

**EUROPEAN UNIVERSITY INSTITUTE
DEPARTMENT OF HISTORY AND CIVILIZATION**

RESEARCHERS' GUIDE

ACADEMIC YEAR 2011-2012

VILLA SCHIFANOIA, VIA BOCCACCIO 121
50133 FIRENZE

Table of contents

Welcome from the Head of Department	4
I. THE DEPARTMENT OF HISTORY AND CIVILIZATION	7
1. Departmental Profile.....	7
1.1. Main focuses and research areas	
1.2. Keywords: Plurality, diversity and dialogue	
2. People	9
2.1 Professors	
2.2.Principal Research Interests of Professors	
2.3. Administrative Staff	
2.4. Fellows	
2.5. Departmental representation on EUI and HEC committees	
3. Contacts	17
3.1. Researchers Contact Addresses	
3.2. Contacts in the Department	
3.3. In Case of Emergency	
4. Major important dates of Academic Year 2011-2012	18
5. Organization of Studies	20
5.1. Residence Requirements	
5.2 Supervision	
5.2.a. External Supervision	
5.2.b. Second Reader	
5.3. Researchers' Representatives	
5.3. Working Groups	
6. Institutional Support.....	23
6.1. The EUI Library	
6.2. External Libraries	
6.3. The Historical Archives of the European Union	
6.4. The Language Centre	
6.4.a. Language Courses	
6.4.b. Correction Service	
6.5. Career Development	
6.6. Counselling Service	
6.7. Computing Service Site Office	
6.8. Use of Photocopier, Fax and Telephones	
7. Missions, Exchange Programmes, Leaves of Absence.....	28
7.1. Research Missions	
7.1.a. Conference Missions	
7.2. Exchange Programmes	
7.3. Leaves of Absence	
II. THE PHD PROGRAMME	32
1. Introductory Meetings.....	32
2. Teaching Programme.....	32

3. First-Year Researchers	37
3.1. First-year researchers' Work Plan	
3.2. Seminar Paper	
3.4. February Paper and Monitoring Sessions	
3.5. Missions	
3.6. June Paper	
3.6.a. Guidelines on the composition of the June Paper	
3.6.b. General formatting guidelines of June Papers	
3.7. End of the year assessment and Master of Research	
4. Second-Year Researchers	41
4.1. Second-Year Work Plan	
4.2. Monitoring Sessions	
4.3. Passage to the Third Year: One- Quarter of the thesis	
4.3.a. General formatting of One-Quarter of the thesis	
5. Third-Year Researchers	43
5.1. Monitoring Sessions	
5.2. Passage to the Fourth Year: Two-Thirds of the thesis	
5.2.a. General formatting of Two-Thirds of the thesis	
6. Fourth-Year Researchers	44
6.1. Fourth- Year grant	
6.1.a. Two-Thirds requirement and application procedure for the first installment	
6.1.b. First full draft and second installment of six months	
6.1.c. Assessment of drafts	
6.1.d. No leave of absence without grant during the fourth year	
6.2. Researchers completing a thesis without a Fourth -Year Grant	
6.3. The Five-Year Limit	
7. Thesis preparation and Ph.D. defence	49
7.1. General procedure	
7.1.a Setting up the examining board	
7.1.b Deposit	
7.1.c. Timing	
7.1.d. Examining Board reports	
7.2. Formatting and language revision of the thesis	
7.2.a. Language correction subsidy	
7.2.b. Thesis formatting	
7.2.c. Final version of the thesis for the print shop	
7.3. The day of the defence	
8. Thesis Publication	52
8.1. Formal requirements for requesting a subsidy	
8.2. Procedure for the award of the subsidy	
9. APPENDIX	54
Rules concerning the conditions for the conferring of the Doctorate of the European University Institute	

The online version of this booklet, which will also contain updates in case of changes during the year, can be consulted at

www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/ResearchAndTeaching/Index.aspx

Welcome from the Head of Department

Dear new members of the Department of History and Civilization,

I am pleased to make this *Researchers' Guide* available to you, especially to the researchers who are about to join the Department. Think of it as a handbook that illustrates our Department's operations. Handbooks are not Bibles or law codes. They contain some useful information; they offer hints on how a community's life is organized, its regulations, programs, and practices. But they cannot be exhaustive, nor can they foresee all possible contingencies that may arise during the relatively short period of our membership in this community. So, use this as a starting point, in a process of orientation that might take longer to complete than you may now anticipate. Ask questions about points that are unclear to you. Your more senior colleagues, instructors, and members of the administrative staff will do their best to elucidate these for you.

The Institute offers all of us - members of the teaching staff and researchers - a wonderful opportunity, unmatched, it seems to me, by any other institution of higher learning in the world. The existence of an international community of scholars with an amazing wealth of academic trainings and interests is perhaps the Institution's unique asset. During your years here, you will be challenged to understand your own background and scholarly interests against those of your colleagues, whose backgrounds and interests are different from your own. Republics of Letters have always been fashioned in this way. Scholars of diverse intellectual origins, in a process of continuous give-and-take, establish the foundations of common interests, and generate a sense of shared goals. This is exactly what happens here. The broad diversity one encounters at the Institute, the continuous confrontation of your experience with that of others, even the efforts to overcome misunderstandings and difficulties of communication help to establish a sense of real community. You will at once profit by and contribute to the existence of our community.

The notion of community implies continuous communication among its members, and the notion of communication implies the existence of a common language. You will soon discover that the issue of language is one of the most interesting and complex challenges we all face here. Given our times, English is used by many members of our community. However, as European scholars and intellectuals, we encourage the use of multi-lingualism. It is necessary that each of us has a good and active command of at least two European languages, and desirable that each has a passive knowledge at least of two more. Though almost all academic activities are in English, Italian is obviously a language that all of our students easily learn.

I hope that you will take advantage of all the opportunities offered by the EUI, that you will pursue with rigour and enthusiasm the project that you came here to study, and that the Institute will offer you a chance to deepen and enrich your understanding of it. Writing a dissertation can be at once an exhilarating and frustrating experience. I hope that your years here will be pleasant and satisfying, and that, by the time you receive your doctorate, you will have acquired a sense of pride in having been part of this community, whose members, collectively, are dedicated to the pursuit of knowledge and the maintenance of high scholarly standards.

Bartolomé Yun-Casalilla
Head of the Department of History and Civilization

P.S. Our Departmental Assistant Anna Coda and the administrative assistants of your supervisors will be very happy to help in any way. You are warmly welcome to contact them!

I. THE DEPARTMENT OF HISTORY AND CIVILIZATION

1. Departmental Profile

The Department of History and Civilization focuses primarily on the history of Europe and of Europe in the world, from the early modern period to the present. It aims to capture the range of contradictions, specificities, continuities and breaches that characterise both Europe's past and the study of that past, so as to face the most challenging questions of its present. In terms of interdisciplinarity the Department encourages cooperation with the social sciences, and in terms of research agenda, places a strong emphasis on the development of comparative history and transnational history. Global history as a way to better understand the history of Europe is also our goal. Naturally, with so many researchers and professors coming from all the various European academic traditions, the Department celebrates Europe's diversity.

1.1. Main focuses and research areas

The History Department is strongly committed to move beyond national perspectives on history and to integrate national historiographies into distinctly European perspectives, putting them into broader methodological and thematic contexts, and to relate historical research to the concerns of contemporary Europeans.

First focus: a cross-national history of Europe and a global perspective of European History

In terms of research projects, the first focus is on the construction of empires, nations and regions, and on the interrelationships among the different social groups within them. Rethinking space as an analytical tool of historical research implies reconsidering the variety and variations of the geopolitical, cultural and social constellations – and conflicts – that make up Europe and the world. Here new research questions emerge. Focusing on empires, the Department of History and Civilization asks whether the construction of Europe should be conceived of differently – perhaps as one example amongst many – as the construction of an empire. In studying the nation states and regions of Europe the Department's research projects examine issues of borders and frontiers, processes of cultural and intellectual exchange, and the conflicts and the forms of violence that shape Europe's spaces, including war, expulsion, persecution and displacement. The reality and problems deriving from European integration in the long run and in its most contemporary developments are also a concern of the Department. Thus, representations of what shaped Europe and the interlinking among

different societies both within it and between Europe and other Civilisations lie at the heart of its work agenda.

Second focus: the study of ideas, discourse and memory

The second research focus is the study of ideas, discourse and memory. The History Department is a European microcosm of the debates on the relationship between social, economic and cultural history, of the study of memory, and of Europe's cultural and intellectual traditions. The Department's aim is to be at the vanguard of epistemological and methodological innovation, cultivating a rich and distinctly European plurality of perspectives for the study of different problems and periods.

1.2. Keywords: Plurality, diversity and dialogue

Plurality, diversity and dialogue are key words within the Department of History and Civilization. Specialists in social history examine social actors, social practices, social contexts, networks and clusters, with special attention to cross-border relationships. Others are students of cultural and intellectual history and analyse cultural practices and actions, the history of science, the transfer of concepts among social groups and political spaces, and the shifts and changes in the languages of politics and science. Those interested in economic history examine the history of economic structures and development, with an eye to the importance of the economic aspects of globalisation and the interconnections among economic areas. In political history, the Department contributes to the study of government, governance, and political movements in a European and global perspective.

The Department aims to fully integrate into its programme all professors, all researchers, together with Max Weber, Marie Curie, Fernand Braudel Fellows and visiting scholars. All these scholars contribute to the rich diversity and plurality of approaches in the department, and act as a stimulus to new thinking. The department currently comprises twelve chairs. Their main research interests can be seen from the table below "Principal Research Interests of Academics", from their individual sites on the departmental web page and from the design of research seminars.

The department is a unique intellectual community in which PhD. researchers, postdoctoral fellows, visiting scholars and professors hold regular seminars, workshops and international conferences and are strongly committed to research and publication in areas at the forefront of international scholarship.

2. People

2.1 Professors

Professor	<i>EUI/Dept. Representation</i>	Office	Tel.
Giulia CALVI Giulia.Calvi@eui.eu (admin. assistant: K. Wolf)	Language Committee, Publications Subsidies Committee, FBF Selection Committee	VS 79	2573 2362
Youssef CASSIS Youssef.Cassis@eui.eu (admin. assistant: M.Palao)	Joint chair with RSCAS, FBF Selection Committee	VL 35	2593 2391
Jorge FLORES Jorge.Flores@eui.eu (admin. assistant: R. Saccon)	Vasco da Gama Chair, Library and Publications Committee, Web development	LM	2594 2427
Heinz-Gerhard HAUPT HeinzGerhard.Haupt@eui.eu (admin. assistant: F. Parenti)	Inter-departmental Teaching Group	VS 15	2519 2541
Pavel KOLÁŘ Pavel.Kolar@eui.eu (admin. assistant: F. Parenti)	EUI Communication Strategy	VS 86	2598 2541
Luca MOLÀ Luca.Mola@eui.eu (admin. assistant: F. Parenti)	Virtual Learning Platform Working Group	VS 16	2810 2541
Dirk MOSES Dirk.Moses@eui.eu (admin. assistant: K. Wolf)	Career Placement Committee	VL 34	2587 2362
Antonella ROMANO Antonella.Romano@eui.eu (admin. assistant: M. Palao)	Director of Graduate Studies, Doctoral Programme Committee, Admissions Committee, Researchers' missions, MWF Selection Committee	VL 37	2562 2427
Federico ROMERO Federico.Romero@eui.eu (admin. assistant: R. Saccon)	RSCAS Steering Committee, Publication Subsidies Committee, MWF Selection Committee	VL 28	2606 2362
Stephen SMITH Stephen.Smith@eui.eu (admin. assistant: K. Wolf)	MW Programme Committee, Publication Subsidies Committee, MWF Selection Committee	VL 27	2535 2362
Martin VAN GELDEREN Martin.VanGeldereren@eui.eu (admin. assistant: M. Palao)		VS 32	2507 2391
Bartolomé YUN-CASALILLA Bartolome.Yun.Casalilla@eui.eu (admin. assistant: K. Wolf)	Head of Department, Executive Committee, FBF Selection Committee, MWF Selection Committee	VS 31	2520 2362
Giovanni FEDERICO Giovanni.Federico@eui.eu (admin. assistant: R. Saccon)	Director of ERC Inmarwel Project	VS 64	2548 2427
Antony MOLHO Antony.Molho@eui.eu	Emeritus Professor	VL 24	2526

2.2.Principal Research Interests of Professors

Giulia CALVI	The social and cultural history of Italy and Western Europe in the early modern period. Family and gender relations in a comparative perspective in Europe and beyond. Women rulers and the gendered practices of political power in the courts of early modern Europe. "Ego documents", letter writing and the construction of gendered identities. Prof. Calvi was professor of Early Modern History at the University of Siena.
Youssef CASSIS	Economic history, business history, financial history and European comparative history. Prof. Cassis was professor at the University of Geneva
Jorge FLORES (Vasco da Gama Chair)	History of the Portuguese empire during the early modern period. Particularly the interaction between the Portuguese society and extra-European cultures, as well as the formation of cross-cultural images and representations. European expansion in Asia 1500-1800 (especially South Asia). Prof. Flores was professor at Brown University.
Heinz-Gerhard HAUPT	History of political violence 19 th and 20 th century, historiography and methodology of European and comparative history, history of European nationalism, new political history. Prof. Haupt was professor at the University of Bielefeld.
Pavel KOLÁŘ	Central and East European History since the 18th century: Habsburg Monarchy, Bohemian Lands/Czechoslovakia, Austria, Poland, Germany. History of science and universities in Central Europe. History of state socialism in Central, Eastern and South-Eastern Europe, especially everyday life and cultural history. Historiography, remembrance, theory of historical writing, narration. Prof. Kolář was professor at the Zentrum fuer Zeithistorische Forschung Potsdam.
Luca MOLÀ	History of the Italian Renaissance; Economic and social history of Europe in the early modern period – particularly trading communities and commerce, artisans and industrial production, and the culture of technological change – and in the first age of globalisation. Prof. Molà was professor at the University of Warwick.
Dirk MOSES	Global, transnational, international, and colonial history, genocide and ethnic cleansing, memory studies, intellectual history, modern Germany. Prof. Moses was professor at the University of Sydney.
Antonella ROMANO	Early Modern History of European science with a special interest in "science and religion" and "science and empire"; social history of early modern culture, with a special interest in the history of education and universities; historiography and the historiography of science. Prof. Romano was professor at the Centre Alexandre Koyré, CNRS/EHESS, Paris.
Federico ROMERO	20th century international and transnational history, European integration, Cold War, Trans-Atlantic relations, US history, Migrations. Prof. Romero was professor at the University of Florence.

Stephen SMITH	History of modern Russia and China; comparative history of Communist societies; the intersection of politics and culture; comparative labour history; comparative revolutions; social identities; social theory and history; the supernatural and popular culture. Prof. Smith was professor of history at the University of Essex.
Martin VAN GELDEREN	European intellectual history, including the history of political thought (in particular republican traditions and natural law theories), historical and philosophical issues of religious toleration and historiography, including the development of historical studies during the early modern period. Prof. van Gelderen was Chair of Intellectual History at the University of Sussex, England.
Bartolomé YUN-CASALILLA	Institutional, social and economic history and particularly aristocratic networks in Southern Europe in the early modern period. The history of the Spanish Empire (1492-1824). Processes of cultural transference, the history of sociability and consumption, interdisciplinary and comparative approaches to the history of the different European regions. Prof. Yun Casalilla was professor of Early Modern History in the Universidad Pablo de Olavide of Seville.

Giovanni FEDERICO	Economic growth in the long run. Main issues of previous research: Economic history of the silk industry, commercialization of agriculture, trade policy in Italy, a comparative history of world agriculture. Ongoing research: market integration (theory and measurement), Italian national accounting, foreign trade and economic development, the political economy of trade policy in Europe. Prof. Federico was formerly professor of Economic History at the University of Pisa.
Anthony MOLHO	Commercial networks in the Mediterranean world from the sixteenth to the late eighteenth century, with particular reference to diasporas and collective identities. History of the state in Early Modern Europe. The Italian Renaissance. Prof. Molho is Emeritus Professor at the EUI

2.3. Administrative Staff

Name	Duty	Office	Tel.
Anna CODA NUNZIANTE Anna.Coda@eui.eu	Departmental Assistant	VS 12	2276
Mónica PALAO CALVO Monica.Palao@eui.eu	Admin. assistant to Y. Cassis, A. Romano, M. van Gelderen	VS 14	2391
Francesca PARENTI Francesca.Parenti@eui.eu	Admin. Assistant to HG. Haupt, P. Kolář, L. Molà	VS 14	2541
Roberta SACCON Roberta.Saccon@eui.eu	Admin. Assistant to G. Federico, J. Flores, F. Romero	VS 13	2427
Kathy WOLF FABIANI Kathy.Fabiani@eui.eu	Admin. Assistant to G. Calvi, D. Moses, S. Smith, B. Yun Casalilla	VS 17	2362
Ivana MARCATO Ivana.Marcato@eui.eu	Administrative Site Officer	VS 84	2559
Serge NOIRET Serge.Noiret@eui.eu	History Information Specialist, Research Information & Communication Technology Committee	Library Badia	2348
Saverio BERTACCINI vs-site@eui.eu	Computing Service Site Officer at Villa Schifanoia	CA	2553

VS = Villa Schifanoia, **VL** = Villino, **LM** = Limonaia; **CA** = Casale

If calling from outside the Institute, remove the initial 2 from all tel. numbers: e.g. 055 4685 520

2.4. Fellows

In addition to the regular teaching staff, the Department each year hosts visits by scholars and post-doctoral researchers: Fernand Braudel, Marie Curie, Max Weber, Salvador de Madariaga, Vasco da Gama and Visiting Fellows. Fellows can refer to Ms. Kathy Wolf for any administrative help if needed.

Fernand Braudel Fellows

Rosamund BARTLETT, King's College, London
Research on: *Opera in Russia: A Cultural History*
January – March 2012 Liaison professor: S. Smith

Edmund BURKE, University of California, Santa Cruz
Research on: *The Muslim Mediterranean in Modern Times: Historical Contexts and Conjunctures*
September – November 2011 Liaison professor: B. Yun Casalilla

Renato CAMURRI, University of Verona

Research on: *The Exile of Italian Intellectuals and Scientists to the United States during the Interwar Period: a Transnational and a Comparative Perspective*

January – April 2012

Liaison professor: F. Romero

Sandra CAVALLO, University of London

Research on: *Healthy Homes, Healthy Bodies in Late Renaissance Italy (c.1490-c.1700)*

January – March 2012

Liaison professor: G. Calvi

Regina GRAFE, Northwestern University

Research on: *A Stakeholder Empire: the Political Economy of Spanish Rule in the Eighteenth Century Americas*

January – March 2012

Liaison professor: B. Yun Casalilla

Zacarias MOUTOUKIAS, Université Diderot, Paris 7

Research on: *Social Networks and Institutional Change in the Atlantic World: the Emergence of a New Political and Economic Order in Buenos Aires, 1760-1820*

September - December 2011

Liaison professor: J. Flores

Giorgio RIELLO, University of Warwick

Research on: *The Globalization of European Dress: the Shaping of Global Sartorial Identity, 1700-2010*

January – March 2012

Liaison professor: L. Molà

Marie Curie Fellows

Natalia MAILLARD ALVAREZ, Universidad de Sevilla

Research on: *Books and Readers between Spain and Italy*

May 2010 – May 2012

Mentor: B. Yun Casalilla

Arie VAN STEENSEL, Utrecht University

Research on: *Constructing Solidarities. Kinship Ties and Social Networks in the Urban Communities of Italy and the Low Countries, 1250-1550*

September 2011 – August 2012

Mentor: B. Yun Casalilla

Academy of Finland Fellow

Petri KOIKKALAINEN, University of Lapland Academy

Research on: *Contextualism in Political Theory: Past, Present and Future*

September 2011 – June 2012

Mentor: M. van Gelderen

Vasco da Gama Collaborator

(tba)

Mentor: J. Flores

Max Weber Fellows affiliated to the Department of History and Civilization

Tara ALBERTS, University of Cambridge

Research interests : Early Modern history; Religious history; Medical history; Exploration and encounters

Mentor: A. Romano

Elisabetta BINI, New York University

Research interests : History of Transatlantic Relations, Cold War History, History of Decolonization, Italian History, History of the Mediterranean, Women's and Gender History

Mentor: F. Romero

Fedja BURIC, University of Illinois at Urbana-Champaign

Research interests : Eastern European History, History of nationalism, Russian history

Mentor: P. Kolář

Christopher COLVIN, London School of Economics

Research interests : Financial Crises; Banks; Firm Organisation and Market Structure; Financial Markets in Interwar Europe; Micro-Business History; Processes and Incentives for Innovation and Invention; Intellectual Property Rights; Cooperative Enterprises

Mentor: Y. Cassis

Adrien DELMAS, Ecole des Hautes Etudes en Sciences Sociales

Research interests : Early modern history; Imperial history, History of European expansion; History of the book, History of written culture; History of the Dutch East India Company (VOC); History of Southern Africa and Latin America

Mentor: B. Yun Casalilla

Emanuela GRAMA-NEAMTU, University of Michigan

Research interests : Recent history of the ethnic Germans in Eastern Europe, Architecture and politics, History of historic preservation in Central and Eastern Europe

Mentor: P. Kolář

Daniel HERSHENZON, University of Michigan

Research interests : Early-modern Spain and the Mediterranean

Mentor: L. Molà

Daniel LEE, St Hugh's College, University of Oxford

Research interests : Modern European History. Especially Modern French History, Modern Jewish History, Holocaust Studies

Mentor: D. Moses

Nathan MARCUS, New York University

Research interests : Modern European History, Financial History

Mentor: Y. Cassis

Stefan NYGÅRD, University of Helsinki

Research interests : Intellectual history, History of intellectuals, Social

history, Cultural transfers

Mentor: G. Haupt

Lauri Matti Oskar TÄHTINEN, University of Cambridge

Research interests : Political thought on empire; International thought; Histories of rights; Global intellectual history; Atlantic history; History of the Iberian world

Mentor: J. Flores

Dean VULETIC, Columbia University

Research interests : History of modern Europe, especially East Central Europe Culture, history and politics of the former Yugoslavia and its successor states, History of the Cold War, History of popular culture, Transnational history

Mentor: S. Smith

Visiting Fellows

Sabina BREVAGLIERI, Università La Sapienza

Research on: *Circulating Knowledge, Making Europe. Cultural and scientific communication between Rome and the Holy Roman Empire during the Thirty Years War*

December 2010 - November 2011 Liaison professor: A. Romano

Ilaria FAVRETTO, Kingston University, London

Research on: *Marching with Donkeys. Protest Tactics and Industrial Conflict in 20th Century Italy*

October 2011 – June 2012 Liaison professor: F. Romero

Orietta FILIPPINI, Università di Bologna

Research on: *Early Modern History of Europe*

January-December 2011 Liaison professor: A. Molho

Richard I. JOBS, Pacific University

Research on: *Backpack Ambassadors: Youth, Travel, and European Integration*

September – December 2011 Liaison professor: G. Haupt

Guillermo Á. PÉREZ SANCHEZ, University of Valladolid (tbc)

Research on: *Exilio y europeísmo: los exiliados del Este durante la dominación soviética de la Europa Central, Suroriental y Báltica*

June – August 2012 Liaison professor: P. Kolář

Rafael SERRANO GARCIA, University of Valladolid (tbc)

Research on : *Mobilisation ouvrière et violence politique au monde rural de Castilla y León au temps de la I^{le} République espagnole (1931-1936). Une étude comparée dans un cadre régional européen*

April – June 2012 Liaison professor: G. Haupt

A constantly updated list of Fellows can be found at

www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/People/Fellows/Index.aspx

2.5. Departmental representation on EUI and HEC committees

Head of the Department	B. Yun Casalilla
Director of Graduate Studies	A. Romano

Committees in the Institute

Executive Committee	B. Yun Casalilla
Admissions Committee	A. Romano
Career Placement Committee	D. Moses
Doctoral Programme Committee	A. Romano
Library and Publications Committee	J. Flores
Language Committee	G. Calvi
Research Information & Communication Technology Committee	S. Noiret
RSCAS Steering Committee	F. Romero
Max Weber Programme Committee	S. Smith
Virtual learning platform working group	L. Molà
Inter-departmental Teaching Group	G. Haupt

Responsibilities within the Department

WEB Development	J. Flores
Researchers' Missions	A. Romano
EUI Communication Strategy	P. Kolář
Publications Subsidies Committee	G. Calvi, F. Romero, S. Smith, 1 Rep
Fernand Braudel selection	G. Calvi, Y. Cassis, B. Yun Casalilla
Max Weber selection	S. Smith, F. Romero, A. Romano, B. Yun Casalilla

Researcher Representatives (Reps)

From 1 November 2010 to 31 October 2011 these are the Reps for the History Department: Moritz Deutschmann, Karena Kalmbach, Daniel Knecht, Jonas Gerlings. Contact: Hec.RepMail@eui.eu

3. Contacts

3.1. Researchers Contact Addresses

Please send to the Department, as quickly as possible upon your arrival in Florence, two contact addresses (with telephone numbers) for cases of emergency: a home one in your country of origin, and a home one here in Florence.

We hope we will never need to use this information but would like to be in a position to help you should the need arise. The details will be kept for confidential use by the HEC Secretariat only. Please e-mail the information directly to Ms. Anna Coda (Anna.Coda@eui.eu).

If you have any problem with your magnetic card and login, please contact the Academic Service.

3.2. Contacts in the Department

Postal address: European University Institute
Department of History and Civilization
Villa Schifanoia
Via Boccaccio 121
50133 Firenze, Italy

Telephone: +39 055 4685 035
Fax: +39 055 4685 203

Internet address: <http://www.eui.eu/HEC/>
E-mail: firstname.familyname@eui.eu

3.3. In case of Emergency

In case of emergency for personal or EUI matters, you can

- contact the Reps at Hec.RepMail@eui.eu
- contact the Departmental Assistant at Anna.Coda@eui.eu or call her at 055.4685.276 (or 2276 if calling from within the Institute)
- call the EUI Emergency contact number: 055.4685.999 (or 2999 if calling from within the Institute)

See the Institute Safety Policy and emergency plan at www.eui.eu/About/SafetyandSecurityPolicy.aspx

4. Major important dates of academic year 2011-2012

September 2011

- 1 Sept. Deadline for resubmission of previous year papers
- 7 Sept. Faculty meeting with new Researchers
- 14 Sept. Departmental meeting and Academic Council
- 15 Sept. Admissions Committee meeting

October 2011

- 3 Oct. Inaugural Lecture
- 3-6 Oct. First Year Presentation
- 7 Oct. Introduction by the Director of Graduate Studies
- 10 Oct. Admissions Committee meeting
- 19 Oct. Departmental meeting and Academic Council
- 28 Oct.. Submission of work plan of 2nd Year Researchers
- 31 Oct. Institute closed (All Souls)

November 2011

- 1 Nov. Institute closed (All Souls)
- 16 Nov. Departmental meeting and Academic Council
- 18 Nov. Submission of work plan of 1st Year Researchers

December 2011

- 12 Dec. Submission of Seminar Paper
- 14 Dec. Departmental meeting and Academic Council

The Institute will be closed (Winter Break) from 24 December till 8 January inclusive

January 2012

- 10 Jan. Applications for US exchanges
- 15 Jan. Departmental meeting and Academic Council
- 27-30 Jan. Monitoring sessions for 3rd Year Researchers
- 31 Jan. Submission of First Full Draft of thesis by 4th Year Researchers

February 2012

- 2 Feb. Admissions Committee meeting
- 10-13 Feb. Monitoring sessions for 2nd Year Researchers
- 15 Feb. Departmental meeting and Academic Council
- 27 Feb-4 Mar Suspension of seminars

March 2012

- 7 Mar. Applications for Erasmus exchanges for Autumn 2012
- 14 Mar. Departmental meeting and Academic Council
- 22-23 Mar. Monitoring sessions for 1st Year Researchers
- 30 Mar. Departmental meeting on new applications

April 2012

5-9 Apr Institute closed (Spring Break)
16 Apr Admissions Committee meeting
18 Apr Departmental meeting and Academic Council

May 2012

1 May Institute closed (Labour Day)
14 May Submission of One-Quarter of thesis by 3rd Year Researchers
16 May Departmental meeting and Academic Council
28 May Submission of Two-Thirds of thesis by 3rd Year Researchers

June 2012

4 Jun Submission of June Paper by 1st Year Researchers
11-12 Jun June Workshop organized by Researchers
15 June Degree Awarding Ceremony and June Ball
20 Jun Departmental meeting and Academic Council
21 Jun Admissions Committee meeting

August 2012

8-24 Aug Institute closed (Summer Break)
31 Aug submission of Final Draft of thesis by 4th Year Researchers

The full calendar for the Academic Year 2011-2012 can be found at
www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Index.aspx

5. Organization of Studies

5.1. Residence Requirements

Researchers are required to be resident in Florence. Absences of more than one week, for personal reasons require the written consent of your supervisor. This requirement is taken seriously and absent researchers will be called to account. Students should discuss summer research activities with their supervisor before the end of June.

A written request of permission for any absence (in cases not involving a mission grant) is needed, which must be signed by the supervisor and the Head of Department, and will be kept by the supervisor's secretary. See point 7.3. below for information about Leaves of Absence.

5.2 Supervision

Researchers are assigned a provisional supervisor prior to their arrival. She/he will introduce the researcher to the department and advice her/him in the choice of the supervisor. However, every researcher is free to discuss her/his work with as many members of the department as seems appropriate in order to find a suitable supervisor. The process by which researchers find supervisors is informal and depends on the mutual agreement of the two parties involved. The supervisor must be a current member of the department and is normally appointed at a meeting of the department in mid-November. Researchers will see their chosen or potential supervisor regularly in seminars from the start of October onwards, and once the choice of supervisor is made they should normally attend his/her Research Seminars.

After the admission to second year and until the 30th of August, a researcher can change supervisor after reaching an agreement with the new supervisor, who will inform the Departmental Assistant. In case of resubmission in September, no change of supervisor is allowed until the official admission to the 2nd year.

Second and third-year researchers need to make a formal request to the department to change their supervisor.

The supervisor is the most important link with the Department and it is important that researchers establish a sound working relationship from the beginning. Research on the performance of Ph.D. students shows that students perform well if their supervisors expect a lot from them (and we suspect also that supervisors perform well if their students set high standards for them).

The supervisor is the person responsible for advising on academic research, career development and other matters researchers may wish to raise.

Within six months of the termination of the contract of a professor, his/her supervisees will be given the option to continue working with the former supervisor, appointing a liaison professor for administrative purposes only, or to choose another supervisor among the current members of the Department.

If a researcher is unable to resolve any matter satisfactorily with her/his supervisor, she/he can discuss it with the HEC Director of Graduate Studies (Prof. Antonella Romano), the Head of Department (Prof. Bartolomé Yun-Casalilla) or the EUI Dean of Studies (Prof. Peter Mair).

More information on this can be found on the web page of the Dean of Studies www.eui.eu/ServicesAndAdmin/DeanOfStudies/Index.aspx

5.2.a. External Supervision

If the expertise required to supervise a Ph.D. thesis is not fully available within the Department, an external supervisor may be appointed, either from another EUI department or from outside the EUI and always with the agreement of the supervisor. The external supervisor is NOT the second reader of the researcher. The second reader has to be a EUI professor.

Researchers can ask for an external supervisor only after having successfully passed the first year of studies, but not, except in very exceptional circumstances, in their fourth year.

External supervision may also be appointed where a researcher has already worked closely with such a person at a graduate level, or where the outside supervisor has special expertise, or is necessary in order for the researcher to stay in contact with a particular national system of higher education. The researcher's request for the appointment of external supervisor must be approved by the department.

The frequency and intensity of contacts between researcher and external supervisor depend on individual agreements.

5.2.b. Second reader

The second reader will be suggested by the researcher, after having consulted his/her supervisor, but will be appointed by the Department by the end of November, taking into account the overall workload, academic background and expertise of professors. The second readers will assess how far the different papers have met the criteria as outlined in the Department Handbook.

The second reader is appointed by the department for the Seminar Papers, February paper and June paper of the first year and for the 2/3 of the thesis of the third year. Any change of second reader has to be approved by the Department.

5.3. Researchers' Representatives

In October, researchers in the Department are asked to elect four students to represent them. The Researchers' Representatives, or 'Reps' for short, see to the rights and interests of researchers. They can be contacted for any issue, either academic or personal. Reps take part in various committees (at the Department as well as at the Institute level) where different aspects of the life in the Institute are discussed and where decisions are made. Among their major responsibilities, they represent researchers at the monthly Departmental Meeting and in the process of selecting new professors.

Each Rep will receive a reimbursement of one month of grant per year in office (maximum 2 months of grant). A one month extension of deadline is granted after the 3rd year of their PhD programme. Further information about Reps grants can be sought with Françoise Thauvin of the Academic Service.

See also www.eui.eu/Personal/Researchers/studrep/HEC.html

5.4. Working Groups

There are several working groups at the Department of History and Civilization. These are organized by students with the aim of sharing common interests. There are no specific formulas for these groups and therefore the structure may vary in many ways concerning participation, reading, guest-speakers, etc. Researchers are encouraged to join and set up working groups. They should not only take advantage of helping to contemplate the fields covered by research seminars but also profit from the possibility of peer-to-peer learning and more open and flexible working conditions than can be provided by seminars.

Further information on existing groups can always be found on www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/ResearchAndTeaching/WorkingGroups.aspx

6. Institutional Support

6.1. The EUI Library

Research at the Institute is supported by a first class Library and a team of experienced librarians and information specialists. It is a young library (1976), but has nevertheless a better stock of documents in many different formats in all European languages than most national university libraries.

The EUI Library is a 'hybrid' library, comprising both traditional resources – books, documents and journals on paper or in microform – and digital resources. The collections include about 2.500 current printed journals of which an excellent collection of history journals in all languages and approximately 1.000.000 volumes available in print, in microforms and online within the Social Sciences and the Humanities.

Most of the Library's holdings are on open access. Via the library catalogue, the Library provides access to more than 12,000 electronic journals, reference materials, bibliographic and statistical databases as well as many free web-based resources of particular interest for research at the EUI.

The Department of History and Civilization and the Library created the European History Primary Source (EHPS) portal, an index of scholarly websites that offer online open access to digitized primary sources on the history of Europe.

More information on EHPS on <http://primary-sources.eui.eu/>

Researchers have a range of services at their disposal, all of which aim to put information within easy reach: on-demand acquisition of books, generous lending policies, fast document delivery services, interlibrary loan facilities, reference and training courses, a very important yearly quota of free photocopies and prints that could be used inside the library with dedicated multi-tasks printers. Using their own laptops users can access the campus network from many fixed access points throughout the Library and also through the wireless LAN. Accessing the library resource network is also possible from anywhere in the world after being identified as a regular EUI member.

A guide to services and resources offered to historians can be found at www.eui.eu/Research/Library/ResearchGuides/HistoryAndCivilization/Index.aspx. On the Library website (www.eui.eu/Research/Library/Index.aspx), you'll discover other useful Disciplinary Research Guides to EUI Library services and documentation like the Data Portal including many online Historical Statistics.

Serge Noiret (serge.noiret@eui.eu) is the EUI Library History Information Specialist. His task is to link the Department with the Library. He is responsible for the collection development policies in History and Humanities; he organizes courses on Digital Humanities and Digital History which show how to use the web as a historian and how to mobilize the many specific digital tools offered by the Library. These courses are called *Atelier Multimédia* sessions and start in October each year. The Information Specialist is also available for researchers' needs, thesis enquiries, bibliographical queries, etc., and, in general, for helping to solve problems of accessing information and documentation.

6.2. External libraries

Researchers should also be aware that some extremely important national and international libraries and archives (especially for those dealing with Medieval, Renaissance and Early Modern History and Art History) are located in Florence.

A complete list of these libraries can be found at

www.eui.eu/Research/Library/ResearchGuides/HistoryAndCivilization/LibrariesInFlorence.aspx.

Among them, the most interesting ones might be:

- the National Italian Library (Biblioteca Nazionale Centrale)
- the specialised libraries of the University of Florence's various Faculties (Facoltà)
- the library of the Museo della Storia della Scienza
- the library of the Harvard University Centre for Italian Renaissance Studies at Villa I Tatti
- the Kunsthistorisches Institut library
- the library of the Institut Français.

Researchers can ask the History Information specialist and/or their supervisors for introductory letters to these libraries

6.3. The Historical Archives of the European Union

The European University Institute administers the Historical Archives of the European Union (HAEU). The HAEU preserves and makes available to the public the documents coming from the European Institutions as well as those of pro-European movements and personalities. Researchers can access the Archives by presenting their ID and EUI card. Further information on the HAEU can be found on

www.eui.eu/Research/HistoricalArchivesOfEU/AbouttheHistoricalArchives/Index.aspx

6.4. The Language Centre

Researchers must have a knowledge of two official languages of the European Union (these include the candidate's mother tongue, if this is an official language of the European Union). The majority of seminars at the Institute are given in English. Knowledge of Italian is very important for practical and social life in Florence and therefore researchers are recommended to attend the Italian language courses right from the beginning of their stay at the EUI.

The History Department attaches particular importance to the maintenance and promotion of linguistic diversity in all of its activities. The Department encourages both professors and researchers who wish to do so to express themselves not only in English but in French during seminars and other Departmental activities. The use of Italian or of any other language wherever these are comprehensible to most seminar participants is also welcomed. It is not unusual for students in history to have to read literature and archival sources in several languages. To this end the Language Centre offers intensive courses in September and other less intensive courses throughout the academic year.

It must be recognized nevertheless that English is a key working language in academia and publishing. In order to allow researchers to have access to the international academic milieu, the Department also stresses the importance of good English academic writing skills. The English Unit organizes courses, a correction service and language assessment tests to help researchers and fellows use the language effectively. In close collaboration and coordination with the Department, the English language unit will identify researchers who have more difficulties and target them with special programs and intensive courses. Researchers who fail to follow the courses indicated by the Language Centre can not benefit from correction services for their academic work and may be unable to gain admission to later years of the doctoral programme.

6.4.a. Language Courses

All information about learning languages at EUI are available on www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx. The Language Centre also organizes public-speaking courses for those who need to improve their conference skills.

Researchers who enrol for a language course must attend regularly. Certificates of attendance and/or progress reports are available on request at the end of the course.

6.4.b. Correction Service

To be entitled to use language correction services, researchers must have successfully completed and fulfilled the obligations for language classes. A language correction service is offered to researchers for:

- Seminar papers
- June papers
- second-year chapters (max. 60 pages)
- Articles, conference papers, working papers, etc. can also be corrected, at the discretion of the English Unit

Following the correction of each paper, there is a tutorial. The aim of the tutorial is to:

- Clarify any doubts or questions with the correction or problem areas that have emerged in the text
- Develop strategies for learning from your errors
- Provide exercises and/or discuss areas for further language revision
- Assist in setting up a plan for the next phase of the writing process

To use the Service researchers must have followed at least 80% of an academic writing course or been exempted from academic writing courses. Some researchers are also eligible for language revision of their PhD thesis. For details see point. 7.2. of the PhD Programme section below.

6.5. Career Development

Since 1976, more than 500 PhDs have been awarded by the Department of History and Civilization. Our graduates are internationally competitive and win postdoctoral fellowships and appointments in both universities and other sectors. The Academic Service organizes a variety of courses and seminars to help doctoral researchers and postdoctoral fellows in their transition to the labour market. The programme is designed for researchers pursuing an academic career (target of more than two thirds of EUI graduates) but it also offers activities for researchers who wish to be successful in a non-academic profession.

More information about this can be found on

www.eui.eu/ServicesAndAdmin/AcademicService/CareerDevelopment/Index.aspx

6.6. Counselling Service

The EUI offers a Counselling Service open to researchers, partners and staff. With total respect for values, choices and lifestyle, there is a professional and friendly space where one can talk about whatever is bothering them. The Service is completely confidential and is free of charge.

More information on

www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/CounsellingService/Index.aspx

6.7. Computing Service Site Office

Each of the major EUI buildings has a Computing Service Site Officer to whom all queries on computing and access to software in that specific building must be addressed. The contact details of the Site Officers are:

Villa Schifanoia:	vs-site@eui.eu	2333
Badia Fiesolana:	bf-site@eui.eu	2338

6.8. Use of Photocopier, Fax and Telephones

The Department has a very tight budget for telephones and fax. If researchers need to make telephone calls for their research work, they should seek authorization from their supervisor to use his/her allocation of funds. Permission will be granted only where such access is indispensable.

Researchers are able to use multifunction printers located in Villa Schifanoia and Badia Fiesolana. These printers may be used for printing, copying or digitalizing (scanning) academic material. When possible, and in order to save paper, scanning is encouraged.

Researchers receive a print/copy quota of 4.200 free pages for each academic year. Scanning is free of charge and is not included in this quota. It is possible to increase one's print/copy quota by buying additional pages in sets of 500 each at 3 Eurocents per page. More information can be sought on

www.eui.eu/ServicesAndAdmin/LogisticsService/NetworkPrinters/PrintingPhotocopying.aspx

7. Missions, Exchange Programmes, Leaves of Absence

According to the Academic Rules all researchers must reside in Florence throughout the whole period of their scholarship, including the fourth year, if applicable. There are three exceptions to this rule: research missions, exchange programs and leaves of absence.

7.1. Research Missions

The Department supports the needs of its researchers in terms of field work and consultation of archives and materials strictly related to their research topic. It cannot however cover all the expenses related to the mission period: the department subsidy is intended to be a substantial material help for the part of the research which is to be developed outside of the Institute.

Researchers in the first three years are allowed up to two research missions per academic year, each lasting up to two months. Missions longer than two months must be authorized by the Admissions Committee, upon suggestion of the Department.

First and second-year researchers are expected to concentrate their missions during the mission period: from March 16th until the first week of May and during the summer break. They may be allowed to combine two mission periods into one, if they need to spend an extended period of time in an archive. Third and fourth year researchers can schedule their research missions in a more flexible way, according to their mission plan.

Researchers are requested to submit at the beginning of the academic year a Mission Plan which has to be approved by the supervisor (see related section in the Work Plan template). All mission requests must be endorsed by the supervisor and countersigned by the Director of Graduate Studies or by the Head of Department. A mission cannot be approved if the researcher has not met her/his obligations under the current regulations – all the relevant deadlines for their cohort (Seminars, February and June papers for first-year researchers, two chapters for the second-year and 2/3 of the thesis for the third-year researchers).

Missions are funded on the basis of:

- a daily allowance: up to 18 daily allowances per mission (i.e. € 600). In exceptional cases of long distance missions researchers can be authorized to combine their two missions into one period and to ask for two 18 daily allowances.
- Travel expenses depending on the destination in accordance with the rules of the Institute

For travels of more than 2000 km outside the EU, the department can approve up to 1000 € on the basis of the estimate presented by the researcher at the moment he/she submits the request.

Researchers should submit their Mission Order Request well in advance of the intended date of departure. The form can be downloaded on www.eui.eu/ServicesAndAdmin/BudgetFinancialService/AdministrativeProcedures/MissionsResearchers.aspx

Missions are managed by the Director of Graduate Studies, Prof. Antonella Romano, through her secretary. The form should be completed online, printed and signed. Researchers need also to seek their supervisor's approval and signature before handing in the completed form to the secretary of the Director of Graduate Studies. A short statement (no more than one page) specifying the aims of the proposed mission should be attached to the request

Mission funds are paid in advance as long as the researcher has handed in his/her request in time (roughly 15 days before the starting date). Mission funding generally cannot be granted to researchers who are on exchange visits to other universities or on leave of absence. Furthermore, mission funds cannot be granted for missions whose scientific relevance is dubious or for missions to the city of residence of the researcher's family. Due to budgetary constraints, the Institute may be unable to fully finance all research missions. This limit applies particularly to longer missions.

Researchers will be informed by email once the mission has been approved and the money has been transferred.

7.1.a. Conference Missions

Second, third and fourth-year researchers are entitled to ask for funding for participation in conferences where they will present a paper. They may ask for one conference funding per year.

Researchers should discuss the matter with their supervisor and, in the case of a non-European destination, ask the support of the department before their registration.

Funding will cover the travel costs, according to the EUI rules concerning missions (see above), and 3 allowances (a total of 105 €). Due to budgetary constraints, the Institute may be unable to finance the participation in a conference.

The programme of the conference should be attached to the Mission Order Request (see point 6.1. above) when submitted for authorization.

7.2. Exchange Programmes

From the first year of study, researchers can make a request for an exchange programme but they can go on an exchange only after they have successfully passed in June to the second year.

The Department of History and Civilization participates in a number of exchange programmes with European and American universities. These programmes are part of a more extensive set of exchange and trainee possibilities. For comprehensive information on the programme and deadlines, consult the webpage of the Academic Service:

www.eui.eu/ServicesAndAdmin/AcademicService/DoctoralProgramme/ExchangeProgrammes/Index.aspx

The opportunities offered within these programmes are considered to be part of the doctoral studies programme and are intended to facilitate the completion of the doctorate. Researchers who wish to participate in these programmes are required to submit their application, supported by their supervisor, to the Departmental Assistant for the approval of the Department according to the following deadlines:

- US exchanges: 10 January 2012
- Erasmus exchanges for Autumn 2012: 7 March 2012
- Erasmus exchanges for Spring 2013: 7 September 2012

The Admissions Committee, which takes the final decision on the selection of candidates, gives priority to those researchers who can justify their participation as an important element for the completion of their thesis.

See the Exchange & Traineeships Guide at

www.eui.eu/ServicesAndAdmin/AcademicService/DoctoralProgramme/Traineeships.aspx for details that we ask a research student to provide whenever he or she applies to go on a research visit or traineeship to a university/institution that does not have a programme agreement with the EUI.

7.3. Leaves of absence

Apart from the minimum periods (i.e. no longer than one week per term), researchers must obtain the written permission of the supervisor to be absent from the Institute during term-time. Requests should provide appropriate information about the purpose and length of the period of absence.

- a. Requests for more than one month and up to 2 months, if approved by the supervisor, should be sent to the Director of Graduate Studies and the Head of Department for approval together with the supervisor's comments (with copy to both the Departmental Assistant and the supervisor's secretary). Requests must be made as far in advance of departure as possible.

- b. For absences of a period of 2 months or more, the same procedure as at point a. above applies, but the Admissions Committee will also need to approve the request. There is no special form to be completed.
- c. Permission should only exceptionally be granted for absences of more than one week.
- d. More than one prolonged departure within a twelve month period will not be permitted and accumulation of absences will be discouraged. This includes US exchange programmes and traineeships/stages.
- e. The maximum overall period of intermission for which any combination of these is permitted is normally 18 months.

The EUI does not permit leaves of absence in order to follow degree courses in other universities during the EUI Ph.D. programme.

During all leaves of absence, a researcher must confirm contact details with the supervisor's secretary and arrange to have one's pigeon-hole checked and emptied.

For more details see page 12-13 of the Academic Rules and Regulations for the Doctoral Programme at www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf

II. THE PHD PROGRAMME

1. Introductory meetings

The Autumn Term begins with registration on Wednesday 31 August 2011. From 8 to 30 of September intensive language courses are provided for all first-year researchers by the Language Center. From the first week of September all professors in the History Department will be available for consultation by first-year researchers. During this month all researchers should consult with one or more professors with the aim of identifying potential supervisors. Please do not hesitate to get in touch with them by email or in person in order to make an appointment.

Wednesday 7 September

- at 11:30 in Cappella Introductory meeting to the department for all new Researchers and Fellows
- at 12:30 in Sala Bandiere Welcome drink
- at 14:30 in Sala Europa Introduction to IT facilities by the Computing Service
- at 16:00 in Cappella Introduction to the Library by the History Information Specialist Serge Noiret

Wednesday 21 September

- at 17:00 in Cappella Dean of Studies' Introduction for all new research students to the Institute's Academic Rules and Regulations

Friday 7 October

- at 11:00 in Sala Belvedere Director of Graduate Studies Introduction for all new research students to the Department's Rules and Regulations

2. Teaching Programme

The Academic year begins in the first week of October after the end of the intensive language courses. It will officially be opened by an Inaugural Lecture held by Prof. Edmund Burke of the University of California. Days 3 to 6 October are reserved for the presentation of the research projects of First-Year Researchers. During the first session professors introduce themselves and their work. During the following sessions incoming Researchers present, in a 10 to 15 minutes talk, the topic, the research questions and the working hypotheses related to the PhD project. Post-doctoral fellows of the Department also introduce their research.

The teaching program includes Departmental Seminars, Research Seminars Training Seminars and Thesis Writing Seminars. It also includes Monitoring Sessions for each year and a final June Workshop on 11-12 June (entirely organized by researchers) as a culmination of the academic year where 1st Year Researchers will present the progress of their research.

The first and second years of the doctoral programme are based on a combination of teaching and research activities. Teaching is done through 4 types of seminars, a part of these exclusively aimed at 1st Year Researchers. Departmental Seminars, offered during the First Term, aim at offering up-to-date views on current debates about methodology and the major historiographical trends. Training Seminars offer opportunities to discuss research questions and methods when developing the first writings of the PhD. Research Seminars discuss current research as it is worked out by professors and researchers. Thesis Writing Seminars allow researchers to present their work in progress.

The possibility of attending a seminar in another department exists, provided the History Department is in agreement. A written request must be made to the Director of Graduate Studies with the written approval of the supervisor. If the Department agrees to such a request, then the relevant professor in the other department must be asked in writing by the Director of Graduate Studies to certify, once the seminar has finished, that the student has attended all sessions of that seminar. The agreement of the relevant professor to these conditions is a prerequisite for departmental agreement to follow an outside seminar.

Departmental Seminars

- take place in the First Term
- are mainly aimed at 1st Year Researchers
- are taught by two professors on the basis of the following themes
 - i. Cultural History
 - ii. History and Social Sciences
 - iii. Global History
 - iv. Comparative and Trans-national History
 - v. International History
 - vi. European Historiography

Research Seminars

- take place in the First and Second Term
- are aimed at 1st, 2nd, 3rd and 4th Year Researchers
- are specialized seminars dealing with the research in progress of professors and researchers

Training Seminars

- take place in the Second Term
- are mainly aimed at 1st Year Researchers

- are optional and don't count in the requirements for 1st Year Researchers
- are designed to introduce researchers to the basic practicalities of historical research, by investigating the use of archival and other primary sources, the methods appropriate for the use of different types of source material, developing research questions and hypotheses in dialogue with the sources, defining one's agenda of research questions, evaluating existing historiography, structuring analysis and narrative etc. The training seminar should be a forum in which first-year researchers who are preparing their February papers can present their sources, hypotheses and ideas to their peers and to the professors leading the seminar in order to get critical feedback

Thesis Writing Seminars

- take place in the First and Second Term
- are aimed to 2nd, 3rd and 4th Year Researchers
- don't count in the requirements for 1st Year Researchers

Researchers are required to attend all sessions of each seminar and they are responsible for ensuring that they register their presence on the lists circulated at each session. If there is a legitimate reason (e.g. illness, funded research mission) for not attending a specific session, the researcher must inform in writing the supervisor, the professor organizing the seminar and the secretary responsible for that seminar and include the written approval for the absence from the seminar coordinator. This should be done before the session takes place (or immediately afterwards in cases of sudden illness). All researchers must have read the seminar materials prepared for each session prior to attending class and they are expected to participate actively during seminars.

- Seminars for the **First Term** will begin on the 10th of October 2011 and will end on the 16th of December 2011. Seminar papers are to be submitted by the 12th of December
- Seminars for the **Second Term** will start on the 9th of January 2012 and end on the 23rd of March 2012

Monitoring sessions

In order to help researchers in the process of designing and writing their PhD thesis, the Department provides to each cohort a series of individual sessions. During these monitoring sessions specific guidance, advice and suggestions are offered by the supervisor and the 2nd reader and, for 3rd Year Researcher, a third member of the faculty (or a Fellow).

Monitoring sessions are scheduled as follows:

- 27-30 January: monitoring sessions for 3rd Year Researchers
- 10-13 February: monitoring sessions for 2nd Year Researchers
- 22-23 March: monitoring sessions for 1st Year Researchers

Seminar timetable: Fall Term

	Monday	Tuesday	Wednesday	Thursday	Friday
09.00-10.50	ENGLISH ACADEMIC WRITING COURSE (Language Centre)	ENGLISH ACADEMIC WRITING COURSE (Language Centre)		DS <i>Comparative and Trans-national History of Europe</i> Profs. Kolář & Yun	
11.00-12.50		DS <i>Trends in Cultural History</i> Profs. Calvi & Romano		RS <i>From Empires to Nation States? Europe and the World</i> Profs. Flores & Yun	RS <i>Natural Law, Imperialism and Perpetual Peace: European Ideals (and Illusions) of Global Governance</i> Prof. van Gelderen
13.10-15.00	RS <i>The Partitions of Europe, Palestine, and India after World War II</i> Prof. Moses	DS <i>International History in a Globalized World</i> Profs. Moses, Romero & Gfeller		RS <i>The Integration of Europe since 1945: Politics and Economics</i> Profs. Cassis & Romero	
15.10-17.00	DS <i>History and Social Sciences</i> Profs. Haupt & Smith	RS <i>Financial Crises: Theory and History</i> Profs. Cassis & Bruszt	<i>Atelier Multimédia</i> S. Noiret	DS <i>Global History: Themes and Approaches</i> Profs. Flores & Molà	
17.10-19.00	TWS Profs. Romano & Smith	DS <i>Writing the History of Europe</i> Profs. Molà & van Gelderen	TWS Prof. Calvi	RS <i>Physical Violence in Modern Europe</i> Prof. Kolář	

Seminar timetable: Spring Term

	Monday	Tuesday	Wednesday	Thursday	Friday
09.00-10.50	ENGLISH ACADEMIC WRITING COURSE (Language Centre)	ENGLISH ACADEMIC WRITING COURSE (Language Centre)		RS <i>Recent Trends in Economic History</i> Profs. Cassis & Colvin	
11.00-12.50	TS <i>Research Design and Research Skills in Modern History</i> Profs. Kolář, Romero & Smith	RS <i>Gender. A Useful Tool for Global History</i> Prof. Calvi		RS <i>On Sources</i> Profs. Molà & Yun	
13.10-15.00	RS <i>Nations and Nationalism: Old and New Approaches</i> Prof. Kolář	TWS Profs. Haupt & Moses		RS <i>Freedom and Rhetoric</i> Prof. van Gelderen	
15.10-17.00	RS <i>Music, Society and Politics in Europe: from Stockhausen to Lady Gaga</i> Prof. Smith	RS <i>Between Worlds: The European Imperial Go-Between</i> Prof. Flores		RS <i>Approaches to Intellectual History</i> Profs. Moses & van Gelderen	
17.10-19.00	TS <i>Research Design and Research Skills in Early Modern History</i> Prof. Romano	RS <i>Making the World Global. Technology and Knowledge in the Early Modern Period</i> Profs. Molà & Romano			

3. First-Year Researchers

All first-year researchers are expected to attend all panel discussions of the Introductory meetings (see point II.1 above)

Researchers are asked to provide a brief (150 words) abstract upon arrival in Florence. These abstracts will be placed on the department's web site

Compulsory requirements for the First Year of the Doctoral programme:

Seminar requirements:

- one Departmental Seminar and one Research Seminar in the First Term
- one Research Seminar in the Second Term

Note: attendance at any other seminar is optional. Researchers are required to clearly indicate which seminars are to be considered for their yearly requirements.

Written requirements

- Seminar Paper (by 12 December 2011)
- February Paper (by 5 March 2012)
- June Paper (by 4 June 2012)

June Workshop

Researchers are also requested to participate and present their research in the June Workshop on 11 and 12 June 2012.

3.1. First-year researchers' Work Plan

All first-year researchers will prepare a work plan. This will be drawn up in consultation between each researcher and her/his supervisor or provisional supervisor. The plan will deal with the whole range of activities during the year – choice of seminars, seminar paper, February paper, missions and June Paper – as well as identifying language requirements or other special needs. The plan, agreed on by the researcher and supervisor, should be submitted by the 18th of November to the Departmental Assistant Anna Coda for the approval of the Head of Department. Please use the form on

www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Firs-YearResearchers.aspx

3.2. Seminar Paper

First-year researchers are required to write one seminar paper and deliver it no later than the 12th of December 2011. This paper should represent a substantial piece of work, such as an essay of 5,000 words

or the equivalent in shorter pieces. It should deal with topic(s) discussed in the departmental seminar and anyway different from that of the researchers' dissertation. The title has to be agreed on with the seminar convener and the supervisor. The paper is assessed by the seminar convener and the supervisor or by another professor if the supervisor is also the convener.

3.4. February Paper and Monitoring Sessions

The first step in the dissertation work is the February Paper, a substantial paper (about 10,000 words), to be delivered by 5 March 2012 to the Departmental Assistant. This February paper outlines the main issue of the dissertation, discusses the relevant literature and puts forward some tentative hypotheses. The paper is assessed by the Supervisor and the Second Reader. In order to give time to concentrate on finalizing the February paper, seminars will be suspended in the week 27 February – 4 March 2012.

On 22-23 March 2012 researchers discuss their work with their Supervisor and Second Reader. The supervisor will draw a report on the February Paper and the monitoring session which will help the researcher to plan his/her future work. Researchers whose progress is deemed insufficient are given specific suggestions on how to address their weaknesses.

After the monitoring session, researchers are expected to start their empirical research, with up to two months of mission. On their return, in late April/early May, they are strongly advised to discuss their results with the supervisor and second reader.

3.5. Missions

Mission time starts after the monitoring days and lasts until the end of April. Researchers in the first three years are allowed up to two research missions per academic year, each lasting up to two months. First-Year researchers may be allowed to join two mission periods together, if they need to spend an extended period of time in an archive.

Not all first-year researchers go on mission. In some cases it is more appropriate for them to stay at the Institute and concentrate on reading secondary literature or published archival materials.

For Missions and Exchange Programmes see point 7. of the previous section above.

3.6. June Paper

The June paper consists, first, of a revised version of the February paper, which takes account of feedback from the March monitoring session, plus a substantial text of about 10,000 words. This latter discusses the results of the work on sources, framing them in a general reflection on the issue, methods and objectives of the dissertation. The June paper is assessed by the supervisor and by the second reader. If they disagree, the matter is referred to the Department for a decision. An agreed recommendation will be forwarded to the June meeting of the Admissions Committee for approval and the decision duly communicated to the researcher.

Two bound copies and one electronic copy are to be handed in to the Departmental Assistant by 4 June 2012.

3.6.a. Guidelines on the composition of the June Paper

The June paper constitutes a major contribution towards development of the thesis and a satisfactory June paper is essential for passage to the second year.

It is important that the researcher works closely with her/his supervisor as early as possible in establishing the thesis subject and thinking about the most appropriate way of presenting this for the June paper. The June paper should not consist exclusively or merely of a survey and critique of the literature. It should be a solidly analytical and a precise statement of what the thesis aims to accomplish and how it will go about doing that. It should be around 50 pages, or from 15,000 to 20,000 words in length. Researchers should consult with their supervisors about the language in which they propose to write their June papers.

There is no strict formula for a June paper, but the department offers the following guidelines. The object of the June paper is to demonstrate to the department's satisfaction that the researcher has defined a Ph.D. topic and has made sufficient progress during the first year so that it can be plausibly argued that she/he is in a position to complete the Ph.D. in about four years.

The June paper must contain the following five elements:

1. A critical, thematic account of the historical writing relevant to the topic. This should not be a list but an analysis of the main questions and approaches to the subject.
2. Defining the *problématique*, placing the approach and objectives of the thesis in the context of the existing historiography. What is the thesis seeking to achieve? How is it different from or how does it build on research that has gone on before?

3. An explanation of how the thesis will be researched and realised. What and where are its chief sources, and what problems and opportunities do they present? How will you answer the questions you pose, using the sources available to you, and your linguistic preparation to analyse them?
4. Some evidence that you have begun the research - a sample piece of research or case study, a data base or appropriate materials that show that you have already begun to connect your questions to the available source materials.
5. A bibliography of sources and relevant secondary literature.

Normally, the June paper will have a concluding section, of a practical nature, to give readers a good idea of the feasibility of the thesis in terms of the time available. It may also be useful to set out a chapter structure for the whole thesis. No matter how preliminary, this may serve as a rough guide to the work ahead and help plan the timetable of work. Researchers must also be strongly aware of the possibility that their project will change as the research advances.

3.6.b. General formatting guidelines of June Papers

- It is necessary to include a cover page stating the title of the paper, the name of the author, the name of the supervisor and second reader and the word count. A template of this cover-page can be found at www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/First-YearResearchers.aspx
- a table of contents would be important
- pages should be numbered throughout the paper
- take care also that the graphs, maps and tables are clear and easy to read both in the printed and in the digital version
- the printed copies of the June Paper should be printed on two sides, and stapled

3.7. End of the year assessment and Master of research

After examining the first year's work in its June meeting, the Department will decide whether the researcher is passed into the second year, is required to resubmit the June paper at the beginning of September, or is not passed. If the Department decides the researcher should resubmit the June paper, the decision on the passage into the second year will be postponed to the September meeting.

Both in June and September, the assessment for first-year researchers is based on the June Paper as synthesis of the work of the whole year.

The completion of all first-year requirements will be discussed in a Departmental meeting in June after which the department will propose to the Admissions Committee its recommendation. The Admissions Committee will then decide on admission to the second year. The Departmental Assistant communicates by email to the researcher the departmental recommendation not later than one week before the meeting of the Admissions Committee. This email communication includes the reports by the supervisor and second reader or any other relevant document for the recommendation.

The Department can grant the title of Master of Research, upon request, to any student who is admitted to the second year, and also to researchers who are not admitted, provided that they have attended seminars regularly and that their first work is deemed to be of sufficient scientific value.

4. Second-Year Researchers

The task of a second-year researcher is to settle into the dissertation, and become engaged in systematic research and analysis.

Compulsory requirements for the Second Year of the Doctoral programme:

Seminar requirements:

→ two seminars preferably one in the First Term and one in the Second Term

Note: attendance at any other seminar is optional. Researchers are required to clearly indicate which seminars are to be considered for their yearly requirements.

Written requirements

→ One-Quarter of thesis, by 14 May 2012

Second-year researchers attend a minimum of two seminars, preferably RS. They must enrol in one seminar each semester and fully meet the instructor's requirements for members of the seminar. Residence requirements are in force for both terms. During the second year the researcher should take advantage of opportunities offered for him/her to present the on-going results of their research to seminars and/or workshops in the Department and in scholarly meetings elsewhere. Exposure to the critical give-and-take of such meetings is likely to greatly benefit their work.

Exceptionally, with the supervisor's consent and with that of the Department a second-year researcher may absent her/himself for a prolonged period of time (not more than one term) in order to participate in exchange programmes or to use sources which are difficult to consult

in libraries or archives far from Florence. In these cases it is possible to take 2 seminars in one semester with the approval of the Head of Department.

4.1. Second-Year Work Plan

In the light of the June paper and its evaluation, and after discussion with and the agreement of the supervisor, second-year researchers are required to present a Second-Year Plan. The form can be found at

www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Second-year-researchers.aspx.

It should be printed and signed by the supervisor and should be submitted to the Departmental Assistant by 28 October. This plan should consist of a revised thesis plan (i.e. chapter headings and sub-headings), a timetable, and a plan for the research mission.

4.2. Monitoring Sessions

By the end of January Researchers send to the Departmental Assistant a report (not more than 5 pages) where they define critically the state of their work. On 10 and 13 February 2012 Researchers discuss their work with the supervisor and second reader. The Supervisor will draw a report which should help the researcher to plan future work. Researchers whose progress is deemed insufficient are given specific suggestions on how to address their weaknesses.

4.3. Passage to the Third Year: One-Quarter of the thesis

Researchers should start drafting sections (even entire chapters) of the thesis as soon as possible. They must complete at least One-Quarter of the thesis (which usually corresponds to two chapters) and submit one bound copy to the Departmental Assistant by 14 May 2012.

The supervisor is responsible for evaluating whether a researcher has met the test of one fourth completion and is thus eligible for the third-year grant. If the report recommends that the Department not approve admission to the third year, or that a decision for admission be postponed to September, the researcher shall be informed by the Head of Department, in order to be able to submit supplementary information to the Department either directly or through the researcher representatives.

The Department informs the Admissions Committee (which will meet in mid-June) of its recommendations, which may be positive, postponed to September, or negative. In the case of negative or postponed recommendations, researchers will be informed by the Department not later than one week before the Admissions Committee meeting. In the

case of a postponed recommendation the Department clearly states in its recommendation what additional work is required. This additional work is to be submitted by 1st September. In the case of a negative recommendation to the Admissions Committee an appeal to the Appeal Committee will only be heard and examined on procedural grounds, or on any other relevant non-academic matter (such as manifest arbitrariness).

Researchers entering exceptionally into the second year must, during their first year at the EUI, follow all regulations valid for the second-year researchers.

4.3.a. General formatting of One-Quarter of the thesis

- It is necessary to include a cover page stating the title of the paper, the name of the author, the name of the supervisor, the word count. A template of this cover-page can be found at www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Second-YearResearchers.aspx
- it is important to insert a proper table of contents
- pages should be numbered throughout the paper
- graphs, maps and tables should be clear and easy to read.
- The paper copy should be printed two sided and bound. If the whole work is not too long a large stapler might be enough. Otherwise spiral binders can be found at the Library or in the department secretariat

5. Third-Year Researchers

Third year researchers have no formal requirement for seminar attendance. They are however strongly encouraged to attend and to give at least one presentation. Residence requirements are in force for both terms.

5.1. Monitoring Sessions

As the third year is the most demanding in quality and quantity of work, the department organises a monitoring session in which each researcher discusses his/her work in progress with the Supervisor, the Second Reader and a third member of the faculty (or a Marie Curie / Fernand Braudel / Max Weber Fellow). These monitoring sessions take place on 27-30 January 2012.

For this discussion third-year researchers are asked to hand in two weeks before the monitoring session a draft (approximately 2500/3000 words) of the structure of their thesis, the analytical focus, state of the

art, sources, hypothesis, the table of content and the contribution they intend to make. It is also interesting to discuss the problems they are encountering.

5.2. Passage to the Fourth Year: Two-Thirds of the thesis

By the end of their third year of study, researchers must complete two thirds of their thesis in order to become eligible for the fourth-year grant. The Two Thirds of the thesis must be submitted in two printed copies to the Departmental Assistant by 28 May 2012 (an electronic file of the paper should also be sent by email).

For the payment of the fourth year grant see 6.1.a below. The official decisions on payment of the fourth year grant is usually made by the Admissions Committee at its meeting in June.

5.2.a. General formatting of Two-Thirds of the thesis

- It is necessary to include a cover page stating the title of the paper, the name of the author and the name of the supervisor and second reader. A template of this cover page can be found at www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Third-YearResearchers.aspx
- it is essential to insert a proper table of contents
- pages should be numbered throughout the paper
- graphs, maps and tables should be clear and easy to read
- the printed copies of the Two-Thirds of the thesis should be bound and printed two sided. If needed, spiral binders can be found at the Library or in the department secretariat

6. Fourth-Year Researchers

In the fourth-year researchers will be primarily engaged in writing up their thesis, rather than doing primary research. It is therefore not anticipated that researchers will be going on mission. However, in exceptional cases, it may be necessary to go on mission. Support in these cases will be dependant on the Department's current budget.

6.1. Fourth-Year grant

Researchers are invited to read the Academic rules and regulations for the doctoral programme of the Institute at : www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf

Researchers entering their fourth year are eligible for a full completion grant of 12 months. This grant is payable in installments and is subject to conditions which link payment to completion by the end of the fourth year. The full completion grant will be paid to all researchers who submit their first and final draft by the 48th month of registration. Researchers who are awarded, and then decide to take up, the completion grant are required to sign a written commitment that they will submit the first and final draft of their thesis within 48 months of registration.

In this article, the First Full Draft is defined as the first submission of the researcher, comprehending drafts of all elements and papers or chapters of the thesis; the Final Draft is defined as the text which the researcher submits as being defensible to the supervisor.

6.1.a. Two-Thirds requirement and application procedure for the first installment

The first installment of six months is payable on the basis of evidence that the researcher has completed at least two thirds of the thesis at the very latest by the beginning of the fourth year. By the end of the 33rd month of registration researchers should present evidence to the Department that they have made the requisite progress. In cases where the requisite progress cannot be clearly demonstrated at that stage, the researcher may resubmit evidence of progress by the end of the 36th month of registration (1st September 2012). In either case, the final decision on approval of the first installment of payment is made by the Admissions Committee.

Applications for the first six month installment of the fourth year should be addressed to the Head of Department (with copy to the Departmental Assistant), stating the year of admission to the doctoral programme, the name of the supervisor, and when the grant should commence, if awarded. The request should include evidence of the work already completed sufficient to demonstrate that the thesis is Two-Thirds complete, and a statement that a full first draft of the thesis should be finished by the end of the six month period for which the first element of completion grant is requested, including a detailed work-plan. The Two-Thirds of the thesis must be submitted in two printed copies the Departmental Assistant by 28 May 2012 (an electronic file of the paper should also be sent by email). See point 5.2.a. above for guidelines on the formatting of the Two-Thirds.

The request will be examined both by the supervisor as first reader, and by a second reader from the department (who may well be the person in due course appointed as the second internal member of the thesis jury). The first and second reader will decide on the basis of the evidence presented whether it is likely that the researcher will have at least two

thirds of the thesis completed within 36 months (i.e., normally by the beginning of September).

The first and second reader may agree on one of four recommendations:

- i. that the thesis is already two thirds complete,
- ii. that, although the thesis is not yet two-thirds complete, it is likely that the thesis will be at least two-thirds complete within 36 months of enrollment,
- iii. that there remains a significant doubt whether the thesis will be two thirds complete within 36 months of enrollment,
- iv. that there is no reasonable prospect of the thesis being two thirds complete within 36 months of enrollment.

Where recommendation (i) is accepted, arrangements will be made for the payment of the full first six months element of the completion grant from September without the need for any further check. Where recommendation (ii) is accepted, the payment of completion grant will be presumptively approved, and arrangements will be made to ensure that the researcher receives the first month's payment in September. Where recommendation (iii) is accepted, the decision will be suspended pending reconsideration in early September (see below). Where recommendation (iv) is accepted, there will be no further opportunity for the researcher to be considered for the first element of completion grant.

In the case of either recommendation (ii) or recommendation (iii), the researcher must by the end of August resubmit his/her request for the fourth year grant in accordance with the same criteria set out above. The first and second readers will then re-examine the request and make a final recommendation as to whether the researcher has in fact completed two-thirds of his/her thesis. Again, in the case of disagreement, the matter should be resolved collectively by the department. The agreed recommendation should then be forwarded to the Admissions Committee for approval.

The final decision will be communicated to the researcher not later than mid September. A positive recommendation will entail the full payment of the first six months installment of completion grant to the researchers concerned, including the retrospective payment of the first month (September) to researchers in category (iii).

6.1.b. First full draft and second installment of six months

The second installment, which is for six months, is payable only once the first full draft of the thesis has been submitted. Before payment can be approved, the relevant supervisor must certify in a memorandum to the Admissions Committee

- (a) that a full first draft of the thesis has been submitted and

(b) that it is expected that the final draft of the thesis will be submitted within 48 months of registration.

The purpose of the second installment is to supply researchers with continuing financial support while preparing the final version of the thesis and making arrangements for the defence. Even where the defence takes place within the four year period, the researcher will continue to qualify for the remainder of the fourth-year grant in order to facilitate the transition from researcher to employment status.

Eligibility for the second installment of the fourth-year grant ceases after 48 months of registration. Where a researcher has not completed a full first draft when the first installment of fourth-year grant comes to an end (i.e. after 42 months of registration), and so is not yet eligible for the second installment at that stage, the researcher may nevertheless qualify for the second installment of the fourth-year grant provided that both the full first draft is submitted and the supervisor certifies that the final draft will be submitted before the deadline of 48 months.

6.1.c. Assessment of drafts

The supervisor is asked to give a qualitative analytical assessment of both the first and the final draft within a month after their submission. More specifically, in assessing the final draft, the supervisor is asked to decide from amongst the following options:

- to accept the draft as a thesis, ready for linguistic correction and defence;
- to accept the draft as a thesis for defence after minor changes;
- to accept the draft as a thesis for defence after major changes feasible within 6 months;
- not to accept the draft as a thesis for defence

6.1.d. No leave of absence without grant during the fourth year

No leave of absence without grant (with suspension of registration period and retention of grant entitlement) will be granted during the period of entitlement to and receipt of the fourth-year completion grant, except where the leave does not impede in any way the submission of the final draft of the thesis within 48 months of registration.

As the fourth year grant is intended as an incentive to make good progress, no researcher will be penalised for completing the full first draft of the thesis - or, indeed, even completing (and defending) the final version of the thesis - ahead of the 42 month schedule or the 48 month schedule. In such circumstances, provided you have not yet found full-time employment, you will continue to be entitled to the full fourth year

grant, as this will allow you an opportunity to prepare for post-EUI employment.

6.2. Researchers Completing a Thesis without a Fourth-Year Grant

Any research student wishing to continue research for the doctoral thesis at the Institute, who has completed three years of study as an EUI researcher, and who has not qualified for the 4th year grant may nevertheless request to register for continuing 'student status', if she/he wishes to retain access to the facilities of the Institute. This request will be successful provided the Institute is satisfied that there remains a plausible prospect of the researcher completing the thesis within the overall five year limit. The researcher's request must be approved by her/his supervisor and be submitted for approval to the Department. A final decision on such registration shall be taken by the Admissions Committee on a proposal from the Department.

6.3. The Five-Year Limit

Student status is automatically granted to all researchers duly registered within the programme from the time they join the Institute until they defend their thesis. Those with student status may participate in all activities (seminar, supervision, etc) in the relevant doctoral programme of the Institute, and benefit from all student facilities (library, computing facilities etc) provided to researchers.

The right to submit the thesis (see 5.3 below) is also dependent upon student status. Student status lasts 60 months, i.e. 5 years from the date of first registration in the doctoral programme. No extension of student status beyond the normal five year limit, and therefore no submission of a thesis after five years, is allowed except on the basis of extenuating circumstances of a personal or a professional nature which have interfered with a record of good progress and have caused unforeseen delay. In order that the Admissions Committee may make a decision in such cases whether to grant an extension, and, if so, for what period of time, before the end of the 5-year period there must be placed before the Committee (i) evidence of any such extenuating circumstances, (ii) evidence of the current state of progress of the thesis, and (iii) a detailed plan for completion and submission within a specified period of time.

Some types of absence from the Institute and/or involvement in activities other than thesis-related research do not count towards the calculation of the sixty months/five years. These exemptions fall under the categories outlined below (4.5 to 4.9): The maximum overall period

of intermission for which any combination of these is permitted is 18 months.

7. Thesis preparation and Ph.D. defence

A doctorate which has been written in the EUI's PhD programme must be defended at the EUI.

7.1. General procedure

7.1.a Setting up the examining board

Once the supervisor (and co-supervisor if any) consider(s) that a thesis will soon be ready for defence (usually at the stage of the first completed draft) he/she will propose a jury to be approved by the department and submitted to the Executive Committee. The composition of the jury is the responsibility of the supervisor who will propose names in consultation with the candidate. On no account is the researcher to contact potential examiners – the organization of the thesis is the sole responsibility of the supervisor. When selecting a jury the supervisor needs to bear in mind that the total cost of a thesis should not exceed €2.000. Where it is not possible to remain within this limit video-conference solutions need to be taken into consideration.

7.1.b Deposit

When the jury has been approved by both the Department and the Executive Committee the organization of the defence procedure can begin.

The candidate sends the final draft thesis to the supervisor and when the supervisor deems the thesis ready to be sent to the jury members for review he/she emails the secretary responsible for organising the defence. The thesis is usually sent for language correction before it goes to the jury members for review.

Once the necessary corrections have been made the candidate deposits 4 bound copies (the Department and the Library have spiral-backed binding machines) of his/her thesis for review with the organizing secretary, who will send out the thesis to the jury with the necessary instructions.

The thesis needs to be accompanied by a 300-word abstract.

7.1.c. Timing

In normal circumstances please calculate at least three months from the day of consignment of the 4 bound thesis copies to the organising secretary to the day of defence. Occasionally, jury members may ask for considerable changes and in this case one needs to calculate more than three months. The Department encourages reviewers to deposit their reports within one month of receiving the thesis.

Once the amendments/corrections have been inserted the candidate sends the final corrected version of his/her thesis to the organizing secretary at least one month before the date of defence.

7.1.d. Examining Board reports

Each examining board member is required to send in a short review report (of at least one A4 page) to the thesis supervisor with the organising secretary in copy. The department asks referees to send in their reports within 4-6 weeks of receiving the thesis and to state whether the thesis can be defended as it stands. In case major changes are required the defence date will not normally be set until the changes have been made and approved by the jury. Researchers may ask to defend the thesis even if all the examiners are not satisfied, but this is at the candidate's own risk.

Once all reports are received by the supervisor they will be forwarded to the candidate. At a later date, when the candidate has made changes in accordance with the reviewers' suggestions all the reports will be circulated among the jury members.

7.2. Formatting and language revision of the thesis

7.2.a. Language correction subsidy

The thesis candidate may be eligible for a subsidy to help with the language correction costs of the thesis. The granting of the subsidy will depend on whether or not the candidate was asked to follow language classes when he/she arrived at the EUI and whether in fact the classes were followed. The candidate needs to be within the 5-year limit to qualify for the subsidy. For details see:

<http://www.eui.eu/ServicesAndAdmin/LanguageCentre/CorrectionService/ThesisCorrection.aspx>

The organising secretary will arrange for the HEC department's contribution to correction costs to be allocated. This sum will only be transferred to the candidate (who pays the language editor him/herself) when the candidate confirms satisfaction with the final corrections.

7.2.b. Thesis formatting

The thesis needs to be sent in as one pdf file. Please leave a margin of 2,5 cm on all sides and use an easy to read font that uses a full character set. One-and-a-half line spacing is recommended. The thesis must contain page numbers throughout; use Roman numerals for the front matter (acknowledgements, abstract, table of contents) and Arabic numerals for the thesis text. Every new chapter and section must start with an odd page on the right-hand side of your text. You will need to insert a blank page when a chapter ends with an even number. Blank pages need to be numbered.

The thesis front matter and text needs to be sent in ONE .pdf formatted file.

Insert tables, graphs and other images directly where they belong in the text (remember to apply 2,5 cm margin to these too). The EUI cannot guarantee reproduction of colour graphs, photos etc. The title page has to be sent as a separate Word file using the appropriate template.

7.2.c. Final version of the thesis for the print shop

When the supervisor authorizes the printing of the final version, the candidate supplies the organising secretary with the thesis cover pages (in a Word file) and the thesis text in a .pdf file. The thesis is then sent to the EUI print shop which makes 15 copies – 8 for the candidate, 4 for the jury members, 2 for the Library and 1 for the Department archive. The final version for the print shop must be ready at least 1 month before the date of defence.

When the candidate submits his/her final (revised) thesis version he/she should provide a cover letter in which it is clearly indicated what changes have been made to the thesis and where these changes are. This letter should be sent to the supervisor with the organising secretary in copy. It will then be forwarded to the jury.

7.3. The day of the defence

On the day of the defence the candidate is expected to make a presentation lasting approximately 20 minutes. The jury will then pose their questions (the supervisor will be the last one to ask his/her questions). A general debate can then follow. At the end of the discussion the candidate and guests will be asked to leave the room for a few minutes while the jury deliberates *in camera*.

The doctor should indicate to the organizing secretary in which language(s) he/she defended and in which language the diploma and the certificates should be issued. On the basis of this information the Academic Service, will prepare the diploma and certificates.

The four original reports are given to the doctor and one copy is kept in the departmental files. The doctor also receives the evaluation form of the thesis defence (relating to publication suggestions), written by the President of the jury.

The Doctorate of the European University Institute is ungraded, and this fact shall be clearly stated on the diploma issued to the doctor concerned.

For any further clarifications, please contact the organizing secretary.

8. Thesis Publication

The author is encouraged to seek commercial publication of the thesis as a book. In this case, the author will have to find a publisher. Should the publisher require a subsidy, the author may request a subsidy from the Institute.

The subsidy can be requested for the editing, translating or indexing of the manuscript, or for the reproduction of photos but not for printing costs.

8.1. Formal requirements for requesting a subsidy

If the subsidy request relates to the commercial publication of an EUI thesis, a written request must be sent to the Department within 2 years after the thesis defence.

The dossier should contain the following information

- a) Documentation provided by the department
 1. The thesis manuscript evaluation form, filled out by the President of the jury after the thesis defence.
 2. The final evaluation report on the thesis.

- b) Documentation provided by the applicant
 1. A concrete proposal (can be already a contract) from a renowned publisher in the field to publish the manuscript, including any available review on the manuscript, the estimated costs, and timeframe for publication.
 2. Justification for the subsidy request (a letter explaining the need for a subsidy)

There will be two deadlines for applications, May 1st and December 1st, and the Publications Committee will deliberate approximately fifteen

days later. In dubious cases the Publications Committee could postpone the decision from the first meeting in May to the last one in December if necessary. The Publications Committee might call extraordinary meetings if necessary.

The subsidy would be cancelled if the work has not been published after two years since the concession has been notified to the applicant. An extension to this deadline can be granted only in exceptional circumstances, after a further application. Requests related to delays in publication and any change in the title of the publication must be submitted to the department.

8.2. Procedure for the award of the subsidy

1. Once the book has been published, an original invoice specifying the work done (i.e. editing, indexing, etc.) should be sent to the department;
2. Two copies of the published book should be sent to the department, who subsequently sends them to the Library secretariat;
3. The following need to be inserted into the published book:
 - Logo and full name of the EUI
 - Sentence mentioning the EUI subsidy (e.g. “This book has been published with a financial subsidy from the European University Institute”; “ouvrage publié avec le concours de l'Institut Universitaire Européen”)
 - Sentence stating that the publication is based on an EUI thesis defended at the EUI, department and year (e.g. “This publication is based on, or is a revised version of, an EUI Ph.D. thesis”)

The subsidy will only be paid if the above-mentioned requirements have been fulfilled.

In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published.

Theses can be published on paper and/or in electronic format. Theses can be published electronically by depositing the full text of the successfully defended Ph.D. either in the version that was defended or in a revised version, in the EUI repository Cadmus in the collection ‘EUI theses’ as a protected PDF file. Research students are encouraged to use this option.

The copyright remains with the author. The Agreement to publish the e-thesis should be signed. For further details, especially on technical details of Thesis Publication, see also chapter IV of the “EUI Publishing Manual” at www.eui.eu/ServicesAndAdmin/Index.aspx

9. APPENDIX

Rules concerning the conditions for the conferring of the Doctorate of the European University Institute

5.1. In accordance with Convention Article 14 (1), the Doctorate of the European University Institute may be conferred on research students who have completed a minimum of two years' study at the Institute and have submitted an original work as mentioned under 4.1 which is the result of research they have pursued at the Institute and has been approved by the Institute.

It shall be awarded in the following forms:

- Doctor of History and Civilization of the European University Institute;
- Doctor of Economics of the European University Institute;
- Doctor of Laws of the European University Institute;
- Doctor of Political and Social Science of the European University Institute.

For use in Member States, the title of Doctor of the European University Institute shall be abbreviated in accordance with the usage in the country concerned for the discipline in question.

5.2. The work mentioned under 5.1 shall consist of a thesis, which must not previously have been published in full. Should part of the thesis be based on work published by the research student before defence, this shall be mentioned in the thesis manuscript.

At all stages of its production, the thesis shall remain the intellectual property of the research student, without prejudice to provisions of point 5.10.

5.3. Should the thesis supervisor conclude that the doctoral work and thesis progress justifies the setting-up of a jury, s/he shall – after consulting the research student and any co-supervisor – propose the precise composition of the Examining Board for recommendation by the department to the Executive Committee for its establishment.

5.4. The thesis shall be defended before the Examining Board. The Examining Board shall be made up of four members. The candidate's thesis supervisor shall be a member. The co-supervisor, if any, may also be appointed as a member of the Examining Board.

The Examining Board shall include at least one current full-time Institute Professor and one academic from outside the Institute who has never been on its full-time professorial staff.

In the normal case, the Board will be made up of two internal members and two external members. Under no circumstances shall all four

members appointed to the Board be currently employed in the same state or be nationals of the same state.

Internal members shall be deemed to include (I) all current full-time professors of the EUI, (II) all former full-time professors of the EUI, provided their permanent contract has overlapped with the period in which the candidate was in receipt of grant to the extent of at least six months (III) all current or former part-time professors of the EUI, provided that their period of contract (which need not be consecutive) has overlapped with the period in which the candidate was in receipt of grant to the extent of at least six months.

External members shall be deemed to include any person who is not connected to the Institute in any of the ways set out above, including former full-time or part-time professors provided (I) they are not deemed to be internal members in accordance with the criteria set above, and (II) their most recent contract has ended at least three years before the date on which the jury is scheduled to meet. If appointed to the Examining Board, an external co-supervisor shall be treated as an external member. At least one of the external members must be a current University professor. No more than one external member should be appointed from the same institution. All external members must be of high academic standing in the area with which the thesis is concerned.

For full consultation of “Academic rules and regulations for the doctoral programme” see

www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf