



GUIDELINES FOR APPLICANTS

Faculty of Arts and Social Sciences (FASS)

Short-term FASS Staff and Doctoral Students Exchange Program 2018 between the University of Sydney (Sydney) and the Social Science Research Center Berlin (WZB)

This short-term Staff Exchange Program is based on the five-year MOU between the University of Sydney (Sydney) and the Social Science Research Center Berlin (WZB). The program aims to strengthen research collaboration between the two institutions through visits of up to three month of selected staff members and doctoral students.

Exchange Activities

The selected Sydney staff member or doctoral student participating in the program will take part in academic exchange activities, including, but not limited to, guest lectures, master classes, seminars, and meetings with faculty members of the WZB host institution, working within compatible areas of research interest.

Number of Awards

Three to four awards will be made every academic year to support selected staff members or doctoral students to visit the WZB.

Financial Support

For each award, the Faculty of Arts and Social Sciences will provide a minimum of \$6000 (AUD) to cover the costs of accommodation and one return economy airfare to Berlin for the selected staff member or doctoral student from the University of Sydney. WZB will endeavour to locate suitable housing in Berlin for the selected staff member or doctoral student from the University of Sydney.

Eligibility

- a) The program is open to applications from academic staff members or doctoral students of the Faculty of Arts and Social Sciences of the University of Sydney.
- b) Applications must be endorsed by the relevant Head of School or Supervisor to confirm that an explicit case for the visit has been made and that there is potential for on-going collaboration in the proposed research area.
- c) The visit should last for a maximum of three months, and be completed by 28 February 2019.
- d) The selected staff member or doctoral student will work cooperatively with the host department at the WZB.
- e) Applicants who have already received this award are not eligible to re-apply.

Application Procedures

- a) Applications will be open in November 2017.
- b) Applicants should make contact with the host department or member of staff at the WZB prior to submitting an application, in order to identify a research area of mutual interest for further exploration during the visit.
- c) Applicants should submit the application form with all required supporting documents to the Sydney Democracy Network (sdn@sydney.edu.au). The supporting documents should include a one-page research proposal, a CV of the applicant (maximum 3 pages), and an invitation letter from the WZB to

support the collaboration. **Please note that the invitation letter from the WZB host department must be secured by 20 February 2018 to allow sufficient processing time.**

Selection and Notification

The FASS selection panel will make recommendations of candidates for final confirmation by the WZB. Applicants will be informed promptly by the University and the WZB of the result of their application.

Program Administration

- Each partner (Sydney and WZB) will be responsible for implementing the program.
- Award holders will be responsible for arranging the practicalities of their visit, including but not limited to organising travel itineraries, flights and accommodation, submitting and coordinating visa applications and organising appropriate insurance coverage for the duration of the visit.
- All travel must be consistent with the University of Sydney Travel Policy and Procedures.

Post-Visit Reports

Award holders are required to submit a post-visit report within 30 days upon completion of the visit to SDN and the respective School. The report should be endorsed by the respective Head of School or Supervisor. The report should include details of the activities conducted during the visit and plans for any future development of research collaboration between the University of Sydney and WZB.

Key Dates

Applications open:	7 November 2017
Invitation letter issued by WZB:	20 February 2018
Application deadline:	4 March 2018
Decision notification:	20 March 2018
Payment:	processed through FASS
Post-visit report submission:	within 30 days of completion of the visit

Enquiries

For enquiries, please contact the Sydney Democracy Network: sdn@sydney.edu.au.

Note: These guidelines are only applicable to applicants from the University of Sydney. WZB applicants should follow the WZB guidelines and submit applications to the WZB.