

A CODE OF PRACTICE FOR THE MAX WEBER PROGRAMME

ACADEMIC YEAR 2022-2023

The Nature of the Programme and General Duties of Fellows.....	2
The Required Components of the Programme.....	3
Interdisciplinary Research Clusters, Research Proposal and Draft Publication.....	4
Teaching and Research Collaboration	4
Paid Employment during the Max Weber Fellowship.....	5
Missions, Working away from the MWP and Leave of Absence.....	6
The Duties of the Max Weber Team.....	6
Finding a Job.....	7
Maternity Leave and Family Policy.....	7
The Appointment and Duties of Mentors	7
The Role of Departments	8

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. Regular and active presence within the Programme's activities is the best guarantee that Fellows 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, dialogue 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 depend only 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 Interdisciplinary Research Clusters (IRCs), the Max Weber Lectures and Book Roundtables 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. Fellows also generally find they are exempt 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 other's disciplines and research, and for ensuring each Fellow gets 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 MWP and in the academic activities of their Department. All absences must be agreed beforehand with the Director.
2. **Participation in the September Presentations** – These provide an opportunity for all Fellows to become 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 and Max Weber Book Roundtables** – The MW Lectures and MW Book Roundtables aim at opening up the intellectual horizons of Fellows by exposing them to topical themes of broad academic interest and cutting-edge research across the disciplines of the Programme, while providing a plenary gathering of all Fellows along with many researchers and Professors across the EUI community. To absent themselves, Fellows must request permission from the Director beforehand.
4. **Submission of a Draft Publication** – 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 Draft Publication 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.

Interdisciplinary Research Clusters, Research Proposal and Draft Publication

Most Fellows will have chosen an IRC when they applied. Although membership in an IRC is voluntary, we strongly recommend that Fellows join one. The establishment of interdisciplinary research clusters is a new initiative at the EUI, through which the Institute seeks to further increase its strong impact on research conducted in the Social Sciences and Humanities in Europe. The clusters are centred around a topical societal interest; they are broad enough to allow diversity between and within disciplines; and they carry substantial policy relevance, especially in the EU context. The various activities within the clusters will be focused on the presentation and discussion of research. The clusters are led by two or more Professors of different Departments, and they will bring together Professors, fellows and researchers from across the Institute.

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 with their mentor (or another assigned member of their 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 Draft Publication, although they are encouraged to produce more over the year. Fellows are also encouraged to present their work for feedback at any forum of their choice during the year. After submission by 31 March, the draft publication is sent to the Fellow’s mentor for approval. Following discussion with the Fellow, papers go through English language revision and editing, supporting Fellows in producing strong articles, chapters, papers in both form and substance by the end of the year.

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 offers 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. The Fellows may also undertake teaching jobs at the EUI on a more ad hoc basis. These can range from individual lectures to workshops and co-taught seminars. Fellows can be paid for such teaching under the ‘small jobs contract’ scheme (see below). To take into account the

time it takes to prepare teaching, the MWP recommends that Fellows are paid for four hours for each teaching hour (or five hours per teaching hour if the task involves grading). This is a general recommendation and deviations from it are possible. 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 three 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: [Masaryk University](#), [College of Europe Natolin Campus](#), [University of Luxembourg](#), [Universitat Pompeu Fabra](#), [SAIS Bologna](#), [Autonomous University of Madrid \(Madrid\)](#), [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 may 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 him. It must be compatible with full participation within the Max Weber Programme, including being resident in Florence.

Fellows can also be hired by the EUI for up to 200 hours per academic year under the 'small jobs' contract scheme. Such jobs can involve teaching (see above), research assistance or other tasks and are typically offered by the EUI's academic or support units and their faculty and staff. It is not, however, possible to work for other Max Weber Fellows. At the time of writing, the hourly rate is € 16.00 and it is subject to change.

Remuneration above 1,250 euros in any given month(s) will result in a reduction in the standard grant of 2,070 euros as per the following table:

Monthly income	Reduction	Grant amount
0 - 1,250	0	2,070
1,251 - 1,500	150	1,920

1,501 - 2,000	300	1,770
2,001 - 2,500	450	1,620
2,501 - 3,000	600	1,470
3,001 -	750	1,320

n.b. 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 the Director and get his permission 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 must be approved in advance by the Director of the Programme or his designated substitute.

The Duties of the Max Weber Team

The Max Weber Team aims 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 1,000 euros per 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 Juho Härkönen, is responsible for the overall running and content of the Programme, and takes special responsibility for the Multidisciplinary Research activities. He 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. She also works closely with the Academic Communication Skills team, Professor Laurie Anderson, the Academic Communication

Coordinator, and Alyson Price, who offers editing and language revision for all written work, including the Draft Publication, articles, seminar papers and the like.

The Administrative Coordinator Ognjen Aleksić oversees the administrative activities of the Max Weber Programme and ensures its effective functioning, he takes care of the financial needs of the Programme including the processing of expenses, and the management of budgets for missions, multidisciplinary workshops and conferences.

Veselina I. Spiridonova is a Project Assistant. She works jointly with the Director of the MWP and the MWP team on the promotion and support of the programme activities. She assists with logistical/administrative matters, Moodle, the MWP newsletter and the MWP social media channels.

An additional Project Assistant to be appointed.

Finding a Job

A major goal of the Max Weber Programme is to support Fellows seeking an academic position. 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/Paternity 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 (two months paid paternity leave). Fellows 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 choose freely 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 will 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 Draft Publication 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 support the introduction of Fellows into the international academic community. Mentors 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. MWFs should also be given an opportunity to present to their Department on at least one occasion, be involved in some of the departmental social activities and be able to mix with faculty and researchers.

Max Weber Programme

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