




## GUIDELINES - OVERVIEW

1. Guidelines for (post-) doctoral researchers, fellows and guest researchers
2. Guidelines for charing colloquia
3. Guidelines for workshop and conference organisation

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**GUIDELINES FOR (POST-)  
DOCTORAL RESEARCHERS, FELLOWS  
AND GUEST RESEARCHERS**



# 1 | GUIDELINES

FOR (POST-)DOCTORAL RESEARCHERS,  
FELLOWS AND GUEST RESEARCHERS



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## 1. General Information for all Members

### a. Welcome Service

- **Arriving at the Max-Weber-Kolleg**

| Address  | Postal address   | Central phone number |
|--|--|----------------------|
| Max-Weber-Kolleg<br>C19 - Forschungsbau "Weltbeziehungen"<br>Max-Weber-Allee 3<br>99089 Erfurt | Max-Weber-Kolleg<br>Universität Erfurt<br>Nordhäuser Str. 63<br>99089 Erfurt | +49 361 737-2800     |

Please send a brief message indicating when you will arrive at the Max-Weber-Kolleg to our Welcome Service [dekanat.mwk@uni-erfurt.de](mailto:dekanat.mwk@uni-erfurt.de). We will arrange a date to get your personal welcome package (key, mailbox key, forms to use the infrastructure) and a meeting with the managing director to welcome you.

- **Parking**

Parking is possible at the parking lot "An der Parkharfe" behind the library (access via Schwarzbürger Str.). For further options please contact the Welcome Service.

- **Key (Transponder)**

The building of the Max-Weber-Kolleg is open in the time between 8 a.m. and 6 p.m. Outside these hours, you can access the building at any time using the transponder. The transponder to your office and all public rooms within the Max-Weber-Kolleg will be issued by our Welcome Service with your welcome package.

- **Data protection training course**

In the first week of your stay you are required to complete the "data protection training" as a requirement by the University of Erfurt. In order to login to our online platform "Moodle" please use the login data provided by our Welcome Service.

To find the course, follow the links:

<https://elearning.uni-erfurt.de/mod/resource/view.php?id=429513>

for initial training and

<https://elearning.uni-erfurt.de/mod/hvp/view.php?id=431492>

for the voluntary self test.

The password for the course itself is: Datenschutz

You will see the English Version of the course after the self-enrolment with the password standing above.

- **Broadcasting/licence fee**

Please be aware that each household in Germany is obliged to pay a licence fee (for those who are renting a flat in IBZ, it is already included in price). More information about the licence fee:

<https://www.stw-thueringen.de/english/housing/broadcasting-fee/index.html> and  
[https://www.rundfunkbeitrag.de/welcome/englisch/index\\_ger.html](https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html)

- **Leaving the Max-Weber-Kolleg**

Please send a brief message indicating the day of your departure to our Welcome Service [dekanat.mwk@uni-erfurt.de](mailto:dekanat.mwk@uni-erfurt.de), four weeks before you leave. Please clear your office of all personal belongings. Library books are to be returned to the library. Extra material should be returned or cleared out. Please return your keys and keycards (for printers) to your Coordinator. For persons with an employment contract, please fill in the list ("Laufzettel") handed out by the Human Resources department.



## **b. Workplace**

- **Computer**

A personal computer or a laptop, with access to printers and all office supplies, might be provided in your office. Should you need further office supplies, please contact us.

You need a log-in ID and a password to access your computer. To be given a log-in, you must be enrolled at (Ph.D. students) or have a valid contract with the university. You will find information for your first log-in in your welcome package.

Please save your files always to the home directory H:/, not the hard drive C:/. Files saved to the hard drive C:/ may be erased when the system is updated or otherwise changed. Regular backups are made of all H:/ and U:/ files so that they are retrievable in case of a system crash or theft.

In case of IT-problems please contact the university IT-support: **IT centre, Campus, KIZ**  
(Phone: +49 361 737-5454/ E-Mail: [rz@uni-erfurt.de](mailto:rz@uni-erfurt.de))

- **Copying / Printing / Scanning**

There are multifunctional printers on all floors. To use the copier/scanner you need access via Thoska-Card or Function-Card. You will receive the necessary Function-Card from the Welcome Service if you do not have a Thoska-Card. As a doctoral student or with a work contract you will receive the Thoska-Card automatically.

We offer support for scanning. Please place the documents to be scanned (stating your name and email address) in the appropriate box in the copy room on the ground floor.

- **Function-Cards**

The Cards get connected to the university login so you can send printing requests to every printer in the building while using a university device. Scanning documents is possible, too, but the scans need to be saved on a flash drive connected to the printer. For scans of books in the library, please use the scan-service of the university library.

If you do not have a Thoska card but would like to eat in the cafeteria, you can obtain a cafeteria card from the university library, which can be loaded with money. This card can then be used to pay in the cafeteria (guest price). Alternatively, you can pay in the cafeteria with a debit or credit card, but as transaction fees may apply, this can be relatively expensive.

- **Your e-mail**

The regular e-mail address at the university consists of [firstname.lastname@uni-erfurt.de](mailto:firstname.lastname@uni-erfurt.de). You can access your mail from any browser via the university's website. Select "webmail" at the top of the page and use your log-in name and e-mail password to access your account. You will have received your login data from our Welcome Service.

- **Group Directory and Sharepoint**

The Max-Weber-Kolleg's relevant information (incl. updated term programmes, colloquia texts, forms, minutes of the Council (Kollegrat), are saved to a shared folder (U:\mwk\4all-RO) and our Sharepoint platform: <https://www.uni-erfurt.de/max-weber-kolleg/kolleg/service/sharepoint-intranet>

- **Further Equipment and Office Supplies**

You may borrow one of the Max-Weber-Kolleg's notebooks for conferences, archive work etc. and there are also a projector and memory sticks available for your use. For all technical devices please contact our student assistants. They are available to assist you in the office C19.00.15 every Tuesday from 10 a.m. to 4 p.m.. If you need office supplies, please contact Manuela Seifert.

- **Phone**

Use of the office telephone is restricted to work-related calls only. The Max-Weber-Kolleg is billed centrally for all work-related phone conversations. Please dial 0 for an outside line. Dial only the last four digits for internal lines.

- **Safety at Work**

All information regarding safety at work is provided on the university's website under <https://www.uni-erfurt.de/interner-service/service/gesunde-universitaet/arbeits-und-gesundheitsschutz> (login required). First Aid Kits can be found in the open kitchens on every floor. The First Aid Log Books, in which all work-related accidents are to be entered, are in the kitchens. For persons with a work contract with the university, a yearly safety instruction is mandatory. We provide safety instructions in English at the beginning of the term (see programme).

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- **Emergency Alarm**

In case of an alarm, please stay calm and leave the building directly and orderly. The gathering place is between the Forschungsneubau and the adjacent KIZ.

- **Notification about the Windows:**

Windows can be opened manually. Do not forget to close them when you leave the room. Please note that the roller blinds will break if the window-doors are opened while the roller blinds are closed.

### c. Library

- **Library Card**

(Post-)Doctoral researchers who are members of the University will receive a Thoska-Card upon signing their contract. This Thoska-Card ("Thüringer Hochschul- und Studentenwerkskarte") is a multi-function card, serving also as library card ([www.uni-erfurt.de/thoska](http://www.uni-erfurt.de/thoska)). Junior researchers with scholarships and guests at the Max-Weber-Kolleg may apply for a library card. Contact [Kathleen Rottleb](#) for further information and support. Please mention that you are part of the Max-Weber-Kolleg, as you will have a different status compared to the regular students with the advantages of longer loans, first demand note free of charge etc.

- **Acquisition Requests**

Please contact Kathleen Rottleb with any acquisition requests, or if there are any books missing in the university library.

- **Permanent Book Loan (Handapparat)**

Should you need a number of books for a longer time, you can apply for a permanent loan account. The list of titles should be sent, via e-mail, to the library consultant responsible for your area of research, with a request to enter the titles into your permanent loan account. The form for the creation of a permanent loan account may be found under:

[https://www.uni-erfurt.de/fileadmin/einrichtung/bibliothek/Formulare/antrag\\_HA.pdf](https://www.uni-erfurt.de/fileadmin/einrichtung/bibliothek/Formulare/antrag_HA.pdf). The number of books for a permanent loan account is limited to 30 for doctoral researchers, 50 for post-docs, and 200 for professors. The consultant of your research area can be found on the library's website. If other users need a book that has been entered into your permanent loan account, they can order the book via the library. It is therefore necessary that in the case of absence from the Max-Weber-Kolleg, you store the books included in a permanent loan account accessibly in your office.

- **Central Library Services**

**Data bases** and area specific **bibliographies** can be found under:

<https://www.uni-erfurt.de/en/university-library-erfurt/search-and-find/electronic-resources>

The University of Erfurt awards money to institutes inter alia for publications, which have been registered with the **university bibliography**. We therefore ask all members of the Max-Weber-Kolleg to send their publications to the university library so that they can be entered into the university bibliography. The publication will be sent back to you after the title has been entered into the bibliography. For more information go to <http://opac.uni-erfurt.de/DB=7/LNG=DU/>.

All necessary information regarding **open access** publication at the University of Erfurt, including options for possible funding, may be found under <https://www.uni-erfurt.de/en/university-library-erfurt/search-and-find/electronic-resources/open-access>. Open access publication is the core task of the Electronic Text Centre (ETC) of the university library.

A **term account (Semesterapparat)** will be created within the library so that students participating in your courses will have access to the books you select for the course. These books cannot be taken out of the library during the semester. You may also enter a file folder with copied texts into your term account. The relevant application forms for a term account may be found on the library's website.

- **Interlibrary Loans**

To order interlibrary loans, please contact Kathleen Rottlieb to create a loan account and deposit a sum of money for the loans. Each loan will be billed with € 1.50.

- **Scanning Service**

The library offers a copy delivery service for all members of the University of Erfurt, which means for students, staff, teachers and graduates of all faculties and institutions.

In the Discovery search portal the scan order can be placed directly after the search via an order button. Afterwards only a few data have to be added. To place an order you have to log in with your library account information.

<https://www.uni-erfurt.de/en/university-library-erfurt/borrowing-services/inter-library-loan-and-delivery-service/scanning-service>

The library will search for the literature, scan the articles and make the PDFs available for download.



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### d. Financial Matters

- **Travel Costs**

Doctoral and postdoctoral full members of the Max-Weber-Kolleg can get funding for research costs provided by the Graduate Service of the University of Erfurt (up to 600 EUR per year). More information can be found here: <https://www.uni-erfurt.de/en/research/advice-and-services/graduate-services>.

Fellows and junior researchers provided with a university contract need to fill in the business trip form ("Dienstreiseantrag" with copy of the invitation), all others may apply with an informal request. For persons with a university contract, the form A1 is mandatory for travels outside of Germany. For travel including flights please apply for funds at a funding organisation (i. e. DAAD or Humboldt foundation) beforehand.

Fellows and associated members of the Max-Weber-Kolleg can also apply for travel cost funding in special cases (e.g. participation in conferences with own contribution, consultations regarding the acquisition of further funding or visit of archives). Applications for reimbursement may be informally sought with a brief statement addressed to Bettina Hollstein including the following information: name and private address; destination; travel dates; reason for travelling, indication why the trip is relevant for your project (if applicable with confirmation of your supervisor) resp. the invitation to the conference attended, showing your own contribution; prospective travel costs, which must be within the framework of the Thuringian Travel Costs Law.

All regulations of the Thuringian Travel Costs Law (ThürRKG) apply. The Max-Weber-Kolleg does not award daily allowances. When the application has been approved, the signed application will be returned to you. It must be handed in later, together with all the original travel receipts and the completed form "Reisekostenrechnung" that you can find on the university website to the secretary responsible for the administration of your research group. The University cannot guarantee that the Max-Weber-Kolleg's agreement to reimburse a (post-)doctoral researcher for travel expenses automatically leads to the (post-)doctoral researcher's being covered by the University's accident insurance. This will rather have to be verified in each individual case.

- **Refund of Other Expenses**

Reimbursement of other expenses, such as costs for interlibrary loans, is possible if means of the Max-Weber-Kolleg are available at the end of the fiscal year. For junior researchers without work contract, reimbursement is possible only after prior consultation. Please provide the original receipts with a short note stating expenses as well as your private address and banking information (IBAN).



## e. Public Relations

- **Website**

All members of the Max-Weber-Kolleg are asked to send the following information to be uploaded to the Max-Weber-Kolleg's website and to be included in the Max-Weber-Kolleg's annual report. Each person is responsible for the accuracy and completeness of the information on the Max-Weber-Kolleg's website.

### Please send

- Short CV
  - Short description of your research project
  - List of publications (complete list or selection)
  - A photo of you (if you want it on your page)
  - Links, etc ... anything you regard as necessary
- to [India Neigefindt](#). If you do not have a photo, we can take one of you.

- **Publications at the Max-Weber-Kolleg**

We are always pleased to receive books which have been written or completed during your time at the Max-Weber-Kolleg. We kindly ask you to provide two books. One will go into our lounge, and one will be given to the library. These books should include a brief mention (acknowledgement) that they were written while the author was a member of the Max-Weber-Kolleg.

We also ask that, when introduced at conferences, in papers and the like, you add to the biographical information: "[...] currently fellow/(post-)doctoral researcher at the Max-Weber-Kolleg of the University of Erfurt".

All publications, especially published doctoral dissertations, must include mentioning of the Max-Weber-Kolleg and, if research was funded, the organisation from which you received your funding. For more details, see section f below.

- **Press Release and Blog**

Please send us information about your new publications (books or articles) in order to have them advertised in our news and on our website. Additionally, we would like to get information concerning conferences, interesting research results, prizes etc. to prepare for press release. Please contact [India Neigefindt](#) concerning these issues.

- **Journals at Max-Weber-Kolleg**

The following peer reviewed journals are published at Max-Weber-Kolleg: Berliner Journal für Soziologie, Cultural Science, Religion and Urbanity Online, Religion in the Roman Empire, Zeitschrift für Wirtschafts- und Unternehmensethik/Journal for Business, Economics & Ethics. Please consider these journals and their calls for publication of your articles.

- **Activities beyond the Max-Weber-Kolleg**

We encourage everybody to extend activities beyond the Max-Weber-Kolleg to other parts of the university. Especially the participation in so-called "StuFu" (Studium Fundamentale) courses, in which two researchers in different fields of research offer an interdisciplinary course on a common topic, is appreciated. Teaching in regular BA- or MA-courses is possible. If fellows or junior researchers wish to offer teaching in the faculties, this is binding as soon as the decision of the Faculty Council has been made and cannot be withdrawn. Which examinations are possible in the courses and how they are carried out must be agreed with the faculty when applying for a teaching assignment (Lehrauftrag). No reduction in teaching hours is granted for the supervision of Bachelor or Master theses.

Likewise, participation in lecture series or activities like the science slam, the long night of sciences etc. are warmly welcomed by the faculties and the University. [Bettina Hollstein](#) is happy to help with the necessary contacts.



## f. Affiliation Policy of Erfurt University

- **Objective**

In academic competition, the quality and number of publications are key indicators of the research performance of both academics and the academic institutions to which this research performance is attributed. The attribution of authors to the academic institution(s) at which the research achievements were made ('affiliation') is of great importance for strengthening the reputation and visibility of both the researchers and the academic institutions.

The affiliation policy of Erfurt University serves to implement uniform and complete affiliation information for the best possible dissemination, citation and attribution of publications to the University of Erfurt.

- **Area of validity**

This guideline applies to

1. all employees, doctoral candidates and students at the University of Erfurt
2. all researchers who conduct research and publish within the framework or as a result of a visiting stay at the University of Erfurt
3. researchers from other institutions who also have an affiliation with the University of Erfurt, for example due to an association, a joint appointment or within the framework of joint doctoral programmes
4. honorary professors, lecturers and scholarship holders at the University of Erfurt, insofar as the respective publication is directly related to their work at the University of Erfurt

Former members and affiliates of the University are required to name the University of Erfurt as an (additional) affiliation if publications are based on work carried out at the University of Erfurt.

- **Standardised name of the university**

The standardised name of the university is:

Universität Erfurt (deutsch)

University of Erfurt (englisch)

As a further institutional affiliation the Max-Weber-Kolleg should be mentioned; in short (German and English): Max-Weber-Kolleg; for a longer version (German): Max-Weber-Kolleg für kultur- und sozialwissenschaftliche Studien or (English): Max Weber Centre for Advanced Cultural and Social Sciences.

- **Multiple affiliations (internal and external)**

In the case of multiple affiliations, all relevant institutions must be listed as affiliations. Priority is given to the institution where most of the work was carried out; this institution must be listed first.

- **Use of standardised identifiers for institutions**

When submitting publications, publishers usually require the affiliation details of the authors. The use of standardised identifiers for institutions is standard practice. The institutional identifiers for the University of Erfurt are:

- ROR ID: 03606hw36<https://ror.org/03606hw36>
- Ringgold ID: 38877
- ISNI: 0000 0001 2359 2414<https://isni.org/isni/0000000123592414>
- Wikidata: Q702524<https://www.wikidata.org/wiki/Q702524>
- VIAF: 153457697<http://viaf.org/viaf/153457697>

*If no specific identifier is required by the publisher, please use the ROR ID.*

- **Use of standardised identifiers for publishers**

Since September 2021, the University of Erfurt has been a member of the Germany-wide ORCID consortium in order to ensure better visibility of research, correct attribution of publications and clear identification of individuals, even in cases where names vary. As members of the University of Erfurt, please use your ORCID ID in the author details.

Further information:

<https://www.uni-erfurt.de/en/bibliothek/forschen-und-publizieren/publizieren-1/orcid>

- **Providing email addresses [only for employees of the University of Erfurt]**

The university email address must always be used as the correspondence address in publications. This is usually structured according to the following pattern:

first name.surname@uni-erfurt.de

- **Information on financial support**

Any funding received for the respective research and/or publication must be disclosed in accordance with the requirements of the funding body. This also applies to funding from the university or its structural units.



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Example: DFG funding [the project number must always be stated here]

- „Gefördert durch die Deutsche Forschungsgemeinschaft (DFG) - Projektnummer(n).“
- „Funded by the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) Projektnummer(n).“

Example of funding from the University of Erfurt's publication fund

- „Gefördert aus Open-Access-Mitteln der Universität Erfurt.“
- „Supported by Open Access funds of the University of Erfurt.“

- **Mentioning us on social media**

If you refer to research, teaching or transfer activities related to your work at the University of Erfurt on social media, please use the appropriate reference (@UniErfurt).

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### **g. Study Programme**

The regular programme at the Max-Weber-Kolleg is scheduled from Monday to Wednesday during the lecture period. The different research groups usually have fixed slots at which their colloquia take place. All members of the Max-Weber-Kolleg are required to actively participate in the programme and to be at the Max-Weber-Kolleg from Monday through Wednesday. The slot for the SFB is on Friday.

The different elements of our study programme are explained on the Max-Weber-Kolleg's website under: <https://www.uni-erfurt.de/en/max-weber-kolleg/programme/translate-to-english-studienprogramm-des-max-weber-kollegs/research-and-learning-schemes>

You will find the current term programme on our Sharepoint under "Forms and Information": <https://www.uni-erfurt.de/max-weber-kolleg/kolleg/service/sharepoint-intranet>

- **Colloquia**

All members of the Max-Weber-Kolleg should attend 15 colloquia per semester incl. max. 3 guest lectures (and 1 seminar for doctoral researchers). For how to proceed in choosing your preferred colloquia etc., you will get detailed information before the beginning of the semester.

The assignment of colloquia in the directory U:\mwk\4all-RO is binding and is monitored by attendance lists. A week prior to your own colloquium, you are requested to send in a text of max. 20 pages, which will then be discussed at the colloquium, to [India Neigefindt](mailto:India.Neigefindt@uni-erfurt.de) (in Cc to [dekanat.mwk@uni-erfurt.de](mailto:dekanat.mwk@uni-erfurt.de)). All texts can also be found on our Sharepoint: <https://www.uni-erfurt.de/max-weber-kolleg/kolleg/service/sharepoint-intranet>

Together with junior researchers we have developed chairing guidelines, which you will find in your welcome package. An introduction to the way we are working at Max-Weber-Kolleg is provided every semester.

- **Supervision of (post-)doctoral researchers**

Each (post-)doctoral researcher has a direct supervisor or contact person at the Max-Weber-Kolleg who is specifically named when one is accepted as doctoral or postdoctoral researcher at the Max-Weber-Kolleg. In accepting the supervision of a (post-)doctoral researcher, the fellow agrees to supervise the project beyond the time spent at the Max-Weber-Kolleg and to help the (post-)doctoral researcher bring their thesis to a successful completion. Provisions concerning good supervision are stated in the supervision agreement.

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- **Socialising**

To provide an informal setting for socializing and interdisciplinary exchange, we suggest informal meetings in the Lounge, for example for the Max-Weber-Lunch in the university canteen on Tuesdays at 13:00, and Pasta-Days in our event kitchen on Thursdays at 13:00. We are looking forward to your suggestions like pub nights, karaoke parties, table football tournaments etc.

### **h. Participating in Committees**

- **Council (Kollegrat)**

The council is made up of the director, all fellows who are at the Max-Weber-Kolleg for more than a year and members of the university, a representative of postdoc researchers and the doctoral researchers' representatives. They discuss and decide on all matters pertaining to the Max-Weber-Kolleg. The managing director and the equal opportunity officer attend as advisories. The Council is open to all members of the Max-Weber-Kolleg. (Post-)doctoral researchers are invited to join in the meetings and submit issues. All issues can be discussed in the council. Once a year, the council discusses complex topics during a retreat.

Possible topics for the seminars or suggestions for (doctoral) workshops are submitted by the (post-) doctoral researchers, who make suggestions to the Kollegrat (Council) on the seminars, guest lectures and workshops to take place the following semester. Please take part in these coordination processes to make the programme as helpful as possible for your own research. Specific doctoral workshops can be co-financed by means of the Max-Weber-Kolleg. Additionally, workshops on general skills can be organised by the graduate service of the University (see 4. Information for (post)doctoral researchers; training). Suggestions are welcome.

- **Selection Committee**

The selection committee includes all members of the council (Kollegrat) as well as appointed fellows/guest researchers who are at the Max-Weber-Kolleg for less than a year, and may differ according to the specific research groups. The Selection Committee advises on the selection of fellows and (post-)doctoral researchers.

- **Elections**

Full members of the Max-Weber-Kolleg can vote not only for their representatives in the Council (Kollegrat), but also for other committees (senate or the equal opportunity council). In addition, doctoral researchers can vote for the student council.



## 2. Specific Information for Researchers from Abroad

- **Your visa and work permission**

We would like to ask you to take care of visa matters at an early stage (4-5 months in advance). The citizens of countries that do not need a German visa for the first 90 days (Australia, Israel, Japan, Canada, New Zealand, Republic of Korea, USA) should also apply for a visa in the home country, if they are planning to stay in Germany for a longer period. The same must be done for all family members travelling with you.

According to new rules, the extension procedure in Germany is extremely time- and cost-intensive. In case you are going to apply for extension of the residence permit and work permission in Germany, note that you **MUST** bring the originals of documents like your marriage certificate or birth certificates of your children with apostille and certified translation into the German language.

Moreover, you must make an appointment with the immigration authority at least 5 months in advance. For more information follow the link:

<https://www.uni-erfurt.de/en/international/counselling/international-office> or get in touch with your contact person at Max-Weber-Kolleg.

- **Haftpflichtversicherung (Liability insurance/ third-party insurance)**

Liability insurance provides the insured party with protection against claims resulting from injuries and damage to people or property. We recommend you having this kind of insurance for your stay in Germany to avoid financial costs that could take place if you or your children accidentally cause some damage in public places or your accommodation etc.

- **Opening Hours of Shops**

- Monday – Saturday: usually 10 – 20 h
- Sunday closed (except shops at the railway station, some bakeries and petrol stations)

- **International Office**

The International Office is located on the university campus and has collected lots of useful information for international visitors:

<https://www.uni-erfurt.de/en/universitaet/organisation/fakultaeten-einrichtungen/international-office>

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- **Learning German**

German as a Foreign Language courses (DaF) are available at the Language Centre of the University of Erfurt. Researchers who are required to learn German as part of their research funding programmes can participate in these courses free of charge. To enrol for these courses, please refer to the website of the Language Centre at the start of each term (mid-October / beginning to middle of April): <https://www.uni-erfurt.de/sprachenzentrum/>. A placement test is necessary for most applicants; the dates for these are also posted on the website of the Language Centre.

- **Income Tax**

If you have a regular employment contract, the wage tax is automatically deducted. In case of high income-related expenses (e.g. moving house), you have the option of submitting an income tax return the following year. Since we cannot provide information on tax issues, please contact the relevant institutions (e.g. tax office).

## 3. Specific Information for Fellows and Senior Guest Researchers

- **General Expectations towards our Fellows**

We usually expect our fellows to present their research once a year. This should happen in the form of papers similar to the texts submitted for the colloquia by our (post-)doctoral researchers, reflecting the work in progress. We further enable long-term fellows in particular to participate in the Council (Kollegrat) and the Selection Committee, especially to advise us regarding the selection of (post-)doctoral researchers, the preparation of public lectures and the planning of seminars and conferences. For our (post-)doctoral researchers, it is extremely helpful to receive further information regarding calls for papers, relevant conferences, publication possibilities, possible contacts and the like. Please, send general information to [India Neugefindt](#) for our weekly news and if you would like the information to appear in our Monday reminder.

- **Supervision**

All fellows can become supervisors for doctoral researchers or contact persons or mentors for post-docs. Duties and obligations are detailed in the supervision agreement. The supervisor should actively participate in the colloquia of the supervised researcher. Fundamental criticism of the project should, however, not be voiced in a public setting, but should be discussed between supervisor and supervisee beforehand. (All scholarships are given on the understanding that a project's further progress is deemed to be successful. If the successful conclusion of a project is in serious doubt, the supervisor and the supervisee have to inform the Max-Weber-Kolleg's directors immediately so that the relevant steps can be taken.)

- **Interdisciplinary Supervision of Junior Researchers**

Apart from individual supervision, we also expect from our fellows participation in interdisciplinary supervision of our (post-)doctoral researchers. They should be available for discussion of the respective project or thesis, both within the framework of the colloquia and beyond. Especially helpful have proved initiatives when fellows invited (post-)doctoral researchers to talk about their project in an informal setting, such as over a cup of coffee in the Lounge.



## 4. Specific Information for (Post-)Doctoral Researchers

- **Status**

(Post-)Doctoral researchers are members of the Max-Weber-Kolleg working on a qualification project (doctoral or habilitation thesis). Doctoral researchers and their supervisors will both sign a supervision agreement (“Betreuungsvereinbarung”), which outlines the rights and duties of both parties. This agreement is part of the admission process to the Max-Weber-Kolleg.

- **Supervisors**

Doctoral researchers have a supervisor at the Max-Weber-Kolleg (normally related to his or her discipline) as well as, usually, an external, expert supervisor. These external supervisors will be invited to attend the colloquia at the beginning of the term. It has proved very helpful to include external supervisors in the colloquia from early on, so that contradictory recommendations from supervisors can be avoided. If the external supervisors cannot attend, texts submitted to the colloquia should be submitted to the external supervisors nonetheless.

- **Evaluation**

The study programme is evaluated once a year through anonymised questionnaires organised by the doctoral researchers’ representatives. Do not hesitate to come up with suggestions and queries even outside these regular evaluations.

- **Enrolment for Doctoral Researchers**

The Department 1: Registrar’s Office will help with enrolment as a doctoral student. The necessary forms and information needed for enrolment can be found under <https://www.uni-erfurt.de/en/studies/before-studies/application-admission-enrolment/phd-programs>.

- **Semester Ticket**

All enrolled students at the University of Erfurt are issued a student ID (Thoska-Card) which is valid for six months (October to March, April to September). This ID includes a semester ticket, which consists of several items. The current items included in the semester ticket are listed under <https://www.stw-thueringen.de/deutsch/soziales/semesterticket/index.html>.

- **University Sports Programme**

The university offers a sports programme for students and members of the University during term. The programme is published at the beginning of each semester, both online and in a brochure distributed on campus: <https://www.uni-erfurt.de/en/studies/around-studies/university-sports>.

- **Support in Specific Situations**

In case of problems, you can contact **at the Max-Weber-Kolleg**:

- the head or the coordinator of your specific research group, the managing director (Bettina Hollstein) or the directors, the equal opportunity officer of the Max-Weber-Kolleg;

In case of problems, you can contact **at the university**:

- the graduate service, the equal opportunity officer, the diversity officer, the ombudsperson concerning academic wrongdoing, the ethical committee, the data protection officer.

- **Employment**

All (post)doctoral researchers with a university contract ("wissenschaftliche Mitarbeiter/in") are subject (by law) to a six-month probationary period. At the end of this period, the respective supervisors will inform the directors on whether the contract is to be extended for the full period applied for (usually three years) or if the term of employment is to be ended. As a basis for the evaluation, the Kollegrat determined that (post)doctoral researchers are to submit a workpiece, in consultation with the supervisor. This workpiece is to be submitted at least eight weeks before the end of the probationary period.



# 1 | GUIDELINES

## FOR (POST-)DOCTORAL RESEARCHERS, FELLOWS AND GUEST RESEARCHERS

- **Scholarships**

All persons receiving a scholarship from the Max-Weber-Kolleg will sign a scholarship agreement, which outlines the commitments of both sides. These scholarships usually run for 3 years, with a regular evaluation once per year. The regulations laid down in the scholarship agreement and the directives of the respective funding sources apply. It is necessary to approach the directorate three months before the initial scholarship runs out to ensure a smooth evaluation process and continued payment of the scholarship. The relevant forms regarding your scholarship can be found in the intranet of the university. The form is to be signed by your supervisor. Your application for scholarship evaluation and further scholarship consideration should then be handed to [Bettina Hollstein](#). Junior Fellows receiving a scholarship are encouraged to apply for external funding. Please contact Bettina Hollstein for more information.

- **Training**

Regular (post-)doctoral researchers are encouraged to participate in training courses offered by the University of Erfurt. (Post-)Doctoral Researchers are encouraged to conduct secondments in academic and non-academic institutions. Doctoral researcher have to attend four courses during their doctoral studies, for example Academic Skill Trainings (<https://www.uni-erfurt.de/en/university/working-at-the-university/competence-oriented-personnel-development/competence-oriented-personnel-development-for-academics/academic-skills-training>) or Qualification Programmes (<https://www.uni-erfurt.de/en/teaching/qualification>). Doctoral researchers may also propose a seminar for BA/MA students related to their research topic.

- **Fieldwork**

Possibilities to finance fieldwork should be discussed with the managing director (Bettina Hollstein).

- **Dissertation**

To ensure that your doctoral thesis can be written within three years, the Max-Weber-Kolleg offers a seminar explaining skills and ways helpful for concluding a dissertation every term. In the first six months, supervision will be close in order to ensure a good start of the project. Supervisors and doctoral researchers will meet every six weeks to discuss the doctoral project. Minutes of the supervision meeting are to be taken by the doctoral researcher and presented to the supervisor within one week after the meeting. After the first phase of six months, supervisor and doctoral researcher will meet at least twice per semester, once directly after the colloquium of the doctoral researcher and once between the colloquia.

The first colloquium should be used to discuss the perimeters within which the planned project is feasible in the time frame of three years. The text submitted for this colloquium should not be identical to the text with which (post-)doctoral researchers applied to the Max-Weber-Kolleg. In order to produce a new text, a meeting with the supervisor should be scheduled as soon as possible after officially being accepted to the Max-Weber-Kolleg (considering also the suggestions made during the admission interview).

The writing term (which is not to suggest that one should write only at the end of one's time at the Max-Weber-Kolleg) can be planned individually. You can plan your writing term (i.e. no colloquium commitment during this term, neither as participant nor presenting) between the fourth and the sixth term, or divide the term. The writing term does not need to be applied for. Please let Diana Blanke know whether you wish to use the term as writing term and if you are using your office during this time. A writing term is not possible for doctoral researchers who are at the Max-Weber-Kolleg for twelve months or less, since the project would then be discussed only once. Doctoral researchers with a contract in projects do not have a writing term, in the sense that they no longer participate in the semester programme: they must still attend all the project-related events (colloquia, workshops of the research group). To facilitate the writing phase at the end of a dissertation project, they are, however, excused from all other commitments within the semester programme.

- **Doctoral Examination**

For all information concerning the doctoral examination please read our information leaflet for the doctoral examination at the Max-Weber-Kolleg.

- **Habilitation**

Habilitations are possible in cooperation with the respective faculties (Philosophical Faculty, Faculty of Education, Faculty of Law, Social Sciences & Economics) of the University of Erfurt. For more information, please contact Bettina Hollstein.

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### GUIDELINES FOR CHARING COLLOQUIA



## What is a colloquium?

- A collective critical discussion of an unpublished text
- An opportunity for academic support with the aim to improve the text/project under discussion
- A chance for an honest exchange of ideas, reciprocal learning, and mutual recognition among researchers belonging to different fields and disciplines

## Who is the chair?

- Any academic member of the Max-Weber-Kolleg regardless of age, title, position, or length of research stay
- The role of the chair is to facilitate the discussion

## Responsibilities of the chair

- Arrive in time, verify room logistics, and ensure that the attendance sheet has been prepared
- Liaise with the speaker and arrange for a note taker, if wished by the speaker
- Introduce the speaker's academic profile and work
- Ensure a supportive atmosphere where speaker and participants can freely articulate their arguments
- Intervene in case any form of disrespect (such as a display of intellectual arrogance and academic power)

## What the chair should not do

- Answer questions addressed to the speaker
- Monopolize the discussion
- Allow questions (and answers to questions) to turn into lectures

## How the chair should proceed

- Introduce the speaker
- Ask the speaker to contextualize the paper (max. 5 minutes)
- Initiate the “whisper groups” – short exchanges between two to three people sitting next to each other on questions concerning the text (max. 5 minutes)
- Open up the general discussion
- Make a speakers’ list organized as follows:
  - Collect names in two separate lists: one list of fellows, one of junior researchers (doctoral researchers, early postdocs, etc.)
  - Alternate between the lists, calling on researchers from the one list, then from the other.
  - As a rule, call the name on these two lists in the order they were taken down. However, in order to create a gender balance and avoid a possible dominance of a participant, the moderator may alter the order of the names accordingly
  - Differentiate between two kinds of questions: “raised hand” for getting on the speakers’ list and “pointing in front of you” for direct comments on a question already under discussion. In this latter case, the question should be restricted to three sentences and clearly relate to the topic under discussion
- Accumulate questions when time is running out
- Close the speakers’ list in time to end the colloquium punctually

## For everyone participating in the colloquium

- Treat everyone with courtesy, politeness, and respect
- Listen with curiosity, speak with honesty, and act with integrity
- Don’t try to make yourself great by making someone else look small

# 3 |

## **GUIDELINES FOR WORKSHOP AND CONFERENCE ORGANISATION**

Please use the checklist at the end for the planning of your event.

## Funding

The Max-Weber-Kolleg strongly encourages all researchers to apply for third party funding when they start to plan a workshop or a conference since the Max-Weber-Kolleg's own budget for supporting workshops and conferences is limited. If all internal funds are spent at the beginning of the year there will be no money left for events later. Therefore, applications for third party funding are a required part of the standard procedure in the preparation of a workshop or conference at the Max-Weber-Kolleg. Applications are possible with the following external sources (or from other external sources not listed here):

- Research and Graduate Services at the University of Erfurt
  - (<https://www.uni-erfurt.de/stabsstelle-forschung/proforschung20/modul-forschungsfoerderung/#c216128>)
- Deutsche Forschungsgemeinschaft DFG (German Research Foundation)
  - ([http://www.dfg.de/foerderung/programme/internationale\\_programme/int\\_wiss\\_veranstaltungen/index.html](http://www.dfg.de/foerderung/programme/internationale_programme/int_wiss_veranstaltungen/index.html))
- Fritz Thyssen-Foundation
  - (<http://www.fritz-thyssen-stiftung.de/foerderung/foerderarten/tagungen/>)
- Volkswagen-Foundation
  - (<https://www.volkswagenstiftung.de/unsere-foerderung/unsere-foerderangebote-im-ueberblick.html>)

According to our experience up to 80% of proposals for funding will be accepted.

Please note at this point that different funding institutions are bound by different legal guidelines and can thus differ in the categories of financial funding they provide. Travel expenses and renting costs can be reimbursed in most cases, but many funding institutions do **not finance catering, printing costs for later publications or costs for personnel** (student assistants). Please take this into consideration while preparing your funding application. Funding institutions give detailed information about their funding guidelines on their respective websites. Please also note the different application deadlines of each funding institution in time.

For funding the catering of a workshop or conference, it is possible to raise a small fee for the event.

For the reimbursement of travel expenses, use the corresponding form. According to the Thuringian law for travel expenses (Thüringer Reisekostengesetz), travel expenses are to be reimbursed within three months of the workshop or conference.

For the calculation of your financial requirements, use the template for finance plans.

## Scheduling

Please start early with the planning of your event. The workshop or conference date should be submitted nine (better 12) months before the start of the event to the Max-Weber-Kolleg's directorate. This is necessary to avoid scheduling conflicts with other events. Furthermore, important resources for the event can be planned in time (especially hotel accommodation in Erfurt).

Please get in touch about your event with [Diana Blanke](mailto:diana.blanke@uni-erfurt.de) via e-mail ([diana.blanke@uni-erfurt.de](mailto:diana.blanke@uni-erfurt.de)) and copy in your research group's coordinator und secretary.

This e-mail should include the following information:

- names of all organisers and name of the main contact person
- (preliminary) title of the workshop or conference
- prospective date and location of the event
- number of internal and external speakers (when planning the list of speakers please keep in mind the equal opportunity plan (40-50% female speakers) ([https://www.uni-erfurt.de/fileadmin/public-docs/Max-Weber-Kolleg/6\\_PDFs/2016-gleichstellungsplan\\_mwk.pdf](https://www.uni-erfurt.de/fileadmin/public-docs/Max-Weber-Kolleg/6_PDFs/2016-gleichstellungsplan_mwk.pdf)) and the planned total number of participants
- (preliminary) programme and concept paper (including finance plan and information about the availability of/application for external sources)

If you have any questions in advance of the registration of your event, please contact Bettina Hollstein ([bettina.hollstein@uni-erfurt.de](mailto:bettina.hollstein@uni-erfurt.de)) or the coordinator of your research group at the Max- Weber-Kolleg.

Please avoid overlap with other events at the Max-Weber-Kolleg. Also, keep in mind that for a workshop or conference hotel arrangements should be taken care of early. Generally, conferences in December should be avoided, as hotel rooms are in very high demand and very expensive during the Erfurt Christmas Market from the end of November until the end of December.

Please contact your project's secretary to discuss details of planning your event. Likewise, required student assistants to support the event organisation or the conference/workshop itself should be requested in the early stages of event planning.



# 3 | GUIDELINES FOR WORKSHOP AND CONFERENCE ORGANISATION MAX-WEBER-KOLLEG

## Planning the location

Please choose the location of your event carefully. Venues such as the Augustinerkloster (Augustinian monastery) or the Ursulinenkloster (Ursuline convent) are a little bit more expensive due to fixed room and catering rates, but allow to conduct an event with less student assistants who need to be paid extra. Events with up to 30 people can take place in the Max-Weber-Kolleg's conference room, but bear in mind that personnel at the Max-Weber-Kolleg has limited resources to support your workshop/conference. Organising events at locations without their own infrastructure (Kleine Synagoge, IBZ, Predigerkirche) requires more additional resources. Should you plan to conduct your event at one of these locations, make sure the available staff (and the possible resources therefore, e.g. for student assistants) is available to support the event.

Please take into account that permanently employed staff is generally only available during weekdays from Monday to Friday until 14 p.m.. In case your event is on Friday evening or the weekend, make sure of student assistants are available very early on in the planning process.

## Publication of press releases and programmes

At latest 3 weeks before the start of the event, we need information for a **press release** on the event. Please send the following information to India Neigefindt ([india.neigefindt@uni-erfurt.de](mailto:india.neigefindt@uni-erfurt.de)).

- names of the organisers / contact person
- title of the event
- date and location of the event
- brief description of the event's topic and addressed research questions
- programme, flyer, posters (in pdf format)

Depending on available capacities, **flyers** for the event will be prepared by the staff of the Max-Weber-Kolleg or – in exceptional cases – by the press department of the University of Erfurt. For the preparation of the flyers the following information are required:



# 3 | GUIDELINES FOR WORKSHOP AND CONFERENCE ORGANISATION MAX-WEBER-KOLLEG

- names of the organisers
- registration for the event: contact person and e-mail-address
- final programme (as text-file)
- title of the event
- date and location of the event
- names of the funding institutions/foundations
- picture (high resolution format) for the front page of the flyer - for which the copyright has been cleared - for publication on the Max-Weber-Kolleg-website
- if available: short summary of the contents

Before using pictures please read the press department's guidelines for copyrights of images first:  
<https://www.uni-erfurt.de/uni/einrichtungen/presse/presse/bildmaterial/>

## Data privacy

Please adhere to the University's data privacy regulations, cf. <https://www.uni-erfurt.de/datenschutz/datenschutz-im-bueroalltag/organisation-von-kongressentagungenworkshops/>

## Workshop/conference report

Please submit a report on the event at latest 4 weeks after it has ended. The report should comprise appr. 4000 characters (incl. spaces). Examples for workshop/conference reports can be found in the yearly "Annual Newsletter of the Max-Weber-Kolleg" ("Jahresnachrichten des Max-Weber-Kollegs").

If available, please also send us pictures of the event. Should you wish to have pictures taken during the event, please contact Manuela Seifert ([manuela.seifert@uni-erfurt.de](mailto:manuela.seifert@uni-erfurt.de)) to schedule student assistants for the task. Please consider that for pictures of the event to be published you will need to have collected the consent forms of all people that are in the pictures.

[All members of the Max-Weber-Kolleg are asked to sign the consent form when they arrive at the Max-Weber-Kolleg.](#)

The workshop/conference report will be published on the Max-Weber-Kolleg Website and in the yearly newsletter.



# 3 | GUIDELINES FOR WORKSHOP AND CONFERENCE ORGANISATION MAX-WEBER-KOLLEG

## Checklist

- ☐ The planned event is not overlapping with other events at the Max-Weber-Kolleg
- ☐ Funding
  - ☐ Application for third party funding is prepared - incl. calculations - and submitted
  - ☐ Is funding available for catering?
- ☐ Responsibilities are clarified
  - ☐ The project secretariat is informed
  - ☐ The project coordinator is informed
- ☐ Location (NOTE: if you rent a location, the University of Erfurt is the contractual partner! The rental contract cannot be signed by the event's organiser, but must be signed by a legitimized person)
- ☐ Number of participants is known
- ☐ Deadline for registration is fixed
- ☐ Dissemination (Flyer, Newsletter, Mailing Lists, Website etc.)
  - ☐ For the Max- Weber- Kolleg: India Neigefindt ([india.neigefindt@uni-erfurt.de](mailto:india.neigefindt@uni-erfurt.de))
- ☐ Accommodation (Note: The University of Erfurt has contracts with different hotels in Erfurt to get better rates)
- ☐ Useful information for secretary/student assistants
- ☐ Necessary equipment is available
- ☐ Catering (breaks and dinner)
- ☐ Conference material is ordered and prepared (conference folders, note pads, pens, name tags (conference material is available at the press department, it needs to be pre-ordered and paid for from conference funds))
- ☐ Publication?