants must be committed to working at the Collegium in Helsinki. The Collegium awards annual grants for conference trips and other relevant research expenses and offers the opportunity to use other services.

Collegium fellows are employed by the University of Helsinki and they are under the annual workload system in use in Finnish universities. The annual workload is 1,624 hours. All employees within the annual workload system 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 or other unit. From their second year at the Collegium, fellows are expected to allocate approximately 5% of their annual workload to the supervising of postgraduate students as well as to teaching, primarily in the University of Helsinki's doctoral programmes.

Researchers at the Collegium are expected to be present for 80% of the work hours included in the annual workload and contribute actively to the activities of the Collegium, such as the weekly research seminars, which are part of the fellows' work duties. No more than 20% of the fellowship period may be spent working abroad, and long trips should be arranged outside the University's academic year. No leaves of absence will be granted for other duties. All research appointments will begin on 1 September 2018 and may not be postponed. Researchers must submit a final report at the end of their term in the Collegium.

The Collegium will not grant two consecutive funding periods to one researcher. If an applicant has been at the Collegium before, the applicant must justify why she or he should be accepted anew. Only individual researchers are eligible to apply to the Collegium, not research groups.

Application procedure

The Collegium invites applications for research positions once a year. **The application period will start 23 August 2018 at 8.00 AM and end 13 September 2018 at 4.00 PM local Helsinki time.** The final decisions will be made in **February 2019**.

At the University of Helsinki, the director of an independent institute employs that institute's staff. The director of the Collegium will select the appointees on the basis of an evaluation of the applications and a statement by the Collegium Board.

Submission of applications

The application with attachments is submitted electronically via the electronic recruitment system of the University of Helsinki. The link to the application form can be found on the website of the Helsinki Collegium for Advanced Studies at the beginning of the application period.

Applications must be submitted by **4.00 PM local Helsinki time on 13 September 2018**. Only applications submitted within the designated application period will be processed. Applicants are advised to log into the electronic system well before the end of the application period and ensure that they are familiar with the proper functioning of the system. If applicants experience any difficulties with the system, they should contact the Collegium (collegium-HR@helsinki.fi) before the deadline for applications. The application cannot be modified after the application deadline.

Application documents

The application will consist of only the following documents; no other documents (e.g., letters of recommendation, statements on doctoral dissertations, publishing contracts) will be considered in the selection process:

- The application form in the electronic recruitment system and the required attachments (**in pdf-form only**):
 - An abstract of the research proposal (max. 4000 characters)
 - A curriculum vitae (max. 8000 characters)
 - A list of publications (max. 8000 characters)
 - PhD certificate
- The research proposal (max. 12000 characters)

- A letter of motivation (max. 8000 characters)

The documents should be written in English **according to the instructions** provided below. Incomplete applications will not be processed. Applicants will be disqualified if the character limits have been exceeded or if the attachments are in a wrong form. The applicant's name must be included on each page of all the attachments. Applicants are requested to avoid coloured backgrounds in the attachments.

We ask applicants to use their official name throughout the application and in any contacts with the Collegium.

APPLICATION FORM

The applicant must indicate whether he or she wants to be evaluated in the evaluation panel for humanities or social sciences. He or she also needs to specify two or three relevant fields of research by numbering them in order of importance (1=primary field, 2=secondary field, etc.). The classification information will be used in the selection of evaluators and has no influence on the application process.

We will inquire about the applicant's gender for statistical purposes only. Because this information has no influence on the application procedure, applicants may leave this section blank if they wish. We will also inquire about the applicant's nationality for statistical purposes. Again, this information has no influence on the application process.

Applicants must estimate their level of seniority independently and indicate it on the form. The options are "early career", "mid-career" and "full professor". "Early career" refers to the period of five to seven years following the completion of a doctoral degree, excluding family leave and equivalent periods. "Mid-career" refers to a researcher who has reached the position equivalent to that of a Finnish university lecturer or docent. Applicants holding fixed-term professorships should also indicate themselves as "mid-career". "Full professor" refers to a permanent professorship. Applicants' merits will be evaluated in relation to their indicated level of seniority. When determining the salary for fellows at the Collegium, the job titles corresponding to these levels of seniority are post-doctoral researcher, university researcher and research director. For the purposes of the employment contract, the seniority level of successful applicants will be determined together with the director of the Collegium with the help of the University of Helsinki's guidelines.

"Full professors" will be appointed for 6 or 12 months; mid-career and early career researchers will be appointed for one or two years. The applicant must indicate on the application form the length of the period he or she is most interested in.

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

ATTACHMENTS

All the attachments must be saved as pdf documents and named as follows:
applicants surname_title of the attachment.pdf (for example smith_abstract.pdf)

Abstract of the research proposal

The length of the abstract is a maximum of 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 importance of the project

Please state the project's research question and aims briefly in the abstract. Applicants must also specify two or three relevant fields of research by ranking them in order of importance in the abstract. This ranking information will be used in the selection of assessors and for statistical purposes. Applicants are advised to pay special attention to the abstract of their research proposal, as this will play a central role in the selection process. **The first stage of the evaluation process is based largely on the abstract of the research proposal.**

Curriculum vitae

A curriculum vitae (maximum 8000 characters, including spaces) must contain, at the least, the following information:

- Personal data and academic education
- Posts and positions of primary importance
- Research allocations and grants during the past five years
- The applicant's most significant expert assignments and elected positions in the academic world
- The applicant's most significant scholarly honours and prizes
- The applicant's language proficiency, especially when significant to the completion of the research

If the applicant considers bibliometric information to be relevant for the evaluation of his or her academic merit in the field in question, this information must also be included in the CV.

A template for the curriculum vitae can be found at the webpage of the Finnish Advisory Board on Research Integrity http://www.tenk.fi/sites/tenk.fi/files/CV_english_270613.pdf.

List of publications

The list of publications should be a maximum of 8000 characters (including spaces). The applicant should indicate his or her five most significant publications with an asterisk in the margin. List of publications should be prepared using the classification in the instructions of the Finnish Academy <https://www.aka.fi/en/funding/how-to-apply/application-guidelines/guidelines-for-list-of-publications/guidelines-for-list-of-publications-valid-until-april-2018-call/>

Peer-reviewed scientific articles should be listed separately from non-refereed scientific articles. Any publications intended for a general audience should be listed separately from academic publications. Theses (doctoral dissertations) should be listed separately from other publications. Non-English titles of articles and books must be translated into English. If desired, applicants can also provide the address of a website containing a complete list of their publications. The length of the articles (i.e., the page numbers) must appear in the list of publications. All pages of the list of publications must indicate the applicant's name.

PhD Certificate

Official certificate of the applicant's PhD degree as a pdf file.

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 indicate the following in this order:

- The relevance and connections of the research to a broader academic context
- The aims and methods of the research
- The current state and schedule of the applicant's research project
- The interdisciplinary potential of the research: the most important national and international cooperation partners, interdisciplinary cooperation, and the assumed significance of the research results for interdisciplinary research cooperation
- Work abroad during the funding period, if any, including an estimate of the amount of absence, as a percentage, and its timing
- A detailed publishing plan for the research results, especially for publications aimed at an international audience
- Issues concerning research ethics, if relevant
- If the applicant has been at the Collegium before, she or he must justify why she or he should be accepted anew.

Each page of the research proposal must indicate the applicant's name.

Applicants are reminded that the evaluators who assess the applications are representatives from several different fields. For this reason, the research proposal must also be accessible to evaluators outside the applicant's own discipline.

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 the benefits of their research to the research, teaching and cooperation network of the University of Helsinki. Applicants are requested to be in contact with a department, researcher or research group of the University of Helsinki before sending the application and explain in the motivation letter how the planned cooperation will be carried out during their period at the Collegium. The letter should explicitly show why the applicant's research should be conducted at the Collegium and how the research will promote interdisciplinary cooperation at the University of Helsinki. In the letter applicants can also describe their career plans, including a funding plan for their period at the Collegium. **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.**

Evaluation and the processing of applications

Evaluation criteria

Applications are evaluated using the following criteria: the scientific merits of the research proposal; the theoretical and methodological framework (especially innovativeness and the significance of new knowledge produced from the perspective of multidisciplinary potential and/or a specific research field); the feasibility of the research proposal; the applicant's scholarly merits in relation to the career stage; and the added value of the cooperation plan for researchers at the University of Helsinki. The instructions the Collegium gives to the evaluators are available online on the Collegium's website.

The processing of applications and deciding on admissions

Applications that are received by the deadline and meet the formal requirements (doctoral degree conferred by the deadline, humanities-related research question, required attachments of the right length and form by the deadline, suitability of the application to the Collegium) will be evaluated in two stages. The selection committees (humanities and social sciences), the members of which are professors and docents of the University of Helsinki, will select a maximum of 50 applications based on the applicants' CV, list of publications, abstract and letter of motivation. The applications chosen

will be of high academic quality, will show multidisciplinary potential and will bring added value to the University of Helsinki and the Collegium. These applications are sent to the international evaluators, and the full applications, including the research proposals, will be reviewed by two evaluators each.

Based on the scientific evaluations and the Executive Board's statement, the director will decide on the appointments. The decision will be published on the website of the Collegium. The decision will be announced to the applicants by email using the address indicated by the applicant in the recruitment system.

Further information can be obtained by email from collegium-HR@helsinki.fi.