The objectives of the HCAS Core Fellowship Program

The Helsinki Collegium for Advanced Studies was established in 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 academic cooperation. The Collegium’s fellowships are open to researchers in the humanities, social sciences, educational sciences, theology and law, and to researchers in other fields focusing on topics related to the human sciences. The applicant’s doctoral degree must have been conferred by the application deadline.

The Helsinki Collegium for Advanced Studies selects fellows through a competitive and international application process. Each year fewer than 5% of the applicants are accepted. The Collegium appoints fellows at various stages in their academic careers and from different disciplines, but has no fixed quotas for seniority, discipline, nationality or gender. The Collegium is committed to promoting equality and preventing discrimination in its operations.

Collegium fellows are employed by the University of Helsinki. They are subject to the annual workload system used in Finnish universities; the annual workload of fellows is 1,624 hours. All employees draft a work plan at the beginning of the academic year together with their superior. Starting from the second year of their term, fellows should allocate approximately 5% of their annual workload to teaching (including supervision). Researchers must submit a final report of their academic activities at the end of their term in the Collegium.

The Collegium facilities in the centre of Helsinki accommodate a multidisciplinary community of some 40 fellows. Fellows are expected to be present at the Collegium for 80% of their working hours included in the annual workload and to contribute to the activities of the Collegium. Participation in the weekly research seminar is an essential aspect of the fellows’ work at the Collegium. All core fellows are granted a personal allowance for travel and other research expenses. However, 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.

Applications must be prepared in accordance with the instructions below. Successful applicants have provided evidence of their ability to work in an international, interdisciplinary research environment and of their ability to publish at a high international level. In the application documents, applicants must also indicate how they plan to participate in the interdisciplinary cooperation central for the Collegium as an institute of advanced study. Relevant evidence may be provided by reference to publications, academic activities or participation in research projects or posts at research institutes, or in the research proposal itself. Planned or existing cooperation with researchers of the University of Helsinki may be explained in the letter of motivation, in which the applicants are asked to explain why the University of Helsinki is a suitable environment for their research.

All fellowships will begin in August 2020. 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 ought to be accepted for another funding period.
How to apply

The Collegium invites applications for core fellowships once a year. Only individual researchers are eligible to apply. **The application period will start on 23 August 2019 at 8 AM and end on 13 September 2019 at 4 PM local Helsinki time.** Final decisions will be made in **February 2020.**

The application together with the required attachments should be submitted 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 (https://www.helsinki.fi/en/helsinki-collegium-for-advanced-studies/fellowships/hcas-core-fellowship/hcas-core-fellowship-how-to-apply).

Applications must be submitted by **4 PM local Helsinki time on 13 September 2019.** 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 to ensure that they are familiar with 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 applications cannot be modified after the deadline.

Application documents

Applications should be submitted via the **electronic application form** and complemented with the attachments listed below. All attachments must be saved as pdf documents and named as follows: applicants surname_title of the attachment.pdf (e.g. smith_abstract.pdf).

- Abstract of the research proposal (max. 4000 characters)
- Curriculum vitae (max. 8000 characters)
- List of publications (max. 8000 characters)
- Research proposal (max. 12000 characters)
- Letter of motivation (max. 8000 characters)
- PhD certificate (post-doctoral researchers only)

No other documents (e.g., letters of recommendation, statements on doctoral dissertations, publishing contracts) will be considered in the selection process.

The documents should be written in English in accordance with 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 the wrong format. The applicant’s name must be included on each page of all the attachments. Applicants are requested to avoid coloured backgrounds in the attachments. Finally, we kindly ask applicants to use their official name throughout the application and when contacting the Collegium.

Application Form

The applicants must indicate whether they prefer their applications to be evaluated by the evaluation panel for humanities or social sciences. They also need to specify two or three fields of research by numbering them in order of importance for their project (1=primary field, 2=secondary field, etc.). This information will be used in the assignment of evaluators for each application.

Applicants must indicate the stage of their research career. 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 position equivalent to that of a Finnish university lecturer or docent. Applicants holding fixed-term
professorships should also indicate their stage as mid-career. Full professor refers to the position of a permanent professorship. The applicants’ merits will be evaluated relative to their indicated level of seniority. When determining the salary for fellows at the Collegium, the job titles corresponding to the three 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 in accordance with the University of Helsinki’s guidelines.

Research directors (full professors) will be appointed for 6 or 12 months; university researchers (mid-career) and post-doctoral researchers (early career) will be appointed for a period of one to three years. The applicant must indicate the preferred length of the research period in the application form.

Supplementary funding needed for research expenses must be specified in case the research requires exceptionally expensive equipment or frequent travel. Please note that by appointing a candidate, the Collegium does not guarantee that such expenses will be covered.

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

Attachments

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 (maximum of 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

**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.

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. Every page of the list of publications must indicate the applicant’s name.


**Doctoral diploma** (post-doctoral researchers only)

The official diploma of the applicant’s PhD degree can be submitted 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 of the research within a broader academic context
- The problem statement as well as the research design
- 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 period of absence as a percentage and its timing
- A publishing plan for the research results, especially for publications aimed at an international audience
- Issues concerning research ethics, if relevant
- In the case that the applicant has been at the Collegium before, a justification of why the applicant should be accepted for another funding period

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

Applicants are reminded that the evaluators who assess the applications represent several different fields. For this reason, the research proposal must be clear 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 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.

**Evaluation and selection**

*Evaluation criteria*

The criteria for the evaluation of applications are the scientific merits of the research proposal, the theoretical and methodological framework (innovativeness and significance 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 suitability of the research proposal for the Collegium and the University of Helsinki. The instructions given to the evaluators are available online on the Collegium’s website.

*Selection process*

Applications received by the deadline and meeting the formal requirements (doctoral degree conferred by the deadline, suitable field of research, required attachments following the guidelines stated above) will be evaluated in two stages. In the first round, 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. In the second round, the full application will be reviewed by two international experts.

The director will make the final decision on the appointments based on the scientific evaluations and the Executive Board’s statement. Applicants will be informed by email. The decision will be published on the Collegium website.

Further information is available by email from collegium-HR@helsinki.fi.