**THE *GERDA HENKEL* FELLOWSHIPS**

**APPLICATION FOR THE ACADEMIC YEAR 2017/2018**

**CHECK LIST / GUIDELINES**

**The applications will be submitted only in electronic format to the address:** **applications@nec.ro****. The enclosed documents will be attached to the application message. The name of the Fellowship Program should be mentioned in the *Subject* field of the message: “Gerda Henkel Fellowships”.**

**A complete application consists of:**

 a recent photo;

 the application form (in Microsoft Word Format) completed on the computer in English, French, or German;

 at least 2 original letters of reference (in English, French, or German) written explicitly to support the application for the *Gerda Henkel* Fellowships 2017-18. The recommendations should be e-mailed by the referees directly to the address: applications@nec.ro;

 a document proving that the applicant holds a Ph.D. title (scanned and attached to the applicant’s message).

INCOMPLETE APPLICATIONS WILL NOT BE TAKEN INTO CONSIDERATION

We will acknowledge receipt of an application and confirm whether the application requirements have been met within 10 days after the deadline.

**The deadline for submitting the application**

**is January 16, 2017**

New Europe College, str. Plantelor 21, 023971 Bucharest, Romania

Phone (+4) 021 307 99 10; Fax (+4) 021 327 07 74; E-mail: applications@nec.ro

Contact person: Constantin Ardeleanu

**APPLICATION GUIDELINES**

The application should be completed on the computer (*not* handwritten) and sent as attachment in Microsoft Word format. In case you have to insert additional pages in the application form, please number them.

The application form must be completed in one of the languages mentioned above: English, French, or German.

Please answer all the questions mentioned in the application form (trying not to exceed the allotted space).

The letters of reference should be written by academics and/or personalities familiar with your scientific activity. They should be written explicitly to support the application for the *Gerda Henkel* Fellowships 2017-18 and address the proposed research project. The recommendations should be e-mailed by the referees directly to the address: applications@nec.ro. Application letters without a date or referring to other fellowship programs will not be taken into consideration.

The letters of reference should be written in English, French or German.

**SELECTION PROCESS AND INTERVIEW:**

The applications will be evaluated by the Academic Advisory Board of the NEC based on evaluation of the potential of the candidate relative to his/her career stage and the quality of the proposed project. The results of the selection will be announced by the end of March 2017 by e-mail. The shortlisted candidates will be invited to an interview, scheduled to take place on May 3-5, 2017. The interview will be held in English, French or German.

Members of the NEC Academic Advisory Board do not disclose their assessment reports on the applications to candidates.

Since during the selection process we might have to contact you, please inform us about any change that may occur in your contact details (mailing address, e-mail, telephone number, fax) – even if this change is a temporary one.

**SELECTION CRITERIA**

* High quality of the candidate's academic portfolio and publications, participation in international research;
* Innovative fundamental research proposal with significant contribution to scholarship;
* Interdisciplinary and/or comparative approaches are an advantage.