

# **Researchers' Guide**

Department of Political and Social Sciences

**Academic Year 2011-2012**

Last up-date: 04/05/2012

# Welcome to the SPS department!

This guide contains information on things you will need to do during each of your years here, in addition to details of this year's teaching programme and staff. You can also consult this guide on the department's webpage

<http://www.eui.eu/DepartmentsAndCentres/PoliticalAndSocialSciences/Index.aspx>.

On the website (which is constantly updated) you will find other information relevant to the courses. If at any time you would like greater clarification of our procedures and arrangements, please contact either myself or the departmental assistant, Ms Gabriella Unger.

This guide concentrates on the formal teaching activities provided by the department. However, the life of the Institute is also based on informal and inter-departmental activities organised by researchers themselves. Particularly important here is the possibility of organising informal working groups of researchers, postdoctoral fellows, and faculty.

Most of the professors' offices are located in the Badia, but some are in Villa Sanfelice, which can be reached on foot through the SPS garden, while others are located in the Robert Schuman Centre (the joint Chairs).

The department's offices in the Badia include several facilities of value to researchers:

1. A small meeting room, useful for meetings of working groups or other small discussion groups. It can be booked using the form displayed on the door.
2. A number of work stations, in the professors' corridors and in the social area. Some of these are allocated to specific users, but others are available for use by researchers on a casual basis. They are equipped with electricity and internet connections to which users can connect their own laptops.
3. A large social area, including a small terrace overlooking Florence.

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

László Bruszt  
Head of Department  
August 2011

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# 1. BASIC FACTS ABOUT THE DEPARTMENT

## 1.1 PEOPLE

If calling from OUTSIDE the EUI dial +39.055.4685 +ext. but please remove the initial 2 from all telephone numbers, e.g. +39.055.4685.230

**BF** = Badia Fiesolana; **SF** = Villa Sanfelice; **SD** = Convento at San Domenico

FULL-TIME PROFESSORS			
Name	EUI/Dept. Responsibilities	Office	Tel.
Rainer <b>BAUBÖCK</b>	Departmental Fellows' Seminars	BF 183	2230/ 2233
Fabrizio <b>BERNARDI</b>	Director of Studies; ECSR Official representative	BF 179	2316/ 2233
László <b>BRUSZT</b>	Head of Department	BF 180	2426/ 2233
Pepper <b>CULPEPPER</b>	Max Weber Programme Committee	BF 264	2286/ 2211
Donatella <b>DELLA PORTA</b>	Researchers' Advisor; EUI Communication Strategy; Interdisciplinary Committee	BF 263	2240/ 2233
Martin <b>KOHLI</b> (part-time professor)	Working Papers Series	SF 018	2273/ 2233
Christian <b>REUS-SMIT</b>	Admissions Committee	BF 261	2272/ 2244
Sven <b>STEINMO</b>	Computing Committee; Careers Planning Committee	SF 002	2439/ 2244
Alexander <b>TRECHSEL</b>	Web Committee; ECPR Official Representative	SF 023	2442/ 2211

FULL-TIME PROFESSORS/JOINT CHAIRS AT THE ROBERT SCHUMAN CENTRE			
Name		Office	Tel.
Adrienne <b>HÉRITIER</b>	RSCAS Steering Committee Library Committee	SD 020	2723/ 2244
Olivier <b>ROY</b>	Mediterranean Programme Committee	SD 049	2747/ 2233
Pascal <b>VENNESSON</b>	Language Committee	SD 023	2740/ 2244

EMERITUS PROFESSORS			
Name		Office	Tel.
Alessandro <b>PIZZORNO</b>		BF 196	2277
Philippe C. <b>SCHMITTER</b>		BF 189	2274

ADMINISTRATION			
Name		Office	Tel.
Gabriella <b>UNGER</b>	Departmental Assistant	BF 184	2370
Gino <b>FABBRINI</b>	Administrative Site Officer	BF 185	2299
Päivi <b>KONTINEN</b>	Secretary to P. Culpepper, M. Kohli SPS Working Papers	SF 014	2217

Maureen <b>LECHLEITNER</b>	Secretary to C. Reus-Smit, S. Steinmo, liaison for A. Héritier, P. Vennesson, SPS Webmaster	BF 194	2244
Monika <b>RZEMIENIECKA</b>	Secretary to R. Bauböck, F. Bernardi, L. Bruszt, Liaison for O. Roy SPS Departmental Seminar	BF 192	2233
Alessandra <b>TORRE</b>	Secretary to A. Trechsel, D. Della Porta	SF 014	2211

Peter <b>KENNEALY</b>	Library Information Specialist	BF 086	2278
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<b>RESEARCHERS' REPRESENTATIVES for 2011-12 (new elections will take place in December 2011)</b>			
Mattia Guidi, Markert Marat, Pietro Castelli, Camille Bedock			

<b>RESEARCH ASSISTANTS</b>			
<b>EHRHARDT</b> Jens (until December 2011)		SF 013	2295
<b>REITER</b> Herbert		BF 202	2397
<b>ROSSI</b> Federico		BF 202	2401
<b>PIZZIMENTI</b> Eugenio (until February 2012)		BF 200	2392
<b>CALOSI</b> Enrico (until December 2011)		BF 200	2408

<b>POST-DOC FELLOWS</b>			
<b>FERNAND BRAUDEL FELLOWS</b>			
Name	Period of stay	Areas of research	Office/Tel.
<b>DRAHOS</b> <b>Peter Frank</b> ANU, Canberra	Nov. 2011- March 2012	Theories of Regulation and Governance; Globalization; Int. Negotiations; Development and Trade	BF 193 Tel. 2374
<b>GEDDES</b> <b>Andrew</b> University of Sheffield	September 2011 -Jun 2012	International Migration; European Integration; Comparative European Politics	BF 190 Tel. 2441
<b>VEDRES</b> <b>Balazs</b> CEU, Budapest	January – June 2012	Political Sociology; Economic Sociology; Social Network Analysis	BF 191 Tel. 2272
<b>BOZOKI</b> <b>Tamas Andras</b> CEU, Budapest	April – July 2012	Elite theory; Regime Change and Elite Change; Democratization	BF 193 Tel. 2374
<b>HARRINGTON</b> <b>Elisabeth</b> Copenhagen Business School	January -June 2012	Stratification Political Economy; Economic Sociology; Family Professions	SF 013 Tel. 2295
<b>NAGLER</b> <b>Jonathan</b> New York University	January - June 2012	Elections; Voter Behaviour; Quantitative Methodology	SF 029 Tel. 2436
<b>STARK</b> <b>David</b> Columbia University, NY	May – July 2012	Economic Sociology; Political Sociology; Organization studies	SF 019 Tel. 2653

<b>MARIE CURIE FELLOWS</b>			
Name	Period of stay	Research project	Office/Tel.
<b>PAPPAS</b> Takis	Sept. 2011 for 2 years	Political Leadership and Political Elites; Democracy, Democratization, Democratic Workings; Political Parties, Party Systems, and Party System Change.	SF 011 Tel. 2256
<b>BOSI</b> Lorenzo	Until September 2011	Armed Struggle in Time and Space. The Evolution of Cycles of Political Violence in Italy and Northern Ireland	BF 178 (ex 181) Tel. 2237
<b>CHABANET</b> Didier	Jan. 2011 for 2 years	The European Civil Society and Democracy at the EU Level	BF 177 (ex 181) Tel: 2372
<b>MUEHLBERGER</b> Ulrike	Sept. 2011 for 2 years	The Social Effects of Precarious Work in Europe	SF 016 Tel. 2631
<b>STEIBER</b> Nadia	Sept. 2010 for 2 years	Walking Old Paths in New Shoes: Individual Trajectories and the Welfare State in Austria and Germany	SF 016 Tel. 2308

<b>MAX WEBER FELLOWS</b>		
Name	Research areas/expertise	Mentor
<b>APITZSCH</b> Birgit	Institutional Theory, esp. Institutional Change in Labour Markets and its Ramifications for Social Integration	M. Kohli
<b>BARTA</b> Zsofia	The Politics of Economic Policy	P. Culpepper
<b>COLLOMBIER</b> Virginie	Political Change in Authoritarian Regimes through a Comparison of Recent Experiences in Egypt, Tunisia and Syria	O. Roy
<b>FREYBURG</b> Tina	Intersection of International Relations and EU; EU External Governance, External Democratization, and International Socialization	A. Héritier
<b>GUINAUDEAU</b> Isabelle	EU-related Ideological Change and Electoral Usages of European Integration	tbc
<b>LEVIN</b> Inés	Political Participation is more than just Resources: A New Approach to the Study of Civic Engagement	A. Trechsel
<b>MAHER</b> Richard	Alliance Politics; American Foreign Policy; European Foreign and Security Policy; Nuclear Weapons; International Security	P. Vennesson
<b>MALTHANER</b> Stefan	Political Violence and Social (especially Islamist) Movements, from a Comparative Perspective	D. Della Porta
<b>MINNELLA</b> Carlotta	Counterterrorism; International Relations Theory; Role of Norms and Ideas in shaping Foreign and National Security Policies.	P. Vennesson
<b>RECCHIA</b> Stefano	US National Security Policy, Multilateralism and Civil-Military Relations; Applied International Ethics; Post-War Reconstruction; Classical International	C. Reus-Smit

	Relations Theory	
<b>REHM</b> Philipp	Causes and Consequences of Income Dynamics; How Income Dynamics Share Individual Preferences for Redistribution; Social Policies and Parties	P. Culpepper & A. Héritier
<b>STREET</b> Alexander	Social Bases of Political Action, and the ways in which group and individual behaviour is shaped by and responds to existing institutions	R. Bauböck
<b>UMEDA</b> Michio	Comparative Politics of the Developed Democracies; Japanese Politics; Quantitative Methodology	tbc
<b>VALDEZ</b> Inés	Immigration; Theories of Democracy and Sovereignty; Latina/o Political Thought; Biopolitics; Ontological Critiques of Economics and Institutionalism	R. Bauböck & C. Reus-Smit
<b>VANDECASTEELE</b> Leen	Social Stratification; Labour Market Inequality; Poverty in a Life Course Perspective	F. Bernardi
<b>VARGA</b> Mihai	Political Economy of Post-Communist States; Collective Action Problems and their Consequences for Democracy	L. Bruszt

<b>VISITING FELLOWS</b>			
Name	Period of stay	Areas of research	Office/tel
<b>AVRITZER</b> Leonardo Federal University of Minas Gerais (UFMG) Belo Horizonte BRAZIL	September 2011- February 2012	Democratic Theory; Participation	BF 195 Tel. 2409
<b>BARDI</b> Luciano (Università di Pisa) (Visiting Fellow RSCAS/SPS)	September 2011 – August 2012 EUDO subobservatory Vis. fellow	Party Politics and Organisation; European Union Institutions and Democratic Development; Representation	BF 200 Tel. 2302 (Sep-Dec 2011) BF 178 (as of Jan. 2012)
<b>LAFFAN</b> Brigid College of Human Sciences University College Dublin, Ireland	September – December 2011	European Integration; International Relations; Comparative Politics; Irish Public Policy	SF 019 Tel. 2653
<b>FRIESE</b> Heidrun Chair of Social Anthropology Ruhr-University, Bochum	September – December 2011	Social Theory; Mobilities in the Mediterranean; European Integration	BF 178 Tel. 2237
<b>GAYON</b> Vincent Université Paris Dauphine, France	September 2011- July 2012	International Economic Cooperation; Global Governance; Welfare State; Comparative political economy	BF 265 Tel. 2437
<b>McELWAIN</b> Kenneth Assistant Professor, University of Michigan, Ann Arbor, US	September 2011- July 2012	Comparative Political Institutions; Electoral System Design and Manipulation.	BF 265 Tel. 2220

<b>O'HAGAN</b> Jacinta Dept. of Intern. Relations Australian National University, Canberra	January – June 2012	International Relations; World politics; New Media and Political Conflict.	BF 197 Tel. 2635
<b>QUAGLIA</b> Lucia University of Sussex	September 2011- February 2012	Financial Regulation; Economic Governance; Comparative Public Policy; Comparative Political Economy	BF 198 Tel. 2260
<b>RAE</b> Heather Australian National University Canberra	September 2011 – August 2012	International Relations Theory; Theories of State and Nation Building; State Legitimation Claims; Liberalism in Int. Relations	BF 197 Tel. 2443
<b>VASILEV</b> George AEUIFAI post-doctoral fellow (University of Melbourne)	January – June 2012	Ethnic Conflict; Relationality and Deliberative Democracy	BF 200 Tel. 2408
<b>WEBER</b> Leanne AEUIFAI post-doctoral fellow (Monash University)	Spring 2012 for 1 month (tba)	Migration policy; Citizenship	BF 198 Tel. 2260
<b>WEAVER</b> Kent Georgetown University	Jan. – May 2012	Comparative Social Policy; Comparative Political Institutions; the Politics of Expertise	SF 005 Tel. 2432

<b>RESEARCH FELLOWS</b>			
Name	Period of stay	Areas of research	Office/tel
<b>RITTER</b> Daniel	September 2011-August 2012	Nonviolent Revolutions, Democratization, Social Theory, Political Sociology, Comparative History	BF 202 Tel. 2401

**Peter Kennealy** is the **Library's Information Specialist** for the Political and Social Sciences and is responsible for library collections (books, periodicals, working papers, databases) in these disciplines. He also takes care of the classification of new acquisitions, introductory courses for new users, training courses on digital resources, seminar reserve shelves, and creating and maintaining webpages.

Email: [peter.kennealy@eui.eu](mailto:peter.kennealy@eui.eu)

Office: Library entrance floor, on the right hand side.

Members of the SPS Department are welcome to contact him for any of the following:

- Book purchase requests
- Suggestions for journals, working paper series, online subscriptions
- Special acquisitions
- Specialised research assistance
- Datasets from the ICPSR and other data archives
- Specific information queries (bibliographical, factual, web-related)
- Suggestions for updating internet resources

- Information on the progress of book orders

Don't forget to first check the online catalogue and/or the Library's webpages. For other matters, please contact the Loans Desk, the Reference Desk or the Inter-Library Loan service as appropriate.

### **RESEARCHERS' REPRESENTATIVES (“REPs”)**

Each year, three/four researchers are elected as researcher representatives (reps) within the Department. What are their duties? The reps aim to represent, and lobby for the collective interests of the department's researchers, by ensuring these are voiced at the professorial and administrative levels. They attend the monthly departmental meeting, where they participate fully in the discussions and can put items on the agenda. They also participate in the selection of new professors, fellows and researchers for the department. Whilst they do not necessarily undertake all of these tasks themselves, they coordinate this representation. One of the reps also assists in the allocation of mission funding.

The reps also constitute a point of contact for individual researchers with questions or who need advice on any issues related to their work. This can include everything from queries about seminar requirements, to the content of term papers and problems with supervision. The reps constitute an important mechanism for conveying the ideas of individual researchers to the Head of Department. And finally, when they're not doing all of this, they might even have time to organise some social events.

### **ADVISOR TO RESEARCHERS**

Of particular importance to researchers is the **Advisor to researchers** (Prof. Donatella Della Porta). From time to time researchers experience difficulties with their work or their relationship with the Institute. Normally these are matters to be discussed with their supervisor, but there are occasions on which they do not want to do this. Perhaps the supervisor is the problem. There may be other instances in which researchers would rather not talk to their supervisor about something that is worrying them. In some of these cases they might go to the Head of Department, but often this is perceived as starting something 'official' when what the researcher really wants is something informal and confidential. This is the role of the Advisor to researchers: someone researchers can consult in absolute confidence to discuss difficulties of any kind, without involving their supervisor or any official channels. Sometimes the advisor might need to be released from the confidentiality rule in order to take action on a researcher's behalf, but only if the researcher specifically requests this.

A research student welfare support service is in place at the EUI, offering support from staff members, doctors, specialists and counsellors. See the EUI website for details

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

### **FERNAND BRAUDEL FELLOWS**

Fernand Braudel Fellows are mid-career and senior academics visiting the Institute for a period of several months. They have no formal teaching responsibilities but may participate in seminars and can give occasional advice to doctoral researchers in their specialised fields.

## **MAX WEBER FELLOWS**

The Max Weber Fellows are part of a programme financed by the European Commission. They are post-doctoral researchers spending one or two years at the Institute. They are housed in Villa La Fonte but a number of them are also associated with the SPS Department. They will be present or co-teaching in some seminars and are available for consultation by doctoral researchers working in their fields.

## **VISITING FELLOWS**

Every year the Department accepts requests from a limited number of scholars from around the world wishing to spend some time (2-6 months) doing research at the EUI. Priority is given to scholars whose research interests relate directly to work being carried out within the Department and are of particular interest to one or more of the Department's teaching staff. They have no teaching responsibilities but are usually happy to discuss research issues with researchers.

## **OTHER FELLOWSHIPS**

Each year the Department welcomes a number of postdoctoral fellows working under other schemes. These include the Marie Curie Fellowships financed by the European Commission as well as fellowships financed by various national and foundation grants. Please also note that a number of the Jean Monnet Fellows in the RSCAS (see separate website) also work on SPS related topics.

The Fellows' seminar will take place on the first Wednesday of each month (unless otherwise specified). The departmental meetings are for professors and researchers' representatives.

## **1.2 CALENDAR OF DEPARTMENTAL ACTIVITIES 2011-2012**

For the latest update of the Calendar of Departmental Activities please check: <http://www.eui.eu/Documents/DepartmentsCentres/SPS/RulesForms/Calendar2011-2012.pdf>

## **1.3 RESIDENCE REQUIREMENTS AND LEAVES OF ABSENCE**

In accordance with the Institute rules, research students must reside in Florence during term time unless duly authorized.

A leave of **absence for research missions** (from the second year onwards) with or without grant can be authorised:

- For less than two months by the supervisor and the Head of Department.
- For more than two months, proposed by the Department and approved by the Admissions Committee.
- For exchange programmes and traineeships with other institutions, proposed by the Department and approved by the Admissions Committee.

For leave of more than 2 months, a reasoned written request must be sent to the supervisor and the Head of Department, with a copy to the Departmental Assistant, Gabriella Unger. There is no special form to complete for this request. Note that there is no per diem subsidy for leaves of more than 2 months.

## **1.4 PROFILE OF THE DEPARTMENT**

The Department of Social and Political Sciences is one of Europe's leading centres for research and doctoral studies in **comparative politics, sociology, international relations and social and political theory**. In a 2009 survey of research output in political science it was ranked first in Europe and fifth in the world. There is a common emphasis on social and political change within Europe at all levels: the national, the sub-national and the transnational. Much of the research focuses on Europeanization understood in a very broad sense including, but not confined to, the European Union. The Department favours a multi-faceted approach to research projects and theses, many of which cut across the conventional boundaries. The Department also encourages broader cross-disciplinary work. It has good working relations in both teaching and research with the departments of Law, History and Economics and with the Robert Schuman Centre for Advanced Studies, and is at the centre of extensive international networks. It hosts a number of large, collaborative projects financed by the European Commission Framework programmes or other external sources. The Department also has many individual projects resulting in single-authored books and articles. The main working language of seminars and teaching is English, but theses can be written in any one of the other main languages of the European Union in which supervision is available.

The Department currently has thirteen full-time professors, whose interests range across the following themes:

**The transformation of government and democracy.** This field includes new modes of governance and institutional change at state and European levels; European integration; transitions in government and markets and democratisation in Western and East-Central Europe; urban and regional government; federalism; and the comparative study of political institutions, including executives and legislatures.

**Social change** in Europe and its implications for society, politics and public policy is a central area of study. One of the critical challenges is that of demographic change and societal aging, linked to the transformation of the family and life courses; another area is that of social stratification and inequality as well as unemployment. Migration and its causes, patterns and implications has become a key issue for Europe's future and it impacts on a number of other policy fields.

The comparative study of **public policy** at the European, national and sub-national and regional levels covers social policy and welfare states, education policy, urban and regional policies, immigration and citizenship policy, and defence and security.

An important strand of research concerns **political and social structures and behaviour**. The Department has a particularly strong interest in research on voting and elections, and in parties and party systems. There is also a strong interest in research on social movements and in the study of new modes of social and political participation. Another particularly strong field is electronic democracy and the use of the Internet as a form of political communication.

**International relations and security** includes theoretical issues in the study of international order, ethics of international relations, internal and external security, and the emergence of Europe as an international actor.

**Social and political theory** runs through many of the Department's research interests. Of particular importance are moral and political philosophy, global justice, theories of action and practical rationality, democratic theory and practice, and nationalism. The Department also has a strong interest in theories of new institutionalism and institutional change.

The Department's doctoral programme puts a strong emphasis on the theoretical and methodological tools required for PhD research. In the first year there is a common core course on approaches and methods in the social sciences, the last part of which is devoted to discussing the doctoral researchers' thesis designs. Researchers also take one course in research design, chosen from a list according to their interests. Additional courses in both quantitative and qualitative methods are available as options in both the first and second years. A wide range of seminars is also offered in substantial fields, many of them linked to the current research interests in the Department. The academic year is divided into three terms. In the first two, seminars meet on a weekly basis for a minimum of ten weeks. Throughout the academic year, but most frequently in the third term, there are short intensive workshops on particular topics, often with invited speakers from other universities. Further intensive courses and workshops are offered as needed and some researchers go to the summer schools offered by the ECPR and other organizations. The EUI encourages interdisciplinary teaching. Several seminars are therefore offered jointly with professors from other departments in the Institute. Colloquia organized by each professor with his/her supervisees provide spaces for discussion of research design and problems.

### **1.5 WORKING GROUPS**

A number of researcher-led working groups have been established in the Department. This is an initiative the Department encourages and supports. However, if you wish to organise a working group please note that:

- Each group should have a liaison professor. His/her role would not be to interfere in any way with the group's work but just to be aware of what is happening. The secretary to that professor would then be responsible for room booking;
- Working groups should set up webpages and their own mailing lists, so that researchers in SPS and other departments can be informed about the upcoming events. These can be linked to the Department's webpage (<http://www.eui.eu/DepartmentsAndCentres/PoliticalAndSocialSciences/ResearchAndTeaching/WorkingGroups.aspx>).

## **1.6 SEMINAR PROGRAMME 2011-2012**

***For full seminar outlines consult***

<http://www.eui.eu/DepartmentsAndCentres/PoliticalAndSocialSciences/ResearchAndTeaching/Seminars/Seminars2011-2012.aspx>

**Special Intensive Course:**

Date: **21 September 2011, 10:00-13:00 and 15:00-16:30** (Seminar Room 2)

Organised by Fabrizio Bernardi, Lecturers: Carolina Zuccotti, Nina Liljeqvist

Register with [Monika.Rzemieniecka@eui.eu](mailto:Monika.Rzemieniecka@eui.eu)

### **Introduction to Data Analysis and STATA for Beginners**

Researchers with no prior knowledge of quantitative analysis and STATA are strongly advised to follow this catch-up preparatory course for the Introduction to Quantitative Methods seminar, although no extra credits will be awarded.

## **1.7 RESEARCHERS' DEADLINES 2011-2012**

***Please check the updated list of deadlines on the website:***

<http://www.eui.eu/Documents/DepartmentsCentres/SPS/RulesForms/SPSResearchersDeadlines2011-2012.pdf>.

## SPS SEMINARS 2011-2012

Professor	First term	Second term
<b>R. BAUBÖCK</b>	-	Cultural Diversity in Political Theory  ***** Theories of Rights in International Relations and Liberal Democracy (with C. Reus-Smith)
<b>F. BERNARDI</b>	Introduction to Quantitative Methods	Family Dynamics and Inequality (with M. Kohli)
<b>L. BRUSZT</b>	Financial Crises: Theoretical Approaches and History (with Youssef Cassis, HEC)	Transnational Market Making (with Fabrizio Cafaggi, Law Dept)
<b>P. CULPEPPER</b>	Introduction to Qualitative Methods	Comparative Political Economy
<b>D. DELLA PORTA</b>	Democratization and Social Movements	-
<b>A. HERITIER</b>	Policy Making in the European Union: Theories, Methodologies and Empirics	Research Design in Comparative Politics
<b>M. KOHLI</b>	From European Societies to a European Society?	Family Dynamics and Inequality (with F. Bernardi)
<b>C. REUS-SMIT</b>	Theories of International Relations	Theories of Rights in International Relations and Liberal Democracy (with R. Bauböck)
<b>O. ROY</b>	Islam and Politics in Contemporary Middle-East	The Construction of Religion by Western Courts and Laws
<b>S. STEINMO</b>	-	Experimental Methods and Techniques in Political and Social Science
<b>A. TRECHSEL</b>	Reading Peter Mair	Internet Law and Politics (with G. Sartor, Law Dept))
<b>P. VENNESSON</b>	The Transformation of War	The European Court of Justice and the EU as an International Actor (with M. Cremona, Law Dept)

## Department of Political and Social Sciences

### Seminar programme Academic Year 2011-2012

First term: October – December 2011

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
8.45 - 10.45		<p style="text-align: center;"><b>P. Vennesson</b> The Transformation of War <b>Room 2</b></p> <hr/> <p style="text-align: center;"><b>A. Héritier</b> Policy Making in the European Union: Theories, Methodologies and Empirics <b>Room 3</b></p>	<p style="text-align: center;"><b>Departmental meeting</b>  (once a month for professors and representatives)  <b>Room 2</b></p>	<p style="text-align: center;"><b>M. Kohli</b> From European Societies to a European Society? <b>Room 3</b></p>	
11-13	<p style="text-align: center;"><b>F. Bernardi</b> Introduction to Quantitative Methods <b>Room 2</b></p>	<p style="text-align: center;"><b>A. Trechsel</b> Reading Peter Mair <b>Room 3</b></p> <hr/> <p style="text-align: center;"><b>O. Roy</b> Islam and Politics in Contemporary Middle-East <b>Room 2</b></p>		<p style="text-align: center;"><b>C. Reus-Smit</b> Theories of International Relations  <b>Room 3</b></p>	
13-15					
15-17	<p style="text-align: center;"><b>D. Della Porta</b> Democratization and Social Movements  <b>Room 2</b></p>	<p style="text-align: center;"><b>L. Bruszt &amp; Youssef Cassis (HEC)</b> Financial Crises: Theoretical approaches and History  <b>Room 2</b></p>	<p style="text-align: center;"><b>A/C once a month</b></p>	<p style="text-align: center;"><b>P. Culpepper</b> Introduction to Qualitative Methods  <b>Room 2</b></p>	
17.00 - 19.00				<p style="text-align: center;"><b>SPS Departmental Fellows Seminar</b> (once a month) <b>Room 2</b></p>	

## Department of Political and Social Sciences

### Seminar programme Academic Year 2011-2012

Second term: January – March 2012

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
8.45 - 10.45		<p style="text-align: center;"><b>R. Bauböck</b> Cultural Diversity in Political Theory <b>Room 2</b></p> <p style="text-align: center;"><b>P. Vennesson &amp; M. Cremona</b> The Role of the Court of Justice and EU External Relations <b>Sala Triaria</b></p>	<p style="text-align: center;"><b>Departmental meeting</b> (once a month for professors and representatives)</p> <p style="text-align: center;"><b>Room 2</b></p>	<p style="text-align: center;"><b>P. Vennesson &amp; M. Cremona</b> The European Court of Justice and the EU as an International Actor <b>Sala Triaria (Villa Schifanoia)</b></p>	
11-13		<p style="text-align: center;"><b>A. Héritier</b> Research Design in Comparative Politics <b>Room 2</b></p> <hr/> <p style="text-align: center;"><b>O. Roy</b> The Construction of Religion by Western Courts and Laws <b>Room 3</b></p>		<p style="text-align: center;"><b>F. Bernardi &amp; M. Kohli</b> Family Dynamics and Inequality <b>Room 3</b></p>	
13-15					
15-17	<p style="text-align: center;"><b>P. Culpepper</b> Comparative Political Economy <b>Room 2</b></p>	<p style="text-align: center;"><b>L. Bruszt &amp; F. Cafaggi</b> Transnational Market Making <b>Room 3</b></p> <hr/> <p style="text-align: center;"><b>R. Bauböck / C. Reus-Smit</b> Rights in Political Theory and International Relations <b>Room 2</b></p>	<p style="text-align: center;"><b>A/C once a month</b></p>		
17.15 - 19.15	<p style="text-align: center;"><b>A. Trechsel &amp; G. Sartor</b> Internet Law and Politics <b>Room 2</b></p>	<p style="text-align: center;"><b>S. Steinmo</b> Rights in Political Theory and International Relations <b>Room 4</b></p>		<p style="text-align: center;"><b>SPS Departmental Fellows Seminar (once a month)</b> <b>Room 2</b></p>	

## 2. FOR FIRST-YEAR RESEARCHERS

Upon arrival we urge you to open your EUI e-mail account since the SPS Department will communicate mainly by e-mail.

### 2.1 INTRODUCTORY MEETINGS

#### **2 September 10:00-11:00 Seminar Room 2, Badia Fiesolana**

*Meeting SPS Department - First meeting of Head of Department and Director of Graduate Studies with the new researchers*

#### **2 September 11:00-13:00 Seminar room 2, Badia Fiesolana**

*Introduction to the Library by SPS Information Specialist, Peter Kennealy.*

*Library tours for small groups will be scheduled during this meeting*

#### **7 September 11:30-13:00 Seminar room 2, Badia Fiesolana**

*SPS Introduction to IT facilities by the Computing Service*

#### **14 September, 11:00-13:00 Upper Loggia**

*Main introductory meeting for new SPS researchers and fellows with all members of the SPS department. Followed by welcome drinks in the Lower Loggia*

#### **27 - 28 September & 5 - 7 October Seminar Room 2, Badia Fiesolana**

*Introductory Seminars – New Approaches to Social Sciences.*

*Presentation of the faculty and of the research teaching programme.*

### 2.2 SUPERVISION

#### 2.2.1 Getting started

Upon arrival at the Institute you will be allocated to a potential supervisor. This will usually be a professor who showed an interest in supervising your work at the time you were called to interview. During your first months at the Institute, you must decide whether to remain with the provisional supervisor or to choose another from among the Department's professors. The choice is yours, and you may want to discuss your research topic with a number of members of the Department before finally deciding. (It is of course understood that the supervisor should agree to act in this capacity.) **You must confirm your choice to the Departmental Assistant, [Gabriella Unger](#), by the end of November.**

You and your provisional supervisor must decide by the end of September which courses during the coming year would be most helpful in meeting your needs in substantive and theoretical knowledge, research methods and language skills.

#### 2.2.2 Possible problems

You are entitled to expect from your supervisor considerable help in preparing every stage of your dissertation. When you present written work, this should be returned to you within a reasonable period of time with detailed comments and discussion. You

should also expect to receive help, advice and constructive criticism when you experience periods of difficulty with your work. In return, you must be willing to be open about your problems and seek advice. You will probably have a natural desire to demonstrate only your strengths to your supervisor, but this is not sensible if it prevents you from receiving necessary help.

Should you experience difficulties in your relationship with your supervisor, which you feel unable to discuss openly with him or her, you can seek completely confidential advice from the Department's Advisor to researchers, Prof. Donatella Della Porta (see above).

Occasionally researchers find it necessary to seek a change of supervisor, either due to difficulties in personal relations or simply because their thesis has started to develop in ways that would be more suitably supervised by a different professor. This becomes increasingly difficult to do as time passes, but it is possible. You need to identify a new supervisor, who of course must be willing to take over supervision. You must also discuss the matter with your present supervisor. With the agreement of both, you then address the request for the change to the Head of Department.

## **2.3 SEMINAR ATTENDANCE**

First-year researchers are expected to remain full-time in Florence, preparing themselves for their research. This preparation takes two forms: attendance at seminars and other teaching activities, and reading and planning around the area of the research topic.

The SPS teaching year is divided into three terms, running from October to December, from January to March, and from April until the end of June. For first-year researchers the year in fact begins in September, with intensive language courses. In the first two terms there is a programme of seminars organised by the Department, each running for ten weeks at two hours per week, and another programme organised by the Institute's Language Centre. In the third term the language courses continue as before, and the Departmental programme comprises various activities, such as specialised workshops and colloquia, with a particular focus on research methods. This third-term pattern is intended to make possible greater responsiveness to individual researchers' needs that have been identified earlier in the year. It is important that researchers remain in Florence during this time.

You are required to show satisfactory participation for a **minimum of 140 hours/credits** in seminars and/or workshops (one full seminar counts for 20 hours, one specialised workshop typically counts for 10 hours), in addition to any required language training. Two compulsory seminars (*Introduction to Quantitative Methods* and *Introduction to Qualitative Methods*) take place in the first term. A compulsory *Research in Progress* seminar takes place at the beginning of the second term. In this short seminar (10 credits) researchers present and discuss in small groups a preliminary draft of their research prospectus (see point 2.4 below). You will also be expected to take part in the professorial colloquia organised by your supervisor.

In order to achieve the 140 hours requirement, you will normally take additional seminars in each of the first two terms plus further specialised workshops (again plus language teaching). **Any variation from this pattern must be approved by the**

**Director of Studies, Prof. Fabrizio Bernardi, and communicated to the Departmental Assistant, Gabriella Unger.**

The requirements for '**satisfactory participation**' are established by each professor for his/her courses, and comprise a combination of frequency of attendance and evidence of adequate performance. There will be compulsory registration of attendance at each seminar session for all seminars. **In order to meet the attendance requirement of a given seminar you must not miss more than 20% of the total number of sessions.** In case of absence you must send a written justification (if feasible, before the session) to the seminar instructor and the organising secretary.

Researchers who fail to reach the minimum of 140 hours/credits may be refused admission to the second year, or required to take extra seminars/workshops during that year to achieve the level required.

In addition to the regular seminars, professors organize professorial colloquia for researchers working in their particular fields. **Attendance at these colloquia is obligatory but is not credited.**

Researchers must write **two term papers**. The topics of the papers shall be related to the seminars or workshops attended during the Academic Year and should be agreed with the professors concerned. They should be of **between 10 and 20 pages (approx. 5000 words)**, and you are entitled to expect comments from the professors, who must assess the papers. You should let the Director of Studies know if you do not receive this feedback. An electronic copy of both papers must be sent to the secretary responsible for the seminar by the set deadlines (<http://www.eui.eu/Documents/DepartmentsCentres/SPS/RulesForms/SPSResearchersDeadlines2011-2012.pdf> ). The first term paper must be deposited by the 1<sup>st</sup> deadline (13/01/2012) and the second term paper by the 2nd deadline (31/5/12). If you write a paper for a workshop in June you must submit by the third deadline (15/06/2012) at the latest.

## **2.4 THE THESIS PROSPECTUS**

**By mid April**, first-year researchers must send their thesis prospectus to their supervisor and the departmental assistant electronically. This constitutes a major contribution towards development of the thesis and a satisfactory prospectus is essential for passage to the second year.

The prospectus is appraised by the researcher's supervisor and another professor in the Department, although in certain cases the second reader may be a professor from another department in the Institute.

The goal of the prospectus is to provide a clear and focused presentation of your research. It provides the answers to the following questions: What do you want to study? Why? How do you plan to go about it?

When your supervisor comes to evaluate the prospectus, and to judge whether you can be admitted to the second year, he/she often asks: If I approve this prospectus today, will the researcher be able to work constructively on the dissertation tomorrow?

If the answer is yes, then you get the green light. If it is no, then rethinking and rewriting will be required.

The prospectus should begin by stating the central problem or puzzle that the dissertation will address. This problem can be theoretical or critical, and should be presented as a question or related set of questions to which the dissertation will attempt to find answers. It is important that the problem, the theoretical framework and hypothetical answers be stated from the outset in preliminary form, so that the research does not risk becoming random and avoids being merely descriptive. Always remember that a thesis makes an argument.

One way of testing the manageability of the research question is by understanding the range of possible answers, and this is why it is important to include one's ideas about what these answers might be. In empirical fields, these are usually the research hypotheses. In more theoretical or conceptual work, there need not be formal hypotheses, but thinking of the project in that way can be helpful when drafting the prospectus. The prospectus should also explain the rationale of the case selection if cases are to form the basis for the investigation.

The prospectus should include a brief discussion of the state of the art with respect to the topic. Has this topic been treated before, and how does the approach of this dissertation improve upon or differ from earlier and existing approaches? Is it because of new evidence or because of a new argument? The purpose of this section should be to explicate the contribution your thesis will make to the literature – not to simply demonstrate that you have read everything possible.

The prospectus also needs a chapter outline and timetable. Outlining a sequence of potential chapters helps clarify the argument and is a way of checking the balance of its parts in relation to one another. The final dissertation should not be more than 100,000 words, and depending on the type of research, should not be less than 60,000 words. An individual chapter should not be more than 10-12,000 words.

In sum, the prospectus should include the following:

1. The puzzle.
2. The research question and its rationale.
3. A brief engagement with the relevant scholarly literature, either in the discussion of the rationale or as a separate literature review.
4. A preliminary discussion of how you plan to answer the research question, including
  - (a) the argument,
  - (b) the theoretical framework and concepts, and, where necessary,
  - (c) the research hypotheses.
5. The methods, approaches and data the dissertation is likely to use, including, where relevant, the rationale for the case studies.
6. A tentative chapter outline and timetable.

These are general guidelines, and the precise form of your prospectus should be agreed in advance with your supervisor. **The prospectus should not be more than 20 pages, or 5-6,000 words in length** (the paper should include the word count).

If your prospectus has been approved and you have met all other first year requirements, you will have earned the academic degree of a Master of Research. This will be relevant in case you are unable to complete the doctoral programme.

If the prospectus is approved by the two readers and the Department and the other first year requirements have been fulfilled, admittance to the second year will be granted. The researcher will be expected to begin working on the thesis proper straight away. At this stage, a formal agreement will also be reached between the researcher and the supervisor as to what is expected to be written and submitted in the following months.

If the prospectus is not approved, the researcher can submit a revised version on 8th June 2012. If this is approved, the researcher will be admitted to the second year and will be expected to begin working on the thesis proper straight away. At this stage, a formal agreement will be reached between the researcher and the supervisor as to what is expected to be written and submitted in the following months.

If the revised version is not approved, the researcher will not be admitted to the second year. Instead he/she will be offered the opportunity to complete a substantial stand-alone paper of some 15,000 words by 12<sup>th</sup> September 2012. If this paper is approved, the researcher will leave the EUI with the academic title of a Master of Research.

## **3. FOR SECOND-YEAR RESEARCHERS**

### ***3.1 THE RESEARCH***

During the second year the emphasis of your work shifts from following courses - though these continue - towards carrying out the research plan, which you outlined in the prospectus. At some point during the year, usually in the autumn, it is common for researchers to experience some disappointment and even anxiety that the plan that seemed so clear at the time the prospectus was passed still seems full of unresolved problems. This happens because doctoral research is difficult. Be willing to talk about these difficulties with your supervisor.

### ***3.2 SUPERVISION AND CO-SUPERVISION***

Points made in the section for first-year researchers concerning possible problems of supervision and the role of the Advisor to researchers continue to apply, though as time passes it becomes increasingly difficult, though not impossible, to effect a change of supervisor. (See SPS Intranet website for change of supervisor policy).

During the second year, if the expertise required to supervise a PhD thesis is not fully available within the Department, an additional external supervisor may be appointed from another university. The decision to appoint an external or co-supervisor will be made by the Department during one of its monthly meetings and 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. The appointment of an external supervisor

can only normally be approved at the end of the second year or beginning of the third year.

Occasionally a second member of the Department or of another department will act as co-supervisor although all professors in the Department should be available for consultation by researchers. Discuss any ideas you have for appointing a co-supervisor with your supervisor.

### **3.3 SEMINAR ATTENDANCE**

During this year you are required to show satisfactory participation for a minimum of **60 hours in seminars** and/or workshops, in addition to any required language training. This will normally mean one seminar in each of the first two terms, plus a further 20 hours of workshops/seminars (again plus language teaching). Specialised workshops will usually last ten hours each. If you are on mission or completing a *stage* during one term, it is possible to make up that term's seminar requirements during the rest of the year, with the permission of the Director of Studies. In addition, second year researchers will normally attend the colloquia organized by their supervisors.

The requirements for 'satisfactory participation' and attendance are as set out for the first year.

During the second year, researchers must write one term paper and send it to the secretary responsible for the seminar by the set deadlines (<http://www.eui.eu/Documents/DepartmentsCentres/SPS/RulesForms/SPSResearchersDeadlines2011-2012.pdf>) in electronic form (Word document). The topic of the term paper should relate to a seminar or workshop taken during the Academic Year, and should be agreed with the professor concerned. It should be of between 10 and 20 pages (approx. 5000 words), and you are entitled to expect comments from the professor, who must assess the paper. You should let the Director of Studies know if you do not receive this feedback.

During your second year, you will probably continue to have some language training needs to improve your academic writing skills, particularly if you wish to carry out research on a country in whose language you are not fully expert. (See Section 6.2 p.27).

### **3.4 THE SECOND-YEAR RESEARCHERS' PRESENTATIONS**

In the first week of June (4-8 June 2012) the Department organises a week of special presentations for second-year researchers. We form panels of researchers and professors. Each panel meets for about half a day, in the course of which each researcher makes a presentation of the state of her/his research to date. You will have one hour for your presentation (including discussion time). This provides a good opportunity for discussion of how your work has been developing since the prospectus. You must circulate a brief summary (3-5 pages) of what you will say to the professors and researchers in your group a few days before the seminar. This presentation is discussed by the group. Researchers (and professors) are fully welcome to attend and take part in discussions at panels in addition to those for which they are formally listed.

### **3.5 MISSIONS, EXCHANGES, RESEARCH FUNDING**

For full details of how to take advantage of these various opportunities see the discussion in section 6.3. See also the overview of researchers' deadlines: <http://www.eui.eu/Documents/DepartmentsCentres/SPS/RulesForms/SPSResearchersDeadlines2011-2012.pdf>

### **3.6 END OF THE YEAR ASSESSMENT**

Satisfactory achievement of a doctoral thesis depends on a willingness to keep writing up material as one goes along. Researchers who plan on spending three years 'doing' research and then a few months 'writing it up' are inviting disaster, as one day they will face a vast and unmanageable mass of research notes which they must somehow start to get into some kind of order. To encourage researchers to develop the initially difficult practice of 'writing as they go' we have developed a number of points at which some writing must be completed. The prospectus is one; the second-year panels are another; a third is a requirement that must be met if researchers are to pass into the third year:

**By Friday 9 March 2012** second-year researchers must have given their supervisors an electronic version of their written work amounting to at least 25% of their dissertations - though this material may well be in draft form. In most cases, estimating what amounts to 25% of a dissertation yet to be written will be done on the basis of a tentative chapter structure that you discuss with your supervisor. Supervisors are required to inform the Departmental Assistant whether their researchers have achieved this target or not.

On the basis of the supervisor's report on your progress in writing, and your performance record in seminars, language courses and the seminar paper, the Department's professors will make one of four recommendations to the **June meeting** of the Institute's Admissions Committee:

i) to pass you immediately into the third year. This is what will happen to the majority of you. Note: you become a third year researcher immediately, and not in October, so you can begin the next stage of your research straight away!

ii) to pass you into the third year, on the condition that during that year you remedy specified deficiencies in your performance in seminars and/or language courses.

iii) to postpone approval of your passage into the third year until September, in order to give you an opportunity to complete enough writing. In this case you will have to resubmit 25% of your dissertation by 1 September 2012. The September Department meeting will consider postponed second-years and make recommendations to the EUI Admissions Committee. In the majority of cases resubmissions are then passed as in recommendation 'i'. A small number of cases may fall into category 'iv'.

iv) to refuse passage into the third year, with no opportunity to make progress by September (or, in the case of a researcher already postponed to September, to decide that insufficient progress had been made). Such a decision would follow

detailed discussion and examination of the work record by a committee of three professors, excluding the supervisor or co-supervisor. In such a case the researcher concerned has an opportunity to appeal to the Institute's Appeals Committee, but only on grounds of procedure or a complaint of 'manifest arbitrariness'. It is not possible to challenge the departmental professors' view of the academic quality of the work. Full details of the appeal procedure, which can be applied in respect of both June failures and failures of revised work in September, can be obtained from the Academic Service.

## **4. FOR THIRD-YEAR RESEARCHERS**

### ***4.1 THE RESEARCH***

During the third year you are still welcome to participate in seminars, and to make presentations at them, but there are no compulsory seminar requirements. You may find the various working groups of the Department or the Robert Schuman Centre particularly interesting at this stage and you may want to train your presentation skills and get feedback on your research by offering to make presentations there.

You are now working full-time on the research, and you will sometimes be away on missions or taking part in other activities. However, it remains essential to retain close contact with your supervisor, as problems and doubts will still certainly occur, and you will still need to be encouraged to keep writing as you go along. You will be invited to attend, and may be asked to present your work at the occasional colloquia organized by your supervisor with other researchers working in related areas. The Dean of Studies also organizes a monitoring survey and contacts researchers directly in relation to this.

### ***4.2 LANGUAGE SERVICE***

You may still have some language training needs.

For information on correction and editing by the language centre please check: <http://www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx>.

### ***4.3 MISSIONS, EXCHANGES, RESEARCH FUNDING***

You will continue to use these during the third year, though you should not plan longer research missions during the fourth year when you will be required to stay in Florence to receive your completion grant. So complete all these needs this year. Full details of various opportunities are found in the discussion under section 6.3.

### ***4.4. THE TWO-THIRDS REQUIREMENT***

Towards the end of your third year, you have to submit to your supervisor and his/her secretary an electronic draft that covers two-thirds of the whole dissertation. The deadline for the submission of the two-thirds draft is the 31 May 2012. At this time, the Department may recommend you immediately for the first instalment of the fourth year completion grant.

Normally your two-thirds submission will be read and evaluated by your supervisor (and your co-supervisor if you have one). If you have only one supervisor, a second reader may be appointed by the Department if either your supervisor thinks that your submitted work may not meet the requirements, or if you yourself believe a second assessment of your work may be necessary (see also section 5.4 below).

If the manuscript you have submitted does not fulfil the two-thirds requirement you will be given until 1 September 2012 to revise and complete your draft. If your draft is then accepted you will receive the first instalment of the fourth year completion grant (see section 5.1 below).

If you fail to re-submit by 1 September, or if what you submit fails to meet the two-thirds requirement, you will not receive the completion grant but can still work on completing your thesis without a grant.

Researchers who have suspended their status and grant through *stages*, illness or other absences will terminate their third years at a later point in the year. Their deadlines for the submission of work will be adjusted to the pattern of their registration. Full details under:

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

## **5. FOR FOURTH-YEAR RESEARCHERS**

The SPS Department has a good overall PhD completion rate. However, the EUI also aims to improve the rate of completion within four years through a system of incentives and sanctions. In your fourth year at the EUI you will experience the difficulties of finishing your project and considerable pressure to do so on time. Completing a book-scale academic work is often as difficult as starting it. In consultation with your supervisor you need to make sure that there will be sufficient time for the final stages of revision and improving the style and language quality of your dissertation so that you can confidently defend it in front of a jury.

## **5.1 THE FOURTH YEAR COMPLETION GRANT**

The transition from the third to the fourth year differs in several ways from previous admissions into the second and third year. During your first three years you receive a national grant, which is in most cases paid by your home country's government. In your fourth year you can receive an EUI completion grant that is paid from the general EUI budget. At the end of the third year the Department will not decide on whether you will be admitted into the fourth year, but on whether you are eligible for the EUI completion grant.

Researchers receiving grants for their studies at the Institute will be eligible for a completion grant for up to twelve months. If your two-thirds submission towards the end of your third year is accepted, you will receive the completion grant from the start of your fourth year. If you fail to submit two-thirds or if what you submit is not accepted as sufficient, you can still continue to write your dissertation. If you meet a later deadline for submitting a first full draft six months before the end of your fourth year, you may still receive the second instalment of the EUI completion grant from that time onwards.

The four years period refers to 48 months of registration in our doctoral programme. Periods of suspension without grant are not counted. For these, the deadlines mentioned below will be adjusted accordingly.

A condition of receiving a completion grant is that you be resident in Florence.

## **5.2 THE FIRST FULL DRAFT**

A first full draft is a manuscript in which no essential part of the thesis is missing and which is sufficiently elaborated to be transformed into a final draft within six months or less. If you have received the first instalment of the completion grant and submit your first full draft by 31 January 2012 you will receive the second instalment without interruption of payment.

If you fail to submit a first full draft in time, or if your supervisor and second reader do not accept a manuscript that you submit as a first full draft, then your completion grant will be suspended. Payment may be resumed as soon as your first full draft has been accepted, but your supervisor then needs to certify that she or he expects that you will still be able to complete a final draft by the end of the fourth year.

If you enter the fourth year without a grant, you may again submit a first full draft and then become eligible for the second instalment of the completion grant. If you submit later than in month six of your fourth year, your supervisor will again have to certify that you can still finish your dissertation on time.

## **5.3 THE FINAL DRAFT**

A final draft of your thesis is a version that is ready to be sent to the jury. You are likely to be asked by jury members to revise parts of your thesis, so the final draft is

not necessarily identical to the version that you will defend. Again, your supervisor will be the person to judge whether a manuscript that you submit is a final draft that can be sent to the jury. Our rules permit, however, researchers to send a draft to the jury and to defend their thesis even if the supervisor does not agree that it is ready to be defended. A submission without support from your supervisor (or from the Department in case of appeal) does not make you eligible for the completion grant.

If you have submitted a first full draft but have not continuously received a completion grant because you had failed to meet the two-thirds requirement or the deadline for the first full draft, then you must submit a final draft by the end of month 48 of registration in order to retroactively receive the second instalment of your completion grant. If you fail to submit a final draft on time, you will not receive any part of the completion grant. You will find more extensive guidelines for the preparation of the thesis for defence on our departmental website at:

<http://www.eui.eu/Documents/DepartmentsCentres/SPS/RulesForms/SPSThesisGuidelines.pdf>

#### **5.4 PROCEDURE IN CASE OF NEGATIVE ASSESSMENTS**

It is your supervisor who will initially assess and report to the Department whether work that you submit shall be accepted as fulfilling the two-thirds, the first full draft and the final draft requirements. If your supervisor is not fully confident that the manuscript meets the Department's standards or expectations for the two-thirds, the first full draft, or the final draft (for example, in terms of progress towards completion, length, depth, theoretical sophistication or general academic quality of the manuscript), then a second reader will be asked to provide a second judgment. If you have a co-supervisor, then this person will be the second reader. In the event that there is disagreement between these two readers, a third reader will be asked to issue an opinion and the Department will make a final judgment based on all three readers' reports. If both the (first) supervisor and a second reader assess your work negatively, then you can appeal to the Department, which may again appoint a third reader before taking a decision based on the reports of all readers.

The Department is the court of last instance with regard to assessing the academic merits of your work. Appeals to the Appeals Committee are only possible on procedural grounds.

#### **5.5 MISSIONS**

Researchers in receipt of the fourth year grant may apply for mission funding. Those who have already submitted a first full draft will not normally be considered for research funding, but may apply for funding to present their work at conferences. Residing permanently in Florence is a condition for receiving the completion grant, so you cannot go on longer research missions.

#### **5.5 LANGUAGE SERVICE**

If your thesis will need language correction, remember to consult the Language Service in good time. For guidelines on thesis correction see your supervisor's secretary and consult:

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

Note that theses can be submitted for corrections/editing on the condition that the research student has successfully followed writing classes or tutorials or has been exempt from these, and this will be certified by the language service.

## **5.6 THE THESIS JURY**

If you have made good progress, before the end of the year your supervisor will establish your thesis jury. This has four members, as follows: (1) the supervisor; (2) a current EUI professor in addition to the supervisor; and (3) and (4) professors from other universities. Your supervisor will consult you fully about the choice of examiners, but you have no formal veto in the choice, and you should certainly not yourself make the initial contact with a potential examiner. This is the responsibility of your supervisor, who will formulate a proposal to the Department, final approval being the responsibility of the Executive Committee.

## **6. AFTER THE FOURTH YEAR**

### **6.1 PUBLICATION OF THE THESIS**

Article 5.10 of the Academic Rules

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsNovember2008.pdf> states that:

*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.*

Researchers are encouraged to use this option.

Thesis publication subsidy:

Where a researcher has a contract from a publisher to publish the thesis within 2 years of the defence, he/she may apply for a subsidy for the preparation of the text. Funds are limited and applications should be made to the Head of Department. Consult pages 11-12 of the Guide to EUI Publications and Web:

<http://www.eui.eu/Research/EUIPublications/EUIPublishingManual.aspx>

### **6.2 BEYOND FIVE YEARS**

Researchers who have not submitted a final version of their thesis within five years lose their status and lose their right to defend their theses. In calculating the five years, periods of approved leave are taken into account.

For full details see the Academic Rules  
<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegsOct2009.pdf> and more specifically article 4.3.

## **7. ADDITIONAL INFORMATION**

### **7.1 ON SEMINAR ATTENDANCE**

#### *7.1.1. Seminars taken in other EUI departments*

Researchers can count attendance at these courses towards their minimum requirements provided that their supervisor and the professor giving the course agree, and provided of course that they satisfy the attendance requirements of that course. Researchers must request a written confirmation from the relevant professor in the other department that the seminar has been followed and can be credited. Such confirmation is to be sent to the Departmental Assistant, Gabriella Unger.

#### *7.1.2. Seminars taken outside the EUI*

When researchers go as visiting students to other universities, they may ask to substitute courses at those universities for our seminar requirements. They may count attendance at such courses towards their minimum requirements provided that their supervisor and the professor giving the course in the other university agree, and provided that they satisfy the attendance requirements of that course. It is the responsibility of the supervisor to confirm this last point and to obtain a short report from the colleague at the other university. Such a report is to be sent to the Departmental Assistant, Gabriella Unger. If in doubt, consult the Director of Studies.

Researchers on a *stage* or a prolonged mission may ask to substitute courses at a university near the location of the visit for our seminar requirements. This can be done with the approval of the supervisor and the Director of Studies.

Researchers can obtain credits for Summer Schools only if they are organised by the SPS Faculty and if the requirements are equivalent to a SPS Workshop.

## **7.2 LANGUAGE CENTRE – COURSES AND CORRECTION SERVICE**

### *7.2.1. Courses*

All information about learning languages at the EUI is available at:

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

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

### *7.2.2. Correction Service*

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

Language correction is offered for the following:

- Seminar papers
- June papers/Thesis prospectus
- Forum papers (Department of Economics)
- Second-year chapters (max. 60 pages)
- Articles, conference papers, working papers, etc. can also be corrected internally, at the discretion of the English Unit.

In order to use this service, researchers should have (i) followed at least 80% of an academic writing course where this has been specified, or (ii) been exempted from following academic writing courses. If you are unsure of your position in this regard, please check with the Language Centre:

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

## **7.3 ON MISSIONS, EXCHANGES, RESEARCH FUNDING, ETC.**

**First-year researchers are not permitted to go on research missions or spend periods as visiting students at other universities during the three teaching terms.** Exceptions are only permitted when prior special approval has been granted by the Head of Department. Researchers who have had their prospectus approved in April may also apply for funding for fieldwork and summer schools at the second deadline for mission funding requests (mid-May). Payment however will only be made if all credit and seminar attendance requirements have been met.

### *7.3.1. Missions*

The Department has a limited allocation of funds to support research student missions each calendar year. A researcher who wishes to apply for this funding should discuss the mission with his/her supervisor and complete the mission request form and give this, together with the mission authorisation form, to the supervisor, who will complete, sign and pass the forms to the Departmental Assistant, Gabriella Unger. Applications for mission funding are usually made at three different times during the calendar year [see section 1.7 for deadlines]. The decision on awarding a contribution to mission expenses – based on the relevance of the mission to the researcher's thesis and the funds available – is taken by the Head of Department in consultation with the researchers' representative. **Mission requests cannot be**

**approved retrospectively, so you must observe the deadlines. You are strongly encouraged to apply for external funding wherever possible.**

See rules on missions reimbursement and the authorisation form on the website:  
<http://www.eui.eu/Documents/DepartmentsCentres/SPS/RulesForms/Researchersmissionsandabsencesdec07PM.pdf>

### *7.3.2. Summer schools on research methods*

As part of its commitment to methods training, the Department sometimes encourages participation in Summer Schools. With some of these schools the Department has an official agreement and can send some researchers with special conditions and lower fees, but the number who can take advantage of these is limited. Other participants will often have to pay high fees, but the Department will contribute to these costs.

### *7.3.3. Non-mission expenditure*

Researchers sometimes seek financial help from the Department for costs they have incurred in carrying out their research which are not covered by the concept of a mission. Such requests for non-mission research support for researchers may be made by all researchers eligible to apply for mission funding. Applications should be made according to the same deadlines as for missions, though claims can be made either in advance of or after incurring the expenditure. Applicants should send a note to the Head of Department describing the expenditure and explaining its role in their research; they shall also secure a note of support from their supervisors. **Supervisors should indicate their degree of support on the Research mission authorisation form.** The maximum level of support awarded shall normally be 50% of RECEIPTED expenditure. Decisions on applications are made at the same time that decisions are made on mission requests, and by those appointed by the Department to deal with mission requests. All cases shall be evaluated on their merits as assisting in the completion of high-quality doctoral research.

### *7.3.4. Exchange Programmes*

A number of short-term exchange opportunities with various universities in the US are available. For full details see the Academic Service's *Guide to Traineeships and Exchange Programmes*.

Traineeship: <http://www.eui.eu/Import/Servac/Postgraduate/EUIDoctorate/PDF/GuidelinesTraineeships.pdf>

Exchange Programmes:  
<http://www.eui.eu/ServicesAndAdmin/AcademicService/DoctoralProgramme/ExchangeProgrammes/Index.aspx>

## **8. SPS RESEARCHERS**

For a list of all SPS researchers please consult:  
<http://www.eui.eu/DepartmentsAndCentres/PoliticalAndSocialSciences/People/Researchers/Index.aspx>

## 9. VISITING STUDENTS

The rules for seminar attendance (chapter 2.3) also apply to visiting students. Upon request, the SPS Department can certify seminar/workshop attendance and that the requirements for credits have been met. **Please note that the EUI does not operate the ECTS system.** For any further information please refer to the Academic Service (<http://www.eui.eu/ServicesAndAdmin/AcademicService/Index.aspx>).

Full list of SPS Visiting Students:

<http://www.eui.eu/DepartmentsAndCentres/PoliticalAndSocialSciences/Visitors/VisitingStudents20112012.aspx>

# Appendix 1 – Researchers’ Missions: Absences and Funding (SPS guidelines)

## **Absences**

- Must be in residence when receiving grant. **This applies to all four years.**
- Absence on mission for one month is allowed with permission of supervisor; two months with permission of Head of Department.
- For absences longer than two months you must apply for *leave of absence*. This must be approved by the Department and by the Admissions Committee.
- Leave of absence is available:
  - With grant, which is normal for exchanges;
  - Without grant, which is normal for paid *stages*. In this case, the clock is stopped, deadlines postponed by the length of the *stage* and the grant resumed when you return;
  - Without grant for medical leave. The same conditions apply as above;
  - With grant or without grant for parental leave. If leave is without grant, then the clock is stopped, deadlines are postponed and the grant is resumed when you return. If it is with grant, then deadlines can be changed but, unless the national grant authority provides parental leave pay, then the EUI grant is not prolonged. This means that in order to qualify for the fourth year completion grant at the right time, you must meet the original deadlines.

## **Mission Funding**

- Mission funding is limited, and is granted at the discretion of the Department.
- Mission funding is normally not allowed in the first year.
- In years 2 and 3 mission funding is granted for fieldwork and other essential trips, with a lower priority for presenting papers at conference.
- In year 4 funding may be granted, although this is usually only for presenting papers at conferences.
- In order to avail of funding for presenting papers at conferences, researchers are expected to supply a copy of the paper that has been presented.
- Limited funding is available for summer schools, and this can be applied for as of the summer at the end of the first year. Funding for summer schools is conditional upon the school offering essential training that is not available within the internal Institute programme.
- Mission funding is conditional on researchers having completed their requirements to date.
- Mission funding is available only to researchers currently on grant.
- Mission funding is not granted to researchers who are on exchange visits to other universities or on leave of absence, except for some help towards travel expenses to the other university.

- Researchers may claim for non-mission expenses of various sorts, although payments are very limited and are granted up to a maximum of 50% of receipts expenses.
- Mission requests should be submitted by the advertised deadlines.
- Requests should include the two relevant forms. Supervisors also grade requests. The proportion of funding allocated will normally reflect this grading, subject to overall Department rules and considerations of equity among applicants.
- Funding decisions are made formally by the Head of Department advised by a committee consisting of the administrative assistant, Financial Site Officer and a representative of the researchers. This committee normally works by consensus.
- Each year the committee decides on a ceiling for the maximum funding that any one researcher can receive in that year. This is not an entitlement and the average amount received is (by definition) well below that maximum.
- In case of excessive demand, it is often not possible to meet 100% of each request.
- Researchers on lower grants will tend to receive more than those on higher grants.

### ***How to apply for mission funding***

Please note the Departmental Guidelines to Researchers' Missions:

<http://www.eui.eu/Documents/DepartmentsCentres/SPS/RulesForms/Researchersmissionsandabsencesdec07PM.pdf>

A **Mission Order Request** form must be completed online (the form can be downloaded from

<http://www.eui.eu/Documents/ServicesAdmin/BudgetFinancialService/ResearcherMissionForm-new.xls>) printed, signed by the applicant, approved and signed by the supervisor.

To the Mission Order Request the corresponding **authorisation form** completed and signed by the supervisor must be attached (available at

<http://www.eui.eu/Documents/DepartmentsCentres/SPS/RulesForms/ResearchMissionAuthorization.pdf>)

Both forms must be handed in to the Departmental Assistant for consideration by the Department and approval by the Head of Department by the foreseen deadlines.

**All relevant documents required to justify the request (including proof of registration fees, conference paper)** must be attached to the form before submitting it for approval.