

## **Guidelines for the MWS Networking Fellowship**

### **I Aim of the programme**

The purpose of the Max Weber Foundation (Max Weber Stiftung, MWS) is to promote research with a focus on the fields of history, cultural studies, economics and social sciences in selected countries and to support mutual understanding between Germany and these countries. With this objective, the Foundation maintains German research institutes in the host countries and supports preparatory and accompanying activities, especially projects.

The MWS offers its employees an attractive and dynamic working environment at all locations. Its aim and expectation is to create the conditions for local staff to develop a high degree of identification with their job. The individual institutes and locations offer a range of measures for this purpose.

In its “MWS 2030” strategy, the MWS has formulated the aim of supporting networking within the Foundation and exploiting synergies between the various locations (institutes, branch offices and the Central Office). Best practice models are also to be used to improve exchange in the non-academic area. The individual approaches form the basis of the newly created networking fellowship. The programme should

- offer academic staff the opportunity to conduct research at other MWS locations. The funding is limited to a total of max. three months. It can be used for a residency at one and a maximum of three locations in total (e.g. for work at archives and libraries, preparation of cooperation projects and projects funded by third parties), and
- enable non-academic staff to gain relevant experience at other MWS locations for up to one month and use it for their work at their own location (e.g. application measures and training, possibly also in connection with language learning), and
- offer sending institutes and other branches incentives to network even better by temporarily seconding their staff within the Foundation or to improve their administrative and controlling processes by discussing best practice models.

### **I. Submission of application**

All academic staff and non-academic employees in the areas of academic management, public relations, library, Digital Humanities, editorial offices, IT and administration are eligible to apply. Scholarship holders and trainees may not apply.

Further details on how to apply will be specified in the annual invitation for applications.

## **II. Selection**

The Selection Committee consists of the two spokespersons of the Directors' Meeting, the Executive Director as well as the staff representatives (according to Section 80, para.1, no. 10 BPersG [German Federal Staff Representation Act]) and the Equal Opportunities Officer (Section 27, para. 1 BGlG [German Federal Equality Act]). Selection criteria are:

- connection between the project and the applicant's own workplace and career plans
- contribution to internal networking (e.g. by initiating cooperation projects, etc.)
- contribution to improving administrative and controlling processes by discussing best practice models.

## **III. Funding**

The fellows will continue to receive their salary from their own institution. In addition, they will receive a one-time reimbursement of proven travel expenses (max. €2,000) and proven additional expenses for accommodation at their destination. The choice of accommodation must be made in consultation with the central office. Local employees also receive daily lump sums to cover increased costs in line with the German Federal Travel Expense Act [*Bundesreisekostengesetz*, BRKG]. The accommodations at the intended place of deployment are to be organised by the fellows themselves.

Persons with care obligations (underage children or relatives in need of care) can additionally apply for a family allowance (a lump sum of 500 € or the reimbursement of proven additional costs up to a maximum of 2,000 €). Existing care obligations must be proven through appropriate documents (e.g. birth certificates of the children) when submitting the application.

## **IV. Residency and completion**

At the host location, the employees receive guest status and support according to the usual rules of the respective location. For the duration of the fellowship, the fellows are mainly assigned to tasks at the host location, but remain bound by instructions to their home institutes for the duration of their stay. The beginning and end of the residency are agreed upon between the sending and host location.

## **V. Documentation**

At the end of a residency, the fellows prepare a report on their experience for the Foundation magazine or an MWS blog.