

## Welcome to the Law Department!

This Guide provides information on the Ph.D. and LL.M. programmes, including course requirements and supervision, and it lists Faculty staff. It can be consulted online at <http://www.eui.eu/DepartmentsAndCentres/Law/Index.aspx> where information on academic activities is regularly updated.

Other important documents and regulations can be found at:

<http://www.eui.eu/ServicesAndAdmin/DeanOfStudies/Index.aspx>

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf>

<http://www.eui.eu/Documents/ServicesAdmin/AcademicService/CodeofPracticeSupervisionNov031.pdf>  
and

<http://issuu.com/eui->

[publications/docs/euicoderesearch\\_issuu?viewMode=magazine&mode=embed%20&layout=http%3A%2F%2Fskin.issuu.com%2Fv%2Fflight%2Flayout.xml&showFlipBtn=true](http://issuu.com/eui-issuu?viewMode=magazine&mode=embed%20&layout=http%3A%2F%2Fskin.issuu.com%2Fv%2Fflight%2Flayout.xml&showFlipBtn=true)

On arrival at the Institute, you should also consult the following two documents to help you get started:

- i. the teaching programme in Law for the whole year, available in full at:  
<http://www.eui.eu/DepartmentsAndCentres/Law/ResearchAndTeaching/Seminars/Index.aspx>
- ii. provisional supervisors with thesis topics of first-year researchers and US exchange students

If at any time you need greater clarification of the rules or help in administrative matters, please contact the Departmental Assistant, Ms Siobhán Gallagher.

Professor Hans Micklitz, the departmental Director of Graduate Studies, has a general responsibility for all matters related to the course of study, including (but not limited to) issues of supervision, seminar and course attendance, admission to successive years, fulfilment of requirements, etc. If you have problems related to any of these issues which cannot be solved by Siobhán Gallagher or by your supervisor (or his/her secretary), please address Professor Micklitz.

We wish you all a very fruitful and enjoyable stay at the Institute.

Marise Cremona  
Head of the Law Department  
July 2011

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## 1. INFORMATION ABOUT THE DEPARTMENT

### 1.1. PEOPLE

<b>LAW PROFESSORS</b>			
	EUI/Dept. Responsibilities	Office	Tel..
Loïc <b>AZOULAI</b>		CA 19	2728/2275
Fabrizio <b>CAFAGGI</b>	RSCAS Committee	VS 26	2516/2306
Marine <b>CREMONA</b>	Head of Department	VS 25	2524/2241
Francesco <b>FRANCIONI</b>	Mediterranean Programme Committee	CA 25	2542/2275
Hans-W. <b>MICKLITZ</b>	Director of Graduate Studies	VS 30	2556/2306
Claire <b>KILPATRICK</b>		CA 20	2214/2241
Dennis <b>PATTERSON</b>	US Exchange programme coordinator, First Year/LL.M. programme coordinator	VS 34	2245/2306
Petros <b>MAVROIDIS</b>		VS 62	2753/2241
Ruth <b>RUBIO MARIN</b>		CA 17	2527/2275
Giovanni <b>SARTOR</b>		CA 10	2528/2577
Martin <b>SCHEININ</b>		CA 18	2589/2275
<b>JOINT RSCAS / LAW PROFESSORS</b>			
Giorgio <b>MONTI</b>		SD 050	2724/2577
Miguel <b>POIARES MADURO</b>		LP 11	2964/2577/ 2946
<b>EMERITUS PROFESSORS</b>			
Giuliano <b>AMATO</b>		VS 26	2584/2275
Ernst-Ulrich <b>PETERSMANN</b>			2241
<b>ADMINISTRATION</b>			
Marlies <b>BECKER</b>	Secretary to F. Cafaggi, H. Micklitz, D. Patterson, First Year/LL.M. programme, researcher recruitment procedure	VS 38	2306
Annick <b>BULCKAEN</b>	Secretary to G. Amato, L. Azoulai, F. Francioni, R. Rubio Marin, M. Scheinin	VS 29	2275
Siobhán <b>GALLAGHER</b>	Departmental Assistant	VS 39	2239
Rosanna <b>LEWIS</b>	Secretary to G. Monti, M. Poiares Maduro, G. Sartor, working groups, Events, working papers, mailing list	VS 24	2577
Eleonora <b>MASELLA</b>	Secretary to M. Cremona, C. Kilpatrick, P. Mavroidis web-editor	VS 37	2241

**VS** = Villa Schifanoia; **CA** = Casale at VS; **SD** = Convento at San Domenico, **LP**= Villa La Pagliaiuola at San Domenico. If calling from OUTSIDE the EUI, remove the initial 2 from all tel. numbers: e.g. 055 4685 577

Michela <b>PISTOLOZZI</b>	Administrative Site Officer	VS 28	2581
Machteld <b>NIJSTEN</b>	Library Information Specialist	Library	2259
Saverio <b>BERTACCINI</b>	VS-Site Office <a href="mailto:vs-site@eui.eu">vs-site@eui.eu</a>	CA 22	2553
<b>Researcher Reps</b> (until the end of 2011) – email: <a href="mailto:law.repmail@eui.eu">law.repmail@eui.eu</a> Anna KOCHAROV, Elisa NOVIC, Hanna SCHEBESTA, Lécia VICENTE			
<b>POST-DOC FELLOWS</b>			
<b>FERNAND BRAUDEL FELLOWS</b>			
<b>2011</b>			
<b>Name</b>	<b>Period of Stay</b>	<b>Areas of Research</b>	
<b>Orna BEN-NAFTALI</b> Professor, Dean of the Law School, College of Management Academic Studies, Richon LeZion	1 September – 31 December 2011	The language of the Israeli occupation of the Palestinian territory: a legal lexicon	
<b>Gustavo GHIDINI</b> Professor, University of Milan	1 September – 31 December 2011	The ongoing expansion of the intellectual property law universe	
<b>Siobhán MULLALLY</b> Senior Lecturer, University College Cork	1 September – 31 December 2011	Migration, gender and human rights at the limits of rights	
<b>2012</b>			
<b>Nicola DMITRI</b> Professor of Economics, University of Siena	15 January – 15 April 2012	The law and economics of EU public procurement	
<b>Neil KOMESAR</b> Miller Professor of Law, University of Wisconsin Law School	May 2012	Comparative constitutional law and comparative institutional analysis	
<b>Veronica RODRIGUEZ-BLANCO</b> Senior Lecturer (Associate Professor) University of Birmingham	9 January – 8 April 2012	Legal and moral philosophy	

<b>Margot SALOMON</b> Senior Lecturer, London School of Economics	16 April – 16 July 2012	International human rights law, legal dimensions of world poverty, socio-economic rights, (right to) development, peoples' rights, indigenous rights, United Nations
<b>Eleonora SPAVENTA</b> Reader in Law Durham University	October 2011 – December 2012	EU constitutional law; EU fundamental rights
<b>Daniel THUERER</b> Professor emeritus, University of Zurich	15 January – 15 April 2012	Cultural aspects of European integration
<b>MARIE CURIE FELLOWS</b>		
<b>Dia ANAGNOSTOU</b> Hellenic Foundation for European and Foreign Policy, Athens	September 2010 - August 2012	Rights, legal mobilization and minorities in the ECHR
<b>Renaud COLSON</b> University of Nantes	1 September 2011 – 31 August 2013	EU criminal justice in comparative perspective (Council of Europe, EU, United States)
<b>MAX WEBER FELLOWS (Villa La Fonte)</b>		
<b>Name</b>	<b>Research Interests</b>	<b>Mentor</b>
<b>Daniela COMANDÈ</b>	Labour law, industrial relations and European law	Claire Kilpatrick
<b>Ignacio DE LA RASILLA DEL MORAL</b>	Global governance, international law and democracy, global, constitutionalism, EU law and institutions and the history of European legal thought	Miguel Poiares Maduro

<b>Karin Maria DE VRIES</b>	(European) migration law, human rights law, constitutional law and political theory on citizenship and integration	Loïc Azoulay
<b>Magdalena FOROWICZ</b>	Whether EU external policy in the field of human rights contributes to the coherence of the international legal order	To be confirmed
<b>Leonardo GIANI</b>	Bankruptcy law, banking and financial regulation, law and economics	Fabrizio Cafaggi
<b>Luana JOPPERT SWENSSON</b>	Commercial Law and Comparative Private Law	Fabrizio Cafaggi
<b>Sofia MORATTI</b>	Ethical, legal and social implications ('ELSI') of technical and scientific advancements in the brain sciences	Dennis Patterson

<b>Camila MORSCH</b>	Critical approaches to public and global justice philosophy, global governance theory, and the potential relationships between global governance and non-unitary publics, transnational activism, feminist approaches to publicness, and comparative gender and racial justice	Ruth Rubio Marin
<b>Sheila Christina NEDER CERZETTI</b>	Corporate, bankruptcy and capital markets law, including the role of law in promoting sustainable development	Fabrizio Cafaggi
<b>Adam PERRY</b>	Legal philosophy, and in particular law and normativity, political philosophy, constitutional law and theory, and evidence law	Giovanni Sartor
<b>Marta SIMONCINI</b>	Italian, EU and comparative administrative law, risk regulation, law and economics, data protection, and legal aspects of the fight against terrorism	Giovanni Sartor and Martin Scheinin

<b>Yane SVETIEV</b>	Design of remedial mechanisms in competition interventions, as well as multi-level instruments for cooperation between competition agencies, that can attenuate the standard shortcomings of principal agent governance models	Hans-W. Micklitz
<b>Andrea WECHSLER</b>	European and comparative private law, European, Asian and international economic law, arbitration and mediation, (comparative) legal method, and the economic analysis of the law	Hans-W. Micklitz

## 1.2. CALENDAR OF DEPARTMENTAL ACTIVITIES 2011-2012

For the full EUI academic calendar see:

<http://www.eui.eu/Documents/ServicesAdmin/AcademicService/CurrentAcademicCalendar.pdf>

FIRST TERM 5 September - 16 December 2011				
August 2011				
22	Monday	-	EUI reopens	
31	Wednesday	9.30-12.00	Registration of new Law researchers, Badia Fiesolana	
September 2011				
1	Thursday		Registration of all post-doc fellows	Badia Fiesolana
5	Monday		<b>First Term begins</b> 4 weeks of intensive language courses for new students	
7	Wednesday	11.30-12.30	First meeting of Head of Department, Director of Graduate Studies, Law Secretariat, Researcher Reps with new researchers	Sala Europa
		13.00	Executive Committee ( <i>Head of Department only</i> )	
		14.30-16.00	Introduction to computing services for new Law researchers and fellows	Sala Europa
14	Wednesday	9.30-12.30	Law Department meeting ( <i>professors and reps only</i> ), Sala Triaria	
		11.00-12.00	Introduction to the Library for Law researchers and fellows by Law Library Information Specialist, Dr Machteld Nijsten	Sala Europa
		14.30	Academic Council	
15	Thursday	14.30	Admissions Committee	
20	Tuesday	9.30	Head of Department/admin meeting, Sala Triaria	
21	Wednesday	10.00 - 12.00	Full introduction to the Law Department for all new researchers, US exchange students, fellows and visitors - seminars to be presented by the professors	Sala Europa
		12.00	Welcome Drink for all members of the Law Department	Sala Bandiere
		13.00	Executive Committee ( <i>Head of Department only</i> )	
28 - 30	Buzz Week	All day	First buzz week for 1 <sup>st</sup> year researchers	
		28 Sept.	Integration Day for all new researchers and US exchange students (Villa La Fonte)	

29	Thursday	12.00	<b>Deadline:</b> registration for 1st Term seminars
			<b>Deadline:</b> confirmation of US exchange students' home universities' requirements to M. Becker
30	Friday	11.30-13.00	Inaugural Lecture (Roland Bieber)   Sala Europa
<b>October 2011</b>			
3	Monday		<b>Deadline:</b> submission of 2010/11 LL.M. theses
		-	Start of seminars
5	Wednesday	9.30 - 12.30	Departmental meeting ( <i>professors and reps</i> )
		13.00-14.30	Faculty seminar ( <i>professors and fellows</i> )
		14.30	Introductory meeting with Prof. Patterson to introduce US exchanges for EUI students
7	Friday	-	<b>Deadline:</b> submission of 1st year Personal Research Plans (all Ph.D. and LL.M.) including information on credits
10	Monday	14.30	Admissions Committee (Deferrals)
12	Wednesday	9.30 13.00	Head of Department/admin meeting, Sala Triaria Executive Committee ( <i>Head of Department</i> )
17	Monday	14.30	Appeals Committee
19	Wednesday	12.30-14.00 14.30	Faculty Seminar ( <i>professors and fellows</i> ) Academic Council
21	Friday	-	<b>Deadline:</b> 2 <sup>nd</sup> and 3 <sup>rd</sup> year researchers' submission of Personal Research Plans, including progress needed to satisfy the Institute's requirements
26	Wednesday	13.00	Executive Committee ( <i>Head of Department</i> )
28	Friday	-	<b>Deadline:</b> 1st and 2nd readers' LL.M. reports
31	Monday	-	<b>EUI closed - ponte</b>
<b>November 2011</b>			
1	Tuesday	-	<b>EUI closed - All Souls Day</b>
9	Wednesday	9.30 - 12.30 13.00	Departmental meeting ( <i>professors and reps</i> ) Executive Committee ( <i>Head of Department</i> )
10	Thursday	-	Budget Committee
16	Wednesday	9.30 12.30-14.00 14.30	Head of Department/admin meeting Faculty seminar ( <i>professors and fellows</i> ) Academic Council
18	Friday	-	<b>Deadline:</b> presentation of 3rd readers' LL.M. reports
23	Wednesday	13.00	Executive Committee ( <i>Head of Department</i> )
28	Monday	-	<b>Deadline:</b> registration of US exchange students' papers
		-	<b>Deadline:</b> registration for 2 <sup>nd</sup> Term seminars

28	Monday	-	<b>Deadline:</b> applications for US exchanges for 2012-13 (one month earlier than general EUI deadline of 20/1/12). See dept. rules in Researchers' Guide for procedure.
30	Wednesday	13.00 - 14.30	Faculty seminar ( <i>professors and fellows</i> )
<b>December 2011</b>			
1	Thursday	-	<b>Deadline:</b> final decisions on 2010/11 LL.M. theses
7	Wednesday	9.30-12.30	Departmental meeting ( <i>professors and reps</i> )
		13.00	Executive Committee ( <i>Head of Department</i> )
9	Friday	-	High Council
12	Monday	-	<b>Deadline</b> for PhD: outline of thesis and plan of May Paper, and for LL.M: outline of the thesis
14	Wednesday	9.30	Head of Department/admin meeting
		12.30-14.00	Faculty seminar ( <i>professors and fellows</i> )
		14.30	Academic Council
16	Friday	-	<b>End of First Term and seminars</b>
24	Saturday	-	Saturday 24 December – Sunday 8 January <b>EUI closed</b> for Christmas/New Year

### SECOND TERM 9 January - 4 April 2012

<b>Leap Year January 2012</b>			
9	Monday	-	Institute re-opens. Start of Second Term & Seminars
		-	<b>Deadline:</b> notification to department of intention to transfer from LL.M to Ph.D
11	Wednesday	-	<b>Deadline:</b> submission of US exchange students' papers from 1 <sup>st</sup> term
		9.30 - 12.30	Departmental meeting ( <i>professors and reps</i> )
		13.00	Executive Committee ( <i>Head of Department</i> )
18	Wednesday	9.30	Head of Department/admin meeting
		12.30-14.00	Faculty seminar ( <i>professors and fellows</i> )
		14.30	Academic Council
20	Friday	17.00	Final EUI deadline for US exchange requests 2012-13
25	Wednesday	-	Executive Committee ( <i>Head of Department</i> )
		13.00	
27	Friday	-	<b>Deadline:</b> applications for 2 <sup>nd</sup> instalment of 4 <sup>th</sup> year grant to start on 1 March 2012 (i.e. after 42 months) <b>Deadline:</b> submission of book review/review of literature as 1 <sup>st</sup> year language requirement, if appropriate
31	Tuesday	-	<b>Deadline</b> for student applications for 2012-13

<b>February 2012</b>				
1	Wednesday	9.30-12.30	Departmental meeting ( <i>professors and reps</i> )	
		13.00-14.30	Faculty seminar ( <i>professors and fellows</i> )	
2	Thursday	14.30	Admissions Committee (US exchanges)	
8	Wednesday	9.00-12.00	Departmental <b>Brainstorming</b> meeting ( <i>professors and reps</i> )	
		-	<b>Deadline:</b> professors' reports for 2nd instalment of 4th year grant	
		13.00	Executive Committee ( <i>Head of Department</i> )	
15	Wednesday	9.30	Head of Department/admin meeting	
		12.30-14.00	Faculty seminar ( <i>professors and fellows</i> )	
		14.30	Academic Council	
22	Wednesday	9.00 - 12.30	Departmental meeting – preselection and flagging of new student candidates ( <i>professors and reps</i> )	
		13.00	Executive Committee ( <i>Head of Department</i> )	
24	Friday	-	<b>Deadline:</b> 1 <sup>st</sup> year thesis-related February Paper to supervisors	
		-	<i>Friday 24 February – Friday 2 March</i> Preselection committees with national authorities (one Law professor in each committee)	
			Preselection Committee	Non EU Countries
27	Monday	-	Preselection Committees	UK and Ireland, Greece and Cyprus
28	Tuesday	-	Preselection Committees	Nordic, Estonia, Latvia, Poland, Slovenia
29	Wednesday	-	Preselection Committee	Italy, Spain and Benelux
<b>March 2012</b>				
1	Thursday	-	Preselection Committee	Portugal
2	Friday	-	Preselection Committee	France, Germany, Austria, Switzerland
7	Wednesday	9.30-12.30	Departmental meeting ( <i>professors/reps</i> )	
		13.00	Executive Committee ( <i>Head of Department</i> )	
14	Wednesday	9.30	Head of Department/admin meeting	
		12.30	Faculty Seminar ( <i>professors and fellows</i> )	
		14.30	Academic Council	
15	Thursday	17.00	<b>Deadline</b> for ERASMUS applications for 2012/13	
16	Friday	-	<b>End of seminars (10<sup>th</sup> week)</b>	
19 - 23	Buzz week Mon. 19 - Fri. 23	All day	Second buzz week 19-23 March	
19	Monday	All day	February Paper discussions	

20	Tuesday	All day	February Paper discussions
21 - 23	Wed-Fri	All day	Buzz week lectures (visitors)
21	Wednesday	13.00	Executive Committee ( <i>Head of Department</i> )
22	Thursday		LLM Interviews
23	Friday		LLM Interviews
26 - 29	Monday - Thursday	All day	DOC interviews
30	Friday	9.00	Departmental meeting ( <i>professors/ reps</i> ). Lists of admissions for Admissions Committee Mon. 16 April
<b>April 2012</b>			
2	Monday		
3	Tuesday		
4	Wednesday	9.00-13.00	<b>SECOND TERM ENDS</b>
5- 9	Thursday 5- Monday 9	-	<b>EUI closed</b> for Easter Thursday 5-Monday 9 April
11	Wednesday	13.00	Executive Committee ( <i>Head of Department</i> )
<b>THIRD TERM 16 April - 29 June 2012</b>			
16	Monday	14.30	<b>Deadline:</b> request for passage to 3rd year from Sept. 2011 (with $\frac{1}{4}$ work completed) <b>Admissions Committee</b> ( <i>1<sup>st</sup> year researchers</i> )
18	Wednesday	9.30 12.30-14.00 14.30	Head of Department/admin meeting Faculty seminar ( <i>professors and fellows</i> ) Academic Council
25	Wednesday	13.00	Executive Committee ( <i>Head of Department</i> )
<b>May 2012</b>			
1	Tuesday	-	<b>EUI closed</b> Festa del Lavoro
2	Wednesday	9.30-12.30 13.00-14.30	Departmental meeting ( <i>professors/ reps</i> ) Faculty seminar ( <i>professors and fellows</i> )
3	Thursday	-	Budget Committee
9	Wednesday	13.00	Executive Committee ( <i>Head of Department</i> )
10	Thursday	-	Research Council
11	Friday	-	Research Council
16	Wednesday	9.30 12.30-14.00 14.30	Head of Department/admin meeting Faculty seminar ( <i>professors and fellows</i> ) Academic Council
17	Thursday	-	<b>Deadline</b> for PhD May Papers
23	Wednesday	13.00	Executive Committee ( <i>Head of Department</i> )

28	Monday	12.00	<b>Deadline:</b> request for 4th year grant from Sept. 2011 and (with 2/3 work completed)
<b>June 2012</b>			
4 - 7	Monday- Thursday	-	Monday 4 - Thursday 7 June First year May Paper defence week
8	Friday	9.30	High Council
13	Wednesday	9.00 - 12.30	Departmental meeting ( <i>professors and reps</i> )
		12.30-14.00	Faculty seminar ( <i>professors/fellows</i> )
		13.00	Executive Committee ( <i>Head of Department</i> )
15	Friday	-	Conferring Ceremony and June Ball
20	Wednesday	9.30	Head of Department/admin meeting
		14.30	Academic Council
21	Thursday	14.30	Admissions Committee
27	Wednesday	13.00	Executive Committee ( <i>Head of Department</i> )
28	Thursday	14.30	Appeals Committee ( <i>if necessary</i> )
29	Friday	-	<b>THIRD TERM ENDS</b>
<b>July 2012</b>			
4	Wednesday	13.00	Executive Committee ( <i>Head of Department</i> )
<b>August 2012</b>			
Wednesday 8 - Friday 24 August			<b>EUI Closed</b>

### **1.3. ORGANISATION OF STUDIES**

#### **1.3.1. THE DOCTORATE IN LAW**

The Law Department, like the other EUI departments, offers a four-year course leading to the doctorate. The general rules governing admission and the course of doctoral studies are given below. The first year of the doctoral programme leads to the conferring of the *Master in Comparative, European and International Legal Studies (LL.M.)*. In the first year, researchers in the doctoral programme follow a series of seminars and courses jointly with the LL.M. researchers, as described below. Researchers who benefit from four years of grant will have an overall four years to present their Ph.D. at the Institute and a fifth year during which the defence may take place.

#### **1.3.2. THE ONE-YEAR LL.M. DEGREE (*Legum Magister*)**

Since 1984 the EUI has offered law students a one-year programme leading to the degree of *Master in Comparative, European and International Legal Studies (LL.M.)* (the level of a British LL.M., for instance). Researchers, counselled and supervised by a professor in the department, participate in departmental seminars and courses along with the Ph.D. students, and they write a dissertation which is the basis for the conferment of the degree. The dissertation is normally submitted at the end of the course. Admission and residence requirements are the same for LL.M. students as for those intending to take the doctorate.

### **1.4. RESIDENCE REQUIREMENTS**

In accordance with the EUI rules, researchers must reside in Florence and be present during the period of seminar and teaching activities for the duration of the Ph.D. and LL.M. programmes, exceptional absences of more than one week require the written consent of the department, see 1.6. below.

### **1.5. STUDENT STATUS: FIVE YEAR MAXIMUM OF REGISTRATION**

Student status is automatically granted to all researchers in the LL.M programme for 12 months and to all Ph.D. researchers for a maximum of 60 months, i.e. 5 years, from the date of first registration in the programme until they defend their thesis, provided this is within 5 years. Those with student status may participate in all EUI activities and benefit from all the facilities (library, computing facilities etc.). The right to submit the thesis is also dependent upon student status.

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 professional nature which have interfered with a record of good progress and have caused unforeseen delay. In order that the Admissions Committee may make a decision in such cases on whether to grant an extension, and, if so, for what

period of time, before the end of the five-year period the Committee must receive (i) evidence of any such extenuating circumstances, (ii) evidence of the current state of progress of the thesis, and (iii) a detailed plan for completion and submission within a specified period of time. Requests should be sent to the Director of Graduate Studies and the Head of Department for approval together with the supervisor's comments (with copy to both the Departmental Assistant and the supervisor's secretary).

Some types of absence from the Institute and/or involvement in activities other than thesis-related research do not count towards the calculation of the sixty months/five years. These exemptions are outlined below.

## 1.6. LEAVES OF ABSENCE

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf>

- a. Apart from de minimis periods [i.e. no longer than one week per term], **researchers must obtain the written permission of the supervisor to be absent from the Institute during term-time.** Requests should provide appropriate information about the purpose and length of the period of absence. Requests for more than one month and up to two months, if approved by the supervisor, should be sent to the Director of Graduate Studies and the Head of Department for approval together with the supervisor's comments (with copy to both the Departmental Assistant and the supervisor's secretary). Requests must be made as far in advance of departure as possible.
- b. For absences of a period of two months or more, the same procedure as at a. above applies, but the Admissions Committee will also need to approve the request. There is no special form to be completed.
- c. Permission should only exceptionally be granted for absences of more than one week.
- d. More than one prolonged departure within a 12 month period will not be permitted and accumulation of absences will be discouraged. This includes US exchange programmes and traineeships/stages.
- e. The maximum overall period of intermission for which any combination of these is permitted is normally 18 months.

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

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

## **1.7. LINGUISTIC DIVERSITY**

The Law Department attaches particular importance to the maintenance and encouragement of linguistic diversity in all of its activities. It therefore encourages both professors and researchers who wish to do so to express themselves in French during seminars and other departmental activities, and encourages the use of Italian and other languages wherever these can be used by all or most of those concerned. Everything possible should be done to encourage such diversity.

The writing of theses in languages other than English continues to be encouraged wherever this is desired by the researcher and appropriate supervision is available.

Students applying for admission to the Law Department should take full account of this policy.

## **1.8. WORKING GROUPS**

<http://www.eui.eu/DepartmentsAndCentres/Law/ResearchAndTeaching/WorkingGroups/Index.aspx>

Parallel to weekly courses, more informal working groups may be established on the initiative of interested researchers on a departmental or inter-departmental basis. A list of the Law Department's working groups is published on the web site at the above link. Working groups usually organise a series of meetings in which researchers from the EUI and occasionally invited lecturers working on similar topics cooperate. The Law Department encourages such initiatives. Presentations in working groups can be taken into account by second and third-year researchers as a way of fulfilling the department's requirement of presenting the progressing doctoral research once a year, provided the supervisor attends and approves the presentation.

To set up a working group, follow the guidelines on the departmental website (see the link above), checking whether one already exists in the relevant field. Make sure to obtain support from at least one Law professor working on the topic and then inform both the Head of Department and Rosanna Lewis. Rosanna will help with practical matters concerning working groups, such as room bookings. If a working group ceases to meet regularly, please contact Eleonora Masella to remove the information from the website.

## **2. FIRST YEAR**

### **2.1. INTRODUCTORY MEETINGS**

All new researchers are required to attend three introductory meetings. New fellows are welcome to attend the first and are particularly requested to attend the second. US exchange students are welcome and encouraged to attend all of the introductory meetings:

- i. **Wednesday 7 September 2011, 11.30** in Sala Europa, Villa Schifanoia - with Prof. Marise Cremona, Head of Department, Prof. Hans Micklitz, Director of Graduate Studies and the Law Department administrative staff.

An introduction to the computing facilities for Law researchers will follow at 14.30 in Sala Europa.

- ii. **Wednesday 21 September 2011, 10.00-12.00** in Sala Europa, Villa Schifanoia - with all Law Faculty members, at which the professors will briefly describe their seminars, followed by a **Welcome Drink** for all members of the department in the Sala Bandiere at **12.00**.
- iii. **Wednesday 28 September 2011, 10.00-19.00** Integration Day for all new researchers and US exchange students at Villa La Fonte. Further details of this will be provided in September.

### **2.2. A SPECIAL EVENT**

We encourage participation in the **Inaugural Lecture** by Prof. Roland BIEBER, Fernand Braudel Senior Fellow, to be held **on Friday 30 September**, 11.30-13.00, Sala Europa.

### **2.3. SUPERVISION AND PERSONAL RESEARCH PLAN**

#### **2.3.1. EUI SUPERVISORS**

These guidelines should be read in conjunction with the *EUI Code of Practice on Doctoral Supervision*, available at:

<http://www.eui.eu/Documents/ServicesAdmin/AcademicService/CodeofPracticeSupervisionNov031.pdf>

On arrival at the Institute in August, researchers will be given the name of the professor they should contact to discuss research plans and the possibilities of supervision. This should be done as soon as possible in September. The final choice of supervisor is made by the department on the basis of mutual agreement between the relevant professor and researcher. The final list of supervisors will be approved by the Law Department at its November departmental meeting.

A change of supervisor or of thesis topic still remains possible after that date, but all changes must be agreed by the researcher and his/her supervisor and recorded on the **Personal Research Plan (PRP)** (original to be returned to Marlies Becker). It is the researcher's responsibility to have these changes registered. Minor amendments to the thesis working title may be communicated to the supervisor's secretary for amendment in the database at any time. Please also copy such correspondence to Eleonora Masella for updates to the website.

The supervisor will counsel and guide the researcher throughout the doctoral/LL.M. programme. Researchers are welcome to contact any other professor in the EUI to discuss their research, but they will formally report to only one supervisor within the department. If, however, the researcher's supervisor leaves the department prior to the researcher completing his/her thesis, an additional internal professorial advisor will be appointed to the researcher. In exceptional cases it may be appropriate to appoint a joint supervisor based in another department.

### **2.3.2. PERSONAL RESEARCH PLAN (PRP)**

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/FirstYearRequirements.aspx>

By 7 **October 2011**, every first-year researcher will agree, in consultation with the supervisor (who may at this stage only have been provisionally identified), a Personal Research Plan (see the link above), which will:

- i. identify the working title and a general profile of the doctoral or LL.M. research project;
- ii. specify the courses the researcher will follow as part of his/her programme in order to earn credits; and
- iii. specify the ways in which the researcher will comply with the department's language requirement (for details see point 2.5.6. below).

The PRP should be signed by both the researcher and the supervisor and given to Marlies Becker by 7 October. Any future alterations to the PRP must be registered on a new PRP form which will replace the previous one; it should also be given to Marlies Becker.

### **2.3.3. EXTERNAL CO-SUPERVISORS**

In exceptional circumstances, if the expertise required to supervise a thesis is not fully available within the department, an external co-supervisor may be appointed either from another EUI department or from outside the EUI.

Any Ph.D. or LL.M. researcher wishing to have an external co-supervisor should discuss the matter with the internal supervisor who, if in agreement, will seek the approval of the department at one of its monthly meetings. The

Head of Department will then send an official letter to the external professor asking whether s/he is prepared to act as a co-supervisor. Researchers are not expected to contact the prospective external co-supervisors themselves. External co-supervisors will not be directly involved in decisions on May Papers as these will be read and marked by permanent professors in the department.

#### **2.3.4. INTERNAL PROFESSORIAL ADVISORS**

When a researcher's original supervisor leaves the Institute, arrangements will be made either:

- i. to appoint a new internal supervisor (either as a sole supervisor, or as joint supervisor together with the departing professor); or,
- ii. in cases where the decision is made to retain the departing supervisor as the sole supervisor, to appoint an additional internal professorial advisor from the current full-time staff to provide the researcher with an ongoing point of contact with the life and work of the department. The internal professorial advisor will not be expected to provide supervision. Instead, the role will be to ensure that the welfare and administrative needs of the researcher are met.

#### **2.4. FIRST-YEAR CURRICULUM**

The Law Department's teaching programme includes the following: advanced courses, which have a broader scope; seminar courses, which deal with more specific subjects; intensive legal methodology courses, summer courses and workshops.

Participation in each seminar will be limited to 30 EUI researchers on a first-come-first-served basis. Visiting students, fellows and US exchange students will be counted separately. Enrolment will only be accepted during the two weeks prior to the final deadline (8-29 September and 15-28 November 2011), when lists for enrolment will be placed on the departmental notice-board at the Villa Schifanoia. All seminar materials will be made available online at <http://www.eui.eu/SeminarMaterial/Index.aspx>, therefore it is not necessary to register for seminars just to receive reading materials.

Although some short seminars and workshops may be offered, the third term is dedicated essentially to the writing of the LL.M. dissertation or, for doctoral students, the writing of a substantial paper relating to their doctoral project (May Paper) on the basis of which admission to the second year is decided.

## 2.5. COMPULSORY REQUIREMENTS

Advanced courses and seminars seek to reflect the department's commitment and profile: European and international in its character, comparative in its approach and contextual in its methods. These three dimensions are represented both in the general programme and within the individual seminars. They have, however, not been codified in a mandatory curriculum. Therefore, researchers enjoy freedom in the planning of their studies, subject to the agreement of their supervisors (as specified under Supervision (see point 2.3. above).

### 2.5.1. INTENSIVE BUZZ WEEKS

There will be two intensive buzz weeks during which special activities will be organised for all first-year students. The first (28-30 September 2011) will be an induction week focusing on legal methodology and including an inaugural lecture, while the second (19-23 March 2012) will include elements of legal methodology, presentation of research by students, and a choice of one out of two intensive courses taught by visiting academics.

### 2.5.2. CREDITS FOR FIRST-YEAR RESEARCHERS

In the first year, all Ph.D. and LL.M. researchers will have to earn a minimum of 60 credits in the following way in order to satisfy attendance requirements:

#### Compulsory element

- Methodology component (Ph.D and LL.M.), including one 10-hour seminar in the March buzz week: 9 credits
  - February Term Paper (Ph.D. and LL.M.): 6 credits
  - May Paper (Ph.D.) or LL.M. thesis (deadline 1 October): 24 credits
- Total of compulsory credits: 39

#### The remaining 21 credits may be obtained as follows:

- 20-hour seminars or advanced courses of 10 sessions each: 6 credits
- Short 8 - 10-hour seminars of 4 - 5 sessions each: 3 credits
- Academy of European Law two-week summer school: 3 credits

The possibility of attending a seminar in another department and obtaining credits in that seminar exists, provided the Law Department is in agreement. A written request must be made to the Director of Graduate Studies with the written approval of the supervisor. If the department agrees to such a request, then the relevant professor in the other department must agree to certify, once the seminar has finished, that the student has attended all sessions of that seminar and completed all the seminar requirements. The credits obtained will be those in force in the Law Department.

### **2.5.3. COURSE ATTENDANCE**

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

### **2.5.4. WRITING REQUIREMENTS**

N.B. All outlines and papers, except the LL.M. thesis, to be submitted to Marlies Becker and e-mailed to [lawadmin@eui.eu](mailto:lawadmin@eui.eu) .

All Ph.D. researchers will be required to submit:

- i. by 12 December 2011, an outline of the thesis including both a broad picture of the thesis and a more detailed structure of the May Paper, to be read by the supervisor;
- ii. by 24 February 2012, a thesis-related paper (of approx. 8,000 words, including footnotes) to be read by the supervisor;
- iii. by 17 May 2012, a May Paper (three hard copies), consisting of (i) a summary of the thesis topic; (ii) an outline of the thesis and (iii) one chapter of the thesis (max. 14,000 words, including footnotes), to be read by the supervisor, a second reader and defended before a panel of three professors.

All LL.M. researchers will be required to submit:

- i. by 12 December 2011, an outline of the thesis to be read by the supervisor;
- ii. by 24 February 2012, a thesis-related paper (of approx. 8,000 words, including footnotes) to be read by the supervisor;
- iii. by 1 October 2012, i.e. in the year following admission, the LL.M. thesis to be submitted to the supervisor's secretary (not to Marlies Becker), (see point 2.7. below for further details).

### **2.5.5. DEFENCE OF THE MAY PAPER BEFORE A PANEL OF THREE PROFESSORS (Ph.D. students only)**

All Ph.D. researchers will be required to defend their May Papers before a panel of three professors for up to 30 minutes. All defences will take place during **the week of Monday 4 -Thursday 7 June 2012**. After the defence, the panel will inform the researcher of the motivated recommendation that

they will make to the department and upon approval by the department, to the Admissions Committee. The recommendation may consist of either:

- a. admission to the second year with written reports by the supervisor and second reader, to include the input of the other member of the panel on how best to proceed;
- b. if convinced of the quality of the candidate and the potentiality of the project, the panel may decide to propose resubmission of the paper by 31 August and deferral of the decision on admission to the second year until September;
- c. passage from the Ph.D. to the LL.M.-only programme with a report written by the supervisor explaining the decision and giving concrete advice on how to turn the May Paper into a successful LL.M. thesis by the beginning of October;
- d. negative decision.

Recommendations will be communicated to the researchers in writing at least one week before the Admissions Committee meeting (i.e. recommendation by 14 June for the 21 June 2012 Admissions Committee).

A student requested to resubmit a May Paper by 31 August but who is not then admitted to the 2<sup>nd</sup> year of the Ph.D. programme may in exceptional circumstances be offered the chance of turning the May Paper into an LL.M. by the extended deadline of 15 December 2012.

Researchers who have fulfilled all the first-year requirements and are admitted to the second year of the Ph.D. programme will receive the degree of *Master in Comparative, European and International Legal Studies (LL.M.)*.

#### **2.5.6. LANGUAGE REQUIREMENTS**

In order to satisfy the department's language requirements (see Personal Research Plan at point 2.3. above), all LL.M. and Ph.D. researchers must decide, by 7 October 2011, whether they want to either:

- i. write their May Paper or their LL.M. dissertation in a non-mother tongue language; or
- ii. submit a review of literature in their field published in non-mother tongue languages, or submit a review of a book published in a non-mother tongue language (2,000-3,000 words). Provided the supervisor agrees, the review may be written in the researcher's mother tongue. The choice should be determined with the supervisor and the deadline for submission will be **28 January 2012**.

All papers written in a non-mother tongue language must specify whether and to what extent they have been submitted to the Language Centre for correction. Language correction is not compulsory. Researchers requesting language correction should follow the conditions established by the Language Centre.

### **2.5.7. EXCHANGE STUDENTS' COMPULSORY REQUIREMENTS**

Each of the universities participating in an exchange with the EUI Law Department has different requirements for its own students attending the EUI. The minimum requirements for each university are subject to change and should be checked directly with the home university by the incoming exchange student. Confirmation of the requirements should be sent to Marlies Becker by **29 September 2011** at the latest.

N.B. All papers/exams etc. will be marked on a **Pass / Fail basis only**. There will be no grading, unless this is specifically requested by the home university by 29 September.

### **2.6. TRANSFER FROM PH.D. TO LL.M. AND LL.M. TO PH.D.**

LL.M. students may apply to transfer into the doctoral programme. Admission to the doctoral programme is subject to the same conditions that apply to other candidates. In particular it should be noted that places are limited, that entry is competitive and that there is no guarantee that a place in the Ph.D. programme will be obtained.

A notification that the LL.M. student intends to apply to transfer must be communicated in writing to the Head of Department (copy to the Departmental Assistant) by **Monday 9 January 2012** at the latest. The EUI application form (submitted by all Ph.D. applicants to the Institute) must be completed online by the final EUI deadline for applications (31 January 2012) together with a research proposal. The only difference in the procedure is that a researcher applying to transfer must submit one reference letter from his/her supervisor and a second reference, preferably from an external referee.

Applicants who wish to change to the Ph.D. programme will be considered for a national grant along with the new candidates from their own country applying to enter the doctoral programme. Their eligibility for admission with grant to the Ph.D. programme can therefore only be finally approved when the results of the student candidate interviews are decided by the Admissions Committee in mid-April. When applying, applicants should take into consideration that if they are accepted onto the programme they will be expected to submit a May Paper by 17<sup>th</sup> May, instead of the LL.M. thesis which is due in October. Their actual admission will depend upon successful completion of the first-year programme, i.e. May Paper, etc. which

will be judged on the same basis as researchers already in the Ph.D. programme. If the May Paper is satisfactory, admission to the second year follows and the researcher will be awarded the degree of *Master in Comparative, European and International Legal Studies (LL.M.)*.

In **exceptional circumstances** a request to change from Ph.D. to LL.M. may still be made in the first year up to 13 June 2012, so that any grant thus freed could be re-allocated to an incoming student by the Admissions Committee. In order to change programme, a reasoned request must be made in writing to the Head of Department with the written approval of the supervisor. A decision will be taken at a departmental meeting. If the request is approved by the department, the researcher will have to present the final text of the LL.M. by 1 October 2012, i.e. in the year following admission (thirteen months in total) in the same way as all researchers preparing an LL.M. thesis. There will be no postponement of this deadline due to the change to the LL.M. programme.

## **2.7. SUBMISSION OF THE LL.M. THESIS**

### **2.7.1. DEADLINE FOR SUBMISSION**

The deadline for submission of the final version of the LL.M. dissertation is normally **1 October** of the year following admission to the Institute. No dissertation submitted after this deadline will be accepted. A later revision of the text will only be allowed if specifically required by the examining committee.

### **2.7.2. AWARDING OF THE LL.M.**

Each dissertation will be examined by a committee of three consisting of the supervisor and two readers appointed by the department. The deadline for the final decision of the committee is **1 December**. The LL.M. is ungraded. The committee may recommend either:

- a. that the dissertation be accepted as satisfying the requirements of the LL.M.;
- b. that the dissertation be rejected as not satisfying the requirements of the LL.M.; or
- c. that the dissertation be revised or rewritten, and submitted for re-examination.

Positive recommendations are confirmed by the Head of Department and forwarded to the Academic Service. In respect of negative recommendations, or recommendations to revise and resubmit, decisions are taken by the department at its first meeting following the submission of the examining committee's reports. If the department recommends revision and

resubmission, then the dissertation must be resubmitted within six months at the latest after the department's decision is taken. If the department makes a negative decision, an appeal may be heard and examined only on procedural grounds, manifest arbitrariness or on any other relevant non-academic matter.

### **2.7.3. LANGUAGE OF THE THESIS**

The LL.M. dissertation may be written in any language agreed with the supervisor. If language correction of the dissertation is required, please contact the supervisor's secretary for precise details. LL.M. dissertations which have been submitted for language correction should specify this on the first inside page of the thesis.

### **2.7.4. PRACTICAL INFORMATION ON SUBMITTING THE THESIS**

The final version of the LL.M. thesis should be submitted to the supervisor's secretary as one single PDF file. She will send it to the EUI print shop where **10 bound copies** will be made (3 for the readers, 5 for the researcher and 2 for the Library after the degree is awarded). Any copies not required by the readers will be sent to the researcher after the degree has been awarded.

All LL.M. dissertations should be of approximately 30,000 words including footnotes, unless specified otherwise by the supervisor. They should be presented in a perfect academic format and the EUI template for the cover page must be used. It can be found at:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/LLM.aspx>

EUI computing rights and Library access will continue until the beginning of October. Please leave your full forwarding address with the supervisor's secretary and the Alumni Officer before you leave the Institute.

### **2.7.5. PUBLICATION OF THE THESIS**

The *Academic rules and regulations for the doctoral programme last amended by Academic Council Decision N° 3/2008 of 19 November 2008* state at Article 5.10.:

"In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published. Theses can be published on paper and/or in electronic format. Theses can be published electronically by depositing the full text of the successfully defended Ph.D. or LL.M thesis, either in the version that was defended or in a revised version, in the EUI repository CADMUS in the collection 'EUI theses' as a protected PDF file. Research students are encouraged to use this option. The copyright remains with the author. The Agreement to publish the thesis should be signed."

### **3. SECOND YEAR**

Second-year researchers must present their research once at the EUI during the year in the framework of one of the advanced courses or seminars organised by the Law Department or, with the approval of the supervisor, in one of the working groups convened by EUI researchers or in a conference or workshop held at the EUI. The supervisor must attend the presentation. If necessary, the department will set up special workshops during the third term to accommodate those researchers who cannot insert their presentations as outlined above.

Second-year researchers must also participate in at least one 20-hour advanced course or seminar (*of 6 credits*) in each of the first and second terms, either in the Law Department or in another department. Two short 8 - 10-hour seminars (*of 3 credits each*) may substitute for each 20-hour course/seminar, *i.e. a total of 12 credits for the whole year*. In exceptional circumstances, a researcher may choose to attend two seminars in the same term if the seminars that are best suited to the development of the thesis fall within the same term. In this case, the researcher must submit the reasons and written approval of the supervisor in writing to the Director of Graduate Studies with a copy to Marlies Becker **before 21 October 2011**.

Second-year researchers who participate in a *stage/internship* or who for any other reason have a suspension of grant during their second year, and who for that reason cannot attend a seminar in each term, will have to comply with the remainder of their obligations during the third year. Residence requirements and guidelines for leaves of absence apply also to second-year researchers (see point 1.4. above).

By **21 October 2011**, all second-year Law researchers must have discussed with their supervisors a new **Personal Research Plan** to include a **projection of the work** required to be able to comply with the ¼ thesis requirement (see below). Once approved by the supervisor, it should be given to Marlies Becker. It can be found at: <http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/SecondYearRequirements.aspx>

By **16 April 2012**, all second-year researchers must show that they have completed at least one-quarter of the work required for the Ph.D. thesis. One hard copy of the one-quarter work must be given to the supervisor (via his/her secretary) and a copy sent to [lawadmin@eui.eu](mailto:lawadmin@eui.eu). On the basis of this work, the supervisor will be required to report to the department on the progress made, stating whether admission to the third year is recommended or not. The department will inform the Admissions Committee of the recommendations at its June meeting, which may be positive, postponed to September, or negative. Postponement of recommendation of passage to the third year may be made where doubts are raised as to the level of

achievement of the second-year activities. The supervisor will inform the researcher what additional work is required and the work must be submitted normally by 31 August 2012. If a negative decision is taken, an appeal may be heard and examined only on procedural grounds, manifest arbitrariness or on any other relevant non-academic matter.

#### **4. THIRD YEAR**

Third-year researchers must present their research once at the EUI during the year in the framework of one of the advanced courses or seminars organised by the Law Department, or, with the approval of the supervisor, in a working group convened by EUI researchers or in a conference or workshop held at the EUI. The supervisor must attend the presentation. If needed, the department will set up special workshops during the third term to accommodate those researchers who cannot insert their presentation in this framework during the first and second terms.

Third-year researchers must also participate in at least one 20-hour advanced course or seminar during the year, either in the Law Department or in another department, or two short 8 - 10-hour seminars. Exceptions to this requirement may be made if researchers, in agreement with their supervisor, propose an appropriate alternative which might include attendance at, participation in or organisation of other events, workshops, etc.

By **21 October 2011**, third-year researchers are required to present a **Progress Report and Ph.D. work plan** to their supervisors in which they will report on their progress towards two-thirds completion of the thesis. They must also have discussed with their supervisors a new **Personal Research Plan** to include a projection of the work required to be able to comply with the two-thirds thesis requirement (see below), as well as the third-year presentation and seminar requirements. Once approved by the supervisor, it should be given to Marlies Becker. It can be found at:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/ThirdYearRequirements.aspx>

#### **4.1. ADMISSION TO THE FOURTH YEAR AND FOURTH-YEAR GRANT**

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf>

article 3.1.7.

Researchers entering their fourth year are eligible for a full EUI completion grant of 12 months. This grant is payable in installments and is subject to conditions which link payment to completion by the end of the fourth year. The full completion grant will be paid to all researchers who submit their first *and* final drafts by the 48th month of registration.

Researchers who are awarded and then decide to take up the completion grant are required to sign a written commitment that they will submit the final

draft of their thesis within 48 months of registration. In what follows, *first full draft* is defined as the first submission by the researcher, comprehending drafts of all elements and chapters of the thesis; the *final draft* is defined as the text which the researcher submits as being defensible to the supervisor.

#### **4.2. TWO-THIRDS REQUIREMENT AND FIRST INSTALLMENT OF GRANT**

The first installment of six months is payable on the basis of evidence that the researcher has completed at least two-thirds of the thesis at the very latest by the beginning of the fourth year. By the end of the 33rd month of registration, i.e. by **28 May 2012**, researchers should present evidence to the department that they have made the requisite progress. In cases where this cannot be clearly demonstrated at that stage, the researcher may resubmit evidence of progress by the end of the 36th month of registration, i.e. **by 31 August 2012**. In either case, the final decision on approval of the first installment of payment is made by the Admissions Committee.

By **28 May 2012**, one hard copy of the two-thirds work must be given to the supervisor (via his/her secretary) and an electronic copy sent to [lawadmin@eui.eu](mailto:lawadmin@eui.eu).

Also by **28 May 2012**, all third-year researchers must inform the Departmental Assistant at [lawadmin@eui.eu](mailto:lawadmin@eui.eu) whether they wish to receive the fourth-year grant (either from the EUI or from another source) or not (some may be taking up jobs, some may be requesting other funding, e.g. Portuguese grants, etc.). Even if they will have a delayed two-thirds submission date, they must provide this information by **28 May 2012**.

The supervisor must give a written report on the two-thirds work to the researcher. The supervisor will make one of four recommendations: (i) that the thesis is already two-thirds complete; (ii) that, although the thesis is not yet two-thirds complete, it is likely that the thesis will be at least two-thirds complete within 36 months; (iii) that there remains a significant doubt whether the thesis will be two-thirds complete within 36 months; or (iv) that there is no reasonable prospect of the thesis being two-thirds complete within 36 months. The supervisor's recommendation is approved by the department and then submitted to the Admissions Committee which takes the final decision on approval of the first installment of the grant.

## **5. FOURTH YEAR**

### **5.1. FIRST FULL DRAFT AND SECOND INSTALLMENT OF SIX-MONTHS GRANT**

The second installment, which is for six months, is payable only once **the first full draft of the thesis** has been submitted, and the deadline for requesting it is **27 January 2012**. One copy of the first full draft should be given to the supervisor's secretary - or if given directly to the supervisor, please inform the secretary that you have done so. The first full draft is defined as the first submission of the researcher, comprising drafts of all elements and papers or chapters of the thesis. When the first full draft is submitted, the student must also inform the Departmental Assistant by email of whether s/he intends to request a subsidy for language correction of the thesis or not.

Before payment can be approved, the relevant supervisor must certify in a memorandum to the Admissions Committee (a) that a full first draft of the thesis has been submitted and (b) the expectation that the final draft of the thesis will be submitted within 48 months of registration. The final draft is defined as the text which the researcher submits as being defensible to the supervisor.

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

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

The right to submit the thesis is dependent upon student status. Student status lasts 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 professional nature which have interfered with a record of good progress and have caused unforeseen delay.

## 5.2. ASSESSMENT OF DRAFTS

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

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

## 5.3. NO LEAVE OF ABSENCE WITHOUT GRANT DURING 4<sup>th</sup> 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. Ph.D. THESES

Please note that a doctorate which has been prepared in the EUI's Ph.D. programme **must be defended at the EUI**. It may **not** be proposed for defence at any other university.

### 6.1. TIMING OF DEFENCE

The public defence of the thesis should take place **within 9 months of the submission of the final draft** (see point 3.18 of *Academic rules and regulations for the doctoral programme last amended by Academic Council Decision N° 3/2008 of 19 November 2008*). Only upon the specific acceptance of a request supported by the supervisor and the department and approved by the Admissions Committee, may a defence be organised at a later date.

### 6.2. SUBMITTING THE FINAL THESIS AND 300-WORD SUMMARY

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

observations on the composition of the Examining Board to the attention of the department.

The student shall submit the final version of the thesis (i.e. the version to be printed, bound and sent to the examining board members), together with a 300-word summary, to the supervisor's secretary. This summary must be inserted in the copy of the thesis to be printed and bound. The supervisor and any co-supervisor shall each draw up a reasoned report and send it to the student and to the Head of Department concerned within one month.

Should either the thesis supervisor's or any co-supervisor's reasoned report conclude that the submitted manuscript is after all not ready for defence, the report shall state the nature of important changes the student ought to make. The research student may nevertheless express in writing the wish to defend the thesis as it stands.

Every other Examining Board member shall draft a short report and send it to the department within two months of the manuscript being sent to Examining Board members. This report should state whether the thesis is deemed defensible as it stands, or what changes would be needed to make it suitable for defence. The thesis supervisor shall inform the research student of these reports; the latter shall decide, in full awareness of the facts, whether to defend the thesis as it stands or instead to make changes; in the latter case, these changes shall be brought to the notice of the Examining Board members.

### **6.3. EXAMINING BOARD**

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf>

Please refer to article 5.4.

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

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

The Board is normally made up of two internal members and two external members. All four members should not be nationals of the same state or be currently employed in the same state.

#### *Internal Members*

Internal members are deemed to include (i) current full-time professors of the EUI, (ii) former full-time professors of the EUI, provided their permanent contract has overlapped with the period in which the candidate was in receipt

of grant for at least six months, (iii) current or former part-time professors of the EUI, provided that their period of contract (which need not be consecutive) has overlapped with the period in which the candidate was in receipt of grant for at least six months.

#### *External members*

External members cannot include persons who are eligible as internal members as set out above. Former full-time or part-time professors are eligible as external members provided (i) they are not eligible as internal members, and (ii) their most recent contract ended at least three years before the date on which the jury is scheduled to meet. If appointed to the Examining Board, an external co-supervisor shall be treated as an external member. At least one of the external members must be a current university professor. No more than one external member may be appointed from the same institution. All external members must be of high academic standing in the area with which the thesis is concerned.

No more than two internal members may be appointed to the Board of Examiners. In exceptional circumstances, however, three external members and only one internal member may be appointed. This is permissible only where the spread of expertise necessary for the satisfactory examination of a thesis cannot otherwise be provided.

Please note that the composition of the Examining Board is proposed by the supervisor to the Head of Department, and that the final decision is taken by the Executive Committee of the Academic Council. Researchers are therefore not allowed to contact any outside professor concerning the possibility of their becoming a member of the Examining Board. Such contact should only be made by the supervisor, the supervisor's secretary or the Head of Department.

#### **6.4. PRACTICAL INFORMATION ON THE THESIS**

The thesis should normally be approximately 75,000-100,000 words in length, including footnotes. For formatting, and for compulsory EUI templates for the external and internal cover pages, please see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/GuidelinesForThesisPreparation.aspx>

The thesis may be written in any language that is known to the supervisor and another professor of the department, with the approval by the supervisor, and it need not be in the same language as the first-year May Paper or any intermediary draft. If language correction of the thesis is required, the language corrector should receive the final thesis in good time as they will need one month for language correction. (see point 7 below, and <http://www.eui.eu/ServicesAndAdmin/LanguageCentre/CorrectionService/ThesisCorrection.aspx>).

Please contact the Language Centre for further details. Theses that have been submitted for language correction should specify this on the first inside page of the final version.

The Law Department has the following procedure for preparing defences, in compliance with the Institute's Rules and Regulations for the doctoral programme:

1. When the supervisor considers that the thesis is ready for defence, he/she will consult with the Head of Department and propose an Examining Board for nomination by the Executive Committee. The researcher must not contact any external professor with regard to the board but can make his/her preferences known to the Department.
2. The researcher must give the final version of the thesis, including the 300-word summary, to the supervisor's secretary four months before the provisional defence date.
3. The secretary will prepare five working copies of the thesis, four of which will be sent to the examining board members, with a letter specifying the deadline for submitting their reports.
4. The supervisor and external co-supervisor, if there is one, must submit their reports no later than one month after receiving their copies. The reports should be sent immediately to the candidate and all the other board members.
5. The other board members will be requested to submit their reports no later than one month before the provisional defence date. No exceptions are permitted to this rule, so if any report is received after this deadline, the defence will have to be postponed until a later date of at least 1 month after receipt of the final report.
6. Once all the reports have been received, and provided they all conclude that the thesis is ready for defence, the secretary will send the final version of the thesis to the print-shop where 16 copies will be printed.
7. The print-shop sends two copies of the thesis directly to the Library and the rest to the secretary. Four copies are for the board members, and one is given to the candidate. The remaining copies will be kept by the secretary. After the defence, one copy will be sent by the secretary to the European Court of Justice Library (through the EUI library) if requested by the researcher, and the researcher will then receive all remaining copies that have been held by the secretary. These should be collected by the researcher on the day of the defence. Copies cannot be posted or sent by courier to the researcher, unless the researcher him/herself organises and pays for such a service.

8. If any of the jury members request in their reports that minor changes should be made to the thesis before the defence, the researcher may introduce the changes into the text provided the supervisor is in agreement. In such cases, a detailed note outlining the changes made will be provided by the candidate and made available via the supervisor to all jury members before the defence. If there is time to introduce the changes and then to have the copies printed and sent to the jury members before the defence, this should be done. Otherwise, the bound copies will be handed to the jury members on the day of the defence. The text outlining the changes must be sent or given to the jury members together with the bound copies.
9. If any of the jury members request in their reports that major changes be made to the thesis before the defence, the researcher and supervisor must consider whether this is feasible or whether the date of the defence should be postponed in order to permit the changes to be made.
10. Of the two copies of the thesis sent to the Library, one may be consulted inside the Library by members of the Institute for two weeks prior to the defence. Once the degree has been awarded, one copy of the thesis will be bound and kept for archival purposes and the other will be made available to the general public. New Doctors are encouraged to publish their theses electronically in the EUI repository (CADMUS) by submitting the full text of the thesis to: [CADMUS@eui.eu](mailto:CADMUS@eui.eu). Once a thesis has been published, the department will be pleased to add the relevant publication details to its web page at: <http://www.eui.eu/DepartmentsAndCentres/Law/Publications/PublishedPhDTheses.aspx>.

#### **6.4.1. THE THESIS DEFENCE**

The defence shall last a maximum of two hours, and include:

- 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, in which any member of the Institute attending the defence may participate.

For further details on the thesis defence, please refer to 5.7 and 5.8 in the *Academic rules and regulations for the doctoral programme*.

#### **6.5. PUBLICATION OF THE THESIS**

The *Academic rules and regulations for the doctoral programme last amended by Academic Council Decision N° 3/2008 of 19 November 2008* state at Article 5.10.:

"In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published. Theses can be published on paper and/or in electronic format. Theses can be published electronically by depositing the full text of the successfully defended Ph.D. or LL.M thesis, either in the version that was defended or in a revised version, in the EUI repository CADMUS in the collection 'EUI theses' as a protected PDF file. Research students are encouraged to use this option. The copyright remains with the author. The Agreement to publish the thesis should be signed."

## **6.6. SUBSIDIES FOR PUBLICATION**

See Guide to EUI Publications and Web: Policy and Procedures, pp. 10-11,

at: <http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/PublishingSubsidies.aspx>

The author is encouraged to seek commercial publication of the thesis as a book, in which case, s/he will have to find a publisher. Should the publisher require a subsidy for the editing, translating or indexing of the manuscript, or for the reproduction of photos, the author may request a subsidy from the Law Department, but subsidies are limited and printing costs cannot be covered. The request should be made to the Head of Department and include the terms of publication offered by the publisher.

### **6.6.1. FORMAL REQUIREMENTS FOR REQUESTING A SUBSIDY**

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

- a. documentation provided by the department: the thesis manuscript evaluation form, filled out by the President of the examining board at the time of the thesis defence.
- b. documentation provided by the applicant:
  - i. a concrete proposal (which could be a contract) from a reputed publisher in the field to publish the manuscript, including any available review on the manuscript, the estimated costs, and time-frame for publication;
  - ii. justification for the subsidy request (a letter explaining the need for a subsidy).

Decisions on the allocation of subsidies will be taken by the department twice a year in June and in December.

### **6.6.2. PROCEDURES FOR AWARDING 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. Two copies of the published book should be sent to the department, which subsequently sends them to the Library secretariat.

The following need to be inserted into the published book:

- a. logo and full name of the EUI
- b. sentence mentioning the EUI subsidy (e.g. “This book has been published with a financial subsidy from the European University Institute”; “ouvrage publié avec une subvention financière de l'Institut Universitaire Européen”);
- c. 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. / LL.M. thesis”).

The subsidy will only be paid if the above-mentioned requirements have been fulfilled. Requests related to delays in publication and any change in the title of the publication must be submitted to the department.

## **7. LANGUAGE CENTRE: COURSES AND CORRECTION SERVICE**

### **7.1. COURSES**

<http://www.eui.eu/ServicesAndAdmin/LanguageCentre/LanguageCourses/Index.aspx>

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

Courses to prepare for official exams in Italian are provided (CELI). If there is sufficient demand, it is also possible to organise courses for official exams in French, German and Spanish (e.g. DALF, Goethe and Cervantes).

A paper or thesis may be submitted in any of the official languages of the EUI (i.e. the official languages of EU member states) provided the readers who will have to assess the work have accepted the use of that language and are able to read it. Researchers may request that papers submitted to fulfil departmental requirements and written in English, French, German, Italian, Portuguese or Spanish be corrected, if the language is not their mother tongue. For full information, also for other languages, please consult the Language Centre.

## **7.2. CORRECTION SERVICE**

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

Free corrections by the Language Centre are strictly conditional on course or tutorial attendance during the first two years where this has been requested by the Language Centre for the languages involved. Those researchers who have been exempted are not required to follow courses. In order to continuously monitor the researchers' writing ability, even those researchers who have been deemed fluent enough not to be required to follow language courses are invited to submit a sample of their writings to the Language Centre and to participate in writing groups. Supervisors who regard their supervisees' writing ability as insufficient will invite them to have their papers corrected by the Language Centre.

Researchers who intend to write their thesis in a language other than their own, particularly for French, German, Italian and Spanish, must notify the Language Centre in good time. If researchers change their mind about the language in which they intend to write their thesis, the Language Centre must be notified. For those who write in French, please refer to the following link for special online support: <http://www.unioviedo.es/ecrire/>

Whenever papers or written work have been submitted for language correction, this must be specified on the title page of the relevant work.

## **8. LIBRARY**

Dr. Machteld Nijsten [machteld.nijsten@eui.eu](mailto:machteld.nijsten@eui.eu) is the Law Information Specialist. The Library provides full information on all its resources on the Library webpage at <http://www.eui.eu/Research/Library/Index.aspx> including the possibility for researchers to use databases, to request the purchase of books and to order materials by interlibrary loan.

During the months of September-November introductory courses to the Library and specialised courses on the use of specific electronic resources will be organised. For information on the law collection and the legal databases, journals, internet resources and instruction courses, please consult the Library's **Law Research Guide** at <http://www.eui.eu/Research/Library/ResearchGuides/Law/Index.aspx>

## **9. RESEARCH ASSISTANTSHIPS AND SMALL JOBS**

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf>

Within the framework of the Institute, research students can take up either small or large research assistantships. Small jobs paid on an hourly basis up to 150 hours per academic year may be carried out by all categories of researchers, including first and second years. Large research assistantships may be carried out by (a) researchers who are in their third year of registration, (b) fourth-year researchers who have submitted the final draft of their thesis, and (c) fourth- and fifth-year researchers who are not in receipt of an EUI grant. Special rules regarding research assistantships apply to those whose thesis forms part of a research project based at the EUI. More specifically the rules concerning possible intermission on grounds of research assistantships are as follows.

### **With intermission:**

- where national grant-awarding authorities allow, research students may be offered research assistant tasks within the Institute amounting to more than  $\frac{1}{4}$  full-time employment and entailing intermission of registration only in their third year of Ph.D. studies, i.e. between their 24th and 36th month of registration. More specifically, appointment to such positions involves interruption of grant and retention of full grant eligibility on return, as well as suspension of the registration period.
  
- research students, who have been registered for more than 36 and less than 60 months and who are not in receipt of an EUI grant, may be offered and take up research assistantships within the Institute amounting to more than  $\frac{1}{4}$  full-time employment. Intermission is possible, but not a requirement.

Maximum period of intermission: in the case of research assistant tasks involving interruption of grant and suspension of registration, the permission of the Admissions Committee must be sought in advance. The total period of such intermission permitted to a researcher prior to the submission of his or her thesis shall not exceed **12 months**. Researchers should take into account the stipulations of 4.3. and 4.7 of the EUI Ph.D. rules concerning the overall maximum period for intermissions, which is normally – intermissions due to parental leave and compulsory military service excluded – **18 months**.

**Without intermission:**

- small jobs paid on an hourly basis of up to 150 hours per academic year may be carried out by all categories of research students, including first- and second-year students, without interruption of grant or suspension of registration. Academic collaboration contracts and part-time research assistantships of up to 7/30 full time employment may be carried out by researchers who have entered their third year of registration.
- on the condition that the final draft of the thesis has been submitted and has been accepted for defence, fourth-year research students, i.e. those who have been registered for more than 36 and less than 48 months, may be offered and take up research assistant tasks within the Institute amounting to more than ¼ full-time employment.

N.B. If you are interested in any other small jobs offered from time to time by the various services of the Institute, please contact Michela Menicagli of the Academic Service at [michela.menicagli@eui.eu](mailto:michela.menicagli@eui.eu).

**10. EXCHANGE PROGRAMMES, TRAINEESHIPS, STAGES**

Please note the departmental rule that **not more than one prolonged departure within a twelve-month period will be permitted and accumulation of absences will be discouraged.** This includes US exchange programmes and traineeships/stages.

**10.1. TRAINEESHIPS/STAGES**

Details of short-term traineeships/*stages* can be found at the Academic Service's *Guide to Traineeships, Stages, Exchange Programmes*  
<http://www.eui.eu/ProgrammesAndFellowships/DoctoralProgramme/Traineeships.aspx>

**10.2. EXCHANGE PROGRAMMES**

For all EUI-wide exchange programmes refer to  
<http://www.eui.eu/ProgrammesAndFellowships/DoctoralProgramme/ExchangeProgrammes.aspx>

### **10.3. U.S. EXCHANGE PROGRAMMES**

The Law Department participates in a number of EUI Exchange Programmes with universities in the United States of America whereby EUI researchers may attend courses for one semester at one of our partner institutions. For some of these exchanges, extra funding from the Institute or from the department is available, while for others there will be no extra funding. The arrangement with all universities is reciprocal and involves no tuition fees being charged.

Funded programmes at the EUI level include (one student per department and per university):

New York University  
University of California at Berkeley  
University of Wisconsin

Funded programmes at the Law Department level include (one student per university):

Columbia Law School in New York  
University of Michigan Law School

Non-funded programmes at the Law Department level include (one student per university):

Fordham Law School  
Stanford Law School  
University of Texas at Austin

#### **10.3.1. DEPARTMENTAL SELECTION PROCEDURE FOR U.S. EXCHANGES**

Due to the large number of candidates for U.S. exchanges, the Law Department has set up the following procedure for the selection of researchers who wish to benefit from these opportunities.

##### **10.3.1.1. INTRODUCTORY MEETING**

An introductory meeting will be held on Wednesday **5 October 2011** at 14.30 by Prof. Dennis Patterson, the professor in charge of U.S. exchanges. All researchers interested in applying to one of the U.S. exchange programmes are strongly urged to attend this meeting.

##### **10.3.1.2. ELIGIBILITY**

Both application and selection take place in the academic year preceding the planned departure. All first and second-year researchers from the Ph.D programme are eligible to apply, the exchange visit thus taking place within the second or third year of study.

#### 10.3.1.3. APPLICATION PROCEDURE

The candidate should submit the following documents to the Departmental Assistant. Any requests for non-funded exchanges should be submitted separately from funded exchange requests:

- a. a 3000-word essay, including any footnotes, stating: the **nature** of the candidate's research, the **relevance** of the exchange for the research, the **suitability of the** selected university in this respect (specifying all relevant aspects of this institution, i.e. the persons s/he would like to work with, the resources available, the courses or conferences s/he would like to attend, etc.) and explaining how the envisaged stay fits into the **timing** of the research;

Researchers may apply to **one or more universities** that they consider as being suited to their research topic but, in the case of applying to more than one, they must **clearly** state their order of preference. It will be assumed that applicants are prepared to go to any of the universities mentioned in their application.

- b. a *curriculum vitae*, which must include grades of all the major qualifying exams;
- c. a letter of support written by the researcher's supervisor, in a format that can be readily presented to the U.S. university.

#### 10.3.1.4. DEADLINE

Applications should be submitted to the department by Monday **28 November 2011**. Please note that this deadline is much earlier than the general EUI deadline so that the Law Department has time to consider the essays. It should also be noted that those researchers selected by the department must also comply with the Institute-wide deadlines for submitting applications in a different format and with shorter summaries to Academic Service for consideration by the EUI Admissions Committee (deadline 20 January 2011).

#### 10.3.1.5. APPLICATIONS FOR FUNDED AND NON-FUNDED EXCHANGE PROGRAMMES

Students can apply for both funded and non-funded programmes at the same time. The deadline for both is the same. The selection committee will first consider the applications for the funded programmes, without being informed of applications for the non-funded programmes, hence the need to submit funded and non-funded requests separately. Only once the final ranking of the funded applications has taken place, will the list of applications

for non-funded programmes be disclosed and considered by the selection committee. This is to address any concerns that applications for one of the non-funded programmes might negatively affect the chances to be selected for one of the funded programmes.

#### 10.3.1.6. RANKING

Applications will be evaluated and ranked by a committee composed of three professors – normally the Director of Graduate Studies, the professor in charge of US exchanges and one faculty member who does not supervise any of the candidates - plus a researcher representative.

In the evaluation and ranking of the applications the committee will take into account the following criteria:

- a. relevance to research project;
- b. overall merit of the application;
- c. stated preference of U.S. university.

Second-year applicants will generally be given preference over first years.

#### 10.3.1.7. FINAL SELECTION AND RANKING

On the basis of the Selection Committee's recommendations, the Law Department will make the final selection and ranking that is to be sent to the EUI Admissions Committee. This list must reflect the EUI rule that each researcher can apply for only one EUI-level U.S. exchange programme. Equally, researchers can only be nominated as a reserve candidate for one funded exchange.

Those researchers who are selected or ranked at the departmental level, and who are to be recommended to the EUI Admissions Committee, will have to submit a full application to the Academic Service in compliance with their procedure and deadlines.

Once applications have been approved by the Admissions Committee, researchers are expected to be fully committed to the exchange and withdrawals will only be accepted in exceptional circumstances.

#### 10.3.1.8. TRANSPARENCY

In the interests of transparency, the final selection list including reserve candidates will be disclosed to all applicants. Those not selected will not have their names circulated.

## **11. RESEARCH MISSIONS**

The department has a limited allocation to support research student missions and not all requests can be funded. For budgetary reasons, it will be necessary to limit the overall maximum sum that may be granted to a Law researcher in any calendar year (January-December). The maximum amount in 2011 is € 650 but this is subject to change each year. This money may be requested for use for one or more missions, but the overall limit may not be exceeded. Funds are allocated only to those for whose thesis the mission is deemed indispensable.

### **11.1. GUIDELINES ON THE ALLOCATION OF MISSION FUNDS**

Due to financial limits and to ensure a fair allocation of funds, the following guidelines should help researchers and their supervisors to assess the appropriateness of any requests. First, second, third and fourth year researchers (including LL.M. researchers) are eligible to apply for mission funds subject to the criteria set out below, but the department does not fund missions for students who are on leave of absence, stage, another funded mission or exchange programme, or for those who have already submitted the final thesis. It does not provide funds for either language courses or summer schools.

- a. The objective of all missions is to enable researchers to pursue research which is directly related to their doctoral/master's thesis. In this regard, it is important that the mission should provide an additional and specific intellectual benefit to the researcher over and above that which is available at the EUI (in the Library, via conferences organised at the Institute, etc).
- b. Such 'added-value' will be most likely to exist where:
  - the researcher is invited to present his or her research at a conference;
  - the mission would enable the pursuit of research on a subject which is insufficiently developed in the existing literature, which is difficult to access through the literature alone, or for which the necessary literature is not easily available through the EUI Library (in particular as regards comparative law);
  - the mission enables the researcher to meet individuals who are likely to be able to help him or her directly to further the doctoral research (whether as an external supervisor, as a specialist or practitioner directly concerned with the topic of the research, as a

useful contact for the purposes of empirical research, as someone working on related or complementary subjects, etc.).

## 11.2. PROCEDURE FOR REQUESTING FUNDS

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/MissionsResearchers.aspx>

- a. Fill in the Mission Request form **online**, then print it, sign it and submit it to your supervisor with the Mission Authorization form - this second form must be filled in **by the supervisor** (not by the researcher). The forms **must be originals**, with original signatures as we cannot accept photocopies, scanned copies or any electronic version of the forms.
- b. Please **insert in the Mission Request form**:
  - full information about the purpose of the mission and its relevance for your thesis;
  - full details of your bank account with IBAN, BIC/SWIFT codes (if it is not the EUI bank or if it is a foreign account). Please note that transfer fees to a foreign account will be deducted from the funds allocated for the mission. No cash payments are possible.
- c. Attach **supporting documents if registration fees** are requested.
- d. If the supervisor approves the mission and signs the forms, give them directly to Siobhan Gallagher who will forward them to the Administrative Site Officer and the Head of Department for approval.
- e. Mission requests must be submitted to the department **at least three weeks** before departure for the planned mission. Please note that it often takes three weeks for payments to be made after the department has approved the request.
- f. The EUI does not accept missions requested retroactively.
- g. Please see point 1.6. above on leaves of absence before requesting a mission.
- h. Researchers must hand in a written report on the outcome of the mission to their supervisor at the latest two weeks after their return.

i. Contributions are authorised according to the following table:

Table with the maximum amounts reimbursable to research student applicants:	
Distance in Km	Lump Sum Contribution €
less than 200	30
201-400	50
401-600	70
601-800	105
801-1000	130
1001-1200	155
1201-1400	185
1401-1600	210
1601-1800	260
1801-2000	310
more than 2000	440
Stockholm, Helsinki	520
Accommodation x day (lump sum)	€
up to 15 days	35
from day 16 to day 30	25
Lump sum for travel outside Italy	€
Euro	15

## **12. FIELDS COVERED BY THE LAW PROFESSORS IN 2011-2012**

The following indications are given in order for researchers to know which professor(s) they might consult on their research projects (thesis, papers etc.)

### **Professor Loïc AZOULAI**

(on leave from Université Panthéon-Assas Paris II; appointed in September 2010, contract to end in August 2015)

**Secretariat: Annick Bulckaen**

*Appointments to be requested directly via email.*

- European Union Law : competences/jurisdiction, institutions, European policies (environment, monetary union, agriculture, health, consumers, social policy), economic law, internal market law, human rights, citizenship/immigration, procedural law
- Europeanization of national law
- Fundamental legal conceptions and transnational law
- Legal theory

Languages: French, English, Italian

**Professor Fabrizio CAFAGGI**

(on leave from Università degli Studi di Trento; appointed in October 2002, contract to end in May 2013)

**Secretariat: Marlies Becker**

*A list for appointments will be posted on Marlies Becker's office door on the first floor of the Villa Schifanoia.*

- Comparative private law
- Law and economics
- Self-regulation and codes of conduct with a special emphasis on private law and regulatory techniques
- Non-profit organisations and welfare systems; United States contracts and torts law; Italian law

Languages: Italian, English, French and Spanish.

**Professor Marise CREMONA**, Head of Department

(formerly Professor of European Law at Queen Mary, University of London; appointed in January 2006, contract renewed until December 2013)

**Secretariat: Eleonora Masella**

*A list for appointments will be posted on Eleonora Masella's office door on the first floor of the Villa Schifanoia.*

- External relations of the European Union, including trade and commercial policy; EU-WTO relations; foreign and security policy; European Neighbourhood Policy; enlargement
- The European Internal Market
- European Union institutional and constitutional law

Languages: English, Italian and French

**Professor Francesco FRANCONI**

(on leave from Università degli Studi di Siena, and formerly University of Texas School of Law; appointed in September 2003, contract to end in September 2012)

**Secretariat: Annick Bulckaen**

*A list for appointments will be posted on the wall of the first floor in the Villa Schifanoia near Annick Bulckaen's office.*

International Law; International Human Rights Law; International Organisations Law; The Law of International Spaces; International Economic Law; Private International Law; International Environmental Law; Cultural Heritage Law; European Union Law

Current research:

- Cultural diversity, cultural heritage and international law
- Sovereignty, globalization and the protection of human rights

- The role of customary international law in human rights adjudication
  - Biotechnologies, development and human rights
  - Institution building in the area of environmental protection
- Languages: Italian, French, English and Spanish

**Professor Claire KILPATRICK**

(appointed in September 2011, contract renewable in August 2016)

**Secretariat: Eleonora Masella**

Appointments to be requested directly via email.

- EU social law and policy
- EU internal market and social protection
- Comparative labour and employment law
- Equality and anti-discrimination law
- Labour rights as human rights
- Globalization and labour

Languages: English, French, Italian

**Professor Petros MAVROIDIS**

(Columbia Law School and University of Neuchâtel)

(appointed in September 2011, contract renewable in August 2016)

**Secretariat: Eleonora Masella**

*A list for appointments will be posted on Eleonora Masella's office door on the first floor of the Villa Schifanoia*

- Law & the WTO
- International Antitrust
- WTO: Law & Public Policy

**Professor Hans-W. MICKLITZ**, Director of Graduate Studies

(on leave from University of Bamberg, appointed in October 2007, contract renewable October 2012)

**Secretariat: Marlies Becker**

*Appointments to be requested directly via email.*

- European economic and private law, consumer law, ongoing research projects: 'The visible hand of European private law' (project design available at the homepage), 'socio-economic determinants of social justice' (project design available at the homepage), 'administrative and judicial collective enforcement in the US and the European Community' with Fabrizio Cafaggi.

Languages: German, English, French and Italian

**Professor Giorgio MONTI,**

(formerly Professor at London School of Economics; appointed Joint RSC/Law Professor from 1 September 2010, contract renewable in September 2015)

**Secretariat: Rosanna Lewis**

*Appointments to be requested directly via email.*

Fields of interest: competition law (generally and with a specific interest in theoretical approaches, the laws of the EU and its Member States and US antitrust); utilities regulation; EU Law; economic analysis of law; contract and tort law

Current research projects:

- Theories of competition law;
- State aid law and the financial crisis;
- The intersection of competition law and utilities regulation.

Languages: Italian and English .

**Professor Dennis PATTERSON**

(on leave from Rutgers University School of Law, Camden, USA; appointed in September 2009, contract renewable in August 2014)

**Secretariat: Marlies Becker**

*Appointments to be requested directly by e-mail*

- Legal Theory
- Legal Philosophy
- International Trade Law
- Theory of International Law
- US Commercial and Contract Law

Languages: English, German and Italian

**Professor Miguel POIARES MADURO**

(formerly Advocate-General at the European Court of Justice and Universidade Nova de Lisboa; appointed Joint RSC/Law Professor from 16 October 2009 contract renewable in October 2014)

**Secretariat: Rosanna Lewis**

*NB: Professor Poiares Maduro's office is at Villa Pagliaiuola*

*Appointments to be requested via Rosanna Lewis.*

- EU Constitutional and Economic law, including subjects such as institutions, separation of powers, free movement, social rights, competition law and state action
- Constitutional theory, in particular issues of constitutional pluralism
- Some areas of International Economic Law and, in particular, the constitutional law dimension of globalisation

- Comparative Institutional Analysis: a legal methodology focusing on legal issues as institutional choices

Languages: Portuguese, English, French, Italian and Spanish

**Professor Ruth RUBIO MARIN**

(formerly Professor of Constitutional Law at the University of Seville; appointed in September 2008, contract renewable in August 2013).

**Secretariat: Annick Bulckaen**

*Appointments to be requested directly by e-mail*

- Law and gender (in particular gender and constitutional law)
- Citizenship theory
- Immigration in Europe and the US (in particular from a constitutional and theoretical perspective)
- Antidiscrimination theory
- Minority rights (with particular emphasis on language rights)
- Political theory
- Transitional justice and reparations for victims of human rights violations

Languages for supervision purposes: Spanish, English, French and Italian

**Professor Giovanni SARTOR**

(on leave from the University of Bologna, Faculty of Law; appointed January 2006, contract renewed until December 2014)

**Secretariat: Rosanna Lewis**

*Appointments to be requested directly by e-mail*

- Legal informatics, especially artificial intelligence & law, computable models of legal reasoning and knowledge, standards for legal information, digital agents and societies, models of trust, support to legislation, electronic democracy
- Legal theory, especially legal reasoning, legal logic, legal arguments and dialogues, theories of rights and normative positions, collective agency, game-theory and the law, legislative drafting, legal evolution and complex systems
- Computer law, especially data protection, intellectual property, digital-rights management, open-source and creative commons, e-government and e-commerce

Languages: Italian, English, French, German and Spanish (passive only)

### **Professor Martin SCHEININ**

(formerly Åbo Akademi University, Finland; appointed in September 2008, contract renewable in September 2013)

#### **Secretary: Annick Bulckaen**

*Appointments to be requested directly by e-mail.*

- Public international law, including human rights law, international organisations law, the law of treaties, humanitarian law, international criminal law, international adjudication, the law of countering terrorism, rights of indigenous peoples and minorities
- Comparative constitutional law

Languages: Finnish, English, Swedish (plus Danish, French, German and Norwegian, passive only)

## **13. THE EUROPEAN JOURNAL OF LEGAL STUDIES (EJLS)**

The EJLS, launched in April 2007, is an academic online legal journal based at the EUI with the full support of the law department. It comprises an Editorial Board, consisting of current doctoral researchers, and two advisory bodies, the first made up of selected faculty members and the second of former editors and advisors.

The EJLS is committed to two fundamental tenets, that of promoting academic discourse of the highest quality in all areas of law, and in guiding and developing the next generation of legal and political scholars. It translates these aims to practice through five policies: open-access, linguistic diversity, researcher-led management, and a commitment to emerging scholars.

The department provides logistical and some financial support to the EJLS in recognition of its aims and the benefits for the EUI. It is foreseen that the Academy of European Law and the Law Department will, from time to time, run joint initiatives, such as conferences and symposia in collaboration with the EJLS.

### **13.1. OPPORTUNITIES FOR PARTICIPATION**

The EJLS is an extremely rewarding activity, encouraged by the professors of the Law Department. It is open to all doctoral researchers in the Law Department. That said, it is a demanding intellectual and administrative commitment. Consequently, only able, organised students with strong linguistic abilities are encouraged to apply.

For further information, take a look at the EJLS website at [www.ejls.eu](http://www.ejls.eu). If you are interested in participating, discuss it with your supervisor and send an email to the EJLS board at [ejls@eui.eu](mailto:ejls@eui.eu).

#### **14. RESEARCHER REPRESENTATIVES**

The researcher representatives, or 'Reps' for short, are here to represent the interests of all researchers on both departmental and institutional levels. Currently every department has four Reps each, representing the researchers' common institutional and specific departmental concerns. This year the Law Department will also introduce an LL.M. Rep to represent the interests of all LL.M. researchers.

The tasks of the Reps tasks include participation in the monthly meetings of the Law Department, as well as various institutional bodies, councils and committees. From January to December 2011 the Law Reps are Anna Kocharov, Elisa Novic, Hanna Schebesta, and Lécia Vicente and they can be reached via e-mail at [Law.Repmail@eui.eu](mailto:Law.Repmail@eui.eu).

Further information about the Researcher Representatives can be found at: <http://www.eui.eu/Personal/Researchers/studrep/>