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The online version of this booklet, which will also contain updates in case of changes during the year, can be consulted at http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Index.aspx
Welcome from the Head of Department

Dear new members of the Department of History and Civilization,

I am pleased to make this *Researchers’ Guide* available to you, especially to the researchers who are about to join the Department. Think of it as a handbook that illustrates our Department's operations. Handbooks are not Bibles or law codes. They offer useful information and hints on how a community's life is organized, its regulations, programmes, and practices. But they cannot be exhaustive, nor can they foresee all possible contingencies that may arise.

Please also be aware that we will be introducing some EUI-wide changes of the Doctoral Programme to be implemented in 2015-2016, but with some elements already to start on an experimental basis in 2014-2015. So, use this Guide as a starting point in a process of orientation that will inevitably be long and gradual. Please ask about points that are unclear to you. Your more senior colleagues, instructors, and members of the administrative staff will do their best to elucidate these for you.

The Institute offers all of us, researchers as well as members of the teaching staff, a wonderful opportunity, unmatched - it seems to me - by any other institution of higher learning in the world. The existence of an international community of scholars with an amazing wealth and diversity of academic trainings and interests is the institution's peculiar asset. During your years here, you will be challenged to rethink your own background and scholarly interests against those of your colleagues, whose backgrounds and interests are different from your own. Republics of Letters have always been fashioned in this way. Scholars of diverse intellectual origins, in a process of continuous give-and-take, establish the foundations of common interests and generate a sense of shared goals. This is exactly what happens here.

The broad diversity one encounters at the Institute, the continuous confrontation of your experience with that of others, even the efforts to overcome misunderstandings and difficulties of communication, all help to establish a real sense of community. This community is to be both nourished and enriched by a strong commitment to equality, diversity, and above all inclusivity covering all aspects of life at EUI. These include, though are certainly not limited to, gender, sexuality, religion, ethnicity and physical or mental (dis)abilities. You will at once profit by, and contribute to, the existence of our community.

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

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

Federico Romero
Head of the Department of History and Civilization

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

1. DEPARTMENTAL RESEARCH PROFILE

1.1. Perspectives

Integrating National Historiographies into a 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,
analyzing the range of contradictions, specificities, continuities and sharp breaks
that characterize both Europe’s past and the study of that past, in order to
understand historically its most challenging present questions. At the same time,
the Department’s members pursue common objectives, which enable them to
move beyond purely national historiographies by integrating them into European
perspectives and placing them in broader methodological and thematic contexts.
The Department, whose researchers and professors come from all of the various
European academic traditions, celebrates Europe’s diversity.

Comparative, Transnational and Global Approaches
Given this commitment to transcending the confines of national history, the
Department 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 constantly both the relationship
between national and transnational elements in European history and Europe’s
role in the world. HEC members engage in major theoretical debates in the field
of comparative, transnational and global history, seeking to explore the different
paths of European history by highlighting aspects of its present. At the same
time, the study of cultural transfers or transnational institutions is accompanied
by reflection on the appropriate analytical tools and techniques required. The
preference for comparative and transnational approaches, however, does not
mean ignoring the role of the nation as a key factor in European history, as they
entail the promotion of linguistic and cultural diversity and mediation between
various national perspectives.

Methodological Diversity and Interdisciplinarity
Methodological diversity and dialogue between different historical approaches
are particularly encouraged in the Department. 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. In political history, the Department contributes to the study of governmental practices and political movements in a European and global perspective. At the same time, the Department encourages cooperation with other human and social sciences, in a dialogue with the arts, cultural studies, political economics and sociology, law or political theory.

1.2. Research Themes

The Shaping of Modern Europe
The shaping of Europe as a political and economic structure is studied from a broad and differentiated historical perspective, while avoiding the temptation to see it as a teleological success story of ever closer European integration by taking account of both integrative and disintegrative tendencies.

Intellectual History and History of Science
Europe is studied as a complex structure of intellectual transformations, paying particular attention to the interrelation between ideas, concepts and scientific practices on the one hand, and broader societal developments on the other. The Department seeks to be at the vanguard of epistemological and methodological innovation, cultivating a rich plurality of perspectives for the study of intellectual and scientific traditions from the early modern period to the present, with emphasis on both European and global perspectives.

Power, Society, Ideology
The unifying interest of this research cluster is with the different forms of power relationships throughout modern European history. Its main concern is with the way socio-political arrangements, modes of domination and regimes of power developed, were perpetuated and declined. Modern forms of power and political action are studied from social and cultural perspectives, as well as in everyday life. The history of power and domination is explored through socio-cultural categories like class, gender, ethnicity, labour, family, and the interplay between social identities and political ideologies.

Imperial, Colonial and Global History
The new challenges of globalization force us to reconsider the variety and variations of the geopolitical, cultural and social constellations and conflicts that make up Europe, and to take account of developments outside the European continent. We therefore investigate Europe’s involvement in and entanglement with the outside 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.
## 2. People

### 2.1. Professors

<table>
<thead>
<tr>
<th>Professor</th>
<th>EUI/Dept. Representation</th>
<th>Office</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Youssef CASSIS</strong></td>
<td>Joint chair with RSCAS, Library and Publications Committee, RSCAS Steering Committee</td>
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<tr>
<td><strong>Laura L. DOWNS</strong></td>
<td>HEC Research Colloquium, Summer School 2015</td>
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</tr>
<tr>
<td><strong>Jorge FLORES</strong></td>
<td>Director of Studies, Entrance Board, Doctoral Prog. Committee, Researchers’ missions</td>
<td>LM</td>
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<tr>
<td><strong>Regina GRAFE</strong></td>
<td>Disciplinary Appeals Committee, EuWorld Forum, Web develop. and EUI Communication, Summer School 2015</td>
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<tr>
<td><strong>Pieter M. JUDSON</strong></td>
<td>Language Committee, Dept. Contributions to Workshops committee</td>
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<tr>
<td><strong>Luca MOLA</strong></td>
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<td><strong>Lucy RIALL</strong></td>
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<tr>
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<tr>
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</table>
VS = Villa Schifanoia, VL = Villino, LM = Limonaia; VR = Villa Raimondi; SD = San Domenico – If calling from outside the Institute, remove the initial 2 from all tel. numbers: e.g. 055 4685 520

### 2.2. Principal Research Interests of Professors

<table>
<thead>
<tr>
<th>Name</th>
<th>Interests</th>
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<tbody>
<tr>
<td>Youssef CASSIS</td>
<td>Economic history, business history, financial history and European comparative history.</td>
</tr>
<tr>
<td>Laura DOWNS</td>
<td>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.</td>
</tr>
<tr>
<td>Alexander ETKIND</td>
<td>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</td>
</tr>
<tr>
<td>Jorge FLORES</td>
<td>History of the Portuguese empire during the early modern period. Particularly the interaction between the Portuguese society and extra-European cultures, as well as the formation of cross-cultural images and representations. European expansion in Asia 1500-1800</td>
</tr>
<tr>
<td>Regina GRAFE</td>
<td>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</td>
</tr>
<tr>
<td>Pieter M. JUDSON</td>
<td>History of Central, Eastern and South-Eastern Europe in the nineteenth and twentieth centuries; culture, society, and politics in the Habsburg Monarchy; nineteenth- and twentieth-century Germany; comparative empire; the First World War; European fascism; nationalism, ethnic cleansing, and European borderlands; histories of sexuality and gender</td>
</tr>
<tr>
<td>Luca MOLÀ</td>
<td>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.</td>
</tr>
<tr>
<td>Name</td>
<td>Duty</td>
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<tr>
<td>Dirk MOSES</td>
<td>Global, transnational, international, and colonial history, genocide and ethnic cleansing, memory studies, intellectual history, modern Germany.</td>
</tr>
<tr>
<td>Lucy RIALL</td>
<td>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.</td>
</tr>
<tr>
<td>Federico ROMERO</td>
<td>20th century international and transnational history; European integration; Cold War; Trans-Atlantic relations; US history; Migrations.</td>
</tr>
<tr>
<td>Ann THOMSON</td>
<td>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.</td>
</tr>
<tr>
<td>Stéphane VAN DAMME</td>
<td>Early modern history of European science with a special interest in “Environmental history”; Urban history with a special interest in global cities; Cultural history, with a special interest in the history of the book, history of education and Enlightenment; historiography</td>
</tr>
<tr>
<td>Anthony MOLHO</td>
<td>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.</td>
</tr>
<tr>
<td>Luisa PASSERINI</td>
<td>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.</td>
</tr>
</tbody>
</table>

### 2.3. Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
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<th>Office</th>
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<tr>
<td>Monica PALAO CALVO</td>
<td>Admin. Assistant to Profs. Y. Cassis, J. Flores, L. Riall</td>
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<td>Francesca PARENTI</td>
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<tr>
<td>Kathy WOLF FABIANI</td>
<td>Admin. Assistant to Profs. R. Grafe, A. Etkind, D. Moses, F. Romero, S. Van Damme</td>
<td>VS 74</td>
<td>2362</td>
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<tr>
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</tr>
</tbody>
</table>
### 2.4. Fellows

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

**Fernand Braudel Fellows**

**Edward CHANEY**, Southampton Solent University  
Research on: *The Cultural Memory of Egypt in Early Modern Europe*  
January – June 2015  
Liaison professor: A. Thomson

**Andrea COLLI**, Università Bocconi, Milano  
Research on: *International Business and the European Economy in the ‘long’ 20th Century*  
September 2014 – January 2015  
Liaison professor: Y. Cassis

**Belinda DAVIS**, Rutgers University  
Research on: *The Inner Life of Politics: The West German Extraparliamentary Movement, 1962-1983*  
January – April 2015  
Liaison professor: P. Kolář

**Véronique DIMIER**, Université Libre de Bruxelles  
Research on: *Business, decolonization and development*  
October – December 2014  
Liaison professor: F. Romero
Serena FERENTE, King’s College London
Research on: *A new history of Europe in the fifteenth century: imagination and experience*
September – December 2014 Liaison professor: L. Molà

Gabriel PITERBERG, U.C.L.A.
Research on: *From the exceptional to the global: Israeli literature and comparative settler colonialism*
March – May 2015 Liaison professor: D. Moses

Naoko SHIMAZU, Birkbeck, University of London
Research on: *Diplomacy as Theatre: Asian and African 'Performances' at the Bandung Conference of 1955*
January – June 2015 Liaison professor: L. Riall

Marie Curie Fellows

Emese BALINT
Research on: *Transnational networking, knowledge circulation and technological change in early modern East Central Europe. The case of Hutterite artisans (c.1560-1720)*
September 2012 – January 2016 Liaison professor: L. Molà

Visiting Fellows

Franco AMATORI, Università Bocconi
Research on: *The Firm as a Key Component of a European Identity*
January – May 2015 Liaison professor: Y. Cassis

João Fábio BERTONHA, State University of Maringá
Research on: *Mussolini’s “parallel diplomacy”. Politics, immigration and culture in an imperial project, 1922-1940*
October 2014 – June 2015 Liaison professor: L. Riall

Mario CARRETERO, Universidad Autonoma Madrid
Research on: *Historical culture, history education and the construction of national identities*
December 2014 – February 2015 Liaison professor: L. Passerini
Mihail LARSEN, Roskilde University
Research on: European cultural integration and diversity
September 2014 – June 2015 Liaison professor: A. Thomson

Luca LO BASSO, Università di Genova
Research on: Da Curaçao a Smirne. Il network mercantile genovese tra armamento marittimo, l’asiento degli schiavi e il commercio con il Levante 1662-1682
June – November 2014 Liaison professor: L. Molà

Paola MOLINO, Universität Wien
Research on: Toward a comparative history of news in 16th century Europe
April 2013 – March 2015 Liaison professor: S. Van Damme

José SACCHETTA RAMOS MENDES, Universidade Federal da Bahia
Research on: Anti-Lusitanism in Bahia, Brazil, during the last years of the slave traffic in the South Atlantic (1833-1850)
February 2015 – January 2016 Liaison professor: J. Flores

Aline SIERP, Maastricht University
Research on: Public Memory of WWII since the 1950s
July – December 2014 Liaison professor: F. Romero

Olga VELIKANOVA, University of North Texas
September – December 2014 Liaison professor: A. Etkind

Stephen WALSH
Research on: Polar Exploration, Science and Empire in the Habsburg Monarchy 1865-1918
January – June 2015 Liaison professor: P. Judson

A constantly updated list of Fellows can be found on our website

2.5. Researcher Representatives (Reps)
From 1 November 2013 to 31 October 2014 the Reps (Researchers’ Representatives) for the Department of History and Civilization are: Dorit Brixius, John-Erik Hansson, Alfredo Mazzamauro and Thuc Linh Nguyen Vu. Contact: Hec.RepMail@eui.eu
3. CONTACTS

3.1. Researchers Contact Addresses

Please send to the Department, as quickly as possible upon your arrival in Florence, two contact addresses (with telephone numbers) for cases of emergency: a home 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 Ms. Anna Coda (Anna.Coda@eui.eu).

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

3.2. Contacts in the Department

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

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

3.3. In Case of Emergency

In case of emergency for personal or EUI matters, you can
− contact the Reps at Hec.RepMail@eui.eu
− contact the Departmental Assistant at Anna.Coda@eui.eu or call her at 055.4685.276 (or 2276 if calling from within the Institute)
− call the EUI Emergency contact number: 055.4685.999 (or 2999 if calling from within the Institute)

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

August 2014
31 Aug. Deadline for resubmission of previous year papers

September 2014
3 Sept. Faculty meeting with new Researchers
10 Sept. Departmental meeting and Academic Council
22 Sept. Entrance Board meeting
29 Sept. Inaugural Lecture and start of First Year Presentations
           (until 2 October)

October 2014
1-2 Oct. First Year Presentations
6 Oct. Start of 1st term seminars
7 Oct. Meeting with the Director of Studies
8 Oct. Presentations by Max Weber Fellows
15 Oct. Departmental meeting and Academic Council
16 Oct. Entrance Board meeting
24 Oct. Submission of work plan (2nd Year Researchers)
29 Oct. 2nd Year Colloquium

November 2014
19 Nov. Departmental meeting and Academic Council
21 Nov. Submission of work plan (1st Year Researchers)

December 2014
4 Dec. Applications for USA exchange programme (HEC deadline)
10 Dec. Departmental meeting and Academic Council
12 Dec. End of 1st term seminars
15 Dec. Submission of Seminar Papers (1st Year Researchers)

Winter Break – The Institute is closed from 23Dec. until 6 January inclusive

January 2015
7 Jan. Submission of drafts for 3rd year monitoring
12 Jan. Start of 2nd term seminars
16-19 Jan. 3rd Year monitoring sessions
19 Jan. Submission of drafts for 2nd year monitoring
21 Jan. Departmental meeting and Academic Council
27 Jan. Entrance Board meeting
30 Jan 2nd Year monitoring sessions
February 2015
2 Feb.  2nd Year monitoring sessions
18 Feb. Departmental meeting and Academic Council
20 Feb. Applications for Erasmus exchange programme (HEC deadline)

March 2015
11 Mar. Departmental meeting
16-20 Mar. Suspension of seminars
20 Mar. Submission of February Paper (1st Year Researchers)
27 Mar. End of 2nd term seminars
30-31 Mar. 1st Year monitoring sessions

Spring Break – The Institute is closed from 2 to 6 April inclusive

April 2015
22 Apr. Departmental meeting and Academic Council
23 Apr. Entrance Board meeting

May 2015
1 May Labour Day – Institute closed
18 May Submission of One-Quarter of thesis (2nd Year Researchers)
20 May Departmental meeting and Academic Council
25 May Submission of Two-Thirds of thesis (3rd Year Researchers)

June 2015
1 June Submission of June Paper (1st Year Researchers)
12 June Degree Awarding Ceremony and June Ball
17 June Departmental meeting and Academic Council
25 June Entrance Board meeting

Summer Break – The Institute is closed from 5 till 21 August inclusive

August 2015
31 Aug. Submission of Final Draft of thesis (4th Year Researchers)

The full calendar for the Academic Year 2014-2015 can be found at [www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Index.aspx](http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Index.aspx)
5. ORGANIZATION OF STUDIES

5.1. Residence Requirements

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

A written request of permission for any absence (in cases not involving a mission grant) is needed, which must be signed by the supervisor and the Head of Department, and will be kept by the supervisor’s assistant. See point 7.3. below (p. 29) 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. However, every researcher is free to discuss her/his work with as many members of the department as seems appropriate in order to find a suitable supervisor. The process by which researchers find supervisors is informal and depends on the mutual agreement of the two parties involved. The supervisor must be a current member of the department and is normally appointed at a meeting of the department in mid-November. Researchers will see their chosen or potential supervisor regularly in seminars from the start of October onwards, and once the choice of supervisor is made they should normally attend her/his Research Seminars.

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, who will inform the Departmental Assistant. In case of resubmission in September, no change of supervisor is allowed until the official admission to the 2nd year. Second and third-year researchers must make a formal request to the department to change their supervisor.

The supervisor is the most important link with the Department and it is important that researchers establish a sound working relationship from the
beginning. Research on the performance of 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).

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

If a researcher is unable to resolve any matter satisfactorily with her/his supervisor, she/he can discuss it with the HEC Director of Studies (Prof. Jorge Flores), the Head of Department (Prof. Federico Romero) or the EUI Dean of Graduate Studies (Prof. Rainer Bauböck).

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

5.2.a. External Advisors

If the expertise required to supervise a Ph.D. thesis is not fully available within the Department, an external advisor may be appointed, either from another EUI department or from outside the EUI and 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.

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, or is necessary in order for the researcher to stay in contact with a particular national system of higher education. The researcher’s request for the appointment of an external advisor must be approved by the Department.

The frequency and intensity of contacts between researcher and external advisors depend on individual agreements. Travels aimed at meetings between researcher and external advisors are not financially supported by the Department.

5.2.b. Second reader

The second reader may be suggested by the researcher, after having consulted his/her supervisor, but will be appointed by the Department by the end of
November, taking into account the overall workload, academic background and expertise of professors. Second readers will assess how far the researcher’s work has met the criteria as outlined in the Department handbook.

The second reader is appointed by the department for Seminar Papers, February papers and June papers of the first year and for the Two-Thirds of the thesis of the third year. Any change of second reader has to be approved by the Department.

5.3. Researchers’ Representatives
www.eui.eu/Personal/Researchers/studrep/HEC.html

In October, researchers in the Department are asked to elect four students 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.

Each Rep will receive a reimbursement of one month of grant per year in office (maximum 2 months of grant) and a one-month extension of deadline is granted after the 2nd year of their PhD programme. For further information about Reps grants please contact Françoise Thauvin of the Academic Service.

5.4. Working Groups
www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/ResearchAndTeaching/WorkingGroups.aspx

There are several working groups at the Department of History and Civilization organized by students 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 more open and flexible working conditions than can be provided by seminars. 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.
6. INSTITUTIONAL SUPPORT

6.1. The EUI Library

[www.eui.eu/Research/Library/Index.aspx]

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 in all European languages than most national university libraries dealing with European studies.

The EUI Library is a ‘hybrid’ library, comprising both traditional resources – books, documents and journals on paper or in microform – and digital resources. The collections include about 2,500 current printed journals, more than 11,000 electronic journals and approximately 1,100,000 volumes available in print, in microforms and online, within the Social Sciences and the Humanities.

Most of the Library’s holdings are on open access. Via the library catalogue, the Library provides access not only to books and journals but also to reference materials, bibliographic and statistical databases as well as many free web-based resources of particular interest for research at the EUI. A description of these resources supporting the activities of the History Department is available on the History and Civilization Library Guide [http://www.eui.eu/Research/Library/ResearchGuides/HistoryAndCivilization/Index.aspx]. On the Library website, you’ll discover other useful Disciplinary Research Guides to EUI Library services and documentation like the Data Portal including many online Historical Statistics.

The Department of History and Civilization and the Library created the European History Primary Source (EHPS) portal, an index of scholarly websites that offer online open access to digitalized primary sources on the history of Europe. More information on [http://primary-sources.eui.eu/]

Researchers have a range of services at their disposal, all of which aim to put information within easy reach: on-demand acquisition of books, generous lending policies, fast document delivery services, interlibrary loan facilities, reference and digital history training courses, a large yearly quota of free photocopies, scans and prints that can be used inside the library with multi-task printers. Using their own laptops users can access the campus network from many fixed access points throughout the Library and also through the EUI Wi-Fi connection. Accessing the library resource network is also possible from anywhere in the world after being identified as a regular EUI member.
Serge Noiret is the EUI Library History Information Specialist (PhD). 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. The Information Specialist is also available for supporting researchers’ needs, thesis enquiries, bibliographical queries, etc., and, in general, for helping to solve problems of accessing information and documentation.

6.2. External libraries
[www.eui.eu/Research/Library/ResearchGuides/HistoryAndCivilization/LibrariesInFlorence.aspx](www.eui.eu/Research/Library/ResearchGuides/HistoryAndCivilization/LibrariesInFlorence.aspx)

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

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

6.3. The Historical Archives of the European Union
[http://www.eui.eu/Research/HistoricalArchivesOfEU/Index.aspx](http://www.eui.eu/Research/HistoricalArchivesOfEU/Index.aspx)

The European University Institute hosts the Historical Archives of the European Union (HAEU). The HAEU preserves and makes available to the public the documents produced by European Institutions, such as the European Parliament, the Council and the Commission. In addition to these institutional archives, which are open to consultation after a closure period of 30 years, the HAEU also makes available 150 private archives and collections of pro-European movements and personalities. The reference library of the HAEU contains about 25,000 titles on the history of European integration and can be consulted on site. The reading room at Villa Salviati is open from Monday to Friday, 8.30 to 17.00.
Researchers must have knowledge of two official languages of the European Union (these include the candidate’s mother tongue, if this is an official language of the European Union). The majority of seminars at the Institute are given in English. Knowledge of Italian is very important for practical and social life in Florence and therefore researchers are recommended to attend the Italian language courses right from the beginning of their stay at the EUI.

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

It must be recognized, nevertheless, that English is a key working language in academia and publishing. In order to allow researchers to have access to the international academic milieu, the Department also stresses the importance of good English academic writing skills. The English Unit organizes courses, a text revision service and language assessment tests 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 monitoring sessions 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 conference skills.

**6.4.a. 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.
6.4.b. 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. 60 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 7.1.b. of the PhD Programme section below (p. 50).

6.5. Career Development

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

Since 1976, more than 500 PhDs have been awarded by the Department of History and Civilization. Our graduates are internationally competitive and win postdoctoral fellowships and appointments in both universities and other professional sectors. The Academic Service organizes a variety of courses and seminars to help doctoral researchers and postdoctoral fellows in their transition to the labour market. The HEC programme is designed for researchers pursuing an academic career (target of more than two thirds of EUI graduates) but the Academic Service also offers activities for researchers who wish to be successful in a non-academic profession.
6.6. The Counselling Service
[www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/CounsellingService/Index.aspx](http://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/CounsellingService/Index.aspx)

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

6.7. The Information and Communication Technology (ICT) Service

Each of the major EUI buildings has an Information and Communication Technology (ICT) Site 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 ICT Site Officers can be contacted through the EUI Helpdesk ([http://helpdesk.eui.eu/](http://helpdesk.eui.eu/)) or by calling 2600.

6.8. Use of Photocopyer, Fax and Telephones

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

Researchers are able to use multifunction printers located in Villa Schifanoia and 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 print/copy quota of 4,200 free pages (total for printouts and photocopies together) for each academic year. Scanning is free of charge and is not included in this quota. It is possible to increase one’s print/copy quota by buying additional pages in sets of 500 each at 3 Eurocents per page. More information can be sought on [http://www.eui.eu/ServicesAndAdmin/LogisticsService/NetworkPrinters/PrintingPhotocopying.aspx](http://www.eui.eu/ServicesAndAdmin/LogisticsService/NetworkPrinters/PrintingPhotocopying.aspx)
6.9. 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. More information on the committee, including its membership and contact information can be found at [http://www.eui.eu/About/Organization/Committees/LibraryCommittee.aspx](http://www.eui.eu/About/Organization/Committees/LibraryCommittee.aspx)

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. More information on the committee, including its membership and contact information, can be found at [www.eui.eu/About/Organization/Committees/LanguageCommittee.aspx](http://www.eui.eu/About/Organization/Committees/LanguageCommittee.aspx)

The **Ethics Committee** is appointed by the Academic Council upon nomination by the Principal, 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. More information on the ethics committee can be found at [http://www.eui.eu/About/Organization/Committees/EthicsCommittee.aspx](http://www.eui.eu/About/Organization/Committees/EthicsCommittee.aspx)

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. More information on the Harassment Committee, including its composition, can be found at: [www.eui.eu/About/Organization/Committees/HarassmentCommittee.aspx](http://www.eui.eu/About/Organization/Committees/HarassmentCommittee.aspx) The full EUI policy document regarding harassment and the procedures for dealing with cases of harassment can be found at: [www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/IUE198402-CA179-Rev4Harassment.pdf](http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/IUE198402-CA179-Rev4Harassment.pdf)
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. Research Missions

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

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

First and second-year researchers are expected to concentrate their missions during the mission period, from 1 April until 15 May 2015, 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 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. All mission requests must be endorsed by the supervisor and countersigned by the Director of Studies or by the Head of Department. A mission cannot be approved if the researcher has not met her/his obligations under the current regulations (Seminars, February and June papers for first-year researchers, one quarter of thesis for second-year and the two thirds of thesis for third-year researchers).

Missions are funded on the basis of:

- a daily allowance: up to 15 daily allowances per mission. In exceptional cases of long distance missions researchers can be authorized to combine their two missions into one period and to ask for two 15 daily allowances.
- Travel expenses depending on the destination, in accordance with the rules of the Institute.
Researchers should submit their Mission Order Request well in advance of the intended date of departure. The form can be downloaded on [www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/MissionsforResearchers.aspx](http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/MissionsforResearchers.aspx). Requests submitted after the mission has taken place will not be considered. For budgetary reasons the Order Request for missions that are going to take place in winter must be submitted before 30 October.

Missions are managed by the Director of Studies, Prof. Jorge Flores, through the administrative assistance of Ms Monica Palao. The form should be completed online, printed and signed. Researchers need also to seek their supervisor’s approval and signature before handing in the completed form to Ms Palao. A short statement (no more than one page) specifying the aims of the proposed mission should be attached to the request.

Mission funds are paid in advance as long as the researcher has handed in his/her request in time (roughly three weeks before the starting date). Mission funding generally cannot be granted to researchers who are on exchange visits to other universities or on leave of absence. Due to budgetary constraints, the Institute may be unable to fully finance all research missions. This limit applies particularly to longer missions.

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

**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.

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

The programme of the conference should be attached to the Mission Order Request when submitted for authorization.
7.2. Exchange Programmes

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

The Department of History and Civilization participates in a number of exchange programmes with European and American universities. These programmes are part of a more extensive set of exchange and trainee possibilities. For comprehensive information on the programme and deadlines, consult the webpage of the Academic Service: www.eui.eu/ServicesAndAdmin/AcademicService/DoctoralProgramme/ExchangeProgrammes/Index.aspx

The opportunities offered within these programmes are considered to be part of the doctoral studies programme and are intended to facilitate the completion of the doctorate. Researchers who wish to participate in these programmes are required to submit their application for academic year 2015-2016, supported by their supervisor, to the Departmental Assistant for the approval of the Department according to the following deadlines:

- exchanges with USA Universities: 4 December 2014
- exchanges with European Universities: 20 February 2015

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

7.3. Leaves of Absence

Apart from the minimum periods (i.e. no longer than one week per term), researchers must obtain the written permission of the supervisor to be absent from the Institute during term time. It is necessary to provide appropriate information about the purpose and length of the period of absence. Requests will be examined by the Department in one of its monthly meetings and should be sent to the Departmental Assistant at least one week before the meeting takes place.

a. Requests for more than one month and up to 2 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 Assistant and the supervisor's assistant). Requests must be made as far in advance of departure as possible.
b. For absences of a period of 2 months or more, the same procedure as at point (a) above applies, but the Entrance Board will also need to approve the request. There is no special form to be completed.

c. Permission should only exceptionally be granted for absences of more than one week.

d. More than one prolonged departure within a twelve month period will not be permitted and accumulation of absences will be discouraged. This includes US exchange programmes and traineeships/stages.

e. The maximum overall period of intermission for which any combination of these is permitted is normally 18 months.

The EUI does not permit leaves of absence in order to follow degree courses in other universities during the EUI 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 pigeon-hole checked and emptied.

II. THE PHD PROGRAMME

1. INTRODUCTORY MEETINGS

The First Term begins on 1 September 2014. In September intensive language courses are provided by the Language Center for all first-year researchers. From the first week of September all professors in the History Department will be available for consultation by first-year researchers. During this month all researchers should consult with one or more professors with the aim of identifying potential supervisors. Please do not hesitate to get in touch with them by email or in person in order to make an appointment.

Wednesday 3 September

at 15:00 in Sala Europa  Introduction to the Library by the History Information Specialist Serge Noiret

at 16:30 in Sala Europa  Introductory meeting to the department for all new Researchers and Fellows

at 18:00 in Sala Bandiere  Welcome drink

Monday 29 September – Thursday 2 October

time tbc in Sala Europa  Inaugural Lecture and First Year Presentations

Tuesday 7 October

at 14:00 in Cappella  Director of Studies’ Introduction to the Department’s Rules and Regulations for all new research students

2. TEACHING PROGRAMME

The Academic Year begins at the end of September after the end of the intensive language courses. It will officially be opened by an Inaugural Lecture held by Prof. Lynn Hunt (UCLA). The days between 29 September and 2 October 2014 are reserved for the presentation of the research projects of First-Year Researchers.

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 Monitoring Sessions for the first three years.

The first and second years of the doctoral programme are based on a combination of coursework and research activities. Coursework is done through 3 types of seminars, a part of these mainly aimed at 1st Year Researchers:

**Departmental Seminars**
- usually take place in the First Term
- are aimed at 1st and 2nd Year Researchers
- they offer up-to-date views on current debates about methodology and the major historiographical trends.
- are co-taught and rotate in time. In academic year 2014-2015 these will be offered:
  - Intellectual History
  - Comparative History
  - Global History
  - History and Social Sciences
  - International History

**Research Seminars**
- take place in the First and Second Term
- address more specific themes which are at the crossroad of professors’ and researchers’ interests
- when offered as Block Seminars (in blocks of two or three days), they do not count in the requirements for 1st Year Researchers

**Training Seminars**
- take place in the First and Second Term
- the Training Seminars on *Early Modern History* and *Modern History* as well as the Training Seminar *On Sources* are designed to introduce researchers to the basic practicalities of historical research, 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, defining one’s agenda of research questions, evaluating existing historiography, structuring analysis and narrative, etc. These seminars should be a forum in which first-year researchers who are preparing their February Papers can present their sources, hypotheses and ideas to their peers and to the professors leading the seminar in order to get critical feedback.
– the Thesis Writing Seminars, which constitute another type of Training Seminar, are mainly aimed at 2nd, 3rd and 4th year researchers and offer opportunities to discuss research questions and methods when developing the doctoral dissertation. This is the appropriate venue to discuss chapter or paper drafts but not to re-discuss June Papers.

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 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 include written approval for the absence from the seminar coordinator. This should be done before the session takes place (or immediately afterwards in cases of sudden illness). All researchers must have read the seminar materials prepared for each session prior to attending class and they are expected to participate actively during seminars.

The possibility of attending a seminar in another department exists, provided that the History Department is 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 Assistant who will liaise with the other Departmental Assistant in order to check that the relevant seminar requirements will be satisfied.

– Seminars for the First Term begin on 6 October and end on 12 December 2014. Seminar papers are to be submitted by 15 December

– Seminars for the Second Term start on 12 January and end on 27 March 2015

Monitoring sessions

In order to help researchers in the process of designing and writing their PhD thesis, the Department provides a series of individual 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).

Monitoring sessions in 2015 are scheduled as follows:
– 16-19 January: monitoring sessions for 3rd Year Researchers
– 30 January - 2 February: monitoring sessions for 2nd Year Researchers
– 30-31 March: monitoring sessions for 1st Year Researchers
Digital tools for academic research
Dr. Serge Noiret, History Information Specialist, runs a series of introductory sessions to digital history and digital tools for academic research. Researchers are required to attend the introductory session of these *Ateliers Multimédia* focused on the EUI Digital Library and tools, Digital History, (Digital) Public History, and the Zotero programme.

Other academic activities
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 on [http://www.eui.eu/SeminarsAndEvents/Index.aspx?eventsubject=Department_of_History_and_Civilization](http://www.eui.eu/SeminarsAndEvents/Index.aspx?eventsubject=Department_of_History_and_Civilization)

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 style-guides prepared by the Department (see [http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Index.aspx](http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Index.aspx))
### Seminar timetable: First Term (October-December 2014)

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
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<tbody>
<tr>
<td>9.00-10.50</td>
<td>ENGLISH ACADEMIC WRITING COURSES</td>
<td>ENGLISH ACADEMIC WRITING COURSES</td>
<td>-</td>
<td>DS - <em>Global History</em> (Profs. J. Flores &amp; R. Grafe)</td>
<td>-</td>
</tr>
<tr>
<td>13.10-15.00</td>
<td>-</td>
<td>RS - <em>History, Culture &amp; Society in German Thought</em> (Prof. P. Kolář)</td>
<td>RS - <em>The European Enterprise</em> (Profs. Y. Cassis &amp; A. Colli FBF)</td>
<td>-</td>
<td>-</td>
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<tr>
<td>17.10-19.00</td>
<td>RS - <em>National Liberation Movements</em> (Prof. D. Moses &amp; Dr. S. Chatani MWF)</td>
<td>DS - <em>International History</em> (Profs. D. Moses &amp; F. Romero)</td>
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Seminar timetable: Second Term (January-March 2015)

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<th>Time</th>
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<tr>
<td>9.00-10.50</td>
<td>ENGLISH ACADEMIC WRITING COURSE</td>
<td>ENGLISH ACADEMIC WRITING COURSE</td>
<td>- -</td>
<td>RS - <em>History of Political Thought</em> (Profs. A. Thomson &amp; R. Bellamy MWP)</td>
<td>- -</td>
</tr>
<tr>
<td>13.10-15.00</td>
<td>- -</td>
<td>RS - <em>Resistance in Modern Europe</em> (Prof. P. Kolář)</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td>15.10-17.00</td>
<td>RS - <em>A Cultural History of Natural Resources</em> (Prof. A. Etkind)</td>
<td>TS - <em>Modern History</em> (Profs. F. Romero &amp; P. Kolář)</td>
<td>- -</td>
<td>RS - <em>Cultures of Curiosity</em> (Profs. J. Flores &amp; S. Van Damme)</td>
<td>- -</td>
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</table>
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 29 September - 2 October 2014. They will be asked to provide a brief (150 words) abstract of their research in September.

**Compulsory requirements for the First Year of the Doctoral programme:**

**SEMINAR REQUIREMENTS:**
→ 1st year researchers are asked to attend 4 seminars, one of which has to be a Training Seminar. The other 3 can be either 2 Departmental Seminars and 1 Research Seminar or 1 Departmental Seminar and 2 Research Seminars

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 15 December 2014)
→ February Paper (by 20 March 2015)
→ June Paper (by 1 June 2015)

3.1. **First Year Presentations**

The First-Year presentations inaugurate the academic year: between 29 September and 2 October 2014 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. 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, February paper, missions and June Paper – as well as identifying language requirements or other special needs. The plan, agreed on and signed by the researcher and supervisor, should be submitted by 21 November to the Departmental Assistant Anna Coda for the approval of the Head of Department. Please use the form on www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/First-YearResearchers.aspx

3.3. Seminar Paper

First-year researchers are required to write one seminar paper and deliver it no later than 15 December 2014. 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 seminar and agreed upon with the seminar convener and the supervisor. The paper is assessed by the seminar convener and the supervisor or by another professor if the supervisor is also the convener.

3.4. February Paper and Monitoring Sessions

The first step in the dissertation work is the February Paper, a substantial paper (about 10,000 words - this number includes footnotes but not the bibliography), to be delivered by 20 March 2015 to the Departmental Assistant. This paper has to be in English and 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 assessed by the Supervisor and the Second Reader. In order to give time to concentrate on finalizing the February paper, seminars will be suspended in the week 16-20 March 2015.

The First-Year Monitoring Sessions consist of the discussion on the February Paper and are meant to help researchers in designing their June Paper. On 30-31 March 2015 researchers discuss their work with their Supervisor and Second Reader. The supervisor will write a report on the February Paper and the monitoring session which will help the researcher to plan his/her future work. Researchers whose progress is deemed insufficient are given specific suggestions on how to address their weaknesses.
After the monitoring session, researchers are expected to start their empirical research, with up to two months of mission. On their return, in May, they are strongly advised to discuss their results with the supervisor and second reader.

3.5. Missions

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

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

For Missions and Exchange Programmes see point 7.1. of the previous section above (p. 27).

3.6. June Paper

The June paper builds upon the February paper, taking into account the feedback from the March 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 has to be in English and is assessed by the supervisor and by the second reader for the quality both of academic content and of academic writing. If the assessment states that the English academic writing level needs to be improved, the researcher will be asked to follow another academic writing course during his/her second year.

Two bound paper copies and an electronic file are to be handed in to the Departmental Assistant by 1 June 2015. This submission is compulsory.
3.6.a. Guidelines on the composition of the June Paper

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

It is important that the researcher works closely with her/his supervisor as early as possible in bringing into focus the thesis subject and 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 to the department's satisfaction that the researcher has defined a Ph.D. topic and has made sufficient progress during the first year so that it can be plausibly argued that she/he is in a position to complete the Ph.D. in 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. Defining the questions, placing the approach and objectives of the thesis in the context of the existing historiography. What is the thesis seeking to achieve? How is it different from or how does it build 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 connected 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.

3.6.b. General formatting guidelines for June Papers

− It is necessary to include a cover page stating the title of the paper, the name of the author, the name of the supervisor and second reader and the word count. A template of this cover-page can be found at [www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/First-YearResearchers.aspx](http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/First-YearResearchers.aspx)

− a table of contents would be important

− pages should be numbered throughout the paper

− take care also that the graphs, maps and tables are clear and easy to read both in the printed (black/white) and digital version

− the printed copies of the June Paper should be printed on two sides, and stapled

3.7. Passage to the Second Year and Masters of Research

After examining the first year’s 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 be passed. If the Department decides the researcher should resubmit the June Paper, the decision on passage into the second year will be postponed to the September meeting. Both in June and September, the assessment for first-year researchers is based on the June Paper as a synthesis of the work of the whole year.

This decision is taken by the entire Department on a consensual basis upon recommendations from at least two readers. 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. The Entrance Board will then decide on admission to the second year. The Departmental Assistant communicates by email to the researcher the departmental recommendation not later than one week before the meeting of the Entrance Board. 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.), upon request, 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, one of which has to be a Thesis Writing Seminar. The other 2 can be either Departmental Seminars or Research Seminars

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 monitoring session, by 19 January 2015

Second-year researchers attend a minimum of 3 seminars. Residence requirements are in force for both terms. During the second year the researcher should take advantage of opportunities offered for him/her to present the ongoing 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.

Exceptionally, with the supervisor’s consent and with that of the Department, a second-year researcher may be absent for a prolonged period of time (not more
than one term) in order to participate in exchange programmes or to use sources which are difficult to consult in libraries or archives far from Florence. In these cases it is possible to take all seminars in one semester with the approval of the Head of Department.

4.1. Second-Year Work Plan

In the light of the June paper and its evaluation, and after discussion with and the agreement of the supervisor, second-year researchers are required to present a Second-Year Plan. The form can be found online on this web page: [www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Second-year-researchers.aspx](http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Second-year-researchers.aspx)

It should be printed and signed by the researcher and by the supervisor and should be submitted to the Departmental Assistant by 24 October 2014. This plan should consist of a revised thesis outline (i.e. chapter headings and subheadings), a timetable of progress, and a plan for the research missions during the second year.

4.2. Monitoring Sessions

For the 2nd year 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 Assistant by 19 January 2015 and should be not 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 30 January and 2 February 2015 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 one bound copy to the Departmental Assistant by 18 May 2015. This submission is compulsory.
The supervisor is responsible for evaluating whether a researcher has met the test of One Fourth completion, can be admitted to the third year and is eligible for the third-year grant.

The Department informs the Entrance Board of its recommendations, which may be positive, postponed to September, or negative. In the case of negative or postponed recommendations, researchers will be informed by the Department not later than one week before the Entrance Board meeting (25 June 2015). In the case of a postponed recommendation, the Department clearly states in its recommendation what additional work is required. This additional work is to be submitted by 31 August.

In case of controversy the passage to the third year is decided by the entire Department on a consensual basis upon recommendations from at least two readers. If the Department cannot reach such consensual opinion it delegates a committee of other readers to assess the One Quarter of thesis and submit its recommendation to the Department.

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).

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

**General formatting of One-Quarter of the thesis**

It is necessary to include a cover page stating the title of the paper, the name of the author, the name of the supervisor and the word count. A template of this cover-page can be found at [www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Second-year-researchers.aspx](http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Second-year-researchers.aspx)

- it is important to insert a proper table of contents
- pages should be numbered throughout the paper
- graphs, maps and tables should be clear and easy to read
- The paper copy should be printed two sided and bound. If the whole work is not too long a large stapler might be enough. Otherwise spiral binders can be found at the Library or in the department secretariat
5. Third-Year Researchers

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 seminars and workshops and to give at least one presentation.

Compulsory requirements for the Third Year of the Doctoral programme:

Written requirements

→ Draft for monitoring session, by 7 January 2015

5.1. Monitoring Sessions

The third year is the most demanding in quality and quantity of work and the department organises a monitoring session in which each researcher discusses his/her work in progress with the Supervisor and the Second Reader on 16 and 19 January 2015. If the researcher is abroad in the framework of an exchange programme, the monitoring session can be organized by Skype.

For this 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 Assistant by 7 January 2015. 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 Instalment 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 Two Thirds of the thesis must be submitted in two printed and bound copies to the Departmental Assistant by 25 May 2015 (the electronic file of the paper should also be sent by email). This submission is compulsory.
General formatting of Two-Thirds of the thesis

− It is necessary to include a cover page stating the title of the paper, the name of the author and the name of the supervisor and second reader. A template of this cover page can be found at [www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Third-YearResearchers.aspx](http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/Third-YearResearchers.aspx)

− it is essential to insert a proper table of contents

− pages should be numbered throughout the paper

− graphs, maps and tables should be clear and easy to read

− the printed copies of the Two-Thirds of the thesis should be printed two sided and bound. If needed, spiral binders can be found at the Library or in the department secretariat

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 three-month parts. The first instalment 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 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 are awarded, and then decide to 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)

Postponement of decision: The Department may recommend postponement 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 postponement of decision the researcher must by 31 August resubmit his/her request for the fourth year grant 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 in June, the researcher is not entitled to any part of the first instalment of the grant but she/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. (In this article, 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 for the doctoral programme of the Institute at: [www.eui.eu/Documents/Services Admin/DeanOfStudies/EUI-RulesRegs.pdf](http://www.eui.eu/Documents/Services/Admin/DeanOfStudies/EUI-RulesRegs.pdf)

### 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.

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. The final draft should be submitted 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 entitlement to and receipt of the fourth-year completion grant, except where the leave does not impede in any way the submission of the final draft of the thesis within 48 months of registration.

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 12 February 2015. (In order to reach the agreement the supervisor may ask for a first draft of the thesis to be presented by 23 January. Such a request by the supervisor has to be sent by 1 December).

If by 12 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 instalment 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 instalment 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. Note though that payment of the grant will be discontinued from the date that the researcher takes up full-time employment.

6.2. 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 submits the final version of the thesis together with an originality report produced by an anti-plagiarism software application (Turnitin) to the supervisor and the Departmental Assistant, who will insert the date of submission in the researcher’s record. The thesis needs to be defended within 9 month from the date of submission.

The supervisor has to give a qualitative, analytical assessment of the final draft within a month of its submission. More specifically, the supervisor is asked to confirm:

a) whether s/he accepts the draft as thesis, ready for defence
b) whether the thesis needs any, minor or extensive language correction
c) whether s/he has found evidence of plagiarism in the thesis

As for point a) the supervisor has to decide on one of the following options:
– to accept the draft as a thesis, ready for linguistic correction and defence;
– to accept the draft as a thesis for defence after minor changes
– to accept the draft as a thesis for defence after major changes feasible within 6 months (or, if submitted during the first half of the fourth year, within the time remaining to the end of the fourth year).
– not to accept the draft as a thesis for defence

The right to submit the thesis is also dependent upon student status. Student status lasts 60 months, i.e. 5 years from the date of first registration in the doctoral programme. No extension of student status beyond the normal five-year limit, and therefore no submission of a thesis after five years, is allowed except on the basis of extenuating circumstances of a personal or a professional nature which have interfered with a record of good progress and have caused unforeseen delays.

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.
7.1. General Procedure

The supervisor (and the co-supervisor, if any) has to give a qualitative, analytical assessment of the final draft of the thesis within a month of its submission. If the final draft is not accepted as a thesis ready for defence, the researcher has a maximum of 6 months to revise it. Once the supervisor has confirmed that the draft can be accepted as a thesis ready for linguistic correction and defence two procedures can start: the setting up of an examining board and the language revision of the thesis. The supervisor’s administrative assistant will be involved from now on in the logistics of the organization of the defence.

7.1.a. Setting up the examining board

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 jury members directly.

7.1.b. Language revision of the thesis

The researcher may be eligible for a subsidy to help with the language correction costs 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. For details see: www.eui.eu/ServicesAndAdmin/LanguageCentre/CorrectionService/ThesisCorrection.aspx

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) and on the number of words of the thesis (excluding footnotes, bibliography and data annexes). This sum will be transferred to the candidate once s/he gives evidence that s/he has paid the language corrector.

7.1.c. Copies of the thesis for the Examining Board members

Once the examining board has been approved by the Executive Committee and the necessary corrections to the texts are completed, the thesis is ready to be sent to the jury members. The candidate should deposit 4 printed and bound copies of the thesis (spiral-back binding machines are available in the Department and in
the Library) with the administrative assistant in charge of the organization of the defence. (In exceptional circumstances the thesis can be sent as one pdf file which will be printed and bound by the print-shop). The thesis needs to be accompanied by a 300-word abstract. The administrative assistant will send the thesis to all four members of the jury with the necessary instructions.

7.1.d. Examining Board reports

Each examining board member is required to send in a report on the thesis within two months from receiving it (the Department encourages reports to be sent in within one month). The reports should be sent to the administrative assistant in charge of the defence: she will collect them and circulate them only after all four have arrived.

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 six months.

At this point, and anyway 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. She 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 jury members and the other copies are for the candidate.

7.1.e. The day of the defence

Before the defence, the Examining Board shall choose its own chair by consensus. The thesis supervisor and co-supervisor (if any) are precluded from presiding and have no vote. If needed, the Examining Board shall take its decisions by the majority of voting members participating. The chair has a casting vote.

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, which must be confined to the candidate’s research topic;
- 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 to it and the way the candidate has defended it. A reasoned report on the thesis and its defence shall then be adopted within no more than three months after the defence.

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 Academic Service will prepare the documents after having received this information.

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

7.1.f. Timing

The procedure that leads to the defence can be roughly summarized in this chart:

<table>
<thead>
<tr>
<th>Date of submission of the final draft at the end of the 4th year</th>
</tr>
</thead>
<tbody>
<tr>
<td>The supervisor sends in the report within one month</td>
</tr>
<tr>
<td>The thesis is ready for language revision and defence</td>
</tr>
<tr>
<td>The nomination of the jury and the language revision of the thesis should last no more than one month</td>
</tr>
<tr>
<td>The thesis is NOT ready for language revision and defence</td>
</tr>
<tr>
<td>The revision of the thesis can take up to 6 months (including language revision and nomination of jury)</td>
</tr>
<tr>
<td>4 roughly bound copies of the thesis are sent to the jury members</td>
</tr>
<tr>
<td>The jury members have up to 2 months to send in their reports</td>
</tr>
<tr>
<td>The majority of the reports say that the thesis can be defended</td>
</tr>
<tr>
<td>The majority of the reports asks for the thesis to be revised</td>
</tr>
<tr>
<td>The revision of the thesis can take up to 6 months</td>
</tr>
<tr>
<td>A pdf file of the final thesis is sent to the print-shop at least one month before the defence</td>
</tr>
<tr>
<td>Date of the defence</td>
</tr>
</tbody>
</table>

As it can be seen, the whole procedure can take from 5 to 15 months. Note though that the thesis should be defended within 9 months from the submission of the final draft.

7.2. Formatting of the Thesis

The final thesis needs to be sent to the administrative assistant in charge of the organization of the defence as one pdf file. Theses are generally printed black
and white. If there is the necessity to print some images in colour, this should be discussed with the administrative assistant.

Researchers are invited to follow the style-guide prepared by the Department: please see www.eui.eu/Documents/DepartmentsCentres/HEC/RulesandForms/HECAcademicEnglishWritingGuide12June2013.pdf).

Here below are some guidelines for the general formatting of the thesis:

**Margins:** leave a margin of 2.5 cm on all sides

**Size & line spacing:** The text should be in 12 point character and 1.5 spaced lines. Footnotes should be in 10 point character and single spaced lines. Text and footnotes should be justified

**Font:** Choose a commonly used font that provides a full character set, for example Times (especially when using languages other than English)

**Tables & pictures:** Insert tables, graphs and other images directly where they belong in the text. Tables should always be on one page, never divide a table between different pages. Do not use colours in the tables or graphs, as it is not possible to reproduce colours. Use instead bold, punctuated or dashed lines for graphical images. Should it be necessary to introduce coloured images, contact the organizing administrative assistant.

**Pagination:** The text should be paginated throughout (including notes, bibliographies, annexes). Odd page numbers are on the right and chapters should always start with an odd page. If one chapter finishes with an odd page, a white even page should be inserted before starting the new chapter with the following odd numbering (i.e. if the last page of a chapter is 171, consider page 172 a blank page before starting the new chapter with 173). The page numbering for the title, table of contents and acknowledgements should be in Roman letters. The page numbering in Arabic letters should start with page 1 on the first page of the text. If you do an automatized Table of Contents, check carefully that this is done properly, otherwise you have to insert an additional white page

**Title-pages:** The first two title-pages should be produced according to the rules of the Institute using specific templates: which can be downloaded from www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/RulesForms/GuidelinesThesisFormat.aspx

**Language correction:** Theses that have been submitted for language correction should specify this on the first inside page of the final draft

**Thesis abstract:** Insert the thesis summary (up to 300 words) after the title page and before the Table of Contents
Table of contents: Use capital letters, highlighting or indenting to differentiate between main and sub-chapters. Page numbering should appear always in the same size. Acknowledgements follow the Table of contents

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 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

The author is encouraged to seek commercial publication of the thesis as a book. In this case, the author will have to find a publisher. Should the publisher require a subsidy, the author may request a subsidy from the Institute. The subsidy can be requested for the editing, translating or indexing of the manuscript, or for the reproduction of photos, but not for printing costs.

9.1. Formal Requirements for Requesting a Publication Subsidy

If the subsidy request relates to the commercial publication of an EUI thesis, a written request must be sent to the Department within 2 years after the thesis defence.
The dossier should contain the following information:

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

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

There will be two deadlines for applications, May 1st and December 1st, and the Publications Committee will deliberate approximately fifteen days later. In dubious cases the Publications Committee could postpone the decision from the first meeting in May to the last one in December if necessary. The Publications Committee might call extraordinary meetings if necessary.

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

9.2. Procedure for the Award of the Subsidy

Once the book has been published, an original invoice specifying the work done (i.e. editing, indexing, etc.) should be sent to the department;

The following need to be inserted into the published book:

- Logo and full name of the EUI
- Sentence mentioning the EUI subsidy (e.g. “This book has been published with a financial subsidy from the European University Institute”; “ouvrage publié avec le concours de l'Institut Universitaire Européen”)
- Sentence stating that the publication is based on an EUI thesis defended at the EUI, department and year (e.g. “This publication is based on, or is a revised version of, an EUI Ph.D. thesis”)
Two copies of the published book should be sent to the department, who subsequently sends them to the Library. The subsidy will only be paid if the above-mentioned requirements have been fulfilled. See also [http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/ResearchAndTeaching/Theses/publicationsubsidies.aspx](http://www.eui.eu/DepartmentsAndCentres/HistoryAndCivilization/ResearchAndTeaching/Theses/publicationsubsidies.aspx)

9.3. 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 on paper or in electronic format with an external publisher or in the open access electronic EUI repository. 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.

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 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 supervisee and who is responsible for monitoring 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

**Visiting Student:** The status of Visiting Student may be given by the Institute to a postgraduate student registered in a similar postgraduate programme at another university or institute, when s/he wishes to visit the EUI for a short period of time in order to pursue her/his research.