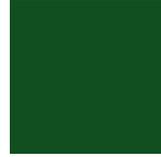


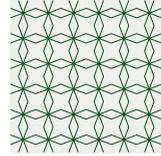


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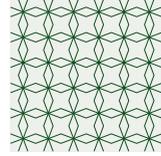
DEPARTMENT
OF HISTORY
AND
CIVILIZATION



RESEARCHERS' GUIDE



ACADEMIC YEAR
2017-2018



EUROPEAN UNIVERSITY INSTITUTE
DEPARTMENT OF HISTORY AND CIVILIZATION

RESEARCHERS' GUIDE

ACADEMIC YEAR 2017-2018

Villa Salviati, Via Bolognese 156
50139 FIRENZE

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Welcome from the Head of Department

Dear Historians,

I am pleased to make this Researchers' Guide available to you, especially to those researchers who are joining the Department this Fall. The Handbook offers you useful information about how our department's life is organized, our procedures, regulations, programmes, and practices. The information is not exhaustive, and it cannot foresee every possible contingency that may arise, but for most situations it should give you guidance.

To the new researchers: please use this Guide as a starting point in a process of orientation that we know will inevitably be long and gradual. Ask us about points that are unclear to you. Your more senior colleagues, your teachers, your supervisors, and members of the administrative staff will all do their best to clarify these for you.

The EUI offers all of us a wonderful opportunity, unmatched by any other institution of higher learning in the world. The international character of our community of scholars with its amazing wealth and diversity of academic interests and training is our particular asset. During your years here you will be challenged to rethink your background assumptions and scholarly interests as you learn from colleagues whose backgrounds and interests differ 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 foundations for common interests and generate a sense of shared goals. This is exactly what happens here.

The broad diversity you will encounter at the Institute, the continuous comparison of your experience with that of others, even the efforts to overcome misunderstandings and difficulties of communication, all help to establish a real sense of community. We hope that from the start of your time here you will both profit from and contribute to our community. Our community is enriched by our strong commitment to equality, diversity, and above all, to inclusivity covering all aspects of life at EUI.

A community requires continuous communication among its members, and communication requires the use of common languages. You will soon discover that the issue of language use is one of the most interesting and complex challenges we all face at the EUI. Most members of our community use English. However, as

European scholars and intellectuals, we strongly encourage practices of multilingualism. Each of us has to have an active command of at least two European languages. Some knowledge of further languages may also be necessary for your specific research projects. Though almost all academic activities at the EUI are held in English, we also encourage our researchers to learn as much Italian as they can.

We hope that you will take advantage of all the opportunities offered to you by the EUI and that you will pursue your dissertation project with enthusiasm and rigour. Writing a dissertation can be both an exhilarating and a challenging experience. The process may feel isolating at times, but you will also benefit enormously from discussion and shared ideas with the rest of our community. We hope that your years here will be engaging and satisfying, and that by the time you receive your doctorate, you will have acquired a sense of pride in having contributed to a community whose members, collectively, are dedicated to the pursuit of knowledge and the maintenance of the highest scholarly standards.

Pieter M. Judson
Head of the Department of History and Civilization

P.S. Our Departmental Coordinator Anna Coda and the administrative assistants of your supervisors will be very happy to help in any way. We encourage you to contact them!

I. THE DEPARTMENT OF HISTORY AND CIVILIZATION

1. DEPARTMENTAL RESEARCH PROFILE

Integrating National Historiographies into a Transnational European Perspective

The Department of History and Civilization (HEC) focuses primarily on the history of Europe, from the late medieval and early modern period to the present. Our work analyzes the contradictions, specificities, continuities and sharp breaks that characterize both Europe's past and the study of that past, in order to understand its most challenging present questions in historical perspective. The Department's members seek to move beyond purely national historiographies by approaching historical questions from broader European and global perspectives and by placing them in wide-ranging methodological and thematic contexts. The Department, whose researchers and professors come from several academic traditions, celebrates Europe's diversity.

Comparative, Transnational and Global Approaches

Given our commitment to transcending the confines of national histories, the Department strongly encourages comparative and transnational approaches. The current crisis of the nation-state and failure of supra-national institutions to take over its integrative role oblige historians to revisit transnational elements in European history and Europe's role in the world. HEC members engage in major theoretical debates in the fields of comparative, transnational and global history. Our study of cultural transfers or transnational institutions is accompanied by reflection on the appropriate analytical tools and techniques required. These include developing our linguistic and cultural capacities to help us to mediate critically between diverse national and international perspectives. Our preference for comparative, transnational, and global approaches does not ignore the role of the nation as a key factor in European history, but views it critically rather than normatively. Globalization challenges us to take account of Europe's relationships to the rest of the world starting in the late medieval period. We investigate Europe's involvement in and entanglement with the rest of the world, and explore the effect of these connections on the shaping of European societies, while also highlighting Europe's internal diversity as a space of different cultures and societies that were also often the subject of colonization efforts.

Methodological Diversity and Interdisciplinarity

The Department encourages methodological diversity and dialogue between different historical approaches. Specialists in social history examine social actors, practices, contexts, networks and clusters, paying special attention to cross-border relationships. Cultural and intellectual historians analyze cultural practices, the history of science, the transfer of concepts between social groups and geographical spaces, and the shifts and changes in their languages. Economic historians look at the history of economic structures and developments, with an eye to the interconnections between different economic areas, whether at the local or global level. In political history, the Department contributes to the study of governmental practices and political movements in both European and global contexts. The Department actively encourages dialogue with the human and social sciences practiced in the other three departments of the EUI (Economics, Social and Political Science, Law), as well as with anthropology, the arts, cultural studies, and political theory.

2. PEOPLE A constantly updated [list of people](#) can be found online

2.1. Faculty members and their principal research interests

Youssef CASSIS, Professor of Economic History, Joint Chair RSCAS

- Economic history, business history, financial history and European comparative history.

Laura Lee DOWNS, Professor of Gender History (ca. 1789 to the present)

- Modern European social and cultural history with a focus on France and Britain; European gender history; comparative labour history; childhood and the family; history and social theory; comparative history of social protection.

Alexander ETKIND, Mikhail M. Bakhtin Professor of History of Russia-Europe Relations

- European intellectual history since the Enlightenment, Russia and the world, European cultural history, memory studies, natural resources and the history of political economy, empires and colonies in Europe

Jorge FLORES, Professor of Early Modern Global History

- History of the Portuguese empire during the early modern period; European expansion and interactions in Asia 1500-1800; social and cultural history of cross-imperial contacts; Early modern global history.

Regina GRAFE, Professor of Early Modern History

- Early modern history of the Hispanic World, global economic and social history, the history of state and empire building, colonial governance, comparative history of private and public commercial institutions and legal norms

Pieter M. JUDSON, Head of Department, Professor of 19th and 20th Century History

- History of Central, Eastern and South-Eastern Europe; culture, society, and politics in the Habsburg Monarchy and Germany; comparative empires; the First World War; nationalism, European borderlands; histories of sexuality and gender

Pavel KOLÁŘ, Professor of Comparative and Transnational History of 19th-20th Century Europe

- Central and East European History since the 18th century: Habsburg Monarchy, Bohemian Lands. 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

Luca MOLÀ, Professor of Early Modern Europe: History of the Renaissance and the Mediterranean in a World Perspective

- 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

Lucy RIALI, Professor of Comparative History of Europe (19th to 20th centuries)

- The social, cultural and political history of modern Italy; the history of nationalism; the modern history of the Mediterranean and Mediterranean Empires; the study of memory; comparative history

Federico ROMERO, Professor of History of Post-War European Cooperation and Integration, Director of the PANEUR1970S Project

- 20th century international and transnational history; European integration; Cold War; Trans-Atlantic relations; US history; Migrations

Ann THOMSON, Professor of European Intellectual History

- Intellectual history, the circulation of ideas and information, book history, translation history, cultural transfers; religion and science; early anthropology and European representations of the other; Europe and the Islamic world; particular interest in the long 18th Century

Corinna UNGER, Professor of Global and Colonial History

- Global, international, and colonial history; history of development; history of knowledge; Cold War and decolonization; modern India; Rural, agricultural, and environmental history

Stéphane VAN DAMME, Director of Graduate Studies, Professor of History of Science

- Early modern history of European science; Global History of Science; Natural History; Cartography; Archaeology; Environmental history; Urban history; Cultural history; social sciences

Anthony MOLHO, Emeritus Professor

- 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. Exile and historical writing in the twentieth century

Luisa PASSERINI, Director of the BABE Project

- Cultural history, with particular attention to oral and visual memory. History of subjectivity, including forms of European identity. Historical relationships between discourses on Europe and the love discourse, diasporic subjectivities, art's contributions to the socio-historical disciplines.

2.2. Fellows

In addition to the regular teaching staff, the Department each year hosts visits by scholars and post-doctoral researchers such as Fernand Braudel, Marie Curie, PanEur1970s, Academy of Finland and Visiting Fellows.

Fernand Braudel Fellows

Giuliano GARAVINI, NYU Abu Dhabi

Research on: *The Wealth of Nature: Patterns of Exploitation, Struggle and Cooperation over Natural Resources in the Modern World*

September 2017 – June 2018

Liaison professor: F. Romero

László KONTLER, Central European University, Budapest

Research on: *Enlightenment Apocalypse: The End of the World in the Eighteenth Century*

September – December 2017

Liaison professor: S. Van Damme

Ethan POLLOCK, Brown University

Research on: *'Without the Bania We Would Perish': A History of the Russian Bathhouse*

January–June 2018

Liaison professor: A. Etkind

Ethelia RUIZ MEDRANO, Nat. Inst. of Anthropology and History, Mexico (INAH)

Research on: *Traditional and Cultural Economy: Indigenous Negotiation and Technology Transferring (Southern Mexico) 1500-2016*

December 2017 – January 2018

Liaison professor: R. Grafe

George Bryan SOUZA, University of Texas, San Antonio

Research on: *Lisbon, Venice and the Sepharad: Finance, Commerce and the Carreira da India, c. 1570 – c. 1620.*

January – April 2018

Liaison professor: J. Flores

Bernhard STRUCK, University of St. Andrews

Research on: *Modern Europe. A Transnational History, c.1760s-2000*

September – December 2017

Liaison professor: P Kolář

Marie Curie Fellows

Giovanni BERNARDINI

Research on: *The Age of Planning A paradigm for post-war Europe: national examples and the integration process (1945-1975)*

May 2018 – May 2020

Liaison professor: F. Romero

Alessia CASTAGNINO

Research on: *TransIt. Translating science in the long Italian Eighteenth-Century. The role of translators and publishers as “cultural mediators” (1760-1790s)*

January 2017 – January 2019

Liaison professor: A. Thomson

Dominika GRUZIEL

Research on: *Roman Catholic laywomen’s examination of habit as a vehicle for developing modern pious womanhood, 1878-1914*

September 2016 – August 2018

Liaison professor: L. Downs

Borut KLABJAN

Research on: *ADRIA-Adriatic Perspectives: Memory and Identity on a Transnational European Periphery*

February 2016 – January 2020

Liaison professor: P. Judson

Rosa SALZBERG

Research on: *Migration, Mobility and Spaces of Arrival in an Early Modern City: Venice, c. 1450-1600*

October 2016 – September 2018

Liaison professor: L. Molà

PanEur1970s Research Fellows

Maximilian GRAF

Research on: *Looking West: the European Socialist regimes facing pan-European cooperation and the European Community – Expert on GDR*

September 2017 – August 2019

Liaison professor: F. Romero

Angela ROMANO

Research on: *Looking West: the European Socialist regimes facing pan-European cooperation and the European Community – Expert on European Community*

October 2016 – September 2018

Liaison professor: F. Romero

Elitza STANOEVA

Research on: *Looking West: the European Socialist regimes facing pan-European cooperation and the European Community – Expert on Bulgaria*

January 2017 – December 2018

Liaison professor: F. Romero

Oana Adelina STEFAN

Research on: *Looking West: the European Socialist regimes facing pan-European cooperation and the European Community – Expert on Romania*

October 2017 – September 2019

Liaison professor: F. Romero

Pavel SZOBI

Research on: *Looking West: the European Socialist regimes facing pan-European cooperation and the European Community – expert on Czechoslovakia*

October 2016 – September 2018

Liaison professor: F. Romero

Benedetto ZACCARIA

Research on: *Looking West: the European Socialist regimes facing pan-European cooperation and the European Community – Expert on Yugoslavia*

October 2017 – March 2019

Liaison professor: F. Romero

Academy of Finland Fellows

Suvi KANSIKAS, University of Helsinki

Research on: *Renouncing the Brezhnev doctrine. A study on the Soviet alliance policy change at the end of the Cold War*

September – November 2017

Liaison professor: F. Romero

Lauri OCKENSTRÖM, University of Jyväskylä

Research on: *Anthropomorphic and zoomorphic themes in magical imageries transmitted in Latin manuals in Europe between 1100-1650*

September – December 2017

Liaison professor: S. Van Damme

Visiting Fellows

Paula BRUNO, CONICET / Universidad Torcuato Di Tella

Research on: *A dialogue of cultures: intellectual exchange between Italy and Argentina, 19th century and early 20th century*

December 2017 – February 2018

Liaison professor: R. Grafe

Arturo COLORADO CASTELLARY, Universidad Complutense Madrid

Research on: *The artistic plundering during the Spanish Civil War and the Francoist recuperation in Italy during the postwar*

April – June 2018

Liaison professor: L. Riall

Simon DAGENAIS, Martin Luther University of Halle

Research on: *Science, Beliefs and Astrological Practices in the long 18th century: France, the Germanic world and the Italian peninsula*

November 2017 – July 2018

Liaison professor: S. Van Damme

- Tom JUNES**, Human and Social Studies Foundation, Sofia
 Research on: *Transnational exchanges of Polish communists with the Western Left during the Cold War*
 March – December 2017 Liaison professor: F. Romero
- Malgorzata MAZUREK**, Columbia University
 Research on: *The history of statistical structuralism in the 19th and early 20th Europe*
 January – March 2018 Liaison professor: P. Kolář
- Kevin O'SULLIVAN**, National University of Ireland, Galway
 Research on: *The NGO Moment: The Globalisation of Humanitarianism, 1968-85*
 October – November 2017 Liaison professor: C. Unger
- Camilla POESIO**, Università Ca' Foscari, Venezia
 Research on: *Musical Notes and Weapons: Jazz and War (1936-45)*
 January – December 2017 Liaison professor: P. Kolář
- Matteo PRETELLI**, New York University
 Research on: *Italy's Cultural and Educational Policies in the Ex-Colonies (1945-1975)*
 January – June 2018 Liaison professor: L. Riall
- Tamara SCHEER**, L. Boltzmann Institute for Historical Social Science
 Research on: *From Language to Nation: Language Diversity and Multilingualism in the Habsburg Army, 1868-1914*
 October 2017 – March 2018 Liaison professor: P. Judson
- Ulrike SCHULZ**, Humboldt University Berlin
 Research on: *The History of the German Ministry of Labor, 1919-1945*
 April 2017 – December 2020 Liaison professor: L. Downs
- John SLIGHT**, University of Cambridge
 Research on: *British imperialism and Islam in the wider Middle East and Indian Ocean world in the 19th and 20th centuries*
 September 2017 – June 2018 Liaison professor: A. Thomson
- Federico TOMASELLO**, University of Florence
 Research on: *The Origins of Labour Law and the Genesis of Modern Social Science in France*
 September 2016 – December 2017 Liaison professor: A. Thomson
- Ilaria TREMOLADA**, Università degli Studi di Milano
 Research on: *History of a Common European Energy Policy: 1950-1985*
 January – April 2018 Liaison professor: F. Romero

Tara ZAHRA, University of Chicago

Research on: *Against the World: Deglobalization and the Decline of Democracy in Interwar Europe*

May – June 2018

Liaison professor: P. Judson

2.3. Researchers' Representatives (Reps)

From 1 January to 31 December 2017 the Researchers' Representatives (Reps) for the Department of History and Civilization are Thomas ASHBY, Elias BUCHETMANN, Daniel JANSSON and Andi SHEHU. Contact: HEC.RepMail@eui.eu

2.4. Administrative Staff

Serena BELLIGOLI: Assistant to Prof. Romero and to the *PanEuro1970s* project

Fabrizio BORCHI: Assistant to the Department

Laura BORGESSE: Assistant to Prof. Passerini and to the *BABE* ERC project

Anna CODA NUNZIANTE: Departmental Coordinator

Miriam Felicia CURCI: Assistant to Profs. Grafe, Molà, Unger, Van Damme

Tommaso GAMBASSI: ICT Service officer at Villa Salviati

Serge NOIRET: History Information Specialist at Library

Monica PALAO CALVO: Assistant to Profs. Cassis, Riall, Etkind, Flores

Francesca PARENTI: Assistant to Profs. Downs, Judson, Kolář and Thomson

3. CONTACTS

3.1. PhD Researchers' Contact Address

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 address in your country of origin, and a home address 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 the Departmental Coordinator (Anna.Coda@eui.eu).

If you have any problem with your magnetic card and login, please contact the Academic Service (ServAc@eui.eu).

3.2. Contacts in the Department

Postal address: *(always specify the name and surname of the addressee)*
European University Institute
Department of History and Civilization
(Villa Salviati) Via Bolognese 156
50139 Firenze, ITALY

Telephone: +39 055 4686 035 (administration)

3.3. In Case of Emergency

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

- call the EUI Emergency contact number: 055 4685 999 (or 2999 if calling from within the Institute)
- contact the Reps at HEC.RepMail@eui.eu
- contact the Departmental Coordinator at Anna.Coda@eui.eu or call her at 055 4686 276 (or 3276 if calling from within the Institute)

Please see online the EUI [Safety and Security Policy and emergency plan](#)

4. MAJOR IMPORTANT DATES 2017-2018

August 2017

- 31 Aug. Deadline for submission of final draft of thesis (4th year researchers) and for resubmission of previous year papers

September 2017

- 6 Sept. Library presentation for new PhD Researchers and Fellows
13 Sept. Departmental meeting and Academic Council
14 Sept. Faculty meeting with new PhD Researchers and Fellows
19 Sept. The Director of Studies meets the new 1st year researchers
21 Sept. Entrance Board meeting
27 Sept. Tour of Villa Salviati for all newcomers

October 2017

- 2-4 Oct. Inaugural Lecture and First Year Presentations
9 Oct. Start of 1st term seminars
11 Oct. Presentations by Max Weber Fellows
16 Oct. Meeting on Career Development (3rd and 4th year researchers)
18 Oct. Departmental meeting and Academic Council
20 Oct. Submission of work plan (2nd year researchers)
25 Oct. Presentations by Max Weber Fellows
26 Oct. Entrance Board meeting

November 2017

- 1-2 Nov. EUI closed (All Souls)
15 Nov. Departmental meeting and Academic Council
17 Nov. Submission of work plan (1st year researchers)
Open meeting about supervision

December 2017

- 6 Dec. Applications for USA/Europe exchange programmes (HEC deadline)
8 Dec. EUI closed
13 Dec. Departmental meeting and Academic Council
15 Dec. End of 1st term seminars
18 Dec. Submission of Seminar Papers (1st year researchers)
22-31 Dec. EUI closed (Winter break)

January 2018

- 1-3 Jan. EUI closed (Winter break)
- 4 Jan. Submission of drafts for 3rd year thesis monitoring
- 8 Jan. Start of 2nd term seminars
- 11-12 Jan. 3rd year thesis monitoring sessions
- 16 Jan. Submission of drafts for 2nd year thesis monitoring
- 17 Jan. Departmental meeting and Academic Council
- 19 Jan. Submission of 1st draft of thesis (4th year researchers)
- 25 Jan. Entrance Board meeting
- 25-26 Jan. 2nd year thesis monitoring sessions

February 2018

- 9 Feb. Meeting on Publication Strategies (3rd and 4th year researchers)
- 14 Feb. Departmental meeting and Academic Council

March 2018

- 5-9 Mar. Suspension of seminars
- 14 Mar. Departmental meeting and Academic Council
- 16 Mar. Submission of March Paper (1st year researchers)
- 22-23 Mar. 1st year thesis monitoring sessions
- 23 Mar. End of 2nd term seminars
- 29-31 Mar. EUI closed (Spring Break)

April 2018

- 1-2 Apr. EUI closed (Spring Break)
- 18 Apr. Departmental meeting and Academic Council
- 19 Apr. Entrance Board meeting
- 30 Apr. EUI closed (Labour day)

May 2018

- 1 May EUI closed (Labour day)
- 14 May Submission of Two Thirds of thesis (3rd year researchers)
- 15 May Job interview forum (4th year researchers)
- 16 May Departmental meeting and Academic Council
- 21 May Submission of One Quarter of thesis (2nd year researchers)

June 2018

- 1 June Submission of June Paper (1st year researchers)
- 15 June Degree Awarding Ceremony and June Ball
- 20 June Departmental meeting and Academic Council
- 28 June Entrance Board meeting

August 2018

- 3-19 Aug. EUI closed (Summer break)
- 31 Aug. Submission of Final Draft of thesis (4th year researchers)
Resubmission of June Papers (1st year researchers), One Quarter (2nd year researchers), Two Thirds (3rd year researchers) if needed

See online the full [calendar of Academic Year 2017-2018](#)

5. ORGANIZATION OF STUDIES

5.1. Residence Requirements

PhD Researchers must reside in Florence or its immediate surroundings. Absences of more than one week for personal reasons require the written consent of the supervisor. This requirement is taken seriously and absent researchers will be called to account. Researchers 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: it must be signed by the supervisor and the Head of Department, and will be kept by the supervisor's assistant. See [point 7.3.](#) below for information about Leaves of Absence.

5.2. Supervision

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

Researchers are assigned a provisional supervisor prior to their arrival. S/he will introduce the researcher to the department and advise her/him in the choice of the supervisor. Every researcher is however 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.

At the very beginning of the supervisory relationship, and at various intervals thereafter, professor and researcher should discuss their mutual expectations and agree on how the supervisory relationship will proceed, taking into consideration important academic deadlines and the academic development plans of each researcher.

Researchers will see their chosen or potential supervisor regularly in seminars from the start of October onwards. Supervisors can write letters of recommendation throughout the doctoral programme, if requested **at least one week before** the relevant deadline.

After the admission to the second year and until the 31st of August, a researcher can change supervisor after reaching an agreement with the new supervisor. In case

of resubmission in September, no change of supervisor is allowed until the official admission to the 2nd year. All requests of change of supervisor need to be formally submitted to the approval of the Department.

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 PhD students shows that they 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). An open meeting about supervision is scheduled on 17 November 2017 in order to discuss mutual expectations.

If a researcher is unable to resolve any matter satisfactorily with her/his supervisor, s/he can discuss it with the HEC Director of Studies (Prof. Stéphane Van Damme), the Head of Department (Prof. Pieter M. Judson) or the EUI Dean of Graduate Studies (Prof. Martin Scheinin). Researchers can also at any time send a message to the Director of Academic Service using the safe complaint help-line SafeComplaintLine@eui.eu.

More information on this and on the Code of Practice for Doctoral Supervision at the EUI can be found on the web page of the [Dean of Graduate Studies](#).

Responsibilities of the Supervisor

The exact role of the supervisor will differ depending on the university, discipline, the main supervisor's style and workload, as well as the role that the rest of the supervisory team play. However, typically supervisors should:

- ensure that supervisees understand what is expected of all parties involved in supervision
- have regular supervisory meetings with supervisees
- help supervisees formulate a research plan
- ensure that supervisees are aware of how their research fits into any research groups or projects
- help supervisees to co-ordinate their supervisory team
- give guidance about literature, training, ethics, research techniques and academic conventions
- help supervisees develop their critical thinking
- provide constructive feedback on written work
- give feedback on supervisees' overall progress
- advise on courses, both specialist and concerning professional development
- advise on career development and on the range of career opportunities
- help set realistic deadlines and to submit the thesis on time

- advise doctoral candidates on where to present work, at conferences, and for publication
- read and comment upon manuscripts and the whole of the final thesis.

Responsibilities of the PhD Researcher

While the supervisory team is a key resource in the conduct of a doctorate, ultimately the responsibility for the project rests with the doctoral candidate. Their exact role is likely to be detailed in the university's regulations. Typically the doctoral researcher is expected to:

- take responsibility for finding out what is expected
- take the initiative in alerting the supervisor to problems or difficulties
- meet the deadlines set for them
- give serious consideration to advice from the supervisor, second reader, and other professors and colleagues
- discuss with the supervisory team how to make guidance more effective
- agree, organise, and attend mutually convenient meetings, contribute to their agenda and circulate work in advance; set realistic deadlines
- undertake research training as agreed and where a need is identified
- undertake recommended reading; ask when one does not understand
- produce written work as agreed
- comply with reporting procedures and inform supervisors of the progress of the research
- tell supervisors about difficulties encountered in work
- arrange for informal sharing of information and work
- generate one's own ideas
- plan when to submit the thesis and ensure that it is submitted on time
- ensure that the thesis complies with institutional regulations.

External Advisors and Co-Supervisors

If the expertise required to supervise a Ph.D. thesis is not fully available within the Department, an external advisor from outside the EUI may be appointed, always with the agreement of the supervisor. The external advisor is NOT the second reader of the researcher. The second reader has to be a EUI professor (see below).

Every **French researcher** needs to have a co-supervisor from a French Institution or University from the 2nd year onwards so as to benefit from the system of doctoral contracts provided by French legislation. This co-supervisor will be chosen in January in agreement with the EUI supervisor and in consultation with the researcher. The choice of the co-supervisor cannot be the initiative or choice of the researcher only.

All other researchers can ask for an external advisor only after having successfully passed the first year of studies, but not (except in very exceptional circumstances) in their fourth year.

External advisors may also be appointed where a researcher has already worked closely with such a person at a graduate level, or where the outside advisor has special expertise. The researcher's request for the appointment of an external advisor must be approved by the Department. The frequency and intensity of contacts between researcher and external advisor depend on individual agreements. Travels aimed at meetings between researcher and external advisors are not financially supported by the Department.

Second reader

A second reader will be appointed by the Department at the beginning of December, taking into account the overall workload, academic background and expertise of professors. The second reader is appointed for March Papers and June Papers of the first year and for the Two-Thirds of thesis of the third year. Any change of second reader has to be approved by the Department. Second readers may be part of the examining board of the PhD defence, but it is not mandatory.

5.3. Researchers' Representatives

In October, researchers in the Department are asked to elect four researchers to represent them. The [Researchers' Representatives](#), or 'Reps' for short, see to protect and advance the rights and interests of researchers. They can be contacted about any issue, whether academic or personal. Reps take part in various committees (at the Department as well as at the Institute level) where different aspects of 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.

The Rep mandate lasts one calendar year (1st January – 31st December). After the end of their mandate, each Rep may request a financial compensation equivalent to the monthly amount of the EUI 4th-year grant (excluding allowances) per year in office (maximum 2 years). The relevant request must be submitted by email to Ms Michela Menicagli in the Academic Service.

Reps may also receive an extension of submission deadlines for written work by one month at the end of the second, third or fourth year, following the end of the mandate. This extension must actively be requested, can be used only once, and does not prolong the student's status in the doctoral programme.

5.4. Working Groups

There are several [working groups](#) at the Department of History and Civilization organized by researchers with the aim of sharing common interests. Working groups give the opportunity to contemplate the fields covered by research seminars but also to profit from the possibility of peer-to-peer learning and open and flexible working conditions. Researchers are encouraged to join and set up working groups. There are no specific formulas for these groups and therefore the structure may vary in many ways concerning participation, reading, guest-speakers, etc. A faculty liaison is necessary. Contact the Departmental Coordinator for further information.

5.5. Research Assistantships and Small Jobs

It is possible for researchers to do paid work on the basis of contracts for small jobs, for academic collaboration, or for research assistantship. The prior consent of the supervisor is required before the researcher may be appointed. In some cases a suspension of registration period and of grant is foreseen.

Small jobs, paid on an hourly basis up to 150/200 hours per academic year, may be carried out by researchers in any year of the programme. No suspension of registration period and of grant is foreseen for this. **Academic collaboration** contracts are fixed at 7/30 (25%) of full-time employment and may be carried out by researchers who have entered their third year of registration. No suspension of registration period and of grant is foreseen.

Research assistant contracts up to a maximum of 25% of full-time employment may be carried out by third-, fourth- and fifth-year researchers. No suspension of registration period and of grant is foreseen in this case. Research assistant contracts for more than 25% of full-time employment may be carried out by

- a) researchers who are in their third year of registration,
- b) fourth-year researchers who have submitted the final draft of their thesis, and
- c) fourth- and fifth-year researchers who are not in receipt of an EUI grant. A temporary suspension of registration period and of grant is foreseen in this case.

Full details on the terms and conditions related to research assistantships and small jobs can be found under article 12.5 of the [EUI Rules and Regulations](#).

6. INSTITUTIONAL SUPPORT

6.1. Libraries

The EUI Library

Research at the Institute is supported by an excellent [academic library](#) and a team of experienced librarians and information specialists with an academic background. It is a young library (1976-), but has nevertheless a better stock of documents in many different formats and in all European languages than most national university libraries dealing with European oriented Social Science and Humanities studies.

The EUI Library is a ‘hybrid’ library. The collections comprise both traditional resources like books, primary documents and journals available on paper or in microform and digital resources available on DVD-CDROM and online accessible resources like e-Journals, eBooks, research data’s and databases. The collections include 60.560 e-journals, 497.370 e-books, 1.538 current print journals and serials, 566.440 print books and 355 databases and 19.820 items listed in Cadmus, the EUI Research Repository.

Most of the Library’s holdings are accessible in open shelves or collected daily from remote deposits. A description of the library collections and resources as far as history is concerned is in the [History and Civilization Library Guide](#). On the Library website you’ll discover other Disciplinary Research Guides to EUI Library services and documentation like the Data Portal including many online historical statistics.

A [book delivery service](#) covers four locations across the EUI campus: books ordered through this service will be delivered to the reception of Villa La Fonte, Villa Salviati, or Villa Schifanoia.

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

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 campus-wide, interlibrary loan facilities, a large yearly quota of free photocopies, scans and prints that can be used inside the library with multi-task printers and information literacy and digital history training courses in the [Atelier Multimédia](#). Using their own laptops users can access the campus network from many fixed access points throughout the Library and also campus-wide through the EUI Wi-Fi connection and EduRoam Wi-Fi accounts.

Accessing the library resource network is also possible from anywhere in the world after being identified as a regular EUI member.

Dr. Serge Noiret is the EUI Library History Information Specialist. His task is to support the Department's activities with Library services and with his own expertise in the field of history, public history and digital history. He is responsible for the collection development policies in History and Humanities and he organizes the *Atelier Multimédia* courses in Digital Humanities and Digital History. Dr Noiret is also available for supporting researchers' needs, thesis enquiries, bibliographical queries, etc., and, in general, for helping to solve problems when accessing (digital) information and documentation.

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. Among them, the most interesting ones might be:

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

If needed, researchers can ask the History Information Specialist and/or the Department for introductory letters to these and other libraries or archives worldwide.

6.2. The Historical Archives of the European Union

The European University Institute hosts the [Historical Archives of the European Union \(HAEU\)](#) at Villa Salviati. The HAEU preserves and makes available to the public the documents produced by European Institutions, such as the European Parliament, the Council of Ministers, the European Commission, the Court of Justice, the Economic and Social Committee, the Court of Auditors, the European Investment Bank and the Agencies of the European Union (CEDEFOP). In addition to these institutional archives, which are open to consultation after a closure period of 30 years, the HAEU also makes available private archives and collections of pro-European movements and personalities. The reference library of the HAEU contains about 20.000 titles on the history of European integration and can be consulted on site.

6.3. 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 is 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 during seminars and other departmental activities: the use of any other languages wherever these are mutually comprehensible to most seminar participants is welcome. 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 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, work in academic writers' groups, a text revision service and tutorials to help researchers and fellows use the language effectively and therefore to reach the high standard necessary to write a doctoral thesis in English. In close collaboration and coordination with the Department (reports on March Papers will include feedback on language skills), the English Unit will identify researchers who have more difficulties and target them with special programmes and intensive courses. Researchers who fail to follow the courses indicated by the Language Centre cannot benefit from text revision services for their academic work and may be unable to gain admission to later years of the doctoral programme.

The Language Centre also organizes public-speaking courses for those who need to improve their presentation skills.

Language courses

All information about learning languages at EUI is available on the web. 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.

Text revision service

Text revision is available, but researchers must have successfully completed and fulfilled the obligations for language classes in order to be eligible for it. A text revision service is offered to researchers for:

- seminar papers
- June papers
- second-year chapters (max. 20 pages)
- articles, conference papers, working papers, etc. can also be revised, 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.](#) of the PhD Programme section below.

6.4. The Academic Service

The [Academic Service](#) provides a wide range of services to the EUI scholarly community geared towards their professional development. They provide academic skills training, language services, counseling and wellbeing services and engage with researchers in a wide range of extracurricular activities. The Service also oversees the selection, admission and reception of researchers, and administratively supports them during their entire stay. Certificates, transcripts and assistance with grant issues can be asked by writing to ServAc@eui.eu.

Academic and Professional Development

The Academic Service offers a full [academic and professional development](#) programme, with courses, training sessions and activities for Ph.D. researchers and post-doctoral fellows. Some courses may be helpful throughout the doctoral programme, whereas others aim to support research, help develop scholarly practices, build a portfolio of transferable skills, and smoothen the transition to the job market.

The Counselling and Wellbeing Service

The EUI offers a [Counselling Service](#) open to researchers, partners, fellows and staff. With total respect for values, choices and lifestyle, there is a professional and friendly space where people can express their concerns. The Service is completely confidential and is free of charge.

Extra-curricular activities

The EUI offers support and assistance in organizing activities beyond the academic curriculum of the EUI through the Body and Brain Boosting Board (commonly known as 4B). [Extra-curricular activities](#) are mostly of a cultural and sporting nature and may occur both on and off-site. The longest running activities include two football clubs (men and women's), yoga courses, running, rowing, theatre, the EUI Choir and dance, but there are many more. There are currently twenty-five such clubs (mostly run by researchers) although the number varies from year to year depending on interest and resulting membership.

6.5. The Information and Communication Technology Service

Each of the major EUI buildings has an [Information and Communication Technology \(ICT\) User Support Officer](#) to whom all queries on computing and access to software in that specific building can be addressed. In case of any software or hardware problem, the ICT User Support can be contacted through the EUI [Helpdesk](#) or by calling 2600.

Use of photocopier, fax and telephones

The Department has a very tight budget for telephone 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 can use [multifunction printers](#) located in Villa Salviati and the 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 € 180 quota (total for colour and b/w printouts and photocopies together) at the beginning of each academic year. Scanning is free of charge and is not included in this quota. If needed, it is possible to [top up one's print/copy quota](#) online.

6.6. English writing style guidelines

In preparing their first-year papers, as well as the successive chapters in the following years up to the completion of their dissertation, researchers are advised to follow the [English writing style guide](#) prepared by the Department.

6.7. Committees

The [Library Committee](#) is a consultative body serving as a platform to discuss major issues in the areas of the Library and the Research Repository Cadmus. A researcher representative sits on this committee and is responsible for communicating concerns from the researchers to the Library Committee.

The [Language Committee](#) is an advisory committee which formulates guidelines for the correct and efficient functioning of all aspects of the EUI Language Centre. Documents produced by the Language Committee can be submitted to the Executive Committee in preparation of decisions to be taken by the Academic Council. Two researcher representatives sit on this committee and are responsible for maintaining communication between the researchers and the committee.

The [Ethics Committee](#) is appointed by the Academic Council upon nomination by the President, to provide advice and guidance to the EUI academic community on all matters pertaining to academic/research ethics and – where needed – to confirm ethical compliance of research projects on behalf of the EUI to external parties. Consultation and involvement of the Ethics Committee is always voluntary and the Committee is only convened at the explicit request of scholars needing an assessment of the ethical dimensions of a research project. This can be of particular interest for researchers working in the field of oral history, where questionnaires are to be designed and interviews conducted.

The EUI takes the issue of harassment of all kinds extremely seriously. The [Harassment Committee](#) is an advisory and problem-solving body which reports to the President. It deals with issues of sexual and/or moral harassment. There are two researcher representatives sitting on this committee who serve as links between the researchers and the committee and can raise issues (anonymously) should the need arise.

7. MISSIONS, EXCHANGE PROGRAMMES, LEAVES OF ABSENCE

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

7.1. 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.

Research missions

Researchers **in the first three years** may receive financial support for up to two research missions per academic year, each lasting up to two months. Missions longer than two months, including combined missions, must be authorized by the Entrance Board, upon suggestion of the Department.

First and second-year researchers are expected to concentrate their missions during the mission period, from 24 March until 11 May 2018, 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-year researchers** can schedule their research missions in a more flexible way, according to their mission plan. **Fourth-year researchers are not entitled to receive funding for research missions.**

Researchers are requested to submit a mission plan, which has to be approved by the supervisor (see related section in the Work Plan template), at the beginning of the academic year. A Mission Order Request has then to be submitted for each mission. All mission requests must be endorsed by the supervisor and countersigned by the Director of Studies or by the Head of Department.

In accordance with the rules of the Institute research missions are funded as follows:

- The flat-rate contribution to travel expenses is set according to kilometric distance between the place of departure (Florence) and the place of the mission.

- Daily subsistence allowances can be granted up to a maximum of 16 days per authorized mission. In exceptional cases of long distance missions, researchers can be authorized to combine their two missions into one period and therefore be eligible for additional 16 allowances. Note that (simple or combined) missions lasting for more than 2 months need to be authorized by the Entrance Board upon suggestion of the Department.

The number of daily allowance is calculated according to the start and end of work date. The daily value is €40 for the first 15 days, and €30 for any additional day.

- A lump sum of €20 shall be allocated if the place of the mission is outside Italian territory (excluding the Vatican City State and the Republic of San Marino)
- Registration fees for attending seminars, conferences or summer schools are generally not refunded.

Researchers should submit their [Mission Order Request](#) well in advance of the intended date of departure. Requests submitted after the mission has taken place will not be considered. For budgetary reasons Order Requests must be submitted by 15 May for missions that are going to take place in Spring and Summer and by 30 September for those that are going to take place in Winter.

Missions are managed by the Director of Studies through the administrative assistance of Ms Miriam Curci. The form should be completed online, printed and signed. All requested fields must be filled in (departure/return dates, start/end of work date, complete and valid bank details, purpose of the mission). Researchers need also to seek their supervisor's approval and signature **before** handing in the completed form **in paper** to Ms Curci (forms received by email and/or without the supervisor's signature will not be accepted). 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. Researchers will be informed by email once the mission has been approved and the money has been transferred (which happens roughly 3 weeks before the departure date). Mission funding generally cannot be granted to researchers who are on exchange visits to other universities or on leave of absence. Due to budgetary constraints, the Institute may be unable to fully finance all research missions. This limit applies particularly to longer missions.

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 academic 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.**

Researchers should submit their Mission Order Request well in advance of the intended date of departure. The programme of the conference (listing the speakers) must always be attached to the Mission Order Request when submitted for authorization. For budgetary reasons Order Requests must be submitted by 15 May for missions that are going to take place in Spring and Summer and by 30 September for those that are going to take place in Winter.

Funding for conference missions will cover the travel costs according to the EUI rules concerning missions, plus three €40 allowances (for a total of €120). Due to budgetary constraints, the Institute may be unable to finance the participation in a conference.

EUI Policy on Risk Missions

The Institute has a duty of care in relation to its researchers. In case of potentially risky missions it is necessary to complete a risk assessment form and discuss it with the supervisor. If endorsed by the supervisor, the form should arrive to the attention of the Head of Department (or Director of Studies) **one month before making travel arrangements.** A potentially risky mission should therefore be discussed with and approved by the supervisor well in advance.

7.2. Exchange Programmes

The Department of History and Civilization participates in a number of exchange programmes with European and non-European 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.](#)

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 for academic year 2018-2019 to the approval of the Department by 6 December 2017 (note that this departmental deadline is earlier than that set by the Academic Service).

Researchers should apply in the second year in order to be on exchange during the third year of the doctoral programme. Applications are discussed and ranked by the Department which then sends its ranking to the Entrance Board. The Entrance

Board takes the final decision on the selection of candidates and gives priority to those researchers who can justify their participation as an important element for the completion of their thesis.

7.3. Leaves of Absence

Apart from 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.** It is necessary to provide appropriate information about the purpose and length of the period of absence. Requests of leave will be examined by the Department in one of its monthly meetings and should be sent to the Departmental Coordinator at least one week before the meeting takes place.

- Requests for more than one month and up to two months, if approved by the supervisor, should be sent to the Director of Studies and the Head of Department for approval together with the supervisor's comments (with copy to both the Departmental Coordinator and the supervisor's assistant). Requests must be made as far in advance of departure as possible.
- For absences of a period of two months or more, the same procedure above applies, but the Entrance Board will also need to approve the request. There is no special form to be completed.
- Permission is only exceptionally granted for absences of more than one week.
- More than one prolonged departure within a twelve-month period will not be permitted and accumulation of absences will be discouraged. This includes exchange programmes and traineeships/stages.
- 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 PhD programme.

During all leaves of absence, a researcher must confirm contact details with the supervisor's administrative assistant and arrange to have her/his mailbox checked and emptied.

For more details see Chapter 12 of the [Academic Rules and Regulations](#) for the Doctoral Programme.

II. THE PHD PROGRAMME

1. INTRODUCTORY MEETINGS

The First Term begins on 1 September 2016. In September intensive language courses are provided by the Language Center for all first-year researchers. During this month all professors in the History Department will be available for consultation by first-year researchers. 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.

These are the first departmental appointments of the academic year:

Wednesday 6 September 2017

| | | |
|---------|-----------------------------|---|
| at 9:00 | in Seminar Room 2, Badia | Introduction to the Library by the History Information Specialist Dr. Serge Noiret |
|---------|-----------------------------|---|

Thursday 14 September 2017

| | | |
|----------|--|--|
| at 13:00 | in Sala del Consiglio, Villa Salviati | Introductory meeting to the Department for all new Researchers and Fellows, followed by Welcome drinks |
|----------|--|--|

Tuesday 19 September 2017

| | | |
|----------|--|---|
| at 14:30 | in Sala del Torrino, Villa Salviati | Director of Studies' introduction to the Departmental rules and regulations for all new PhD research students |
|----------|--|---|

Monday 2 - Wednesday 4 October 2017

| | | |
|---------|--|---|
| at 9:30 | in Sala del Consiglio, Villa Salviati | First-Year Presentations and Inaugural Lecture |
|---------|--|---|

2. TEACHING PROGRAMME

Academic activities start in October after the intensive September programme. Days between 2 and 4 October are dedicated to First-Year Researchers and to the presentation of their research projects. On 3 October 2017 the Inaugural Lecture held by Prof. Gert Oostindie (Royal Netherlands Institute of Southeast Asian and Caribbean Studies) will open the academic year.

Interdisciplinary and training skills and academic writing courses are organized Institute-wide. Within the Department of History and Civilization the teaching programme includes Departmental Seminars, Research Seminars, Training Seminars and other academic activities of the Department (conferences, workshops, lectures, courses on digital tools for academic research). It also includes yearly Thesis Monitoring Sessions for the first three years.

- **First Term** Seminars begin on 9 October and end on 15 December 2017. Seminar papers are to be submitted by 18 December
- **Second Term** Seminars start on 8 January and end on 23 March 2018

Researchers are required to attend all sessions of each seminar and they are responsible for ensuring that they register their presence on the list circulated at each session. If there is a legitimate reason (e.g. illness, funded research/conference mission) for not attending a specific session, the researcher must inform in writing the supervisor, the professor organizing the seminar and the administrative assistant responsible for that seminar and obtain written approval for the absence from the seminar 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.

The possibility of attending a seminar in another department exists, provided that both Departments are in agreement. It is necessary to have the written agreement of the supervisor and of the seminar convener. A written request must be sent to the Departmental Coordinator who will contact the other Departmental Coordinator in order to check that the relevant seminar requirements will be satisfied.

The first and second years of the doctoral programme are based on a combination of coursework and research activities. Coursework is done through three types of seminars:

Departmental Seminars

- The *Core Introductory Seminars* are reserved to 1st year researchers and aim to promote a common culture of discussion and engagement among researchers from very different backgrounds. They consist in two parts: the first part introduces researchers to the Department, to its fields of research and to its approaches, while the second part focuses on sources (investigating the use of archival and other primary sources, appropriate methods for the use of different types of source material, developing research questions and hypotheses in dialogue with the sources).
- Other Departmental Seminars offer up-to-date views on current debates about methodology and the major historiographical trends. They are often co-taught and rotate in time. In academic year 2017-2018 these will be offered: *International History*, *Global History*, *Intellectual and Cultural History*, *History and Social Sciences*.

Research Seminars

- Address more specific themes which are at the crossroad of professors' and researchers' interests
- Can be offered in 10 two-hour sessions once a week over one term or in the form of a block seminar (in blocks of two/four days)

Training Seminars

- *March Paper Seminars* are structured around two periods: Early Modern History and Modern History. They are designed to introduce researchers to the basic practicalities of historical research, defining one's agenda of research questions, evaluating existing historiography, structuring analysis and narrative, etc. These seminars provide a forum in which first-year researchers who are preparing their March Papers can present their sources, hypotheses and ideas to peers and professors in order to obtain critical feedback.
- The *Dissertation Writing Seminars* constitute another type of Training Seminar and offer the opportunity to discuss research questions and methods when developing the doctoral dissertation. *Dissertation Writing Seminars* in the second term are reserved for second-year researchers, while the *Advanced Dissertation Writing Seminar* in the first term is especially aimed at third- and fourth-year researchers.

List of seminars offered in academic year 2017-2018

First Term

Departmental Seminars

- *Core Introductory Seminar* A (L. Molà) and B (Y. Cassis)
- *International History* (F. Romero, C. Unger)
- *Global History* (R. Grafe, L. Riall)
- *Intellectual and Cultural History* (P. Kolář, L. Molà)
- *History and Social Sciences* (A. Etkind, S. Van Damme)

Research Seminars

- *The Enlightenment and its Posterity* (A. Thomson, L. Kontler FBF, A. Castagnino MCF)

Training Seminar

- *Advanced Dissertation Writing* (A. Thomson, M. Sinha MWF)

Second Term

Research Seminars

- *History of European Integration* (F. Romero, B. Zaccaria PanEur1970sF, E. Mourlon Druol JMF)
- *Competition, Collaboration and Emulation: early modern commercial and colonial expansion revisited* (R. Grafe)
- *The Early Modern Travel Account* (J. Flores, G. Souza FBF)
- *European Borderlands in Comparative and Transnational Perspective* (L. Downs, D. Gruzziel MCF)
- *Early Modern Global Cities: Venice and the Rest* (L. Molà)
- *Demodernization. A Global and Comparative History* (A. Etkind, P. Kolář)
- *Business Elites and International Organisations in the Twentieth Century* (Y. Cassis, M. Dungy MWF)
- *Contesting Globalisms: a comparative view in history of science* (S. Van Damme, B. Smith MWF, L. Carrio Cataldi MWF)
- *Empires in Modern History* (P. Judson, L. Riall)

Training Seminars

- *March paper on Early Modern History* (J. Flores, L. Carrio Cataldi MWF)
- *March paper on Modern History* A (L. Downs) and B (P. Kolář)
- *Dissertation Writing Seminar* A (L. Riall, C. Unger) and B (R. Grafe, P. Judson)

The [timetable of weekly seminars](#) can be found online

Thesis monitoring sessions

In order to help researchers in the process of designing and writing their PhD thesis, the Department provides a series of individual thesis monitoring sessions. During these sessions the supervisor and the second reader offer specific guidance, advice and suggestions on how to prepare for the May/June submissions (June Paper, One Quarter of thesis, Two Thirds of thesis).

Thesis monitoring sessions in 2018 are scheduled as follows:

- 11-12 January: thesis monitoring sessions for 3rd year researchers
- 25-26 January: thesis monitoring sessions for 2nd year researchers
- 22-23 March: thesis monitoring sessions for 1st year researchers

Career development and publication strategies

In order to offer support and preparation for the job market the Department organizes the following activities:

- 16 October 2017: meeting on career development
- 9 February 2018: meeting on publication strategies specifically for historians.
- 15 May 2018: job-interview forum. Researchers present a brief paper about their dissertation as if it were an academic job interview. An ‘interviewing panel’ then gives feedback on the presentation.

Other academic activities

On demand, and if necessary, the Department can also provide support for Paleography, Latin or extra-European languages courses.

Apart from their participation in compulsory activities, researchers are also strongly encouraged to attend conferences, workshops, and lectures organized in the Department. A [detailed programme](#) can be found online.

3. FIRST-YEAR RESEARCHERS

All researchers must reside in Florence or its immediate surroundings throughout the whole period of their scholarship. All first-year researchers are expected to attend all panel discussions of the first year presentations of 2-4 October 2017.

Compulsory requirements for the 1st year of the doctoral programme:

SEMINAR REQUIREMENTS:

1st year researchers are asked to attend **4** seminars:

- a *Core Introductory Seminar* in the 1st term
- a *Departmental Seminar* in the 1st term
- a *March Paper Training Seminar* in the 2nd term
- a *Research Seminar* in the 1st or in the 2nd term

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 18 December 2017
- March Paper, by 16 March 2018
- June Paper, by 1 June 2018

3.1. First-Year Presentations

The First-Year presentations inaugurate the academic year: between 2 and 4 October 2018 each first-year researcher is expected to present a summary of her/his project where s/he:

- introduces the topic of the research
- explains its relevance
- exposes the working hypothesis
- comments on sources

These presentations last 10 minutes and are followed by a discussion where colleagues, fellows and professors offer their comments. First-year researchers are expected to attend all sessions and take part in the discussion on all their colleagues' projects. They will be asked to provide a brief (150 words) abstract of their research in mid-September. For further information researchers are invited to contact their supervisors.

3.2. First-Year Researchers' Work Plan

All first-year researchers will prepare a work plan in consultation with the supervisor or provisional supervisor. The plan will deal with the whole range of activities during the academic year – choice of seminars, seminar paper, March Paper, missions and June Paper – as well as identifying other special needs. The plan has to be agreed on and signed by both researcher and supervisor and should be submitted by 17 November 2017 to the Departmental Coordinator.

3.3. Seminar Paper

First-year researchers are required to write one Seminar Paper and deliver it no later than 18 December 2017. This paper has to be in English and should represent a substantial piece of work, such as an essay of 5.000 words (including footnotes but not the bibliography). It must deal with a topic discussed in the chosen first-term seminar and agreed upon with the seminar convener and the supervisor.

The paper is assessed by one of the seminar conveners; if the supervisor is not one of the seminar conveners, s/he will receive the paper as well, but will not report on it. If the assessment states that the level of English academic writing needs to be improved, the researcher will be asked to follow another academic writing course during his/her second year.

3.4. March Paper and Thesis Monitoring Sessions

The first step in the dissertation work is the March Paper, a substantial paper (about 10.000 words - this number includes footnotes but not the bibliography), to be delivered by 16 March 2018. This paper should outline the main issue of the dissertation and its research questions, discuss the relevant literature and put forward some tentative hypotheses. The paper is read by the Supervisor and the Second Reader. In order to give time to concentrate on writing the March paper, seminars will be suspended during the week 5-9 March 2018.

The First-Year Thesis Monitoring Sessions consist of the discussion on the March Paper and are meant to help researchers in designing their June Paper. On 22-23 March 2018 researchers discuss their work with their Supervisor and Second Reader. The supervisor will write a report on the March 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 mid-May, they are strongly advised to discuss their results with the supervisor and second reader.

3.5. Research Missions

Mission time starts at the end of the second term (24 March) and lasts until mid-May. Researchers in the first three years may be financed for up to two research missions per academic year, each lasting up to two months. First-year researchers may be allowed to join two missions together, if they need to spend an extended period of time in an archive. Missions longer than two months, including combined missions, must be authorized by the Entrance Board, upon suggestion of the Department.

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 builds upon the March Paper, taking into account the feedback from the March thesis monitoring session, and includes a new part based on the work on primary sources done during the Spring research mission. These elements are to be framed in a general reflection on the issue, methods and objectives of the dissertation. Thus, the June paper – whose structure has to be discussed with the supervisor – usually consists of a revised, updated discussion on the research questions contextualized within the relevant literature, and of an early case study. It should amount to a total of 20.000 words (this number includes footnotes but not the bibliography).

The June Paper is assessed by the supervisor and by the second reader for the quality of both academic content and academic writing. The electronic file of the paper (in Word format) is to be submitted to the Departmental Coordinator by 1 June 2018. This submission is compulsory.

Guidelines on the composition of the June Paper

The June Paper constitutes a major contribution towards the development of the thesis and a satisfactory June Paper is essential for passage to the second year. It is important that the researcher starts working closely with her/his supervisor as early

as possible in bringing into focus the thesis subject and in thinking about the most appropriate way of presenting it for the June Paper. The June Paper should not consist exclusively or merely of a survey and critique of the literature: it should be 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 20,000 words in length (this number includes footnotes but not the bibliography).

The object of the June Paper is to demonstrate 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 s/he is in a position to complete the Ph.D. in four years.

The June Paper must contain the following 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. A definition of the questions, and a placing of 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 upon 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 questions be answered using the available sources? What language preparation is needed to analyse them?
4. Sufficient evidence that the primary-source-based research has begun: a sample piece of research or case study, a data base or appropriate materials that show that questions have already begun to be related to the available source material.
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. A chapter outline is also required at this point: no matter how preliminary, this may serve as a rough guide for the work ahead and help plan the working timetable. Researchers must also be aware of the possibility that their project will change as the research advances.

A [cover-page template and some general formatting guidelines](#) for June Papers can be found online.

3.7. Passage to the Second Year and Masters of Research

After examining the first-year work and the reports on the June Paper, the Department will decide whether the researcher should be admitted the second year, should be required to resubmit the June Paper at the end of August, or should not pass the first year. If the Department decides that the researcher should resubmit the June Paper, the decision on passage onto the second year will be deferred to the September meeting. Both in June and September, the assessment for first-year researchers is based on the June Paper as a synthesis of the work of the whole year.

This decision is taken by the entire Department on a consensual basis upon recommendation from the supervisor and the second reader. If the Department cannot reach such consensual opinion it delegates a committee of other readers to assess the June Paper and submit its recommendation to the Department.

The completion of all first-year requirements will be discussed in a Departmental meeting in June after which the department will propose to the Entrance Board its recommendation: positive decision (admission to the 2nd year), deferral of decision to September (after resubmission of the June Paper at the end of August) or negative decision (no admission to the 2nd year). The Entrance Board will then decide on admission to the second year.

The Departmental Coordinator communicates by email to the researcher the departmental recommendation not later than one week before the meeting of the Entrance Board (28 June 2018). This email communication includes the reports by the supervisor and second reader or any other relevant document for the recommendation.

In the case of a negative recommendation to the Entrance Board the researcher can appeal to the Appeal Committee. The appeal will only be heard and examined on procedural grounds, or on any other relevant non-academic matter (such as manifest arbitrariness).

The Department can grant the title of Master of Research (M. Res.) to any student who is admitted to the second year. Researchers who are not admitted to the 2nd year of the programme may be granted the M. Res. title provided that they have attended seminars regularly and that their June Paper is deemed to be of sufficient scientific value. If needed, researchers may have up to 3 additional months to improve their June Paper for the award of the M. Res.

4. SECOND-YEAR RESEARCHERS

All researchers must reside in Florence or its immediate surroundings throughout the whole period of their scholarship. 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 2nd year of the doctoral programme:

SEMINAR REQUIREMENTS:

2nd year researchers are asked to attend **3** seminars:

- a *Departmental Seminar* in the 1st term
- a *Dissertation Writing Seminar* in the 2nd term
- a *Research Seminar* either in the 1st or in the 2nd term.

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

- Draft for thesis monitoring session, by 16 January 2018
- One Quarter of thesis, by 21 May 2018

In addition to following the seminars, during their second year researchers should take advantage of all opportunities to present the on-going results of their research in 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.

Residence requirements are in force for both terms. Exceptionally, with the supervisor's consent and with that of the Department and of the Entrance Board, a second-year researcher may be absent for a prolonged period of time (not more than one term) in order to have access to sources which are located in libraries or archives far from Florence. In these cases it is possible to take all seminars in one term with the approval of the Head of Department.

For Missions and Exchange Programmes see [point 7.](#) of the previous section above.

4.1. Second-Year Work Plan

In the light of the June Paper and its evaluation, and after a discussion with and the agreement of the supervisor, second-year researchers are required to present a [Second-Year Work Plan.](#)

The form should be filled in, printed and signed by the researcher and by the supervisor and should be submitted to the Departmental Coordinator by 20 October 2017. This plan should consist of a revised thesis outline (i.e. chapter headings and sub-headings), a timetable of progress, and a plan of seminars and research missions during the second year.

4.2. Thesis Monitoring Sessions

For the second-year thesis monitoring sessions, researchers are expected to prepare in advance a draft which will constitute the basis of the discussion. This draft has to be sent to the Departmental Coordinator by 16 January 2018 and should not be more than 2.500 words long. Besides the self-assessment of the progress of the PhD and the identification of existing problems and challenges, the draft should include an updated table of contents and a section on the planned work ahead. On 25 and 26 January 2018 researchers discuss their work with the supervisor and second reader. The supervisor will draw up 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 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 the electronic file (in Word format) to the Departmental Coordinator by 21 May 2018. This submission is compulsory.

The supervisor is responsible for evaluating whether a researcher has met the test of One-Quarter completion, can be admitted to the third year and is eligible for the third-year grant. Upon suggestion of the supervisor, the Department informs the Entrance Board of its recommendation, which may be positive (admission to the 3rd year), deferred to September (after resubmission of One Quarter at the end of August) or negative (no admission to the 3rd year). In the case of negative or deferred recommendations, researchers will be informed by the Department Coordinator not later than one week before the Entrance Board meeting of 28 June 2018. In the case of a deferred recommendation this communication will include the report where the supervisor clearly states what additional work is required. This additional work is to be submitted by 31 August.

In the case of a negative recommendation to the Entrance Board, 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).

A [cover-page template and some general formatting guidelines](#) for the One Quarter of thesis can be found online.

5. THIRD-YEAR RESEARCHERS

All researchers must reside in Florence or its immediate surroundings throughout the whole period of their scholarship. Third-year researchers have no formal requirement for seminar attendance; they are however strongly encouraged to attend the *Advanced Dissertation Writing Seminar* in the 1st term and to give at least one presentation in a workshop. The two following meetings are expressly aimed at 3rd and 4th year researchers in order to help them in their academic development:

- 16 October 2017: Meeting on career development
- 9 February 2018: Meeting on Publication Strategies

For Missions and Exchange Programmes see [point 7.](#) of the previous section above.

Compulsory requirements for the 3rd year of the doctoral programme:

WRITTEN REQUIREMENTS

- Draft for thesis monitoring session, by 4 January 2018
- Two-Thirds of thesis, by 14 May 2018

5.1. Thesis Monitoring Sessions

The third year is the most demanding in quality and quantity of work and the department organises a thesis monitoring session in which each researcher discusses his/her work in progress with the supervisor and the second reader on 11 and 12 January 2018. Researchers must plan to be present in Florence for their monitoring sessions. The only exception is if they are participating in a formal exchange programme (in which case the monitoring session will be organized by Skype).

For this thesis monitoring session third-year researchers are expected to prepare in advance a draft of the structure of their thesis which will constitute the basis of the discussion. This draft (approximately 2.500 words) has to be sent to the Departmental Coordinator by 4 January 2018. Besides the self-assessment of the progress of the PhD and the identification of existing problems and challenges, the draft should include an updated table of contents and a section on the planned work ahead.

5.2. Passage to the Fourth Year: Two Thirds of thesis and first installment of 4th year grant

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 electronic file of the Two Thirds of the thesis (in Word format) must be submitted to the Departmental Coordinator by 14 May 2018. This submission is compulsory.

[A cover-page template and some general formatting guidelines](#) for the Two Thirds of thesis can be found online.

Researchers entering their 4th year may apply for a EUI completion grant of 12 months. The grant is subject to conditions which **link payment to thesis completion by the end of the fourth year**. The completion grant is assigned in two six-month installments which have to be authorized by the Department at the beginning and towards the middle of the Fourth Year. Each approved instalment is in turn paid in two parts of two, three or four months.

The first installment of the completion grant will be paid to researchers satisfying the third-year requirements. Researchers wishing to obtain the completion grant must apply for it by submitting a request to their department (an email message will suffice) together with the submission of their Two Thirds.

Approval of the first installment of the fourth-year grant by the Entrance Board in June will be based on a recommendation from the Department. On the basis of the evidence presented, the supervisor and second reader may agree on one of three recommendations:

Positive decision: Researchers who take up the completion grant will be required by the Academic Service to sign a written commitment that they shall submit the final draft of their thesis within 48 months of registration. (In this article, final draft is the text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board and that has been accepted as such by the supervisor).

Deferral of decision: The Department may recommend deferral of the decision to September. In such a case, the department shall clearly state in its recommendation what additional work the researcher is required to carry out over the summer months. This work shall be submitted by the end of August.

In the case of a deferral of decision the researcher must resubmit his/her request for the fourth year grant by 31 August in accordance with the same criteria set out above. The supervisor and second reader 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.

Negative decision: The supervisor and the second reader may agree that the work is not sufficient for admission to the fourth year. In case of a negative evaluation, the researcher is not entitled to any part of the first instalment of the grant but s/he will nevertheless maintain researcher status during the fourth year. S/he may still qualify for the full second instalment of the grant by satisfying the end-of-fourth-year requirement of submitting the final draft. (The final draft is the text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board, and that the supervisor has accepted as such.)

Research students who have completed three years of study as EUI researchers, and who have not qualified for the 4th year grant may nevertheless request to register for continuing ‘student status’, if they wish to retain access to the facilities of the Institute. This request will be successful, provided that the supervisor 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 Entrance Board on a proposal from the Department.

Researchers are invited to read the [Academic Rules and Regulations](#) of the doctoral programme of the Institute

6. FOURTH-YEAR RESEARCHERS

All researchers must reside in Florence or its immediate surroundings throughout the whole period of their scholarship. 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 dependent on the Department’s current budget.

Fourth-year researchers have no formal requirement for seminar attendance: they are however strongly encouraged to attend the *Advanced Dissertation Writing Seminar* in the 1st term. In order to support researchers in their academic development and preparation for the job market the Department organizes the following activities:

- 16 October 2017: meeting on career development.
- 9 February 2018: meeting on publication strategies specifically for historians.
- 15 May 2018: job-interview forum. Researchers make a brief presentation about their dissertation as if it were an academic job interview. An ‘interviewing panel’ then gives feedback and evaluates the presentation.

The fourth year is, for all researchers, dedicated to the completion of the thesis. The aim is to submit to the supervisor the Final Draft of the thesis, i.e. the text that the researcher submits with the intention of defending the thesis before an examining board, and that the supervisor has accepted as such. Researchers in receipt of the completion grant **should submit the Final Draft within 48 months of initial registration (i.e. by the end of the fourth year)**.

For researchers in receipt of the completion grant, the residence requirements apply fully throughout 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 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.

6.1. Second installment of 4th year grant

The second installment of the completion grant, which is for six months, is payable once the supervisor and the researcher have agreed that a final draft of the thesis will be completed and submitted by the 48th month of registration. The supervisor and the supervisee must certify this agreement to the Department by 8 February 2018. (In order to reach this agreement the supervisor may ask for a first draft of the thesis to be presented by 19 January. Such a request by the supervisor will be sent by the beginning of December).

If by 10 February it is impossible to certify that the thesis is on track for completion by the end of the fourth year, such certification may be postponed to a later stage. As long as the certification occurs within the fourth year (i.e. within 48 months), the second installment will be awarded. Of course, payment of the grant will be delayed in such a case. Eligibility for the second instalment of the grant ceases after 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. Payment of the grant will be discontinued from the date that the researcher takes up full-time employment.

6.2. Submission of the Final Draft of the thesis

The final draft of the thesis must be submitted within 48 months of initial registration (i.e. by the end of the fourth year). The final draft of the thesis is the text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board and that has been accepted as such by the supervisor.

The researcher sends the final version of the thesis together with the Turnitin receipt (evidence that the thesis has been submitted to the anti-plagiarism software application for originality) to the supervisor and the Departmental Coordinator. Within one month the supervisor (and any co-supervisor) has to confirm:

- a) whether s/he accepts the draft as final thesis ready to be sent to the examining board
- b) whether the thesis needs any, minor or extensive language correction
- c) whether s/he has found evidence of plagiarism in the thesis

If the supervisor considers that the thesis needs to be revised before sending it to the Examining Board, the researcher can either express in writing that s/he wants to defend it anyway as it is, or can carry out the changes in maximum 6 months.

The Submission Date is the date when the supervisor confirms that the thesis is ready to be sent to the Examining Board (or when the researcher states that s/he wants to defend it anyway without revising it). The thesis needs to be defended within 11 month from the date of submission.

Researchers have the right to submit their thesis until the end of their 5th year. 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.

7. THESIS PREPARATION AND PHD DEFENCE

The doctoral dissertation, or thesis, should be a work of independent research. It should reveal:

- the ability to formulate a problem or research question,
- gather, analyse and interpret source material,
- demonstrate knowledge of the literature relating to the subject,
- describe the methods and procedures used,
- report the results,
- and display the researcher’s ability to discuss fully and coherently the meaning of the outcome of his/her research.

A doctoral dissertation which has been written in the EUI’s PhD programme must be defended at the EUI.

Setting up the examining board

When the supervisor concludes that the doctoral work progress justifies the establishment of an examining board, s/he shall propose the composition to the Department. The composition of an examining board for a PhD defence is the responsibility of the Department and then of the Executive Committee. The supervisor proposes the composition of the jury after having consulted with the candidate and the co-supervisor (if any). **Researchers shall not contact potential examining board members directly.**

The Board is normally made up of two internal and two external members. The four members should not all be nationals of the same state or be currently employed in the same state. The thesis cannot be sent to the Examining Board members before the final confirmation by the Executive Committee.

Language revision of the thesis

The researcher may be eligible for a subsidy to help with the costs of the language correction of the thesis. The granting of this subsidy will depend on whether or not the candidate was asked to follow language classes when s/he arrived at the EUI and whether in fact the classes were followed.

What the department offers is a contribution, not the full reimbursement of the cost of language revision. The allocation of the language correction subsidy will depend on the level of correction needed (as proposed by the supervisor and approved by the Head of Department). This sum will be transferred to the candidate once s/he gives evidence that s/he has paid the language corrector.

Major language correction that are necessary before the thesis can be read by the Examining Board members must be carried out before the submission, while minor language corrections can also be made while the examiners are reading the draft.

Examining Board reports

After the Submission Date, the administrative assistant will send the thesis (together with a 300 word abstract) to the four members of the jury with the necessary instructions. Each examining board member is required to send in a report on the thesis within two months after receiving it. The reports should be sent to the administrative assistant in charge of the defence: s/he will collect them and circulate them only after all four have arrived. The defence has to take place within 9 months from the date when all reports have been circulated.

If a majority of the jury members asks for major revisions, the candidate has the right to decide whether to defend the thesis as it stands or to make changes; in the latter case, any such changes shall be brought to the notice of the Examining Board members. Such revisions have to be carried out within no more than 6 months.

At this point, and not later than one month before the date of the defence, the researcher sends to the administrative assistant the final thesis as **one pdf file**. S/He will have it printed and bound properly by the print-shop in 15 copies: 2 copies will be sent to the library for free consultation, 4 copies will be for the examining board members and the other copies are for the candidate.

The day of the defence

The defence generally lasts a couple of hours, and includes:

- a presentation of the thesis by the candidate lasting approximately 20 minutes;
- comments and questions by members of the Examining Board;
- a general discussion

At the end of the discussion the candidate and guests will be asked to leave the room for a few minutes while the examining board deliberates *in camera*. The jury shall decide on the basis of the thesis submitted and the way it has been defended. A final report on the thesis and its defence will be prepared within three months after the defence.

In order for the Academic Service to prepare all relevant documents, the new doctor should indicate to the administrative assistant in which language(s) s/he defended and in which language(s) the diploma and the certificates should be issued. The Doctorate of the European University Institute is ungraded, and this fact will be clearly stated on the diploma.

8. REVOKING THE DOCTORATE

When, after the award of the doctorate, allegations of academic misconduct are brought forward, the Academic Council shall be empowered, after a process of due investigation in the framework of which is outlined below, to revoke the Doctorate of the European University Institute.

Academic misconduct, generally characterised as deliberate dishonesty in proposing, executing or reporting on research and/or scholarship, shall include in particular (but is not limited to):

- a) personation, defined as the situation where someone other than the researcher, who has submitted the thesis for defence, has prepared (parts of) the work;
- b) piracy, defined as the deliberate exploitation of ideas from others without proper acknowledgement;
- c) plagiarism, defined as the deliberate copying of ideas, text, data or other work (or any combination thereof) without permission and due acknowledgement;
- d) misrepresentation, defined as the deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement;
- e) fraud, defined as deliberate deception (which may include the invention of fabrication of data).

9. THESIS PUBLICATION

Publication in Cadmus, the EUI Repository

In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published. Theses can be published with an external publisher or in [Cadmus](#) the open-access electronic repository of the EUI. In the latter case, the copyright remains with the author. If the author decides not to agree to publication of the thesis in the EUI repository but fails to publish it with an external publisher within four years after the defence or has no firm indication of proximate publication, the EUI will automatically acquire the right to publish the thesis in the EUI repository. The candidate will have to sign an Agreement to publish.

Commercial publication of the doctoral thesis

The author is encouraged to seek commercial publication of the doctoral thesis as a book. Should the potential publisher require a subsidy, the author may request it from the Institute. The [thesis publication subsidy](#) can be requested for the editing,

translating or indexing of the manuscript, or for the reproduction of photos, but **not for printing costs**.

A written request containing a concrete proposal (for example a contract) from a renowned publisher and an estimate of the costs should be sent to the Department within 2 years after the thesis defence. There are two deadlines for applications, 1 May and 1 December, and the Publications Committee will deliberate approximately fifteen days later. The subsidy will be cancelled if the work has not been published after two years since the concession has been notified to the applicant.

The following need to be inserted into the published book:

- logo and full name of the EUI
- sentence mentioning the EUI subsidy
- sentence stating that the publication is based on an EUI thesis defended at the EUI, department and year

Two copies of the book should be sent to the Department, which subsequently sends them to the Library. The subsidy will only be paid if the above-mentioned requirements have been fulfilled. Once the book has been published, an original invoice specifying the work done (i.e. editing, indexing, etc.) should be sent to the department.

10. DEFINITIONS

Academic Service: Central administrative unit, under the responsibility of the Director of Academic Service, dealing with matters of administration for researchers.

Admissions Committee: See Entrance Board.

Academic Council: One of the bodies governing the EUI. It is responsible for the organization of academic life at the Institute and setting academic rules and regulations.

Academic Year: The Institute's academic year is from 1 September to 31 August of the following year.

Academic Collaborator: Holder of a three-month, part-time employment contract with the EUI (equivalent to 25% working time – formally stated as 7/30).

Doctoral Programme Committee: Sub-committee of Academic Council chaired by the Dean of Graduate Studies, made up of the Dean of Graduate Studies, the four departmental Directors of Studies and five researcher representatives responsible for the organization of the Institute's doctoral programme, including evaluation of pedagogical and supervision assessments.

Director of Studies: Professor appointed by each of the four departments to look after all matters related to the course/programme of study, including supervision, seminar attendance, admission to successive years, fulfilment of yearly departmental requirements. Also referred to as Director of Graduate Studies.

Dean of Graduate Studies: The Dean of Graduate Studies is in charge of steering and coordinating the structured doctoral programme at the EUI. The Dean chairs the Entrance Board and the Doctoral Programme Committee (DPC). S/He also participates in the Executive Committee, the Research Council meetings and the Ethics Committee.

Entrance Board: Sub-committee of the Academic Council, which decides on student admission, passage to second and third year and on the status of research students basing itself on the recommendations of the departments and in respect of the Institute's rules. Also referred to more informally as the "Admissions Committee".

Examining Board: The committee of four members that examines a doctoral candidate and decides on the award of the EUI doctorate. It is sometimes referred to as the Thesis Jury.

Executive Committee: Sub-committee of the Academic Council dealing with the day-to-day management of the Institute. It prepares documents for Academic Council and, for example, approves the composition of Examining Boards.

Exchange Student: A non-degree-seeking student/researcher registering at the EUI in accordance with a joint EUI-partner institution agreement.

External Advisor: An academic external to the EUI who serves as second advisor for a dissertation alongside the supervisor.

External Supervisor: An academic external to the EUI who serves as co-supervisor for a dissertation alongside the main supervisor.

Final Draft of Thesis: The text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board and that has been accepted as such by the supervisor.

Fourth-year Grant: Grant awarded by the EUI (or in some cases by a national grant-awarding authority) to researchers in the final year of the doctoral programme to assist them with the completion of their thesis. It is sometimes referred to as the completion grant.

Graduate Programme Appeals Committee: Committee appointed at the beginning of each calendar year to examine appeals submitted by EUI researchers as regards departmental recommendations or decisions of the Entrance Board that may affect them personally. For Appeals Procedures, refer to Chapter 17.

High Council: The High Council is made up of representatives from the Contracting States to the Institute's Convention and is responsible for the main guidance of the EUI. It draws up the rules governing its activities. It adopts the budget and appoints the President and the Secretary General. The Research Council, the Budget and Finance Committee and the Grants Committee have been set up by the High Council to assist it in decision-making.

Intermission: Intermission is a break in the study programme with a temporary suspension of student status. In principle intermissions also imply the temporary suspension of the researcher's grant and postponement of academic deadlines corresponding to the duration of the period of intermission.

Leave of Absence: A temporary leave from the programme granted to a researcher by the department (and by the Entrance Board when the absence is more than one month). The researcher maintains her/his grant and student status in such a case. Leaves of absence are allowed for research missions and student exchanges, and also on medical grounds.

Principal: The President of the EUI. Formally, in the Institute's Convention (in the English version), the President is referred to as the Principal.

Progress: The term refers to academic progress of researchers from one year to the next.

Parental Leave: Researchers may intermit their studies on the grounds of parenthood imminently before and after the birth of their child.

Researcher: Researcher is the term used to define a research student registered on one of the Institute's postgraduate academic programmes (Master's or Doctoral programme).

Residence Requirements: The obligation for researchers to reside in Florence or immediate surroundings during their studies.

Research Assistant: An assistant to a research project being conducted within the framework of the Institute, employed on a part- or full-time employment contract.

Researcher Representative: A researcher representative, often simply referred to as 'rep', is one the official representatives of the researchers at the European University Institute. There are 16 reps in total, 4 per department, elected annually by the researchers. The responsibility of the reps is to further the academic, welfare and social interests of all the researchers as a whole.

Small Jobs: Jobs within the Institute that researchers may take up, paid on an hourly basis, up to a maximum of 150/200 hours per academic year. These jobs may be carried out by all categories of researcher from first to fifth year, without suspending the researcher's grant or student status.

Student Status: This status is granted to all researchers who have registered in one of the EUI degree programmes, from the time they join the Institute until the end of that programme. Those with student status may participate in all activities of the EUI and benefit from all Institute facilities provided to researchers.

Submission: Formal submission to the department of written work in the form of papers, chapters of thesis, parts of thesis, and final drafts of thesis. In order to qualify as formal submission, such work must be accepted by the supervisor or department as fulfilling the respective requirements.

Supervision: The process of supervising by an Institute professor as described in the Code of Practice: Doctoral Supervision at the EUI

Supervisor: A professor of the EUI who advises a PhD researcher and who is responsible for monitoring the progress of the researcher, for promoting his or her professional career and for collaborating with the department in administrative decisions concerning the researcher.

Thesis: The dissertation, or thesis, is the written work submitted by a EUI researcher with a view to obtaining the Institute's doctorate.



Villa Salviati ■ Via Bolognese 156 ■ I-50139 Firenze (FI) ■ Italy