

EXCHANGE PROGRAMMES – GENERAL INFORMATION

Summary

The Institute operates some 20 exchange programmes with various universities and institutions in Europe and in the United States.

Their aim is to help keep the thesis moving along by offering EUI students in their **second** and **third year** fully integrated study periods in the doctoral programme of the corresponding institution.

Conditions for applying

Considering the importance of these visits for students' research, applications for an exchange must, before anything else, have the full support of the researcher's supervisor, and applications have then to be backed up by the department, which will submit the exchange or visit application to the Institute's Admissions Committee for approval.

Research students should note that internal departmental regulations exist on the eligibility for exchanges and these differ from department to department. They should therefore check with their departmental assistant whenever they wish to apply.

The Law Department, for example, has an earlier internal application deadline for the US Exchange Programme and sets out specific conditions for submitting an application. Law students should therefore refer to the 2007/2008 edition of "Guide to the Law Department": <http://www.iue.it/LAW/GuideLawDepartment.shtml>

Conditions after a successful application

Since application takes place in the academic year prior to the year of the planned exchange, it is imperative that successful applicants maintain good progress and be admitted to the successive year of study.

Exchanges may be carried out while researchers are regularly registered in the second or third year of the programme. Any research student whose admission is deferred at the end of the current year of study runs a very serious risk of not being able to go on the approved exchange.

Once the Institute's Admissions Committee has approved a request for an exchange visit, the host university will then examine the EUI researcher's application in accordance with their own admission rules. The host university retains the right to turn an application down.

All selected candidates are expected to take up the exchanges once these have been offered. Refusal by the researcher at any stage after initial acceptance is potentially damaging to the exchange programme with the relevant host institution.

For the US exchanges

Initial acceptance by the EUI for an exchange is at the end of January. Between then and final approval of the researcher's visa request (usually towards June before departure – for those going in August), researchers must be prompt in following up on all the administrative matters requested of them by the EUI and the host university.

Financial conditions

Research students' grants continue during the period they are on an exchange. Supplementary financial assistance (where applicable) is limited to a 'mobility grant' to cover travel expenses and (for example, for the USA), the difference in living costs between the host city and Florence.

In the case of US exchanges, the host university's obligatory registration costs are also covered.

Types of exchanges or visits

Exchanges which are operative as of September 2007 (for this and, as far as can be foreseen, for academic year 2008-2009) are of five types:

- I. European - *Erasmus*: Those falling under the EU Commission's *Lifelong Learning Erasmus* programme
- II. European - other: Bilateral arrangements between an EUI department and a similar department in an institution or university abroad. In cases of bilateral agreements at the European level, contact your department directly for information.
- III. USA: Institute-wide agreements with three US universities: the University of Wisconsin at Madison, New York University and the University of California at Berkeley
- IV. USA: Departmental bilateral agreements with four US universities: Columbia University NY (Law), University of Michigan at Ann Arbor (Law), Fordham University (Law - no departmental funding for the Fordham agreement) and Cornell University (SPS).
- V. Other Institute-wide agreements:
 - *Salzburg Seminar*
 - *Salvador de Madariaga* programme
 - *Centrum Europejskie, Natolin* (Warsaw)

N.B. Visits to other universities/institutions falling outside the above-mentioned programmes:

Please note that there are different procedures to be followed where research students wish to take up opportunities for research visits to a universities or institutions that are **not** included in the *Erasmus* or US exchange programmes. This applies to both academic and non-academic institutions where research students might wish to further their research.

In such cases, researchers may, either independently, or through their department, make contact with universities with which there are no institutional agreements and be invited for research visits.

The researcher's department must approve the stay and, in accordance with the academic regulations on such matters, must seek the approval of the Admissions Committee where the visit exceeds 2 months.

No travel costs, mobility grants or similar are available from EUI centralized funds in such cases but "research mission" funds may be available through the researcher's department.

Researchers must always supply full details of the department and university/institute they wish to visit, including the name(s), phone number(s) and e-mail(s) of the contact person(s) in the host department, their reasons for visiting, and the length of the absence requested. To this end, a letter of invitation from the host institute should be attached to the request for leave. There must also be a letter of support from the researcher's supervisor. The full request, with supporting documents must be submitted to the department for approval and in good time for consideration at the relevant meeting of the Admissions Committee.

Lastly, researchers applying to universities or institutes outside any programme mentioned here, or not qualifying for *Erasmus* financial assistance because of their nationality, for example, must be aware of the fact that if they are accepted as a visiting student to another institution, the latter may charge them tuition and/or registration fees to which the Institute cannot contribute.