



Application

Junior Fellowship 2018–2019

IFK Internationales
Forschungszentrum
Kulturwissenschaften |
Kunstuniversität Linz
in Wien

Vienna, November 2017

Guidelines for making an application

The IFK, a Research Center of the University of Art and Design Linz in Vienna, is again awarding Junior Fellowships for the academic year (1st of October 2018 to 30th of June 2019).

The IFK_Junior Fellowships are intended for young Austrian academics doing their dissertations, as well as for non-Austrian doctoral students who are being supervised at an Austrian university. The applicants must be able to demonstrate they have a Master's degree (or equivalent) and that they will be younger than 35 on the date 1st of October 2018 (time spent raising children for a maximum period of two years, as well as military service and alternative national service, will be taken into account).

The dissertation proposal should be for an inter-disciplinary research project from the areas of the humanities, social sciences or art. Research projects can, but do not have to, relate to the current topic of "cultures of translation".

The application declaration, the application on the attached form and the required documents (see list on the following page) are to be submitted by 19th of January 2018 (date when email should be submitted) in an electronic form.

IFK_Junior Fellows shall receive a monthly scholarship of € 1,200.00 and will be assigned a work place at the IFK along with internet access and the associated IT equipment. It is necessary, in order to receive the scholarship, to maintain a regular presence at the IFK. It is not possible to be otherwise employed whilst receiving the scholarship, unless this is in a minor or part-time capacity.

The successful applicant shall have the option to take part in the IFK grant program for studies abroad, planned for the academic year 2019–2020 (free choice of location and university abroad; participation is possible, but not obligatory).

The final candidate for the Junior Fellowship shall be chosen on the basis of an interview. Travel expenses for the journey to these interviews will not be reimbursed.

The decision on granting the Junior Fellowships shall be communicated at the end of April 2018.

Table of contents

You shall find on the following pages:

- **Important information about making an application**
- Information about creating, merging and resorting PDFs

You will also find the first three pages of your application documents:

- **A two-page application form (PDF form)**. Please fill this out and, where possible, save it as a PDF.
- **A declaration of application for a Junior Fellowship**. Please print this out, fill it out, sign and then scan it.

Important information about making an application

Deadline for the application: **Thursday, 19th of January 2018, 23:59** (time by which email must have been submitted)

Application form: Short email to fellows@ifk.ac.at with **ONE attached PDF document containing all application documents.**

PDF file: **One** merged PDF file with your name as the document name: **lastname_firstname.pdf**

Required documents which must be contained in your PDF file in the following order:

- 1) Completed **application form** (two pages)
- 2) Signed **application declaration** (printed out, signed and then scanned again)
- 3) **Description of the dissertation proposal (2000 words maximum)**
The project description must contain:
 - the project goals, particularly the interdisciplinary aspect;
 - a description of how the project can be placed within the international research context; and
 - a methodical reflection on how the project goals are to be realized.
- 4) A short **project bibliography (one page maximum)**
- 5) A clear **justification** of why the dissertation should be carried out at the IFK
- 6) An up to date **curriculum vitae** with a list of academic publications
- 7) Copy of the degree certificate (scanned)
- 8) Supporting documents or explanation if the candidate wishes to make use of the extended age limit (see information in the document “declaration of application”)

Information on merged PDF documents:

The fewer documents you scan, the simpler it is for us!

You only have to scan the printed and signed declaration and other documents such as certificates and supporting documents. The application form is already a PDF file and the other text documents can very easily be turned into PDFs. These PDFs are still accessible for a full-text search and text can be copied from them, so that we do not have to type out all of your personal details each time.

On the following pages you will find information on free-of-charge programs which you can use to merge the PDFs.

If you have any technical issues, we will also accept individual scanned applications.

Questions about the application: **Please first read all application documents carefully.**

If you have any questions **that are not answered in the documents**, then please write to ifk@ifk.ac.at or contact us per telephone.

Information:

**Creating, merging and resorting PDFs.
- Information on free-of-charge online services and programs**

Available as an online service for all operating systems via your browser:

The “**Small PDF**” program from a Swiss-based software company. Can be downloaded from <http://www.smallpdf.com>

(Free for a limited period= can be used twice in one hour)

From the Berlin-based company Geek Software, **PDF24 Creator** at <http://de.pdf24.org>

(Free of charge, advertisements appear in browser)

On MAC OS using the built-in options:

Changing electronic text files into PDF files:

Open the text document you would like to save as a PDF. Then click “File” and press “Print”. In the print menu, click on the PDF icon. Select “Save as PDF” from the drop-down menu that appears after clicking “PDF”.

Merge and/or reorder different PDF documents:

Open the relevant PDF documents in Preview. Select View > Thumbnails to show page thumbnails in the sidebar. If you want to add a document, select a page thumbnail to indicate where to insert the other document. Then choose Edit > Insert > Page from File. Select the PDF you want to add and then click Open. To save the file, choose File > Export. Thumbnails can also be added from other taskbars using “drag and drop” or copy paste.

You can also carry out the following actions: Deleting pages: Select a page thumbnail, then select Edit > Delete. Reordering pages: Drag a page thumbnail to a new location in the sidebar.

On Windows with a free-of-charge program:

You can download the free software **PDF24 Creator** from the Berlin-based company Geek Software

(Please find more information about the software at <https://en.pdf24.org/creator.html>)

On Linux with free software:

Download the required program - you can use one of the following free programs:

- **PDF Mod** (GPL license)
- **PDF-Shuffler** (GPLv2 license)
- **pdftk/PDF Chain** (GPLv3 license)

APPLICATION FORM

First name:

Last name:

Form of address:

Ms.

Mr.

Academic title:

Address:

Telephone:

Telephone 2:

Email:

Place of birth:

Date of birth:

Nationality:

Children:

Beginning of doctoral program (month/year):

Title of dissertation project:

University:

Discipline:

Name of supervisor:

Where necessary, name of co-supervisor and their university/discipline:

Language skills:

Academic disciplines:

Have you applied for a scholarship from another institution for the same time?

No

Yes, at

First name:

Last name:

University:

Supervisor:

Title of dissertation project:

Abstract (1,000 characters maximum, including spaces):

Beginning of doctoral program:

Declaration on application for IFK_Junior Fellowship 2018/2019

I, (First name, last name),
hereby make an application for a Junior Fellowship at the IFK International Research Center for Cultural Studies
| University of Art and Design Linz in Vienna from the 1st of October 2018 to the 30th of June 2019.

I am aware that the successful candidate for a Junior Fellowship shall be chosen on the basis of an interview and that travel expenses for the journey to these interviews will not be reimbursed by the IFK.

The IFK_Junior Fellowships are intended for young Austrian academics doing their dissertations, as well for non-Austrian doctoral students who are being supervised at an Austrian university and who are younger than 35 on the 1st of October 2018.

Please tick the correct answer:

- I am an Austrian.
 - I am doing my dissertation at an Austrian university and/or my supervisor or co-supervisor works at an Austrian university.
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- I shall be younger than **35** on the 1st of October 2018.
 - I shall be younger than **37** on the 1st of October 2018 and can prove that I have spent time raising my children, have completed my military service or alternative national service, or can demonstrate similar circumstances (Please attach the relevant supporting documents or declarations).

I am aware that my application can only be processed if I submit all the required documents on time as a merged PDF document.

I have taken note of the enclosed information about the documents required in order for my application to be considered complete, as well as the instructions to create a merged PDF file.

I hereby confirm that all the information I have given in my application for an IFK_Junior Fellowship, as well as in all accompanying documents, is true and correct.

I obligate myself to inform the IFK of any changes to my personal details and circumstances as soon as I become aware of them (per email to ifk@ifk.ac.at).

Time, date:

.....
Signature