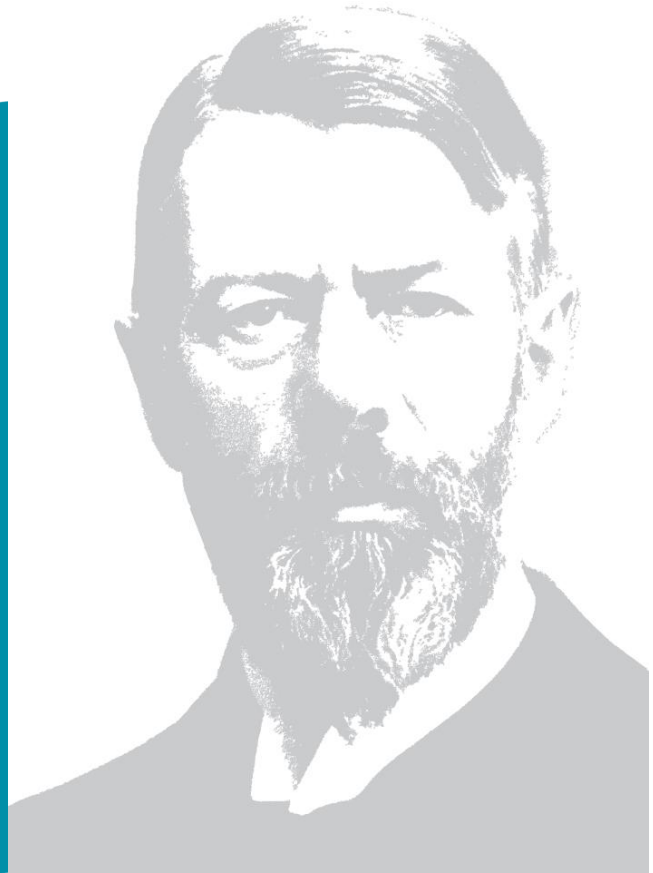


**UNIVERSITÄT
ERFURT**

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)!

Contact persons at a glance:

Director, Co-Director, Managing Director		
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Forschungsgruppen/ Research Groups	Leitung/ Head	Koordinator/ Coordinator	Sekretariat/ Support staff
Sozialphilosophie und Gesellschaftstheorie/ Social Philosophy and Social Theory	Rosa	Pettenkofer	Seifert
KFG "Religion und Urbanität"/ KFG "Religion and Urbanity"	Rau/Rüpke	Blümm	Püschel
Internationale Graduiertenschule/ IGS "Resonant Self-World Relations"	Rüpke	Begemann	Seifert
SFB „Strukturwandel des Eigentums“	Rosa	Stuart	Hohmann
ICAS „Metamorphoses of the Political“	Fuchs	Hollstein	Rottleb
Lokale Politisierung globaler Normen/ Local Politicisation of global Norms	Pettenkofer	Pettenkofer	Hoppe

Forschungsstellen/Research Units			
Kierkegaard	Kleinert	Kleinert	Seifert
Meister Eckhart	Vinzent	Vinzent	Seifert
Natural Law	Grunert/ Mulsow	Jensen	Hoppe

Office hours

You will be able to contact our support staff during the following times:

Monday – Thursday: 09:00 – 15:00

Friday: 09:00 – 13:00

Table of Contents

1. General Information for all Members.....	4
Welcome Service	4
Workplace	5
Library	6
Financial Matters	8
Public Relations	9
Study Programme	10
Participating in Committees	11
2. Specific Information for Researchers from Abroad	11
3. Specific Information for Fellows and Senior Guest Researchers	133
4. Specific Information for (Post-)Doctoral Researchers	13

1. General Information for all Members

Welcome Service

■ Arriving at the Max-Weber-Kolleg

Address	Postal address	Central phone number
Max-Weber-Kolleg C19 – Forschungsneubau „Weltbeziehungen“ Max-Weber-Allee 3 99089 Erfurt	Max-Weber-Kolleg Universität Erfurt Nordhäuser Str. 63 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. 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 Schwarzburger 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 Markus Hoppe 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

■ 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, 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 Markus Hoppe. For persons with an employment contract, please fill in the list (“Laufzettel”) handed out by the Human Resources department.

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 Markus Hoppe.

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. (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”.)

In case of IT-problems please contact the university IT-support:

IT support	Phone	E-Mail
IT centre, Campus, KIZ	+49 361 737-5454	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 any questions in regard to Function-Cards come up, please contact the Welcome Service for support.

■ 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. 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://sp.uni-erfurt.de/site/mwk>.

■ 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 Markus Hoppe. 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.

■ 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.

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). 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. 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: <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 (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 Rottleb 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.

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 was 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).

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 India Neigefindt to be uploaded to the Max-Weber-Kolleg’s website and to be included in the Max-Weber-Kolleg’s annual report. 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.

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 via mwk.webseite@uni-erfurt.de. 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 refunding. The Max-Weber-Kolleg will send a copy of the published doctoral thesis to the funding institution which sponsored the project.

■ 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.

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: <http://www.uni-erfurt.de/max-weber-kolleg/kolleg/studienprogramm>.

You will find the current term programme on our Sharepoint under “Forms and Information”: <https://sp.uni-erfurt.de/site/mwk / layouts/15/start.aspx#/FormulareForms/Forms/AllItems.aspx>

■ 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 Markus Hoppe. All texts can also be found on our Sharepoint: <https://sp.uni-erfurt.de/site/mwk / layouts/15/start.aspx#/KolloquientextePapers/Forms/Semester4.aspx>.

Together with junior researchers we have developed charing 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.

■ Socialising

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

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 don't 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>

■ **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 Neigefindt for our weekly news, and to Markus Hoppe if you would like the information to appear in our Monday reminder.

■ Supervision

All fellows can become supervisors for doctoral researchers or contact persons 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 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. Initiatives 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/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.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/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 managing director (Bettina 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 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.

■ 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. More information is available on our website: <https://www.uni-erfurt.de/forschung/beratung-und-service/graduiertenservice>. 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.