

Guidelines for the Visiting Research Fellowship Program of the Leibniz Institute for Jewish History and Culture – Simon Dubnow

(effective from September 2021)

Preamble

The Leibniz Institute for Jewish History and Culture – Simon Dubnow (DI) is an interdisciplinary institution dedicated to scholarly research on Jewish life in Central and Eastern Europe from the Middle Ages through to the present. Its research activities adopt a pan-European perspective, including spaces of Jewish emigration, especially Israel as well as North and Latin America. The institute includes a specialist library that supports its research activities and reflects the institute's research interests in its collections.

In accordance with its statutory purpose to promote scholarship and research, the institute promotes early career scholars within the field of Jewish history and culture and supports the creation of networks with other domestic and international research institutions.

1

Funding Conditions, Duration of Funding Period

The DI offers external scholars the opportunity to come to the institute for a research and networking visit. In this framework, the institute offers yearly fellowships, contingent on its budgetary means. These fellowships typically last between one and three months.

Fellowships are awarded especially to junior scholars (PhD students and early post-docs), with a smaller number being awarded to advanced postdocs and senior scholars working on a methodologically and thematically innovative project on Jewish history and culture. The funded research projects should be compatible with the framework of the DI's research units »Politics«, »Law« and »Knowledge«.

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Funding Amounts

Fellows are kindly asked to spend the term of their visiting research fellowship at the Institute, for which they will receive a monthly allowance for travel and accommodation costs, calculated according to the fellows' academic degree:

- PhD Candidates	2.000 EUR
- Postdocs	2.300 EUR
- Habilitated Scholars	2.800 EUR

Depending on the available budgetary means, fellows visiting the institute with family members requiring care may apply for a monthly maintenance grant of up to 200 Euros.

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Application Requirements

Fellowships are granted within the framework of each academic year (October – September). Applications may be submitted until 15 December of each year for a research visit commencing in the following academic year. Submissions may be made in either English or German. Applications should be addressed to the DI's director.

Applications should be submitted electronically in a single document to [fellowship\(at\)dubnow.de](mailto:fellowship(at)dubnow.de) and should include the following materials in PDF format:

- A cover letter outlining the candidate's motivation and the connection between their own research and the thematic focal points of the institute as well as information regarding the duration and preferred dates of the research visit (max. 2 pages)
- Description of the planned research project (max. 1,000 words)
- CV including publications (max. 5 pages)
- Transcript of the candidate's highest academic degree
- for PhD candidates and postdocs: contact details for two referees

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Selection Process

Fellowships are awarded by decision of the director and the coordinator of the institute's »Forum«. The successful candidates will be notified about receipt of their fellowships at the latest by 1 March of the following year.

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Organization

Fellows are invited in the name of the DI's director. Following receipt of their invitations, fellows must share the following information with the administration:

- Personal data: name, address, date of birth
- Brief description of the fellow and their research project (in accordance with the template issued by the public relations department) for publication on the DI's website, ideally in German and English
- Bank account details (for payment of the allowance)
- Organizational details: dates of arrival and departure, address for duration of stay, insurance details, etc.

In cases where the actual dates of a fellow's stay differ from those agreed in the Fellowship Agreement (for example due to premature departure), the fellow must inform the director

and head of administration in writing about the change and the new dates so that the fellowship may be adjusted accordingly, if necessary. In urgent cases, the director and head of administration are to be informed verbally and without delay.

The fellows are required to take out medical insurance for the entire duration of their stay at the DI. It is moreover recommended to take out accident and/or liability insurance. The fellows must present the DI with evidence of a medical insurance policy. The DI accepts no liability for any damages to persons or property incurred in the framework of the fellowships. Foreign visitors from non-EU states are moreover required to submit a copy of their visa or residence permit.

The DI will provide the fellows with a work station for the duration of their stay and will help in organizing accommodation if needed. The fellows must cover their accommodation costs themselves.

A Fellowship Agreement will be signed between the DI and the fellows. By signing this agreement, the successful applicants confirm that they are receiving no further funding for this visit. The fellowship framework is not combinable with paid guest lectures or teaching assignments at the DI.

The dispensation of funding is typically transacted by wireless transfer into an account nominated by the fellows. Cash payments can only be made in justified exceptional circumstances. In cases of premature departure, overpaid sums are to be reclaimed by the DI and paid back by the respective fellow.

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Integration into the Structures of the DI

Fellows will organizationally be assigned to one of the research units and supervised by the respective research unit head and/or a person assigned from the research unit.

The fellows will dedicate themselves to work on their research project for the duration of their fellowship. They are moreover invited to participate actively in the DI's programming and social life and are especially encouraged to engage with their colleagues at the DI as well as with its international network and to participate in the DI's manifold scholarly and organizational activities. During their stay, the fellows are expected to present their research project in the framework of a guest lecture.

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Miscellaneous

There is no legal claim to a fellowship at the DI. The bestowal of a fellowship does not constitute a contract of employment or similar form of employment between the DI and the fellows. The fellows have no claim to a contract of service or employment.

In justified exceptional cases, the duration of a fellowship can be extended by the DI's director.

The DI's director may revoke the bestowal of a fellowship in advance if it transpires that the application was made with false declarations. In serious cases, previously paid sums may be reclaimed.

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Effectiveness

These Guidelines for the Visiting Research Fellowship Program are effective immediately.

Leipzig, 15.09.2021

Professor Dr. Yfaat Weiss
Head and Director