



Practical Information for Fernand Braudel Fellows

Academic Year 2017-2018

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Registration

Registration

On arrival, new Fellows register with Stefania Bocchi of the Welcome Unit Office at the Badia Fiesolana. During registration, we will collect bank information for the payment of your grant and provide you with your EUI card.

Please inform Stefania Bocchi of the date and time of your arrival at the Institute as soon as you know it.

Grant and Taxation

Grant

The grant is indicated in the offer letter for the Fellowship.

Fellows are normally paid directly by the Institute into their Florence bank account, or, if they so prefer, in their home bank account (see p. 6 on the EUI bank). Bank charges for payments to non-Italian accounts are at the expense of the Fellow. Please provide us with your bank details, including IBAN (if applicable) and SWIFT/BIC codes for payment of your grant.

Taxation

The fellowship is not taxed by the Institute. Fellows are, however, required to comply with any other tax provisions that may be applicable to them.

European University Institute Card

Fellows are requested to supply a digital photo, which is used to issue their EUI card.

European University Institute Card

Upon registration, Fellows receive a EUI identity card with their photograph and matriculation number. This is used to access the EUI campus, the Library, and it can be used in the Canteens.

EUI cards are prepared beforehand. As such, you should email a **passport photo in electronic format (.jpg)** to welcomeunit@eui.eu at your earliest of your convenience, and always before your start date.

Partner Cards

Researchers and post-doctoral fellows may apply for a EUI card for their partner. It grants partners access to the same buildings as the researchers, as well as access to the Library (without any print or photocopying quota). For further information, and to apply for a partner card, please consult the [Academic Service Webpages](#).

Research Tools

The ICT service

The ICT Service provides the information technology resources for the work and activities of the EUI members. The ICT offers and maintains a wide range of services, including: computing accounts with a EUI email address, personal network storage area (G: drive), support for personal devices, on campus access via LAN and WiFi, as well as off campus intranet access via VPN. The ICT service also provides a wide range of research software for personal use.

For more information see <http://www.eui.eu/ICT-Flyer> or visit ICT's homepage <http://www.eui.eu/ICT>

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.

The collections include approximately half a million volumes in law, economics, history and civilization, and political and social sciences. Most of the Library's holdings are on open shelving.

In addition, the Library provides access to an extensive collection of databases, full text e-journals, e-books and e-working papers.

The Library also maintains two portals: a Data Portal for licensed and open-access, micro-and macro-datasets; and the European History Primary Sources Portal, covering open-access online archives.

The Library has the status of European Documentation Centre (EDC), an official depository of EU publications and documents.

Users have a range of services at their disposal: on-demand acquisition of books, generous lending policies, daily book delivery service to departments and centres on campus, fast document delivery services and interlibrary loan facilities, personal assistance and numerous training sessions. In addition to the Library's 50 computers, users can access the EUI network with their personal laptops via LAN and WiFi connections.

Please note that library fines are charged for overdue items. It is your responsibility to manage your library borrowing and to renew or return your books on time.

Further information on Library rules can be found here:

<http://www.eui.eu/Research/Library/AboutTheLibrary/LibraryRules.aspx>

Further information on Library fines can be found here:

<http://www.eui.eu/Research/Library/AboutTheLibrary/Fines.aspx>

Read more about the available Library services and resources on the Library website: <http://www.eui.eu/Research/Library/Index.aspx>

Cadmus, EUI Research Repository

The EUI supports the principle of [Open Access](#). Cadmus is the EUI's open access research repository and contains more than 20,000 academic publications by EUI members, which were either produced during their time at the EUI or based on research carried out while at the EUI. It also includes EUI PhD theses, working papers and other EUI series. Cadmus is searchable in, and harvested by, several [European and international networks and portals](#). Fellows are required to submit their publications to cadmus@eui.eu – and, where possible, to add the fulltext – and are welcome to attend the annual International Open Access Week, which will be organised by the Library in October.

Language Centre

The EUI Language Centre provides various types of language and academic skills courses and support in English, Italian, French, German and Spanish.

For more information on courses, timetables and contacts please see:
<http://www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx>

Facilities at the EUI

Office space, personal computers

Fellows are given an office space and basic computing facilities by the Department that hosts them. Please note that Fellows often share an office. All post must be clearly marked, as follows:

Name & Surname,

Fernand Braudel Fellow

Department of ...

European University Institute

Via dei Roccettini 9

I - 50014 San Domenico di Fiesole

Italy

N.B. Please do not have anything sent before your arrival

Photocopying

Fellows have an annual quota of roughly 4,000 pages for both black and white or color photocopies and printouts, free of charge.

Bank

Grants are paid directly into the Fellow's bank account (in Florence, or home bank account).

There is a branch of the *CR di Firenze* at the Institute, located in the Bank Corridor (open Mon – Fri 9.00 – 13.00) and a *CR Firenze Bancomat* (cashpoint / ATM machine) in the same corridor.

If you choose to open an Italian bank account upon arrival, please give the details to Stefania Bocchi of the Welcome Unit as soon as possible after registration. This allows the administration to go ahead with the payment of your first grant. You will need a tax code (*codice fiscale*, see p. 13 of the Life in Florence – Practical Information for EUI Newcomers booklet) to open a bank account.

Coffee Bars and Canteens

The Coffee Bars and the Canteens are open from Monday to Friday, except on EUI holidays.

Coffee Bars

Badia Fiesolana 8.30 – 18.00

Villa Schifanoia 8.30 – 18.00

Villa La Fonte 8.30 – 18.00

Villa Salviati 8.30 – 18.00

Villa Il Poggiolo 10.00 – 14.00

Canteens

Badia Fiesolana 11.30 – 15.00

Villa Schifanoia 12.00 – 14.30

Villa La Fonte 8.30 – 18.00

Villa Salviati 12.00 – 14.30

Saturday

Badia (light lunch) 11.30-15.00

Bar Fiasco

The *Bar Fiasco* (fiasco@eui.eu), managed by EUI researchers, is located at the Badia Fiesolana. It has a TV and games room (pool table and table football).

It opens at around 18.30 and closes late (open only on weekdays, Monday to Friday). The Bar offers international beers, wines and spirits, as well as varied Italian food. It is a good place to meet Faculty, Staff, Fellows and Researchers.

For more information, please see www.eui.eu/Personal/Researchers/BarFiasco

Newspapers

Print editions of Le Monde, La Repubblica, The Guardian, Frankfurter Allgemeine Zeitung, El Pais, Rzeczpospolita and The New York Times: International Edition are available at the Badia Bar.

A selection of these publications is also available at other sites on the EUI campus.

Il Sole 24 Ore and The Economist are at the Library Entrance Desk for consultation in the Library. The Financial Times and The Economist are available online through the Library Catalogue.

Check the Library web pages and catalogue for other titles in print and online.