



Max Weber Fellows, Mentors and their Partnership
A code of practice

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The main duty of the Max Weber Fellows (MWF) is to make the most efficient use of their fellowship to enhance their academic careers: as researchers, professors and scholars.

To this end, fellows will concentrate on their own research, as well as on improving their professional skills and broadening their knowledge as scholars by participating in the corresponding activities of the Max Weber Programme (MWP), the associated departments and, in general, the European University Institute. The main duty of the Max Weber Mentors (MWM) is to provide advice and support to their individual Max Weber Fellows with the aim of enhancing their academic careers. To this end, mentors will help to assess fellows' needs and follow their progress through their fellowship – providing feedback on their presentations, teaching preparation, and written work. As career mentors, they will help fellows to be introduced into the international academic community. They will report to the director of the MWP if there are any major incidents or special needs and, before the end of the academic year, in a short written report, each will assess their fellows' progress.

Mentors are assigned to fellows when the latter are appointed. This is done by the Director of the programme, after receiving proposals from the departments and consulting with the fellows. In some exceptional cases, a second mentor may also be appointed. Also as an exception, if upon the initiative of the fellow or the mentor it is later seen that a better match can be found within the EUI, the director may reappoint a new mentor, after consulting with those involved.

Fellows will freely choose how to develop their own research agendas although they are encouraged to discuss them with their mentors, other faculty and fellows and, in particular, not to pursue them in isolation.

Max Weber fellowships do not involve any Teaching Assistant or Research Assistant duties. However, engagement in joint research or teaching activities with their mentors, or other faculty members, can be rewarding experiences,

and a way to enhance skills as part of the programme. Therefore, such collaborations are encouraged but have to be agreed on a voluntary basis. Teaching activities requiring a commitment of a fellow's time will have to be approved by the Director of the programme. Joint research activities between fellows and mentors (or other professors) will be established on a collegial basis with a clear understanding, from the outset, of the scope of the joint work, and of authorship of the corresponding results. According to these partnership principles fellows are selected on their own merit, and not for the potential value of their collaboration with their mentors, it being also recognized that fellow-mentor partnerships can be very productive even if both work in relatively unrelated fields.

Fellows will actively, and regularly, participate in at least one Department Seminar or Workshop, and in the corresponding Max Weber Programme activities. Some of these MWP activities are oriented towards improving fellows' understanding of research, and of research careers in the social sciences and humanities, and towards making the MWP a reference point for social sciences in Europe. Others are oriented at improving fellows' communication skills (writing, presenting and teaching) and, in general, their professionalism as scholars. However, the MWP activities are designed to allow fellows ample time to pursue their own research agendas.

Research activities are expected to be carried out at the EUI, but if for some reason, such as participation in an international conference, fellows need to be absent from a planned activity - or, in general, from the EUI - such absence will have to be approved by the Director of the programme - who will consult the mentors, if needed. Fellows' regular active presence is the best guarantee that they will take full advantage of the Max Weber fellowship, of the programme, of other EUI activities, and - in particular - of the opportunity to develop a professionally rewarding relationship with their MWF colleagues.

Max Weber Programme

Approved in the Academic Council

20 September 2006

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Director of the Programme: Prof. Ramon Marimon



**Addendum to: Max Weber Fellows, Mentors and their partnership:
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“The main duty of the Max Weber Mentors (MWM) is to provide advice and support to their individual Max Weber Fellows with the aim of enhancing their academic careers. To this end, mentors will help to assess Fellows’ needs and follow their progress through their Fellowship –providing feedback on their presentations, teaching preparation, and written work. As career mentors, they will help to introduce Fellows into the international academic community. They will report to the director of the MWP if there are any major incidents or special needs and, before the end of the academic year, in a short written report, each will assess their Fellows’ progress.” (*Max Weber Fellows, Mentors and their partnership: A code of practice*; Academic Council, 20 September 2006)

The experience of the first three years has shown the need to make more explicit some of the mentors’ feedback activities. In particular, mentors – or another member of their Department on their behalf – should give feedback on the following documents that Max Weber Fellows are expected to produce during the year of their fellowship:

- One short Research Proposal
- One MWP Working Paper
- One Full Course Curriculum Design

The **Research Proposal** is a short proposal (typically 2 pages and 5 the maximum) conceived as the core section of a possible grant proposal. This can be seen as an abridged version of *The Scientific Proposal* of an *ERC Starting Independent Researcher Grant*ⁱ, which could later be developed into a more detailed grant application, or a ‘Research Statement’ in a job application.

The deadline for this is the beginning of the Second Termⁱⁱ, but Fellows applying for grants with an earlier deadline (e.g. the ERC Starting Grant), or applying earlier for jobs, are welcome to hand in their Research Proposal earlier. **Within the following three weeks** the mentor (or another assigned member of the Department) should discuss the proposal with the Fellow and send a very short report to the MWP (min 30 words, max 100).

Max Weber Fellows must produce at least one **MWP Working Paper**, but they are encouraged to produce more (two being the target). Before the WP is sent for English language revision and editing each WP must be approved by the individual Fellow's mentor. In addition to approval the mentor must send a brief report (between 100 and 300 words) to the director of the MWP, focusing on the paper's research contribution (its potential to be published in a refereed international journal or book) *and* whether it is properly presented so as to have the highest possible impact upon publication.

The deadline for the first MWP WP is 31 March, although Fellows are encouraged to submit the WP earlier. Mentors are expected to send the report **within three weeks** of receiving a proposed WP from the Fellow.

The Max Weber Programme offers different teaching opportunities, although Fellows are not required to teach during their Fellowship. Nevertheless they all must *develop* a Full Course Curriculum Design (in addition to the syllabus they should describe where the course fits, student characteristics, objectives, duration, possible originality in terms of content or pedagogical methodology, evaluations, etc.). The emphasis on *development* is that Fellows should not simply repeat what they have done in a previous course, even less use an existing course from another professor.

Prior to the presentation of the Course Curriculum Design by the Fellows, which takes place in the Third Term, mentors (or other assigned members of their Departments) receive their proposals and give **oral feedback** to the Fellows after their presentationsⁱⁱⁱ.

Approved by the Max Weber Programme Steering Committee, 10 September 2009

¹ A shorter version of what in the current ERC Guide for Applications is Part B2-Section 2: (a) State-of-the-art and objectives, (b) Methodology, and optionally (c) Resources (see <http://erc.europa.eu/index.cfm?fuseaction=page.display&topicID=65>).

² **January 12, 2010** in the current academic year.

³ This academic year the deadline to submit the Course Curriculum Designs is May 5 and the presentations take place on May 26.