

## Connecting North Rhine-Westphalia with the world

The Heinrich Hertz Foundation is a body established by the North Rhine-Westphalia Government. The foundation, by granting bursaries, aims to promote higher education and research through the international exchange of university lecturers and researchers, junior academics and highly qualified students.

The foundation awards bursaries to German researchers working in North Rhine-Westphalia towards research projects abroad, and to researchers from abroad for projects to be carried out in North Rhine-Westphalia.

## How to file an application for a bursary

The following documents have to be enclosed with the application:

1. Candidate's CV (in German) with a special focus on her or his academic career.
2. One copy each of academic certificates and diplomas obtained (together with a translation into German where appropriate). Students, in addition, have to submit a copy of their certificate of university entrance qualification.
3. Outline of the complete research project in German (including project schedule).
4. Detailed information about the duration and amount of the requested bursary (please state reasons).
5. German candidates who request a bursary for a project abroad should also enclose a certificate confirming the invitation extended by the host institution or researcher abroad (together with a translation into German).
6. German nationals have to furnish proof of adequate command of the language of their host country. The question of whether candidates from abroad must furnish proof of sufficient knowledge of German in advance depends on how long they intend to stay in Germany.
7. Details about the activity/occupation the candidate intends to undertake upon completion of the bursary.
8. Statement as to whether another application for a bursary has been filed in Germany, and if so, with which institution.
9. Contact details of two researchers at two different German institutions of higher education other than that of the applicant who might be asked for an expert opinion (including postal addresses, telephone and fax numbers and e-mail addresses).

As a rule, the board of trustees convenes twice a year to deal with the applications received. In urgent cases, the chairperson of the board can, within certain limits, decide at his or her discretion.

Applications for a bursary cannot be filed by the candidates themselves but have to be submitted by a specialist professor or researcher working in North Rhine-Westphalia. Applications – no specific format required – must be received at the office of the Heinrich Hertz Foundation no later than three months before the meeting of the board of trustees during which the application is to be dealt with.

# hertzstiftung

**Bursaries for university lecturers, researchers, junior academics and highly qualified students**

Bursaries are awarded for a maximum period of twelve months which may be extended for no more than another twelve months in substantiated exceptional cases.

If a bursary is awarded, the foundation will bear either travelling or subsistence expenses. However, no additional payments will be made to cover health insurance contributions and costs of material.

**Ministry of Culture and Science of the German State of North Rhine-Westphalia**

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[www.mkw.nrw](http://www.mkw.nrw)

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At present, the maximum bursary amount is € 1. 500 per month. A family allowance in the amount of € 200 per month will be paid where appropriate, depending on the circumstances of the individual case.

Bursaries will not be awarded for postgraduate projects in preparation for a doctorate. Congresses held in Germany or abroad and short-term meetings of researchers will not be funded by the Heinrich Hertz Foundation.

**Please contact:**

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**Heinrich Hertz Foundation**  
Promoting International  
Research Exchanges