



EUI - Practical Information for new Research Students

Academic Year 2012-2013

Contents

1. Registration
2. Grants and Payments
3. EUI ID Card
4. Photo
5. Visas and Residence Permits
6. Imports and Customs
7. Persons and Services to contact at EUI
8. Various Facilities at EUI
9. Housing – permanent: EUI and non-EUI
10. Temporary Accommodation in August and September
11. Health and Accident Insurance
12. Reminder: documents you will need

Enclosures: (included as links to documents on the EUI web site)

Address for all correspondence (*):

European University Institute
Badia Fiesolana
Via dei Roccettini, 9
I - 50014 San Domenico di Fiesole
Italy

- (*) From 1st September, you may use this address for correspondence to be sent to you c/o the EUI.

All research students have a 'pigeon hole' for their post: at the *Badia* (Political & Social Science research students), Villa San Paolo (Economics research students) or at Villa Schifanoia (Law and History research students). However, please make sure that your address always includes: "Research student, Department of [.....]."

Admissions Office Ms. Michela Menicagli

tel. (+39) 055 4685.373

fax (+39) 055 4685.444

e-mail: admission@eui.eu

[EUI Web site](#) (home page)

[Academic Service's web page](#) for all practical information

1. Registration

All new research students must register upon arrival at the Institute:

- For research students starting the **Economics** programme, **registration will take place on Monday 27 August** between 10.00 a.m. and 12.30 p.m, at the Economics department in Villa San Paolo.
- **Registration** for all other research students – in **History, Law and Political & Social Sciences** – will take place at the main building of the Institute, the *Badia Fiesolana* in the *Refettorio* on **Thursday 30 August** between 9.30 a.m. and 12 noon.

In both cases, information and documents will be collected for:

- the payment of your grant (where this is paid through the EUI)
- your health insurance arrangements
- completing your personal file.

Please bring with you:

- proof of health insurance cover for the academic year
- (if not previously supplied) a copy of your qualifying degree certificate/diploma.

Please inform Michela Menicagli (admission@eui.eu) at the Admissions Office, Academic Service, if, for any reason, you cannot be present on the day of registration.

Note for Economics Researchers:

The Economics programme will start a week earlier than other departments' programmes - the first class of the intensive Italian course gets under way in the afternoon, Monday, 27 August.

Research students of the Economics department are therefore requested to **register in the morning, between 10.00 a.m. and 12.30 p.m., on Monday 27 August** at the Economics department in Villa San Paolo.

2. Grants - National and EUI

By the time you register at the EUI, we expect that you will have already settled matters concerning your scholarship with your government department or funding authority. The contact address is mentioned in your letter of admission, where relevant.

Research students should note the following methods of grant payment:

2.1. Belgium, EUI grants, France (first year), Italian Foreign Ministry grants (C.I.S, Italy); Latvia, Poland, United Kingdom, Vasco da Gama grant, LLM grant:

Grants awarded by these authorities are paid via the Institute by bank transfer, generally at the beginning of each quarter (LLM in September and March). Belgian, British, Italian, Latvian, Russian/CIS, Polish researchers and students in receipt of a EUI or *Vasco da Gama* grant are therefore requested to open an Italian bank account (**) as soon as possible after arrival and bring their bank account number and details to Françoise Thauvin in the Academic Service.

(**) For details on opening a bank account, see 8.7. below.

2.2. Other Grants

Usually, the research student is paid directly by the national (or private) grant-awarding authority. All questions related to these grants should therefore be directed to the issuing authority and not to the EUI.

3. European University Institute Cards (for all EUI researchers)

At registration, research students will receive an Institute identity card. This will bear your photograph and matriculation number.

In order to prepare your card, you will have to provide us with a digital photo of yourself well before registration (full details on how to submit the photo will be emailed to you shortly by Academic Service).

4. Digital Photograph

Academic Service will contact you separately by e-mail about this, giving you the exact specifications for the digital photograph and instructions on how to submit it, since it will be used not only for your EUI ID card, but also for:

- the Institute's web pages (subject to receiving your permission, the photo will be published on your department's web pages);
- (in the case of non-Italian researchers) for preparing the special Identity Card from the MAE (Italian Ministry of Foreign Affairs) – see point 5.0 below.

The photo you will be asked to provide has to meet the following requirements:

- Picture Format: JPG – Colours;
- Resolution: minimum of 500 pixels on the shortest side width/height (the higher the resolution, the better – for example 1024 x 1024 is optimal);
- Allowed sizes: up to a maximum of 1Mbyte

5, Visas, Residence Permits, Certificates of Residence (for non-Italians only)

NB: Please address all requests related to this section to the e-mail address admission@eui.eu

To comply with Italian regulations for entering and residing in Italy, non-Italian Researchers (5.1) and family members (5.2) must respect the following procedures:

5.1 Researchers:

a) EU Citizens:

- **Before departure:** no visa is required.

- **Upon arrival at the EUI:** Your stay in Italy has to be registered with the Italian authorities. If you are staying in Italy for more than 3 months, you must obtain legal residence in Florence or surroundings by registering at their local town hall registry office (the *Anagrafe* office of the *Comune*). See <http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

Furthermore, members of the EUI staying in Italy for 12 months or longer are also entitled to receive a special ID card issued by the Italian Ministry for Foreign Affairs, which is a document proving that you are registered with the Italian authorities.

b) Non-EU citizens:

- **Before departure:** You will need to apply for a visa for the full duration of your research programme at the EUI. Michela Menicagli of the Academic Service (admission@eui.eu) can provide you with all the relevant information and a letter to support your visa application, which you should submit to your nearest Italian Embassy or Consulate. Remember that a visa entitles you to enter the Italian territory **but NOT to reside in Italy**. After arriving in Italy, there are formalities still to fulfil in order to settle residence obligations (see below, under "Upon arrival at the EUI"). Since members of the EUI staying in Italy for 12 months or longer are entitled to receive a special ID card issued by the Italian Ministry for Foreign Affairs that will satisfy these residence obligations, when applying for your visa, you must apply for a **Long-term Mission Visa**.

N.B. You should apply for visa/visas as soon as possible, and certainly before June. The Academic service will contact you by e-mail shortly, to provide you with a letter of visa support, as well as all the necessary instructions and details.

Note that from 1st July until the summer break (8 August), the EUI will give follow-up assistance only for visa applications which have been submitted before the end of June.

- **Upon arrival at the EUI:** The Italian Ministry of Foreign Affairs (*Ministero degli Affari Esteri*) will issue a special ID card to all non-Italian Researchers staying for 1 year or more. Non-EU citizens applying for and obtaining the Ministry ID card are exempted from having to apply for a Residence Permit (*permesso di soggiorno*) with the local Police headquarter. In order to obtain the Ministry card, the applicant must be in possession of a Long-term Mission Visa as described above. The special ID card will be issued only after you have officially registered at the EUI. In order to speed up the application process for the ID card, please supply the necessary documents (a scanned copy of your passport and a digital passport-type photo) well before your arrival. The service at the Institute responsible for the application and issue of the special Ministry ID card is the Academic Service (see:

<http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>)

The Academic service will contact you by e-mail shortly, to provide you with all the necessary instructions and details.

Registration of residence with the local town hall is also possible (but not mandatory) for **non-EU nationals** who wish, or need, to apply for practical reasons.

5.2 Accompanying family members:

a) EU Citizens:

- **Before departure:** no Visa is required.

- **Upon arrival at the EUI:** Your stay in Italy has to be registered with the Italian authorities. If you are staying in Italy for more than 3 months, you must obtain legal residence in Florence or surroundings by registering at their local town hall registry office (the *Anagrafe* office of the *Comune*). See

<http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

c) Non-EU citizens:

- **Before departure:** You will need to apply for a visa for the full duration of the research programme of your spouse. Michela Menicagli (admission@eui.eu) of the Academic Service can provide you with all the relevant information and a letter to support your visa application, which you should submit to your nearest Italian Embassy or Consulate. Remember that a visa entitles you to enter the Italian territory **but NOT to reside in Italy**. After arriving in Italy, there are formalities still to fulfil in order to settle residence obligations (see below, under "Upon arrival at the EUI").

- **Upon arrival at the EUI:** Regardless the length of your stay, you must go through the standard Residence Permit procedure (*Permesso di Soggiorno*) within a week of arrival. For more information, contact Michela Menicagli (admission@eui.eu) who will put you in touch with the right office. See

<http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

Registration of residence with the local town hall is also possible (but not mandatory) for **non-EU nationals** who wish, or need to, apply for practical reasons.

Please note that Italian Law does not recognize stable unions (unmarried couples) or same-sex marriages. Therefore, the EUI is not in a position to facilitate applications for either a Visa or a Residence Permit.

5.3.1 Visiting/Exchange students

Short-term Visiting/Exchange students are not eligible for the above-mentioned ID card, and therefore must go through the standard residence procedures according to their nationality, *i.e.*:

- Non-EU citizens: *Permesso di Soggiorno* within a week of arrival

- EU citizens – *Residence Registration* at the local town hall (only if they stay in Italy more than 3 months)

For more information, contact linda.gilbert@eui.eu who will put you in touch with the right office. See

<http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

5.4 SUMMARY

	BEFORE DEPARTURE	UPON ARRIVAL AT THE EUI		
	VISA	ID Card from The Italian Foreign Ministry	<i>Permesso di Soggiorno</i> (Police)	Residence Registration with the local Town Hall
RESEARCHERS				
EU Citizens (12 months of stay or longer)	NO	YES	NO	YES
EU Citizens (less than 12 months)	NO	NO	NO	YES (but not necessary if you stay less than 3 months)
Non-EU Citizens (12 months of stay or longer)	YES (Long Term Mission Visa)	YES	NO	Optional
Non-EU Citizens (less than 12 months)	YES (Study Visa)	NO	YES – within 7 days	Optional
FAMILY MEMBERS				
EU Citizens (12 months of stay or longer)	NO	NO	NO	YES
EU Citizens (less than 12 months)	NO	NO	NO	YES (but not necessary if you stay less than 3 months)
Non-EU Citizens (12 months of stay or longer)	YES	NO	YES – within 7 days	Optional
Non-EU Citizens (less than 12 months)	YES	NO	YES – within 7 days	Optional

6. Imports and Customs

EU Nationals

There are no restrictions on the importation of personal belongings, electrical goods, computers etc. into Italy, provided the articles were bought in the EU.

If you bring articles bought duty-free outside the EU, and for which duty and/or value-added-tax has not been paid in one of the EU states, they will be subject to Italian import duty.

Note that dollars will invariably be understood as US dollars, meaning that you may pay higher customs duty than the actual value of your belongings.

Non-EU Nationals

If you want to bring a small quantity of personal effects, including books, you should bring them as accompanied luggage. You will need your passport (and visa, if required) and a list of the items you are bringing with you.

We strongly advise against shipping your belongings separately. Whatever the quantity, we urge you to bring them with you as accompanied luggage so that you can settle matters personally and directly with customs on arrival in Italy.

The procedure for getting shipped goods out of customs is complicated, time-consuming and can be costly. The goods do not always reach the customs office in Florence as planned. If they end up in another customs office outside Florence it can be extremely difficult to get them from there to Florence.

If you decide to take this option however, contact filipa.desousa@eui.eu at the Welcome Unit no later than mid-June for September arrivals, in order to complete all the formalities for importing your goods free of customs duty.

Importing a New or Used Vehicle

EU nationals may import a vehicle without paying duty, provided that it is over six months old and has done more than 6,000 km.

Non-EU nationals can import a vehicle duty-free on providing proof of ownership for over 1 year.

For questions about the import and re-registration of vehicles in Italy contact the welcomeunit@eui.eu no later than mid-June for September arrivals.

Buying a New or Used Vehicle in Italy

If you want to buy a new or a second-hand car, and are planning to stay in Italy for more than 3 months you must have legal residence in Florence. You can get this by registering at the local town hall (*comune*).

Normally, this must be proved by a residence certificate (*certificato di residenza*), not to be confused with the residence permit (*permesso di soggiorno*) mentioned above, to be presented to the motoring authorities. The residence certificate confirms your address in Florence.

Please note that for Non-EU citizens this procedure may take a couple of months.

You will also need a tax code (*codice fiscale*, see above). Remember to take your passport or national ID card and your residence permit when you go to buy a vehicle.

All expenses related to the purchase and registration of a vehicle must be paid directly to the car dealer.

Motorini

Any small motor cycle, moped or scooter under 50cc is called a *motorino*. A used *motorino* may cost anything from €250 to €1,000 depending on age and condition, while a new, basic model will cost about €1,800.

Third-party insurance is obligatory and crash helmets must be worn.

The new owner of a *motorino* (new or used) must acquire personal number plates, which cost about €100. Number plates must be registered with the Florence Ministry of Transport office (*Ufficio della Motorizzazione*) in 160/a, Via Lucchese, Osmannoro.

The EUI, however, advises you to go through the central office of the ACI Automobile Club di Firenze in Viale Amendola 36. You will need to be a legal resident in Florence before you can buy a *motorino*.

Note that when buying a second-hand car or motorcycle, you should take into account that older vehicles without a catalytic converter cannot circulate in the city centre.

7 Persons and services to contact at the EUI:

7.1 Academic Service (tel. 055-4685.*373; fax: 055-4685.*444)

**N.B. When phoning from inside the Institute, the extension number is made up of four digits: 2 x x x, where x x x are the last 3 numbers of the full number, e.g. the Admissions Office (055-4685.373) would be 2373.*

General e-mail: servac@eui.eu

The Academic Service, located in offices at the *Badia Fiesolana*, in the so-called “bank corridor” is responsible for organising the selection, admission and reception of new students and post-doc Fellows and for the recruitment of academic staff. It provides all the administrative assistance that research students and fellows may need for their stay at the Institute, from shortly before registration to the time they leave, from accident and health insurance, welfare and grants, to internal administrative and financial questions, as well as leisure activities.

Individual staff members of the service with whom you will have most contact are listed below, together with a brief summary of their main duties.

The service organises the meetings of the Institute's examining board, the Admissions Committee.

It assists in administering the EUI research programmes by managing the internal and external finances set aside for the various projects. This it carries out in conjunction with the Research Council, for which it organises meetings twice yearly.

The Language Centre, which organises the Institute's language courses, is under the responsibility of the Director of Academic Service as far as general orientation and administrative matters are concerned. To this end, there is a Language Committee consisting of student representatives, professors and language teachers.

Academic Service Staff:

Dr. Andreas Frijdal Director of Academic Service
tel: 055-4685.332/379, e-mail: andreas.frijdal@eui.eu

- In charge of all units of the Academic Service
- Advises the Principal and teaching staff on all academic matters: the doctoral and post-doctoral programmes; research activities
- Recruitment of academic staff and fellows

- Main contact person between the Institute and the researcher representatives
- Publication of the EUI Annual Prospectus

Liz Webb Service Secretary/Co-ordinator
tel: 055-4685.379, e-mail: liz.webb@eui.eu

Ken Hulley Head of Student Administration
tel: 055-4685.322, e-mail: ken.hulley@eui.eu

- Administration of the doctoral programme
- Contacts with national grant authorities (admissions and policy matters)
- Management of Academic Service's database
- Co-ordination of health and counselling services

Françoise Thauvin Student Administration – Grants and Welfare Office
tel. 055-4685.371, e-mail: francoise.thauvin@eui.eu

- Contacts with national grant authorities (for grant payments and suspensions/insurance matters)
- Administration and payment of students' grants, Institute and fourth-year grants
- Health insurance: accidents, claims, contacts with Van Breda company and Italian Public Scheme
- Advice on health services and counselling
- Traineeships/*Stages* at EU Institutions
- EUI Degree certificates/diplomas

Linda Gilbert Student Administration – International Office
tel. 055-4685.361, e-mail: linda.gilbert@eui.eu

- International exchange programmes (US and Erasmus exchange programmes)
- Registration of Visiting Students
- Academic Service's web pages
- Practical Information Guides
- Extra-curricular activities: sports and leisure

Judith Przyrowski Career Development and Alumni Relations
tel. 055.4675.285, e-mail: judith.przyrowski@eui.eu

- EUI alumni
- Career development

Eija Heikkinen Head of Human Resources
tel. 055-4685.377, e-mail: eija.heikkinen@eui.eu

- Recruitment of research students, post-doctoral fellows and professors.
- Follow-up for post-doctoral fellows in residence

Michela Menicagli Admissions Office
tel: 055-4685.373, e-mail: michela.menicagli@eui.eu

- General information for candidate research students, fellows and professors
- Coordination and processing of applications for research students, fellows and professors
- Organisation of student candidates' pre-selection meetings and interviews
- Preparation of research student registration
- Residence permits ("*carta d'identità*" from the Ministry for Foreign Affairs, Rome; "*permesso di soggiorno*" from the local authorities)

Fatma Sayed Dean of Studies Office
tel: 055-4685.301, e-mail: fatma.sayed@eui.eu

- Secretariat for the Dean of Studies and committees, meetings and workshops chaired by the Dean (Admissions Committee, Doctoral programme Committee, Ethics Committee)
- Assisting the Dean in the follow-up of doctoral programme monitoring surveys
- Notes to doctoral researchers regarding their various submission deadlines, regulations governing fourth-year completion grants and other academic rules.
- Dean of Studies' web pages

7.2 Logistics Service (tel. 055-4685.407; fax: 055-4685.344)

[The Logistics Service](#) is responsible for the day-to-day running, maintenance and safety of all buildings on the EUI campus and for EUI researcher accommodation.

The Service is also responsible for the organization of ordinary and special events, the allocation of office and study space and other key infrastructural tasks.

General e-mail: logistics.service@eui.eu

Director: **Kathinka España**
tel. 055-4685.246/407, e-mail: kathinka.espana@eui.eu

Secretary to the Director: (to be appointed)
tel. 055-4685.407

For any specific information concerning:

Housing (private accommodation and EUI flats)

Giovanni Ugolini
tel: 055-4685.347, e-mail: housing.office@eui.eu

EUI Kindergarden:
Gloria Peruzzi
tel. 055-4685.385, e-mail: Creche@eui.eu

Import and customs formalities:
Filipa de Sousa (Welcome Unit)
tel. 055-4685.727, e-mail: filipa.desousa@eui.eu

7.3. ICT Service (tel. 055-4685.590; fax: 055-4685.205)

Director: **Marco Rulent**

For all questions related to EUI computing facilities (computer rooms, research software, internet, etc.), you are invited to contact the ICT Service via their local IT User Support offices at:

- e-mail: bf-site@eui.eu (*Badia* – Political & Social Sciences)
- e-mail: vs-site@eui.eu (*Villa Schifanoia* – History and Law)
- e-mail: sp-site@eui.eu (*Villa San Paolo* – Economics)
- e-mail: sd-site@eui.eu (*Convento* - RSCAS)
- e-mail: vf-site@eui.eu (*Villa La Fonte* – Max Weber Programme)

More information on the service may be found in the next section but full information is on the [ICT Service home page](#)

7.4. [The Library](#)

Director: **Veerle Deckmyn**:

Administrative Co-ordinator: **Alexandra Howarth**

The Library's Information Specialists are:

- **Thomas Bourke** Economics
tel. 055-4685.346 / 904, e-mail: thomas.bourke@eui.eu; econlib@eui.eu
- **Serge Noiret** History & Civilization
tel. 055-4685.348, e-mail: serge.noiret@eui.eu
- **Machteld Nijsten** Law
tel. 055-4685.259, e-mail: machteld.nijsten@eui.eu
- **Peter Kennealy** Political & Social Sciences
tel. 055-4685.278, e-mail: peter.kennealy@eui.eu
- **Evangelia Koundouraki** European Union Information
tel. 055-4685 341 e-mail: evangelia.koundouraki@eui.eu

7.5 The Departments

[Economics](#):

Based at *Villa San Paolo*

Prof. Massimiliano Marcellino Head of Department
e-mail: ecohead@eui.eu

Jessica Spataro Departmental assistant
tel. 055-4685.927, fax 055-4685.902, e-mail: jessica.spataro@eui.eu

[History & Civilization](#):

Based at *Villa Schifanoia*

Prof. Bartolomé Yun Casalilla Head of Department (*till 30 Sept. 2012 -
e-mail: hechod@eui.eu* new Head of Department to be appointed in June)

Anna Coda Departmental assistant
tel. 055-4685.276, fax 055-4685.203, e-mail: anna.coda@eui.eu

Law

Based at *Villa Schifanoia*

Prof. Marise Cremona Head of Department
e-mail: marise.cremona@eui.eu (*new Head of Department to be appointed in June*)

Siobhán Gallagher e-mail: siobhan.gallagher@eui.eu
tel. 055-4685.577, fax 055-4685.200

Political and Social Sciences

Based at the *Badia Fiesolana*

Prof. Laszlo Bruszt Head of Department
e-mail: spsbod@eui.eu

Gabriella Unger Departmental assistant
tel. 055-4685.370, fax 055-4685.201, e-mail: gabriella.unger@eui.eu

Robert Schuman Centre for Advanced Studies

Based at the *Convento* and *Villa Malafrasca*, San Domenico

Prof. Stefano Bartolini Director
e-mail: RSCSecretariat@eui.eu

Sarah Beck Secretary
tel. 055-4685.796, fax 055-4685.770 e-mail: RSCsecretariat@eui.eu

Max Weber Programme

Based at *Villa la Fonte* (Via delle Fontanelle, San Domenico)

Prof. Ramon Marimon Director
e-mail: ramon.marimon@eui.eu

Susan Garvin Secretary
tel. 055-4685.822, fax 055-4685.894, e-mail: susan.garvin@eui.eu

8. Various facilities at the EUI

8.1. Library

The Library supports the high-level research, teaching and training activities of the EUI scholarly community, and aims to provide the best possible collections, services and information tools in the social sciences and humanities, with a particular emphasis on Europe.(for contact details, see 7.4. above).

The collections include approximately half a million volumes in law, economics, history and civilization, and political and social sciences, and around 2,500 current printed journals. Most of the Library's holdings are on open access.

Via the catalogue (<http://biblio.eui.eu/>), the Library provides access to electronic resources of which more than 14.000 full text e-journals, over 420.000 e-books, numerous databases and networked CD-ROMs

The Research Repository of the EUI, Cadmus

Cadmus contains the academic publications of the EUI members during their stay at the EUI, or resulting from research carried out during that time.

Research students are encouraged to submit their publications to cadmus@eui.eu

8.2. Language Centre

In September the EUI Language Centre offers intensive courses in Italian, English, French, German, and Spanish. If you are a beginner you will be placed in a beginners' course; otherwise, your course(s) will be decided according to the results of the language test(s) taken at the time of your interview.

Over the summer you will receive more information about language courses with timetables for the intensive courses in September, and instructions for enrolment.

For more information, consult the [Language Centre's](#) web page

8.3. Information and Communication Technology (ICT) Service

The Information and Communication Technology (ICT) Service mission is to provide the Information Technology (IT) resources for the work and activities of the EUI. It is committed to delivering quality customer services and technical solutions in the academic and administrative environment of the EUI community. It implements the infrastructure and services of the EUI, and provides the support and training necessary for all EUI users to access information through internally and externally interconnected systems.

It has many policies to ensure that the level of service provided is consistent, resources are used appropriately and users are informed of certain routine procedures. These policies and agreements require the cooperation of both the ICT Service and the User. Those joining the EUI are expected to abide by an [Acceptable Use Policy \(User Responsibilities\)](#) in addition to [Policies](#) for the use of e-mail, IT and network facilities, for purchases (e.g. subsidy for laptops), security and support.

The [IT User Support Offices](#) are responsible for on-site user support, PC installation, and managing computing activities and facilities. A centralised 'client call' database helps handle user requests promptly.

[Portable Device Support](#) service provides assistance for personally-owned devices such as laptops or smartphones while [Research Software Tutors](#) assist for specific research software problems, including utilisation.

ICT service technical staff are responsible for the ICT infrastructure of the EUI. This covers the installation and maintenance of central computing equipment, e.g. Unix, Novell and Windows servers and the general network.

It sets up [Standard Software](#) configurations for EUI PCs, *i.e.* maintenance of software (operating system, office automation, specialised programmes) and testing new platforms and applications.

For contact information, see 7.3. above or consult the [ICT home page](#)

8.4. Introductory Guide

An “Introductory Guide” containing information and maps that will help you find your way around Florence and around the EUI will be available at registration.

The guide has information on medical facilities in Florence and at the Institute (doctors, dentists, hospitals, ambulance services, the EUI clinic and support services such as [counselling](#)).

8.5 Pigeon-holes

All researchers have a pigeon-hole at the Institute for their mail. However, please do not send anything, or do not ask people to send you anything before arrival.

N.B. Any post addressed to you from 1st September should be clearly marked:

Name & Surname

Research student, **Department of** [fill in your department's name]

European University Institute (Badia Fiesolana)

Via dei Roccettini 9

I - 50014 San Domenico di Fiesole

8.6 Photocopying and Printout quota

Research students are granted an annual quota of 4,200 pages for photocopies and printouts. Both the photocopy and print-out quotas are registered on the EUI matriculation/ID card that you receive at registration.

8.7 Bank

There is a bank at the Institute:

- *Banca CR Firenze* (open from Monday to Friday, 08:45 – 13:00)

All new arrivals may open a bank account there if they so wish. The bank is located in the *Badia Fiesolana*, in the west-facing corridor above the “*Refettorio*” and canteen, next to all student services.

There is a *Bancomat* (ATM) machine for automatic cash withdrawal at the *Badia*. It is situated in the same ‘bank corridor’, at the end nearest the church.

Researchers who are paid through the Institute are asked to open an account as soon as possible and give the account number to Françoise Thauvin of the Academic Service, so that the administration may proceed with the payment of your first grant instalment.

In order to be able to open a bank account (and indeed a telephone account, a mobile phone account and even electric or gas accounts), you will need to have an Italian tax code (*Codice fiscale*). To obtain this, you must take your passport or national ID card to the central tax office in Florence, in Via Santa Caterina d'Alessandria 23, mornings only between 8.30 and 12.30 (Monday to Friday). This is the main office (*ufficio Firenze 1*).

Other offices for the issue of the tax code:

Ufficio Firenze 2: Viale S. Lavagnini 27 (close to the main tax office)

Ufficio Firenze 3: Via Panciatichi 20 (Rifredi area of Florence)

8.8 Canteen and Cafeteria

Throughout the year, except for Christmas, Easter and a part of August, Institute cafeterias and canteens are open from Monday to Friday (and Saturday, during term time, for light lunch).

Canteens:

Badia Fiesolana, Villa Schifanoia and Villa San Paolo 12.00-14.30

Villa La Fonte 12.30-14.00

Coffee Bars:

Badia Fiesolana 8.30-18.00 (Saturday 11.00-15.00 / light lunch service)

Villa Schifanoia 8.30-17.00

Villa San Paolo 8.30-16.30

Villa La Fonte 9.00-17.00

Payment for meals can be in cash or through your EUI student ID card, which can be credited at the canteen with amounts of over € 5. Please go to the cashier at the canteen to top up your card. Research students get a 40% discount on the regular canteen prices.

8.9 The Bar Fiasco

In the bottom corner of the *Badia*, below the self-service canteen, is the Bar Fiasco (fiasco@eui.eu). It has a TV and games room (pool-table and table football). It opens at approx. 5.30 p.m. and closes at (... ?!). Drinks and sandwiches are served; hot drinks are available, barkeeper willing. It is a good meeting place for researchers, fellows, faculty and staff. It is managed by the Bar Committee, made up almost exclusively of research students.

8.10 Daily Newspapers

In the cafeteria at the *Badia*, you will find a good selection of the main European newspapers.

8.11 Medical Clinic

A [Medical Support service](#) for research students and fellows is available at the Institute. There is a consulting room at the *Badia*, where, on Monday and Wednesday mornings in term time, by appointment, two doctors (both general practitioners) are available for visits. Please remember to book at least 24 hours in advance for an appointment, by e-mail or telephone. The costs for a visit to the GP are €45

8.12 Counselling Service

There is a Counselling Service at the Institute which is open to researchers, partners and staff. Further details may be found on the [Dean of Graduate Studies'](#) web pages.

8.13 The Crèche

Based at *Villa Schifanoia* – in the *Villino* – the EUI crèche (nursery/day-care) is available to staff members', researchers' and post-doc fellows' children, from 6 months to 13 years old. It should, however, be pointed out that it is really for younger children of non-schooling age.

It is run by the Crèche Committee, under the responsibility of the Logistics Service. Fees vary according to family income but rates for research students are fair.

The contact e-mail address is: creche@eui.eu. Web page: [Creche](#)

8.14 Schools

There are two foreign fee-paying schools in Florence:

The American International School

The AIS has a nursery school (3-5 years), lower and middle schools (6-13years) and an upper school (13-18 years).

Enrolment & annual tuition cost upwards of € 6,000 per annum, depending on the age of the child.

Via del Carota 23/25, 50012 Bagno a Ripoli (FI), tel. 055 646 1007, <http://www.isfitaly.org>

L'École Franco-Italienne

École maternelle (2-6 years), *École primaire*" (6-11years), *École secondaire* (11-14 years).

Annual fees are approximately € 3,500.

Via Gioberti 67, Florence, tel. 055 677110, <http://www.vhugo.eu/>

More information may be found on the EUI web site under '[health and family/children](#)'

Italian (State) Schools:

To register a child at an Italian (state/municipal) school, you will need both a school and a medical certificate, translated into Italian and authenticated by the Italian Consulate/Embassy in the country where the child has studied. The school certificate, which is essential, should state the progress of the child and the syllabus s/he has followed. The medical certificate could be obtained in Italy, if necessary, but you are advised to get it from your family doctor as s/he will know exactly what vaccinations and illnesses your child has had.

8.15 Research Student Representation

Full details may be found on [the reps' site](#)

9.0 Permanent Accommodation

9.1. Accommodation for research students at the EUI flats

All the information concerning the flats administered by the Institute may be found on the [Housing pages](#) on the Logistics Service web site.

Applications for the Institute's own housing:

If you are interested in applying for an Institute room or flat, use [the application form](#) on the Logistics Service web site. Please make sure your application (online only) reaches the Housing Office by 15 May 2012.

In your application, you have to state: the source and amount of your grant (including supplements if you are married and/or have children); income from other sources, and to mark clearly your preference for the type of room/flat you would like.

For grant amounts, please consult [the grants table](#) on Academic Service's web pages.

Please consult the Logistics Service's web pages for [accommodation in general](#),

Attention must also be drawn to:

- ['Offers and Requests by EUI colleagues'](#), which are adverts by fellow researchers who want to rent out/search housing.
- The [Institute's housing database](#) is updated regularly. It can be accessed by typing in your current email address, your profile and your Department.

Housing assistance at registration time:

From 30 August to 3 September 2012 the housing service will put computers at your disposal, recent offers of accommodation will be posted on housing boards, maps, street-guides and advice will be at hand and linguistic assistance will be provided for those who do not speak Italian. If you do speak Italian, even a little, you are encouraged to take the flat-hunting affair into your own hands so that time can be devoted to those who do not speak a word of the language.

You are advised **not** to come to Florence in search of a flat between mid-/late-July and mid-August as many of the proprietors are away on holiday, the agencies that deal with rented property are closed until the first week of September. If you wish to arrange something in advance, you should come to Florence in June or at the beginning of July, or you can contact the owners directly by email or phone and arrange a flat by yourself. Otherwise, there is no harm in starting your search at the very end of August when offers start coming in again. Most people find a place to live by the end of the first week.

Also note that the EUI cannot arrange flats or rooms in advance for you.

Go to the following page for [further information on housing](#)

or contact :

Housing Information Office
Logistics Service
Badia Fiesolana
European University Institute,
Via dei Roccettini, 9
50014 San Domenico di Fiesole
Italia

tel. +39 - 055-4685347
fax +39 - 055-4685344
e-mail : housing.office@eui.eu

If nothing in the [EUI housing database](#) meets your needs, you can pursue your research via [Real Estate Portals and Estate Agencies](#)

10.0 Temporary Accommodation (Hostels, Hotels and Campsites):

Check out possibilities for [short-term accommodation](#)

11. Health Insurance

All research students admitted to the Institute must have adequate medical insurance cover for the entire period of their stay and proof of this must be shown at registration.

Research students with grants from the following countries: Austria, Belgium, Ireland, Latvia, Poland, Portugal, Sweden, UK, or through the *Vasco da Gama* project, or in receipt of a grant from the EUI itself, will have the Vanbreda “basic insurance” covered by their grant authority.

11.1 Extension of one's own national insurance rights to Italy

Before considering subscription to the Institute's own private insurance scheme (with the Vanbreda Company – see 11.2. below), you should note that you might be eligible for the extension of your own national insurance rights abroad for up to one year.

Within the EU, form E106 (very recently the name has changed to “form S1”) or the EHIC (*European Health Insurance Card*) is necessary for access to the Italian national health scheme. The duration of the insurance cover using one or the other varies from country to country, from one or two months to a full year. Outside the EU, many countries also have bilateral health insurance arrangements with Italy. **For further information regarding the card or form that you might be entitled to, check with the Overseas Branch of your national insurance/social security office in the country where you are normally resident.**

If you are successful in obtaining an E106 (S1) form, you must then exchange it in Italy for an Italian health card (*tessera sanitaria*) at the local *Azienda Sanitaria Locale* office (ASL), after having first registered your residence in Florence, Fiesole or other local municipality, with the offices (*‘anagrafe’*) of the town hall (*).

If you obtain an EHIC card from your National Social Security office, this will give you access to the Italian National Health Service system, but access will be limited to general practitioners operating in the local ASL area, to ASL public facilities such as advisory bureaux, accident and emergency services and to urgent care services. **You are advised therefore to check carefully your local national health insurance or social security web site for the information they provide on the EHIC and its use in Italy specifically.**

For further information about the Italian health system, the ASL, and access to the system with these forms or cards, please consult this document on the EUI web site: [Access to the ASL](#)

Within the Italian public system, with one of the above forms or cards, medical and hospital treatment in Italy will be free of charge, although it is to be noted that there are standard prescription charges and set fees for certain types of specialist treatment and laboratory tests, for example.

This state health insurance cover really is worthwhile when you consider that hospital fees in Italy are some € 300 per day when billed to a private insurance company, while in the case of intensive care, this figure rises to approximately € 1250 per day.

(*) N.B. Local residence registration for EU citizens:

If you want to join the Italian public health system (ASL) and obtain the Italian health card, thus acquiring the same cover as Italian citizens, you must first register as a local resident. This you do through the local town hall registry office (the *‘anagrafe’*), cf. 5.2.2. above.

Official information on this procedure is available in English at:

<http://www.poliziadistato.it/articolo/10930>

11.2 Van Breda Health Insurance Policies offered by the EUI

11.2.1. Basic policy

If you cannot obtain the EHIC card or other nationally-extended state cover, you may subscribe to the Institute's collective policy, operated by the Belgian brokers, Vanbreda International, Antwerp. The cost for 2011/12 is € 52.90 per month (€ 26.45 for children). The Company has not communicated yet the amount of the premium for 2012/13.

Details of the [basic Vanbreda policy](#)

11.2.2. Complementary policy

In case of hospitalisation and surgery, you should note that the basic Vanbreda health insurance policy does not cover 100% of medical costs. The company's reimbursements on this basic policy vary between 80% and 95%, depending on the type of hospital care, and there are ceiling limits.

In order to obtain a better coverage, you are recommended to consider subscribing to a complementary policy, an option that is additional to the "basic policy". This would be at your own expense, even when the "basic premium" is covered by your national grant authority (as mentioned above).

For 2011/12, the cost is € 7.82 per month (€ 3.91 for children). The premium for 2012/13 has not been communicated yet.

Details of [the complementary policy](#)

For further details, at the beginning of September contact Ms. Françoise Thauvin at Academic Service (e-mail: francoise.thauvin@eui.eu)

12. Reminder:

Documents you will need upon arrival.

Bear in mind that the first few weeks in Florence can work out quite expensive - for example, you will probably have to pay a deposit on a flat or room (one, sometimes two, months' rent), and you will be staying in temporary accommodation, eating out, and then setting up house, etc. Consider also that grants, particularly at the beginning of the academic year, do not always arrive on time. It would be wise therefore to have some additional funds to cope with these extra payments.

See you on 30th August at the *Badia!*

And for the Economists: on the 27th August, at Villa San Paolo!

Do not forget to bring the following with you:

- your passport or national ID card (this applies to all research students and post-doc Fellows)
- Health Insurance forms – proof of health cover (*EHIC* card, *Vanbreda* or other)
- Copy of your degree diploma (for those who have not provided it beforehand)

Academic Service
18 May 2012

Enclosures/references:

- **Application form for Pian di Mugnone** (EUI accommodation)
[Online application form](#)
- **EUI accommodation:** [Cross-section of the flats](#)
- [Grant amounts for 2012-13](#) – national authority grant amounts and allowances
- [Vanbreda insurance policy](#) (summary of EUI health insurance scheme)