



# **A Code of Practice for the Max Weber Programme Academic Year 2019-2020**

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This Code seeks to outline what we expect of Fellows and what Fellows can expect from the Max Weber Programme (MWP) team, departments and their mentors.

## **The Nature of the Programme and General Duties of Fellows**

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, teachers, colleagues and scholars, capable of participating at the highest level in an increasingly global academic community and able to communicate effectively and intelligently about their work with a wide range of different audiences.

To this end, Fellows are expected to concentrate not only on their own research, but also on improving their professional skills and broadening their knowledge as scholars by participating in the activities of the Max Weber Programme (MWP), the associated departments and the European University Institute more generally.

Fellows must be based in Florence, and spend most of their time at the EUI. Their regular and active presence within the Programme's activities is the best guarantee that they will take full advantage of the Max Weber Fellowship, of the resources provided by the EUI, and – in particular – of the opportunity to develop a professionally rewarding relationship with their MWF colleagues.

Two considerations underlie the design of the MWP and the expectations we have of Fellows. First, a belief that intellectual community, interlocutorship and scholarly synergetic exchanges – not only within but also between disciplines – are fundamental to the early phase of one's academic career and significantly enhance the quality of the individual research undertaken during the postdoctoral Fellowship. Second, the conviction that a successful academic career (and success in the so-called academic 'market place') does not only depend on high quality research and publications but also on learning and understanding the world of 'academic practice': teaching, examining, writing and speaking well, competitive bidding for research funds and the like.

As also stated in the handbook, two main features of the programme give expression to these two considerations respectively: the multidisciplinary research activities, such as the Thematic Research Groups, the Max Weber Lectures and the Multidisciplinary Workshops; and the academic practice activities, such as the Teaching Certificate, the sessions on publishing an article or a book, the media training, writers' groups and the language support offered for speaking and writing in academic English.

The Multidisciplinary Research Activities are oriented towards improving the 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. The Academic Practice activities are oriented towards improving Fellows' communication skills (writing, presenting and teaching) and, in general, their professionalism as scholars. However, these activities are designed to allow Fellows ample time to pursue their own research agendas.

Most of these activities are both flexible and voluntary: it is up to the Fellows to decide how much or how little they want to participate in them, and we try to tailor much of it to individuals – as in the advice offered on practice job talks and interviews. By and large, Fellows do around 50% of what we offer. The most demanding element time wise is the Teaching Certificate, though the overwhelming majority of Fellows who do choose to take it have found the commitment worthwhile. They also generally find they get an exemption from components of similar programmes that many universities now make compulsory for new academic staff.

## **The Required Components of the Programme**

We have found certain compulsory elements valuable both for intellectual community building among Fellows and enhancing their appreciation of each others' disciplines and research, and for ensuring Fellows get the most personally from the advice and resources available to them within the MWP and the EUI more generally. As a result, we insist on the following core elements:

1. **Residence** –Fellows are required to live in the area of Florence for the duration of their Fellowship so that they may play an active part in the programme and in the academic activities of the department. All absences must be agreed beforehand with the Director.
2. **Participation in the September Presentations** –These provide an opportunity for all Fellows to get acquainted with each other's research, to chat informally together and with EUI Professors, and for the MW Team to assess their presentation skills.
3. **Attendance at the Max Weber Lectures** – The MW Lectures aim at opening up the intellectual horizons of Fellows by exposing them to cutting-edge research across the disciplines of the Programme, while providing a plenary monthly gathering of all Fellows along with many researchers and Professors across the EUI community. Fellows must request permission to absent themselves from the Director beforehand.

4. **Submission of a Working Paper** – All Fellows should be writing articles and/or books while at the EUI. This provides not only a check on progress but also, and more importantly, an occasion for us to help both substantively and formally in an intensive way with a key piece of research.
5. **Participation in the June Conference** – This provides a final plenary occasion to participate in the intellectual community of the MWP and provides an opportunity to meet with members of the global Max Weber network. Fellows can also participate in its organisation, gaining experience in planning a major event.
6. **Individual Page for the MWP Annual Report** – This forms a core component of our reporting to stakeholders on the progress of Fellows over the course of the academic year. It also allows each Fellow to reflect both personally and collectively on what they have achieved over the year, and to present themselves and their research to a wider audience.
7. Furthermore, we highly recommend that you use the opportunity to **submit a Research Proposal** – As we observe below, like the Working Paper the Research Proposal relates to the production of a statement about Future Research that all Fellows will need to do in one form or another over the course of their period in the MWP. This exercise provides an opportunity for input from the MWP into this core academic activity.

## **Thematic Research Groups (TRGs), Research Proposal and Working Paper**

Most Fellows will have chosen a *Thematic Research Group* (TRG) when they applied. Although membership of a TRG is voluntary, we strongly recommend that Fellows join one or form one among themselves if none of the existing TRGs appeals to them. TRGs are organized in a variety of ways. However, all involve Fellows from at least two different disciplines and are organized by at least two Professors or Academic Leads who likewise come from different disciplines. Some TRGs operate as seminars with external speakers, others more as a working group in which Fellows and the Academic Leads present work in progress. All should meet at regular intervals over the year and provide a context within which Fellows can present and discuss their research. In particular

Fellows are usually given an opportunity to present and get feedback from other members of the TRG, including the Academic Leads, on the

Research Proposal that they might and Working Paper that they all must produce over the course of the year. At least one Max Weber Lecturer or Occasional Max Weber Lecturer will provide a Master Class with the TRG to allow more general research issues to be addressed, such as methodology. Fellows are expected to regularly attend the TRG and participate fully by reading and commenting on the work of others, and must not absent themselves without good reason. Academic Leads must ensure papers are circulated in good time and meetings arranged in advance and consult Fellows on the organization and working practices of the TRG.

We highly recommend that Fellows submit a *Research Proposal*. This is designed to help them present their research agenda in a way suitable for an application for research funding. The Research Proposal will typically be two to five pages long and conceived as the core section of a possible grant proposal. For example, it can be seen as an abridged version of The Scientific Proposal of an ERC Starting Independent Researcher Grant 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 Term, 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. The proposal should be discussed within the Thematic Research Groups and their mentor (or another assigned member of the Department). Mentors should send a very short report to the MWP (minimum of 30 words, maximum of 100) within three weeks of the Research Proposal having been submitted.

Max Weber Fellows must produce at least one MWP *Working Paper*, although they are encouraged to produce more working papers or the equivalent written work in other formats. Before the WP is sent for English language revision and editing each WP should be discussed within the Thematic Research Group or a Departmental or Working Group seminar and the mentor. It must be approved by the individual Fellow's mentor who sends a brief report (between 100 and 300 words) to the Director of the MWP. The Working Paper may be regarded as a draft article or book chapter. The aim is to help Fellows produce as strong a paper as possible with regard to both form and substance. The deadline for the first MWP WP is the end of 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. Although we list all the Working Papers on our site, Fellows may choose for the text not to be made public if they prefer.

## Teaching and Research Collaboration

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.

In addition, the Max Weber Programme does offer different teaching opportunities, both at the EUI and at other universities in Florence. Second year Fellows in ECO and SPS may apply for a Part-time Professorship position in their Department to teach a course for extra remuneration subject to the approval of the Executive Committee. All teaching activities requiring the commitment of a Fellow's time – either at the EUI or elsewhere – have to be approved by the Director of the MWP.

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 is recognized that Fellow/mentor partnerships can be very productive even if both work in relatively unrelated fields.

The **Max Weber Teaching Certificate** is a valuable addition to Fellows' academic profile. It is worth 3 points in the European Credit Transfer System (ECTS). It is designed to enhance Fellows' ability to respond flexibly and professionally to the teaching and learning needs of today's increasingly diverse higher education scene.

Fellows who elect to do the Certificate will take part in an innovative programme culminating in teaching practice weeks at top European universities (Humboldt University, Masaryk University, College of Europe Natolin Campus, Universitat Pompeu Fabra, the University of Florence, James Madison University Florence Campus). Hands-on workshops designed to foster a reflective, transnational approach to the teaching/learning process lead up to this teaching experience abroad. In order to obtain a **Max Weber Programme Teaching Certificate**, a Fellow must have successfully completed **all** the prescribed academic practice activities organized by the MWP.

## **Paid Employment During the Max Weber Fellowship**

Some Fellows wish to take on paid teaching positions, consultancy or research work, or receive a supplementary income from their employer. All such employment and remuneration must be declared to the Director and agreed with her. It must be compatible with full participation within the Max Weber Programme, including being resident in Florence.

Remuneration above 1250 euros in any given month(s) will result in a reduction in the standard grant of 2000 euros as per the following table:

Monthly income	reduction	grant amount
0 - 1250	0	2000
1251 - 1500	150	1850
1501 - 2000	300	1700
2001 - 2500	450	1550
2501 - 3000	600	1400
3001 -	750	1250

NB. The EUI does not tax the EUI grant; it is the responsibility of the Fellow to check their liability for tax with the relevant national authorities. By and large, they do not regard a grant as taxable income but will regard income from other sources to be so.

The above rules apply only to those Fellows who receive Max Weber Programme grants. Externally funded Fellows will need to clear any additional income with their funder. However, they will still need to inform and get the permission of the Director to take on any additional employment and reassure him that it is compatible with playing a full part in the Programme.

## **Missions, Working Away from the MWP and Leave of Absence**

Research activities should be carried out at the EUI, but if for some reason, such as participation in an international conference or a job interview, Fellows need to be absent from a planned activity – or, in general, from the EUI – such absence will have to be approved in advance by the Director of the Programme or her designated substitute.

## **The Duties of the Max Weber Team**

The Max Weber Team aim to facilitate as far as possible the arrival and settling in of Fellows at the start of the Programme and their departure at the end; to support their research and development as academics and their search for a position, not least through the provision of a suitable range of Multidisciplinary Research and Academic Practice activities.



We provide all Fellows with a desk, phone and computer in a shared office space and full use of the library. All Fellows can access a Research Fund of 1000 euros/year for Missions and other research expenses and can access additional funds for support on the job market. We also fund and help Fellows organize Multidisciplinary Workshops, involving external speakers, other Fellows, researchers and Academics at the EUI. We regularly solicit feedback from Fellows on the Programme and continually revise the Programme activities in the light of their feedback.

The Director, Professor Dorothee Bohle, is responsible for the overall running and content of the Programme, and takes special responsibility for the Multidisciplinary Research activities. She has an office hour every week in term time and can also be contacted outside those hours.

The Academic Programme Coordinator Dr Karin Tilmans oversees the Academic Practice Activities, including the Academic Practice Groups, and especially the Teaching Certificate and teaching practices and, along with Professor Lynn McAlpine, oversees the course design and teaching workshops. She also works closely with the Academic Communication Skills team, Professor Laurie Anderson, the Academic Communication Coordinator, and Alyson Price, who offers language support with the writing of the Working Papers, articles and other written documents.

The Administrative Coordinator Ognjen Aleksić oversees all the administrative elements of the programme, including the processing of expenses, and the management of budgets for missions, Multidisciplinary Workshops and the June Conference.

Francesca Grassini is a Research Assistant. She runs the Academic Career Observatory. She is also co-responsible for Moodle and for all other logistical/administrative matters.

Jashwanni Grewal is a Project Assistant. She takes care of the MWP website, newsletter and other social media channels. She also assists with the administration of the Programme.

## **Finding A Job**

A major goal of the Max Weber Programme is to support Fellows seeking an academic position. Francesca Grassini coordinates the Academic Careers Observatory, a unique resource offering information on the academic job market in Europe, North America and beyond. We also support all elements of the job market, from where to look for an appropriate position, helping with application letters and CVs, to organising practice interviews and job talks.

## **Maternity Leave and Family Policy**

The MWP aims to support early career researchers through being family friendly. Fellows who have a baby during the period of their Fellowship will be eligible for up to four months paid maternity leave. They need to inform the Administrative Coordinator, Ognjen Aleksić, before applying for this scheme. The Programme also offers an allowance for Fellows accompanied by dependent partners or children who are not themselves employed or in receipt of benefits from their home state. Finally, the EUI offers a crèche and we try to accommodate Fellows who may occasionally need to bring their children to our activities.

## **The Appointment and Duties of Mentors**

Mentors are assigned to Fellows, when the latter are appointed, by the Head of Department and the Departmental Lead for the MWP. In some exceptional cases, a second mentor may also be appointed. Also as an exception, if on 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 appoint a new mentor, after consulting with those involved. Fellows freely choose how to develop their own research agendas although they are encouraged to discuss them with their mentors, other faculty and Fellows.

The main duty of the Max Weber Mentors is to provide advice and support to the individual Fellows assigned to them with the aim of enhancing these Fellows' academic careers. Mentors shall help to assess Fellows' needs and follow their progress through their Fellowship. At a minimum Fellows can expect to see their mentor twice a term, and mentors should ensure Fellows can regularly attend, and ideally present their research at the appropriate departmental seminars and become more generally involved in the life of the department. Mentors should also read and comment on the Working Paper and Research Proposal and offer career advice concerning publication strategies and job and grant applications. They should also provide feedback on the Fellows' presentations and teaching preparation, and 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.

## **The Role of Departments**

Fellows should be able to actively, and regularly, participate in at least one Departmental Seminar, Workshop or Working Group. They should also be

given an opportunity to present to their Department on at least one occasion and be involved in some of the departmental social activities and be able to mix with Faculty and Researchers.

## Max Weber Programme

July 2019

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