

A CODE OF PRACTICE FOR THE MAX WEBER PROGRAMME

ACADEMIC YEAR 2025-2026

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This Code seeks to outline what we expect from Fellows and what Fellows can expect from the Max Weber Programme (MWP) team, Academic Units 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 Academic Units and the European University Institute more generally.

Fellows must be based in the area of 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 the Programme has 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 'marketplace') 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 outlined in the Handbook, two main features of the programme give expression to these two considerations respectively: the Multidisciplinary Research Activities, such as the Max Weber Lectures, 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, 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.

Some of these activities are voluntary: it is up to the Fellows to decide how much they want to participate in them, and we try to tailor much of them to individuals – as in the advice offered on practice job talks and interviews.

The Required Components of the Programme

Certain compulsory elements are particularly 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 Academic Unit. All absences must be authorised beforehand by the Director through a mission order request.
2. **September Presentations** – These provide an opportunity for all Fellows to showcase their research, to get acquainted with each other's research, to chat informally together and with their Mentors and other EUI Professors, and to get individual feedback from professionals from the EUI Centre of Academic Literacies and Languages (CALL) identifying areas of potential growth in academic communication.
3. **Max Weber Lectures** – These 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. They also provide 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 are supposed to be writing articles and/or books and book chapters while at the EUI. The submission of a draft publication provides not only a check on progress but also, and more importantly, an occasion to engage in a critical discussion that may help the Fellows both substantively and formally in an intensive way with a key piece of research.
5. **June Conference** – This Conference provides a final plenary occasion to participate in the intellectual community of the MWP and an opportunity to meet with members of the global Max Weber Fellowship network. Fellows are also required to 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 the MWP reporting to stakeholders on the progress of Fellows over the course of the academic year. It also offers an opportunity to showcase each Fellow's achievements by providing a useful summary of what they have accomplished over their time at the EUI.

MWP Draft Publication

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.

Communication Beyond Discipline

Fellows are encouraged to produce communication items with the potential to attract a wider audience. Such items may be social media posts (we encourage mentioning the EUI Max Weber Programme LinkedIn account when posting about activities supported by the MWP), producing feature articles for the MWP Newsletter and/or the EUI blogs. The EUI Research Communication Service can be contacted for interviews that are published on the various EUI channels.

Teaching and Research Collaboration

Max Weber Fellowships do not involve any mandatory 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. Qualifying Fellows may apply for a part-time Professorship position in the ECO and SPS 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 an *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 at least for four hours for each teaching hour (or five hours per teaching hour if the task involves grading). This is a general recommendation, but exceptions 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.

The Max Weber Teaching Certificate

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 decide to do the Certificate will take part in an innovative programme of a series of interactive workshops culminating in teaching practice weeks at teaching excellence-oriented universities. The partner universities are presented in October during a preparatory meeting.

Paid Employment during the Max Weber Fellowship

Some Fellows who receive the MWF grant may also receive a stable supplementary income from an external employer or take on more occasional paid external teaching positions, consultancy, or research work.

All such employment and remuneration must be declared to and authorised by the Director. It must be compatible with full participation within the Max Weber Programme, including the requirement to reside in Florence.

Remuneration above 1,250 euros (net) in any given month(s) will result in a reduction in the standard grant of 2,500 euros as per the following table:

Monthly income	Reduction	Grant amount
0 - 1,250	0	2,500
1,251 - 1,500	150	2,350
1,501 - 2,000	300	2,200
2,001 - 2,500	450	2,050
2,501 - 3,000	600	1,900
3,001 -	750	1,750

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.

Fellows can also be hired **internally** by the EUI for up to 200 hours per academic year under the ‘small jobs’ contract scheme. Such jobs can involve teaching, 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. The hourly rate is the same across the EUI, and subject to change.

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 permission to take on any additional employment, demonstrating 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. If 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 through a mission order request.

In very exceptional cases Fellows may take up a short-term job or similar that is incompatible with the MWP’s requirements (including residence in Florence and full-time participation in MWP activities). In such cases, the Fellow can request a Leave of Absence which needs to be approved by the Director. As a rule, Leaves of Absence are unpaid and do not qualify for an extension of the Fellowship.

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.

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 organise 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 is responsible for the overall running and content of the Programme and takes special responsibility for the Multidisciplinary Research activities.

The Teaching and Learning Officer and the Academic Communication Skills Team of the Centre for Academic Literacies and Languages (CALL) deliver academic communication skills courses and teaching trainings to the fellows and can be contacted for advice on job applications/job search, research writing and other related matters.

The Editor offers editing and language revision for all written works, including the Draft publication.

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

The Administrative Assistants provide administrative and logistical support for the organisation of the Programme's academic practice activities and multidisciplinary research activities and assist fellows with daily requests.

The Director and the Teaching and Learning Officer offer weekly office hours during term time. The other members of the team do not offer weekly office hours and can be contacted anytime via email for appointments.

Finding a Job

A major goal of the Max Weber Programme is to support Fellows seeking full time employment in an academic, research or policy-making environment. It also supports all elements of the academic job market, from where to look for an appropriate position, helping with application letters and CVs, to organising practice interviews and job talks.

Parental Allowance 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 are eligible for a parental allowance (up to four months for biological mothers, up to two months for the other parent). The Fellowship will be extended by the period of the parental leave. Fellows need to inform the Administrative Coordinator 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 the Programme tries to accommodate Fellows who may occasionally need to bring their children to the Programme's activities.

Medical Leave

Fellows who need to take time off from the Programme because of prolonged illness have the possibility to request up to three months of medical leave per academic year. They can choose between a paid medical leave without extension of the fellowship period, or an unpaid medical leave with an equivalent extension of the fellowship period. Fellows should submit a request to the Director of the Max Weber Programme (cc-ing the Administrative Coordinator). Subsequently, the request must be backed up with a medical certificate from a recognised medical practitioner that is sent exclusively to esrmedicalcertificates@eui.eu.

The Appointment and Duties of Mentors

Each Fellow is assigned to a Mentor by the Head of the Academic Unit upon the advice of the Fellowship Steering Committee Members. In some exceptional cases, two mentors may 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 the Head of the Academic Unit and the faculty members 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 are expected to meet with their mentor twice a term and report on the progress to the mentor regularly. Mentors should ensure Fellows can regularly attend and ideally present their research at appropriate seminars and become more generally involved in the life of the Academic Unit. 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 Academic Units

Fellows should participate the Seminars, Workshops and Working Group within their Academic Unit. To the extent possible, Fellows should also be involved in the social activities and be able to mix with faculty and researchers.

Max Weber Programme

1 September 2025