

Guidelines for the MWS Practitioner Programme

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. Based on 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.

The MWS has developed a Practitioner Programme for employees in the area of research management to enable synergies between different (academic) organizations or institutions in the field of research, culture and education at home and abroad. Best-practice models will be used to improve management processes. The programme should

- enable employees to gain relevant experience in the framework of job shadowing at another institution for a period of ordinarily four weeks and to use this experience for their work at their own institution (e.g. application measures and hands-on training, if applicable also in connection with language acquisition) as well as
- offer incentives to the home institutes and other institutions (via the "return visit" of a tandem partner) to improve international networking and enhance management processes through the exchange of best-practice models.

I. Submission of application

Employees from the areas of research management, public relations, library services, digital humanities, editorial offices, IT and administration are eligible to apply. Scholarship holders and interns are excluded from the programme. The programme is aimed at **MWS employees**. If employees of external cooperation partners are interested, it is also possible to apply at one of the foundation's institutes abroad or at the foundation's central office (so-called "tandem exchange").

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

II. Selection

The Selection Committee consists of two Spokespersons of the Assembly of Directors, the Executive Director as well as the Staff Representatives and the Equal Opportunity Officer. Selection criteria are:

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

III. Funding

The fellows continue to receive their salary from their own institution. If a change of location is planned, they will receive reimbursement of proven travel expenses (max. 2 T€) as well as proven additional expenses for accommodation at the destination (max. 2 T€ per month). Local employees also receive daily lump sums to cover increased costs in accordance with the German Federal Travel Expense Act [Bundesreisekostengesetz, BRKG].

Accommodation at the intended place of deployment is to be organised by the fellows themselves. Administrative tasks related to the programme are processed by the applicant's own institution, which can claim the costs at the central office in the course of its annual financial statement.

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 €). These payments may be subject to wage tax and social security contributions. Existing care obligations must be proven through appropriate documents (e.g. birth certificates of the children) when submitting the application.

In the case of a tandem exchange, the institutes/central office of the MWS will provide external persons with a workplace upon agreement. Further services (travel expenses, accommodation, continued payment of salary, etc.) cannot be covered by the MWS.

IV. Residency and completion

Employees are given guest status at the host institution and support in accordance with its usual rules. The cooperation partner/host institution at which a stay within the framework of the Practitioner Programme is to take place must be an institution relevant to the applicant's own area of work, at which the above-mentioned objectives of the programme can be meaningfully implemented. Contact with the specific host institution must be made by the applicant prior to application and documented by written endorsement. For the duration of the fellowship, the fellows will be primarily assigned to tasks at the host institution, but will remain bound by instructions to their home institutions for the duration of their stay.

The beginning and end of the stay will be agreed upon between the home and the host institution.

V. Documentation

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