

TUM Global Postdoc Fellowship

FAQ for Applicants

Last updated: September 20, 2023. This document is continuously updated.

Content

Details about the Fellowship.....	1
Application Portal	2
Application Documents.....	2
Support of a TUM Host.....	3
Eligibility Criteria.....	4
Language-related Questions	5
Selection and Evaluation Process	6
Starting and Continuing the Fellowship	7
Contact.....	8

Details about the Fellowship

For how long will the fellowship be awarded?

The fellowship will be awarded for a period of 24 months.

When can I start the TUM Global Postdoc Fellowship?

The fellowship can be commenced anytime between April 2024 and April 2025, on the first day of the respective month of your choice. The starting date needs to be agreed upon with your host at TUM.

Funding

Fellows receive a stipend of € 2,670 per month and one additional kick-off flat rate of € 430 when starting the fellowship. Researchers living in the Munich metropolitan area receive an additional allowance of € 350 per month. It is also possible to apply for family benefits. The fellowship covers living expenses whereas additional payments for consumables and conferences are not included and may be covered by the host.

Will applicants be employed at TUM or receive a fellowship/stipend?

Successful applicants will receive a fellowship at TUM based on a fellowship contract that will be signed by the Senior Vice President for Research and Innovation and receive a stipend as highlighted above. It is not an employment contract.

Do I need to move to Munich to conduct the fellowship or can I also collaborate remotely with TUM researchers?

The basic premise of the fellowship is to integrate researchers within the research environment in Munich and benefit from the interaction for increased competencies. Thus, TUM Global Postdoc

Fellows are expected to be based in Munich during their fellowship. Please also note that the fellowship stipend can only be paid to the Fellow's German bank account.

Application Portal

Can I submit documents after the fellowship application deadline?

No, you need to ensure that you submit your application with complete set of documents until **November 19, 2023 (23:59 CEST)**; otherwise your application cannot be taken into consideration. This also includes the 'Letter of Recommendation' of the host supporting the application.

Can I update my application after the deadline e.g. add new publications?

For reasons of fairness, additions or changes to the application are not possible after the deadline.

How do I know that my application is complete?

You won't be able to submit your application if your application is incomplete and/or if you have not uploaded all required files.

Can I upload restricted PDF files?

Please upload PDF files without any restrictions; otherwise we will be unable to review them.

Can I submit a reference/recommendation letter e.g. by my former supervisor?

You are not required to submit a reference or recommendation letter. There is also no available option to upload a reference letter in the application portal. Please refrain from uploading not requested documentation.

What is the application period for the TUM Global Postdoc Fellowship?

The application portal will close on November 19, 2023 (23:59 CEST). We will therefore recommend to commence preparing your application documents well in advance.

When will I be informed about the outcome?

We will duly inform all applicants about the results of their application by January 2024. We request all applicants to be patient and await the outcome of their applications.

Application Documents

How important are publications for a successful application?

Publications are undoubtedly an important criteria, but each field of research has very different standards. Hence, there are no specific requirements to have a certain number of publications in your application. Depending on the research area, the reviewing board might look at your track record to assess your scientific excellence. Rest assured, the reviewing board members are fully aware that the standards vary greatly depending on the research topics/fields. You may also list manuscripts that have been accepted for publication, but are not yet published.

Is there a specific format for the CV?

There is no fixed template or structure for your CV. Please ensure that you include your track record and a good overview of your education, career and achievements.

What do I need to include in the Proposal?

Please note that there is no fixed template or structure. You are expected to present the research project which you plan to conduct at TUM in a way that a reviewer (who may not be an expert in your specific field) can follow your argument and understand your objectives.

In your research proposal, you should also address synergies with the TUM host and your career plans: Why is TUM the best possible place to do your research project? Why do you want to conduct your research study with your selected TUM host? What are your future career plans? Which

subsequent funding will you apply during the fellowship? Your proposal should not exceed 4 pages (including references and footnotes).

We recommend spending about 3 pages on the project description and 0.5-1 page on the latter questions.

Support of a TUM Host

Who can be a host for my application?

Full Professors, Assistant and Tenure Track Professors	yes	In case of doubt, compare with the list of TUM Professors as well as the TUM Junior Fellows . The list is very comprehensive, but a few professors may not have a profile yet. In case of doubt, please also check the website of the respective department or institute. The host must confirm that s/he is able to co-finance you, e.g. from non-tied third-party funds.
TUM Junior Fellows (Research Group Leaders at TUM)	yes	
Retired Professors/ Honorary Professors/ Professors Emeriti	no	
Adjunct Professorships/ Außerplanmäßige Professoren	no	
Any other researcher/postdoc at TUM	no	

How can I find out about the status of a professor?

Check if s/he is mentioned in the [list of TUM Professors](#). In case of any doubt, please feel free to contact the TUM Talent Factory before preparing your application. Particularly new professors at TUM might not have a profile immediately. TUM Junior Fellows can also serve as hosts, but their respective Chair holder should be aware of the application.

Is it possible to collaborate with more than one TUM Host or to mention more than one host?

During your research at TUM, we encourage you to interact and work with as many groups as you like. However, for the application process, it needs to be clearly stated who is the official host supporting your application. From an administrative point of view, you will be affiliated with one specific chair at TUM. Furthermore, the host needs to confirm that s/he will provide you with workspace and ensure the co-financing.

If you plan a project where you would collaborate closely with more than one host, you and the official host can mention this in the project description and support letter.

Is it possible to collaborate with additional researchers outside TUM?

Applicants are welcome to collaborate with different institutions as part of their fellowship project. However, for the application it needs to be clear, that the project will be conducted at TUM and the fellow will be based at TUM. You can mention planned collaborations in the project proposal. You do not need to submit additional endorsement or support letters.

How many applicants can one TUM host support?

For each application round, a TUM host can support up to two applications. If s/he supports two applications, then at least one should be a female applicant.

What is the role of TUM host professor? Is it necessary to present a written confirmation from the TUM host where s/he commits to co-financing the fellowship?

A TUM host professor is required to supervise your project, act as a mentor, agree to co-finance the fellowship, provide you with the necessary office/lab set up and oversee the fellowship contractual requirements. Therefore, it is a prerequisite for the application that the host agrees to co-finance the

fellowship and to provide you with the necessary work and lab space in his/her support statement. Details are provided in the section for host.

I have not been able to find a host who is willing to support my application. Can I still apply?

Unfortunately, due to the nature of the fellowship, you will not be able to apply if you have not secured the support of a TUM host.

A TUM host is willing to support my application but unable to guarantee the 20% co-financing. Can I still apply?

No. The confirmation of the co-financing is a prerequisite eligibility criteria for the TUM Global Postdoc Fellowship. If s/he is interested in collaborating with you, but unable to co-finance the fellowship, the TUM Talent Factory will be happy to assist you to apply for other fellowships, e.g. an Alexander von Humboldt Fellowship.

I have contacted various TUM researchers but not received a positive reply. Can you help me to get in touch with a potential host?

Unfortunately, the TUM Talent Factory cannot assist you to find you suitable TUM hosts. It is always a researcher's decision whether s/he wants to support and collaborate with a postdoc and might not appreciate a third party involvement.

We strongly recommend that you write personalized emails from your professional email account, add your current affiliation, CV (as a PDF attachment) and clearly elaborate why you contacted the respective researcher. You may need to send one reminder email if you do not receive a reply, but be prepared that not all researchers are responsive.

Eligibility Criteria

Mobility

Can I apply for the Fellowship if I am living and working in Germany?

International and German researchers who are already residing in Germany can **not** apply for the TUM Global Postdoc Fellowship. The target group of the fellowship are applicants from abroad. Furthermore, you are not eligible, if you have completed your PhD at TUM.

I am already working / doing visiting research at TUM, can I apply for the Fellowship?

No. If you are already working at TUM (as an employee, fellowship or visiting faculty) or you are about to start working at TUM, you are not eligible to apply for the fellowship. However, the TUM Talent factory will be happy to assist you in acquiring other funding opportunities.

Can I apply for the TUM Global Postdoc Fellowship again if I have previously applied for the TUM University Foundation Fellowship (TUFF) or TUM Global Postdoc Fellowship (TGPF)?

If you have already applied for the TUM University Foundation Fellowship (TUFF) or the TUM Global Postdoc Fellowship (TGPF), you are not eligible to apply again for the TUM Global Postdoc Fellowship. This applies to both successful and unsuccessful applications.

Can I apply for the TUM Global Postdoc Fellowship more than once if I am not selected?

No, every applicant can only apply once for the fellowship.

PhD-related Questions

For how many years after finishing my PhD am I eligible to apply for the Fellowship?

Please note that the TUM Global Postdoc Fellowship is aimed at early career postdocs. You can apply for the TUM Global Postdoc Fellowship if you have finished your PhD within the last three years. In this round, you are eligible if you have completed your PhD on or after October 1, 2020. This refers to the date which is stated on your PhD certificate. There will be no exceptions to this rule.

If you have not completed your PhD yet, see below “Can I apply for the Fellowship if I haven’t finished my PhD yet?”

Since completing my PhD, I have been on family leave/worked in industry/have been unable to focus on my research. Is it possible to extend the 3-year rule for any of these reasons?

Please note that the TUM Global Postdoc Fellowship is aimed at early career postdocs and there will be no exceptions to the 3-year rule. The TUM Talent Factory will be happy to assist you to identify other suitable fellowships you could apply for with the support of a TUM host.

I have completed my PhD before October 1, 2020. Am I eligible to apply?

No. You are eligible to apply only if you have completed your PhD within the last 3 years (i.e., on or after **October 1, 2020**).

Can I apply for the TUM Global Postdoc Fellowship if I haven’t finished my PhD yet?

Yes, you are eligible, but you are required to submit a letter from your supervisor confirming that you will finish your PhD within the next 12 months. You need to finish your PhD and have received your PhD certificate before starting the fellowship. If you are not sure whether you will be able to obtain your PhD certificate before the last possible starting date for this call, we would recommend you to postpone your nomination to the next call.

If you are unable to finish your PhD within the next 12 months, you are currently not eligible to apply.

How is the date of the doctorate determined?

It is the date of completion of the last scientific achievement required for the doctoral procedure (e.g. defence of the dissertation, final oral examination). As a rule, this date is stated next to the date of issue on the doctoral certificate. This is used as the key date for calculating the period after the doctorate.

Am I eligible to apply for the TUM Global Postdoc Fellowship if I did not participate in the ROW?

Although highly recommended, participation in ROW is optional for TGPF application. The Research Opportunities Week and the TUM Global Postdoc Fellowship are strongly linked and we highly recommend you to apply for and participate in the ROW to ensure that you are well equipped to prepare your fellowships application documents. However, the fellowship application is open to all eligible postdocs and it is not mandatory to have participated in the ROW.

I was selected and participated in ROW, am I automatically eligible for TGPF fellowship?

If you were selected and participated in ROW, you can proceed to submit for TGPF application. However, participation in ROW doesn’t guarantee you a fellowship; your fellowship application will be subject to evaluation by the scientific board.

If you had applied for TGPF fellowship previously you will not be eligible to apply for TGPF since every applicant can only apply once for the fellowship. In this case we will strongly recommend you to look for other suitable funding opportunities; the TUM Talent Factory will be happy to assist you.

Language-related Questions

Do I need to speak German to join TUM?

No, German language skills are not necessary in most fields at TUM – except if your research specifically requires German language proficiency.

My PhD certificate is in Spanish/Portuguese/English/French. Do I need to have a translation?

You may add an English translation, however, it is not mandatory.

My PhD certificate is in Arabic/Russian/Korean/Mandarin. Do I need to have a translation?

For any language which does not use the Roman alphabet, it is mandatory to add an English translation. All other documents must be written in or translated into English since not all members of the Selection Committee are proficient in the German language.

Can I submit my application in German?

Since not all members of the Selection Committee are proficient in the German language, please ensure that all relevant submission documents are in English.

Your PhD certificate or confirmation letters by the Examination Office can be submitted in German.

Can the TUM Host submit his/her support letter in German?

The support letter needs to be written in English since not all members of the Selection Committee are proficient in the German language.

Selection and Evaluation Process

How will the applications be evaluated?

Upon conclusion of eligibility check, applications of eligible researchers will be handed over to three reviewers from the respective research field for evaluation. As the reviewers might not be experts in your very particular field (particularly if you focus on an interdisciplinary topic), please ensure that the proposal can be understood by the reviewers/ by a broad audience. Subsequently, the applicants will be ranked based on the reviewer's feedback and the fellowships will be awarded by the TUM Board of Management.

When will I be informed if my application has passed the eligibility check and will be passed on to the Reviewing Board?

All applicants will be duly informed once the review processes have been completed. Due to multiple considerations including availability of the scientific board, this may take some time. We request all applicants to be patient and await the outcome of their applications.

What are the evaluation criteria of the reviewers?

The reviewers will review the application based on the following criteria: (1) Scientific excellence and career prospects of the applicant, (2) Relevance and originality of the research project and (3) Synergies with the TUM host's research. Be certain to address all prerequisite points in order to convince the reviewers that you are the best candidate for your proposed project and that you will be a valuable addition to the chair or institute where your research will be conducted.

In the event of a rejection, will I be informed of the reasons for the rejection?

In each selection round, the best 10 to 15 percent of the applicants are selected for the award of the fellowship. The approval or rejection of an application always depends on the qualification of the competition. Detailed information about the reasons for the rejection is therefore not possible.

Do you have any application and acceptance statistics from previous years?

The statistics/data are strictly confidential and for TUM's internal use only. However, the names of successful fellows may be found on TUM's website.

Is there a possibility to extend the fellowship beyond 24 months?

The fellowship duration is fixed and cannot be extended even if the host is willing to cover the complete expenses. This is to ensure that all fellows are treated equally. The TUM Talent Factory will be happy to assist you to identify other suitable fellowships you could apply for with the support of a TUM host.

Starting and Continuing the Fellowship

If I am awarded a fellowship, what are the next steps?

If you are selected and awarded a fellowship, you need to accept the fellowship and inform the TUM Talent Factory of your Fellowship commencement date. Once the date has been finalized, you will receive the fellowships contract, which will be signed by the Senior Vice President for Research and Innovation and yourself.

You will then be directed to TUM Welcome Services who will provide you support regarding administrative questions and other practical matters. Once you start your fellowship, the host will provide you with access to the systems at TUM.

Is there support for fellowship holders with families? Is my spouse allowed to work during my fellowship?

TUM Family Service provides support for researchers with families at TUM. In case your spouse or child accompanies you and stays with you during the fellowship period in Germany, you are eligible to apply for family benefits. Please contact the TUM Talent Factory in advance if you want to apply for family benefits.

In general, there is no issue for partners to get a work permit to work in Germany.

If I am offered the fellowship, may I defer for a year or delay the start date?

The scholarship must be commenced in the period between April 2024 and April 2025, starting on the first day of the respective month of your choice.

Can I take the fellowship on at part time, so that I can work on a different project part time?

The fellowship is a full-time contract and should be adhered to accordingly. Any deviations should be brought to the notice of your TUM Host and the TUM Talent Factory immediately.

Please note that your TUM Global Postdoc Fellowship ends when you receive another grant. The funding ends as soon as the funding period of the other fellowship starts. You are obliged to contact your TUM host and the TUM Talent Factory if other third-party funding is obtained.

Which commitments do I enter by accepting the fellowship?

Roles, responsibilities and commitments will be highlighted in your contract document which you need to carefully vet through before signing the document. You are expected to submit at least one external funding proposal during the first 12 months of the fellowship. Any concerns may be discussed with your TUM Host prior to drafting of the contract.

Is the TGPF fellowship exempted from Income Tax payment?

The TGPF fellowship is exempted from payment of Income tax.

I am expected to register my address within two weeks after arrival in Munich and open a bank account. However, I am told, that the waiting list for registration appointments is long, and I may not be able to register my address immediately after arrival. Will I be able to receive my fellowship stipend if I am unable to open a bank account?

It is essential that you register your address and open a bank account as soon as possible since the fellowship stipend is paid to a German bank account only. We will initiate the transfer of the fellowship stipend as soon as we have all your data (bank account and address). If this takes longer, the fellowship amount for the first month will be paid retroactively.

There are many Einwohnermeldeämter/KVR in Munich for registering the address. In the morning of a day, appointments are usually published at short notice for the same day.

I have commenced my fellowship at TUM and sent my bank account details accordingly. However, I haven't received any stipends until today. Whom may I contact?

While every care is taken to transfer funds timely, at a large university like TUM with multiple departments involved in bank transfers, there may sometimes be unforeseen delays. Rest assured, your payment will be made if all details have been submitted correct by the applicant. For any further queries, please direct your emails to postdoc@tum.de.

I am a Fellow for the TUM Global Postdoc Fellowship and will start my second year of the fellowship soon. Within the interim report, we are expected to submit at least one external funding proposal during the first 12 months of the fellowship. Please advise on the funding opportunities.

You may contact the TUM Talent Factory for any assistance on any additional funding. Please refer to our funding guide, which informs you about other funding opportunities. In addition, the [Open4Research website](#) is also helpful to find the perfect match for you. Many of the postdocs we support indeed apply for the DFG Sachbeihilfe as it fits well for international postdocs, who want to prolong their stay at TUM/Germany.

I know that the fellowship encourages to apply for further third-party funding within the first year. I want to confirm if there is an obligation within the fellowship contract to complete the full term of the fellowship (24 months) in case I secure a more permanent position or third party funding?

We highly encourage fellows to apply for third-party funding or open positions – however, you will have to terminate the TUM Global Postdoc Fellowship upon receiving another grant. Bear in mind that the same project cannot be funded twice.

For any queries and advice on this matter, please contact the TUM Talent Factory well in advance.

Can the TGPF be combined with other scholarships or professional activities?

Please note that your TUM Global Postdoc Fellowship ends when you receive another grant. The funding ends as soon as the funding period of the other fellowship starts. You are obliged to contact your TUM host and the TUM Talent Factory if other third-party funding is obtained.

Contact

TUM Talent Factory

Organisation: Dr. Tiffany Paulisch

Contact us via: postdoc@tum.de

Website:

www.tum.de/ueber-die-tum/karriere-und-jobs/postdocs/tum-global-postdoc-fellowship