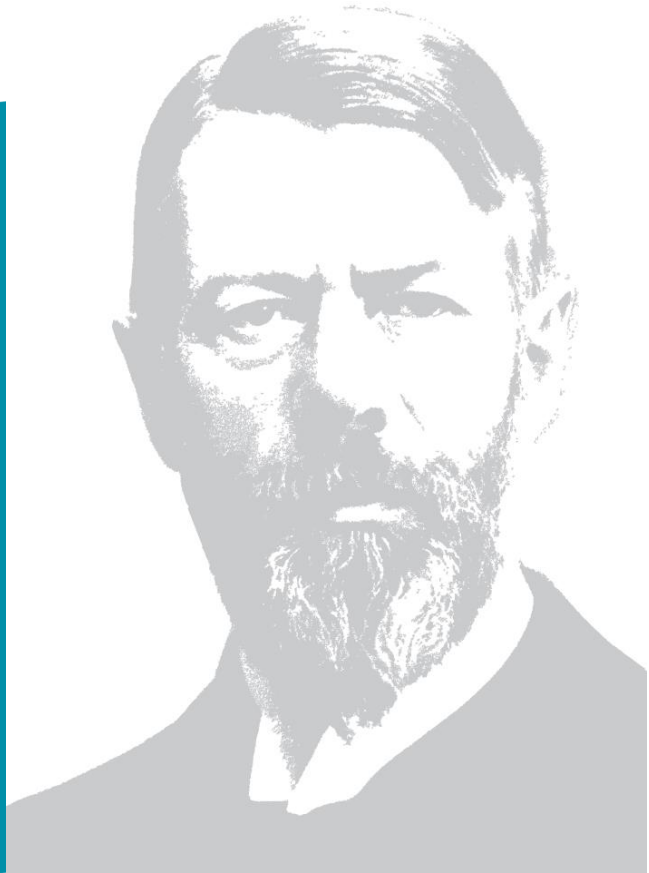


**UNIVERSITÄT
ERFURT**

Max-Weber-Kolleg

Max-Weber-Kolleg



Guidelines for (Post-)Doctoral Researchers, Fellows and Guest Researchers



Welcome to the Max Weber Centre for Advanced Cultural and Social Studies (Max-Weber-Kolleg)!

These guidelines provide you with some general information about your stay at the Max-Weber-Kolleg. Every member of the Max-Weber-Kolleg is part of one of the number of research groups. The contact persons are:

Research Groups	Head	Coordinator	Support staff
Social Philosophy and Social Theory	Rosa	Henning/ Pettenkofer	Schulz, Silvia
KFG "Religion and Urbanity"	Rau/Rüpke	Urciuoli	Püschel, Diana
IGS "Resonant Self-World Relations"	Rüpke	Begemann	Seifert, Manuela
OdB Ordering Dynamics	Rosa	Lindner/ Schmerbauch	Seifert, Manuela
Max-Planck-Preis „Religion and Modernity“	Joas	Hollstein	Seifert, Manuela
ICAS „Metamorphoses of the Political“	Fuchs	Hollstein	Rottleb, Kathleen
Local Politicisation of global Norms	Pettenkofer	Pettenkofer	Schulz, Silvia
Dynamics of Ritual Practices	Kranemann	Hollstein	Seifert, Manuela
COFUND MWK-Fellows	Hollstein	Hollstein	Blanke, Diana
Research Units			
Kierkegaard	Deuser/Kleinert	Kleinert	Seifert, Manuela
Herder	Fugger	Fugger	Seifert, Manuela
Meister Eckhart	Mieth	Al-Taher	Seifert, Manuela
Natural Law	Haakonssen	Jensen	<i>Valeria Wahl (Elternzeit)</i> Verona Schwarz

Academic Manager			
Hollstein, Bettina	704	Bettina.Hollstein@uni-erfurt.de	+49 361 737-2802
Support staff			
Blanke, Diana	706 a	Diana.Blanke@uni-erfurt.de	+49 361 737-2804
Püschel, Diana	709	Diana.Pueschel@uni-erfurt.de	+49 361 737-2870
Rottleb, Kathleen	706a	Kathleen.Rottleb@uni-erfurt.de	+49 361 737- 2860
Schulz, Silvia	715	Silvia.schulz@uni-erfurt.de	+49 361 737-2810
Schwarz, Verona	709	Verona.schwarz@uni-erfurt.de	+49 361 737-2800
Seifert, Manuela	715	Manuela.Seifert@uni-erfurt.de	+49 361 737-1680
Wahl, Valeria <i>Elternzeit</i>	709	Valeria.Wahl@uni-erfurt.de	+49 361 737-2800

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1. General Information

Welcome Service

■ Arriving at the Max-Weber-Kolleg

Address	Postal address	Central phone number
Max-Weber-Kolleg Steinplatz 2 99084 Erfurt	Max-Weber-Kolleg Universität Erfurt Postfach 900221 99105 Erfurt	+49 361 737-2800

PD Dr. Bettina Hollstein (academic manager) is happy to welcome our new members on their first day at the Max-Weber-Kolleg and give a brief overview of practices and commitments at the Kolleg. Please send a brief message indicating when you will arrive at the Max-Weber-Kolleg to:

Academic Manager	Room	Phone	E-mail
Bettina Hollstein	704	+49361 737-2802	Bettina.Hollstein@uni-erfurt.de

Please inform also our **Welcome Service** in order to get your personal welcome package, includes e.g. your key, mailbox key, forms you need i.e. to use the infrastructure and general information.

Welcome service	Room	Phone	E-mail
Valeria Wahl	709	+49361 737-2800	valeria.wahl@uni-erfurt.de

■ Parking

Parking is only possible for 30 minutes at the Steinplatz. At the ALDI car park (Schlachthofstraße) you can leave your car for 2 to 3 hours.

■ Key (Transponder)

The building of the Max-Weber-Kolleg is only open for public events. Outside these hours, you can access the building at any time using the transponder, in case of problems use the side entrance at the Western side of the building. The transponder to your office and all public rooms within the Max-Weber-Kolleg will be issued by Valeria Wahl with your welcome package.

Support	Room	Phone	E-Mail
Verona Schwarz	709	+49361 737-2800	Verona.Schwarz@uni-erfurt.de
Andreas Fenkl	Campus UB 041	+49361 737-5344	Andreas.Fenkl@uni-erfurt.de

■ Accommodation

If you are looking for an apartment, these websites have proved to be helpful:

- <http://vermietung-online.de>
- <http://www.tlz.de>
- <http://www.meinanzeiger.de>
- <http://immobilienscout24.de>
- <http://wg-gesucht.de>



Inexpensive accommodation		
The Guest House Alte Parteischule	+49361 3880	info@alte-parteischule.de
Studentenwerk (Students' Office)	+49361 737180	http://stw-thueringen.de
The re4 Hostel	+49361 6000110	mail@re4hostel.com

IBZ: In the historical centre of Erfurt (Michaelisstraße 38), the Alexander von Humboldt Foundation sponsored the opening of the International Meeting Centre “Internationales Begegnungszentrum” with 17 one- to four-bedroom-apartments. The centre provides good accommodation for our guest researchers and their families during their stay in Erfurt. An application to your administrative officer at Max-Webe-Kolleg is mandatory.

A list including all housing options can be found in the Max-Weber-Kolleg's directory under: L/4all-RO/03-Allgemeine Informationen/Unterkunftsmöglichkeiten. (No responsibility is taken for the correctness of this information.)

If you are registered with a secondary residence in Erfurt, you may be subject to the Secondary Residence Tax. It is thus advisable to declare Erfurt your primary seat of residence.

Contact: Bürgerbüro, Bürgermeister Wagner Straße 1.

■ Broadcasting/licence fee

Please be aware that each household in Germany is obliged to pay a licence fee (for those, 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/e175/e5283/Flyer_Buergerinnen_und_Buerger_EN.pdf

■ The Last Day at the Max-Weber-Kolleg

Please send a brief message indicating the day of your departure to Ms Wahl, 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 Ms. Wahl. For persons with an employment contract, please fill in the list handed out by the Human Resources department.

Service	Room	Phone	E-Mail
Verona Schwarz	709	+49361 737-2800	verona.schwarz@uni-erfurt.de

Workplace

■ Computer

A personal computer, with access to printers and all office supplies, are provided in your office. Should you need further office supplies, please contact Ms. Schulz.

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 files so that they are retrievable in case of a system crash or theft. (It is possible to retrieve data even months later by going to My Computer, select the directory in which the file was saved with the right mouse button and select "SalvageFile".)

Computer support	Phone	E-Mail
computing centre, Campus, KIZ	+49361 737-5454	rz@uni-erfurt.de

■ Copying / Printing / Scanning

There are multifunctional Xerox on alternate floors, the ground floor (room 108), second floor (307), fourth floor (507) and sixth floor (room 707) for copying, printing and scanning. To use the copier/scanner you need access via Thoska-Card or log-in keycard. You will receive the necessary log-in keycard from the welcome service if you do not have a Thoska-Card. With a work contract you will receive the Thoska-Card automatically.

Support	Room	Phone	E-Mail
Verona Schwarz	709	+49361 737-2800	verona.schwarz@uni-erfurt.de

■ Your e-mail

The regular e-mail address at the university consists of 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. The first e-mail password of fellows and staff is made up of the first two letters of your first name, the first two letters of your surname E-Mail.

■ Group Directory

■ Further Equipment

and -800 (for example: Bob Schmidt = **bosc-800**).

The Max-Weber-Kolleg's relevant information (incl. updated term programmes, minutes of the Kolleg's Council, addresses and internal phone number of (former) members of the Max-Weber-Kolleg) are saved to a shared folder (L:/4all-RO).

You may borrow one of the Max-Weber-Kolleg's notebooks for conferences, archive work etc. and there are also a digital photo camera, a projector, and memory sticks available for your use.

Support	Room	Phone	E-Mail
Silvia Schulz	715	+49361 737-2810	silvia.schulz@uni-erfurt.de

■ 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/intranet/arbeitsschutz/>. First Aid Kits can be found in the Lounge (room 713) and the meeting room (room 803). The First Aid Log Book, in which all work-related accidents are



to be entered, is in Ms. Begemann's office. For persons with a work contract with the university a yearly instruction concerning safety issues is mandatory.

Library

■ Library Card

(Post-)Doctoral researchers who are members of the University will receive a thoska identity card upon signing their contract. This thoska ("Thüringer Hochschul- und Studentenwerkskarte") ID is a multi-function card, serving also as library card (www.uni-erfurt.de/thoska). Junior researchers with scholarships and guests at the Max-Weber-Kolleg may apply for a library card at the library information desk. 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.

■ Delivery Service

You have the option of using our library delivery service, i.e. you can search for books using the OPAC catalogue and have them delivered to your office. To do so, please send the relevant information to our student assistants at mwk-ub@gmx.de who will collect the books for you and have them brought to the Max-Weber-Kolleg (bookcase in the Lounge). To make use of this service, please hand your library card to Ms. Rottleb.

■ Acquisition Requests

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

Support	Room	Phone	E-Mail
Kathleen Rottleb	706a	+49361 737-2860	Kathleen.Rottleb@uni-erfurt.de

■ Permanent Book Loan

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/public-docs/Bibliothek/Formulare/antrag_HA.pdf. The number of books for a permanent loan account is limited to 30 for doctoral researchers, 50 for post-doctoral researchers 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 you store the books included in a permanent loan account accessible in your office in the case of absence from the Kolleg.

■ Books and Newspapers at the Max-Weber-Kolleg

The list of titles currently in the Max-Weber-Kolleg's permanent library can be found in the L:/ directory in the folder "Handbibliothek MWK". The books can be accessed in room 713.

Newspapers and journals can be found in the Lounge on the sixth floor. You will find „Süddeutsche Zeitung“, „Der Spiegel“ and „Die Zeit“. We also have online subscriptions of the „Süddeutsche Zeitung“:



Online subscriptions	Web-site	Username	Password
Süddeutsche Zeitung	http://www.sueddeutsche.de/	mwk	Maxweber
Please remember to log out when you are finished, so that other members of the Kolleg can access the journal.			

■ Central Library Services

Data bases and area specific **bibliographies** can be found under: <http://www.uni-erfurt.de/bibliothek/ebibliothek/>

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/bibliothek/etc/>. Open Access Publication is the core task of the Electronic Text Centre (ETC) of the university library.

A **term account** will be created within the library so that students participating in your classes 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.

Financial Matters

■ Travel Costs

Members of the Max-Weber-Kolleg can 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). Fellows and junior researchers provided with a *university contract* need to fill in the necessary form ("Dienstreiseantrag" with copy of the invitation), all others may apply with an informal request. For travel including flights please apply beforehand for funds at a funding organisation (i. e. DAAD or Humboldt foundation).

Application for reimbursement may be informally sought with a brief statement addressed to Bettina Hollstein including the following information:

1. Name and private address;
2. Destination;
3. Travel dates;
4. Reason for travelling, indication why the trip was relevant for your dissertation or habilitation project (with confirmation of your supervisor) resp. the invitation to the conference attended showing your own contribution
5. 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 application will be returned to you. It must be kept to be handed in later together with the original travel receipts and the completed form “Reisekostenrechnung” (Laufwerk L/4all-RO/Formulare/Dienstreisen and on the University website). Our staff will be happy to help you to fill in the form. The completed form, the approved application and all receipts should be handed in 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. Far travels outside Germany of persons with a university contract the form A1 is mandatory.

■ Refund of Other Expenses

Reimbursement of other expenses, such as costs for interlibrary loans, is possible if the means of the Max-Weber-Kolleg are available at the end of the fiscal year. Reimbursement is possible for junior researchers without work contract 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).

Public Relations

■ Website

All members of the Max-Weber-Kolleg are asked to send the essential information – relevant information regarding yourself, your research project, relevant publications and, most importantly, your e-mail address, as well as, further links where necessary – to Ms. Schulz to be uploaded to the Max-Weber-Kolleg’s website and to be included in the Kolleg’s annual Newsletter. We will also include your picture. Each person is responsible for the accuracy and completeness of the information on the Max-Weber-Kolleg’s website.

■ Publications at the Max-Weber-Kolleg

We are always very pleased to receive books which have been written, or completed during your term at the Max-Weber-Kolleg. We kindly ask to provide three books. One will go into our show case, and two will be given to the library. These books should include a brief mention that they were written while the author was part of the Max-Weber-Kolleg.

We also ask that, when introduced at conferences, in papers and the like, you include in addition to the relevant information regarding your person “[...] currently fellow/(post-)doctoral researcher at the Max-Weber-Kolleg in Erfurt”.

All publications, especially published dissertation theses, must include mentioning of the Max-Weber-Kolleg and, where research was funded, the organisation from which you received your refunding. The Max-Weber-Kolleg will send a copy of the published doctoral thesis to the foundation which sponsored the project.

■ Press Release and Blog

Please send us your new publications (books) in order to have them advertised on our website. Additionally, we would like to get information concerning conferences, interesting research results, prizes etc. to prepare for press release and for our blog. Please contact:



Support	Room	E-Mail	
Silvia Schulz	715	silvia.schulz@uni-erfurt.de	Staff public relations
Markus Vinzent	205	markusvinzent@googlemail.com	Please contact Markus Vinzent only for disseminated in English through our blog

■ 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) seminars, in which two researchers in different fields of research offer an interdisciplinary seminar on a common topic, is well received. Teaching in regular BA- or MA-courses is possible. If Fellows or colleagues 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. The clarification as to which examinations are possible in the courses and how they are to be examined must be bindingly clarified with the faculty when applying for a teaching (Lehrauftrag). No reduction in teaching hours is granted for the supervision of Bachelor or Master theses.

Likewise, participation in so-called short lectures or lecture series or activities like the science slam, the long night of sciences etc. are warmly welcomed by the faculties and the University. Dr. Hollstein is pleased to help with the necessary contacts.

Study Programme

The regular programme at the Max-Weber-Kolleg is scheduled from Monday to Wednesday during the summer and winter semesters. 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 Kolleg from Mondays to Wednesdays.

The different elements of our study programme are explained in a document in the directory “4all-RP” under 02_Neue Kollegiaten und fellows as well as on the Max-Weber-Kolleg’s website under: <http://www.uni-erfurt.de/max-weber-kolleg/kolleg/studienprogramm>.

You will find the current term programme in the directory L:/ “4all” in the folder “Semesterpläne”.

■ Colloquia

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

The reservation of colloquia in the directory L:/ 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 Silvia Schulz (silvia.schulz@uni-erfurt.de). All texts can also be found in the L:/ directory (4all-RO) and on our Sharepoint Web-Site.

For chairing persons and discussants we have developed moderation guidelines you will find in your welcome package.

■ 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 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. Regulation concerning good supervision are stated in the supervision agreement.

■ Socialising

To provide an informal setting for socializing and interdisciplinary exchange, we suggest to meet for a coffee or tea during the Max-Weber-Time in the Lounge during term, Monday through Wednesday 1 to 2 p.m. Furthermore, the (post-)doctoral researchers, supported by the fellows, organise regular opportunities to meet for drinks, movie nights and, once during the summer term, the summer festivity.

Every Tuesday at 12 a.m. everybody is welcomed to join for lunch in the university restaurant (Mensa Altonaer Straße). The *Stammtisch* takes place once a month during term and is scheduled after the Kollegrat (Tuesdays). The location is normally Café Nerly, Markstraße 6; changes will be announced via e-mail by Ms. Blanke.

■ Tandems

From the start of the 2015/16 winter term, new members of the Max-Weber-Kolleg are assigned a tandem partner who will help them with such things as finding their way around the Max-Weber-Kolleg and around Erfurt and provide a first point of contact in the new environment.

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). Also the citizens of countries that don't need a German visa for the first 90 days (Australia, Israel, Japan, Canada, New Zealand, Republic of Korea, USA) should 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 the family members that are travelling with you.

According to new rules the prolongation procedure directly in Germany is extremely time- and cost-intensive. In case you are going to apply for prolongation of the residence permit and work permission in Germany, note that you **MUST** bring the originals of such documents like your marriage certificate and birth certificate 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/index.php?id=12890&L=1> or contact 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 to have 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 on campus has prepared a checklist for students and scholars: https://www.uni-erfurt.de/fileadmin/user-docs/international/Gastwissenschaftler/2019_UniEF_Guide_for_visiting_scholars_Upload_Web.pdf

■ **Learning German**

Learning 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.

2. Specific Information for Fellows and Guest Researchers

Expectations

■ **General Expectation to our Fellows**

We usually expect our fellows to present their research once a year. These should be papers similar to the texts submitted for the colloquia by our (post-)doctoral researchers reflecting the work in progress. We further expect them to participate in the Kolleg Council (and, if possible, the Selection Committee), especially with regard to the selection of (post-)doctoral researchers, the preparation of public lectures and in planning seminars and conferences. For our (post-)doctoral researchers, it would also be extremely helpful to receive further information regarding Calls for Papers, relevant conferences, publication possibilities, possible contacts and the like. Please, send general information to Claudia Bergmann for our weekly news.

■ **Supervision**

All Fellows can become supervisors for doctoral researchers or contact person for postdocs. 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 supervised 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 has to inform the Max-Weber-Kolleg's directors immediately so that the relevant steps can be taken.)

■ Interdisciplinary Supervision of Junior Researchers

Apart from the individual supervision we also expect participation in interdisciplinary supervision of our (post-)doctoral researchers from our fellows. They should be available for discussion of the project or thesis both within the framework of the colloquia and beyond. Initiatives were especially helpful in which fellows invited (post-)doctoral researchers to talk about their project in an informal setting, such as over a cup of coffee, during the Max-Weber-Time in the Lounge.

Committees

■ Kolleg Council (Kollegrat)

The Kolleg 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 junior researchers and the doctoral students' representatives. They discuss and decide on all matters pertaining to the Max-Weber-Kolleg. The academic manager and an equal opportunity attend as council only (no vote). The council is open to all interested parties of the Max-Weber-Kolleg, including the Selection Committee, which advises on the selection of fellows and (post-)doctoral researchers.

■ Selection Committee

The selection committee includes all members of the council 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. All fellows and guest researchers have voting rights in the selection committee of the Max-Weber-Kolleg.

3. Specific Information for (post-)doctoral researchers/ junior researchers (Kollegiaten)

Supervision and Support

■ 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 of the Max-Weber-Kolleg (normally related to his or her discipline) and normally an external, expert supervisor. These external supervisors will be invited to attend the colloquia at the beginning of the term by Dr. Hollstein. It has proved very helpful to include external supervisors from early on in the colloquia so that contradictory recommendations from supervisors can be avoided. Texts submitted to the colloquia that the external supervisors cannot attend, should also be submitted to the external supervisors.

■ Evaluation

The study programme is evaluated once a year through anonymised questionnaires. 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 your enrolment as doctoral students. The necessary forms and information of what you need for your enrolment can be found under <https://www.uni-erfurt.de/studium/studierendenangelegenheiten/bewerbung/promotionsstudium/>

■ 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.uni-erfurt.de/studierendenrat/semesterticket/>

■ 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/unisport/erfurter-hochschulsport/>)

■ 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 academic manager (Hollstein) or the directors, the equal opportunity officer of the Max-Weber-Kolleg,

at the university:

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

Financial Matters

■ 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 the probationary period, the respective supervisors will inform the Kollegrat 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 basis for an evaluation, the Kollegrat (Kolleg Council) 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. The Kollegrat will then determine whether the project will be continued beyond the probationary period or if the contract is to be terminated.

■ 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 are usually for 3 years, regularly evaluated 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 include the specifics of your scholarship agreement, an updated timetable

for your project and possible addresses and banking information. The form is to be signed by your supervisor. Your application for scholarship evaluation and further scholarship consideration should then be handed to Dr. Hollstein. Junior Fellows receiving a scholarship are encouraged to apply for external funding. Please contact Dr. Hollstein for more information.

■ Training

Regular (post-)doctoral researchers will be reimbursed for the participation fee in training courses offered by the University of Erfurt (max. 4 per person). (Post-)Doctoral Researchers are encouraged to conduct secondments in academic and non-academic institutions. More information is available on our website: <https://www.uni-erfurt.de/stabsbereich-forschung/graduertenfoerderung/qg/> 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 academic manager (Dr. Hollstein).

Committees and Participation in Decisions

■ Kolleg Council (Kollegrat)

The Kolleg Council is made up of the director, all fellows who are at the Max-Weber-Kolleg for more than a year, a representative of junior researchers and the doctoral students' representatives. They discuss and decide on all matters pertaining to the Max-Weber-Kolleg. The academic manager and an equal opportunity commissioner attend as council only (no vote). 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.

Possible topics for the seminars or suggestions for (doctoral) workshops are submitted by the (post-)doctoral researchers, who make suggestions to the Kollegrat on the seminars, guest lectures and workshops to take place the following semester. Please take part in these decision 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, workshop for general skills can be organised by the graduate service of the University (see training). Suggestions are welcome.

■ Elections

Doctoral students can vote as students not only for their representatives in the Kolleg Council, but also for other committees connected with the university such as the student council, the senate or the equal opportunity council. (Post-)Doctoral researchers with an employment contract can vote for their representatives in the Kolleg Council in the group of the researchers with university contract (wissenschaftliche Mitarbeiter) as well as other university committees.

Qualification

■ Dissertation

To ensure that your doctoral thesis can be written within three years, the following aspects should be considered: Each year, the Max-Weber-Kolleg offers an introduction "How to write a dissertation or a habilitation". 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 made 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, schedule a meeting with your supervisor 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 Ms. 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 advisable for doctoral researchers who are at the Max-Weber-Kolleg for twelve months or less, since the project would then be discussed only once. Research fellows in projects who are writing their dissertation theses (and who have, due to their status, more rights and a higher income than doctoral researcher receiving a scholarship), 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 promote 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

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