

Call for job-shadowing at the European University Institute EUI Widening Europe Programme

The [EUI Widening Europe Programme](#) initiative, backed by contributions from the European Union and EUI Contracting States, is designed to strengthen internationalisation, competitiveness, and quality in research in targeted Widening countries, and foster a more cohesive European Higher Education and Research area.

List of countries targeted by the EUI Widening Europe Programme:

Inside the European Union: Bulgaria, Croatia, Cyprus, Czechia, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, and Slovenia.

Outside the European Union: Albania, Bosnia & Herzegovina, Georgia, Kosovo⁽¹⁾, Moldova, Montenegro, North Macedonia, Serbia, and Ukraine.

(1) This designation is without prejudice to positions on status, and is in line with UNSCR 1244(1999) and the ICJ Opinion on the Kosovo declaration of independence.

Job-shadowing for administrative staff

In 2026, now in its third year, the EUI Widening Europe Programme continues to offer job-shadowing opportunities in various [European University Institute](#)'s units and services for the administrative personnel working in higher education institutions or public research centres in the above-mentioned targeted countries. The job-shadowing activity provides a platform for knowledge exchange and the sharing of best practices. It represents an additional step in bridging the EUI with national Higher Education Institutions in the targeted region, contributing to the ongoing efforts to close the knowledge gap in Europe.

Eligibility criteria

Administrative personnel working in the academic and/or research institutions that cover the areas of social sciences and humanities are invited to submit their application for a short job-shadowing visit to the EUI in Florence, organised in the framework of the EUI Widening Europe Programme, provided they fulfil the following two criteria:

1. Hold the nationality of one of the countries targeted by the EUI Widening Europe Programme;
2. Have an affiliation with a higher education institution/public research centre in one of the countries targeted by the EUI Widening Europe Programme.

You may visit the EUI within this scheme only once. If you have previously participated in the EUI job-shadowing activity, you are not eligible to apply again.

Application process

The applications are accepted via this [online form](#). The deadline to submit your application is **Sunday, 29 March 2026, 23:59 CEST**. The applications sent via email will not be considered.

In order to access the form, you will first have to create an EUI account, if you do not have one already. Please make sure that the information you provide when creating your account is complete, valid, and correct.

In the application form, you have to:

1. State your position and briefly describe your responsibilities;
2. Specify your preferred dates for visiting the EUI unit/service. For the availability dates, please consult the list of job-shadowing offers below;
3. Describe your motivation behind visiting the EUI to job-shadow and how it may benefit your professional development (maximum 2000 characters);
4. Upload in one PDF file:
 - A CV;
 - A proof of nationality (ID card or passport);
 - An official document confirming your affiliation with a higher education institution or public research centre (in English, if possible). The document must be signed, stamped, and issued by the higher education institution/public research centre where you are employed.

In case one of the requested documents is missing, your application will automatically be discarded.

In case your application has been positively reviewed, you will be contacted via email by the EUI Widening Europe Programme team for the details and arrangements of your visit to the EUI.

While supporting documents confirming English language proficiency are not required, successful applicants are expected to have a minimum B2 level of proficiency to carry out their visit.

Funding

To support your visit, the EUI Widening Europe Programme provides a fixed daily allowance of **200 euro per day up to 3 days**, depending on the number of working days constituting your stay. The daily allowance is designed to cover accommodation, meals, and public transportation in Florence and will be paid after the successful completion of your visit

The visitor is also entitled to the reimbursement of their travel expenses for up to **500 euros**.

After visiting the EUI, you will receive a personalised link to the EUI reimbursement platform to claim your daily allowance and travel expenses upon the submission of the supporting documents. You will also be asked to submit a short report (1 page max.) describing your visit.

EUI units and services' offers for the job-shadowing

Academic Service

[Overview of all the Academic Service activities](#)

The EUI's Academic Service offers a two-day job shadowing experience providing an insider view of academic administration and student support in an international research environment.

Participants will meet key staff across areas such as admissions, student administration, academic skills, wellbeing, and programme coordination, observing workflows, collaboration practices, and tools that support the student lifecycle. This opportunity is ideal for professionals in academic affairs, student services, or doctoral education seeking to exchange knowledge and gain practical insights into integrated academic support.

The offered job-shadowing includes meetings with different teams within the EUI Academic Service on the following topics/areas:

- Quality assurance
- Max Weber Programme
- Student administration
- Extracurricular activities
- Admissions and welcome
- Psychological support and wellbeing service
- Scholars' hub

Job-shadowing length: 2 days.

Available period for the visit: 1 October - 27 November 2026.

Accounting Service

[Financial reporting: budgetary and general accounting](#)

The proposed job shadowing activity is designed to strengthen institutional capacity in internal control and compliance with financial rules and regulations, as well as in financial reporting related to both budgetary and general accounting. This includes not only the reporting of standard operations of a public institution that manages a budget, but also the recognition and measurement of financial instruments and long-term post-employment liabilities.

Participants will gain firsthand, in-depth exposure to the operational, regulatory, and governance dimensions of the Accounting Service within a research organisation operating under an international financial framework.

The programme will focus on:

- The design and implementation of the Internal Control System (ICS) mechanisms aligned with the Financial Rules and the Internal Control Manual.
- The year-end procedures aiming at collecting and processing financial information for the preparation and presentation of annual accounts related to the results of budget management.

- The year-end procedures aiming at collecting and processing financial information for the preparation and presentation of annual accounts related to the management of a Pension Reserve Fund, including the risk management framework and the monitoring of its investments.
- Data governance principles and segregation of duties principle.
- Relation with external auditors and preparation for their main audit procedures

The methodology combines observation, structured presentations, and applied demonstrations to ensure both conceptual understanding and practical insight.

Participants will engage in:

- Direct job-shadowing of Accounting staff during operational financial processes.
- Demonstrations of SAP workflows and embedded internal control checkpoints.
- Strategic briefings on the role and responsibilities of the Accounting Officer.
- Practical sessions covering reconciliations, financial controls, audit preparedness, and financial and accounting reporting standards.

Job-shadowing length: 3 days.

Available periods for the visit: 1-30 June 2026 and 2-27 November 2026.

Budget and Financial Affairs Service

Enhancing financial management skills and fostering collaboration: Digital transformation in financial administration

This three-day international job-shadowing and training event aims to enhance the professional skills of Financial Officers by providing hands-on experience, peer learning, and knowledge exchange. Participants will engage in interactive workshops, discussions, hands-on experiences and practical sessions with financial officers from our Budget and Financial Administration (BFA) service.

The event will include:

- Workshops covering financial applications and reporting tools.
- Discussions to benchmark financial practices with international peers.
- Brainstorming sessions to foster collaboration between institutions.

The key topics covered include:

- Digital Tools & Process Automation
- Overview of financial digital tools and reporting applications
- Reimbursement workflows and travel expense management systems
- Benchmarking automation practices in financial administration
- Processing grant payments and managing staff costs
- Managing contracts with external collaborators

Job-shadowing length: 3 days.

Available period for the visit: 15-30 June 2026.

Department of Political and Social Sciences (SPS) & Florence School of Transnational Governance (STG) *[joint session]*

Best practices and challenges in the day-to-day administration of a postgraduate programme in Political and Social Sciences,

General Departmental Administration

This section provides an overview of the SPS Department's management from the perspective of a Departmental Coordinator. It outlines the coordination of academic planning, resource allocation, and daily administrative support provided to faculty, researchers, and students. Particular focus is given to internal processes and validation bodies, alignment with the organisation's strategic orientation, and funding management.

- Academic Programme Management

SPS Summer Academy is a two-week experience for master's students from Europe, and mostly from the widening countries. It offers a one-week programme, with interactive workshops and social activities. The organisation starts in March and ends with the start of the Programme in September.

The teaching programme management is a year-long activity that closely coordinated with the Director of Studies and the Departmental coordinator and foresees the scheduling of the first-, second-, and third-term activities for the SPS researchers, as well as the September programme activities for the newcomers.

SPS workshops are usually a two- to three-day activity involving an external instructor, and students learn a more methodological approach to research that cannot be applied during lectures/seminars.

- Incoming and outgoing activities

The SPS Department manages a broad range of mobility initiatives, both outgoing and incoming. These programmes enable EUI researchers to undertake research periods at partner and non-partner universities through the EUI exchange scheme, while also welcoming external PhD students and fellows for visiting periods at the EUI. In addition, SPS administers several visitor schemes, both funded and unfunded, designed for different categories of scholars, including the Visiting Student and Visiting Fellow programmes, the Fernand Braudel Fellowships, and, more recently, Widening calls targeting WEP countries scholars. Through this diversified framework, SPS actively promotes international academic collaboration, researcher mobility, and scholarly exchange.

Connecting policy practice and academia: Visit to the STG Fellowships Office

The visitor will get to experience day-to-day dynamics of a small team facilitating the programme and activities of the STG Policy Leaders Fellowship programme, including attending training sessions, STG Talks (seminar series on pertinent topics addressing global policymaking

challenges) as well as interacting with a diverse group of policy practitioners immersed into the academic life of the EUI.

The visitor will learn about the overall running of a programme for policy professionals nested within an academic institution and get an overview of the annual cycle of the programme. The visitor will also get an understanding of the objectives of the programme and how these are met through a variety of sessions that make up the programme. They will do so by observation and participation in sessions, coupled with meetings with the programme staff. The visitor will also get an introduction to the Florence School of Transnational Governance.

Job-shadowing length: 3 days.

Available period for the visit: 12-23 October 2026.

Development and External Relations Service – Research Support

Project Management

The job shadowing will focus on all the steps for effective project management:

Pre-award: Identify and disseminate funding opportunities; develop and implement funding optimisation strategies; facilitate the writing of funding proposals, including alignment with funders' requirements, budgeting/costing and review; coordination of approvals and submissions.

Post-award: Negotiate contracts, manage amendments, as well as the internal setup of the project, the consortium and the internal communication, liaise with funders, provide administrative support, manage progress, accounting, carry out project evaluation, and report to funders.

Research financial aspects: Oversee budgeting, financial planning, and compliance across research projects and at the organisational level; ensure effective allocation of funds, monitor expenditure, and adhere to financial regulations and funding guidelines, having overall financial responsibility within research projects at the organisational level.

Managing the Grant/Research Support Office: Organise, structure, manage, monitor and review the institutional Research Support service.

Job-shadowing length: 2 days.

Available period for the visit: 5-9 October 2026.

Real Estate and Facilities Service

Campus Facility Management

This job-shadowing activity will provide an overview of the essential operations of Campus Facility Management, with a specific focus on technical maintenance, troubleshooting, sustainability practices, safety and security and other user support services. Participants will observe and assist facility professionals in equipment inspections, maintenance operations and rapid response troubleshooting of campus infrastructure. Additionally, they will learn about

sustainability initiatives such as energy efficiency programmes, waste management, and water conservation. The activity also includes interaction with other staff members working in housing and events management, safety and security, procurement and purchases. This opportunity provides a hands-on experience on the critical role of facility management in maintaining a safe, efficient, and eco-friendly campus environment.

Job-shadowing length: 2-3 days.

Available periods for the visit: 1-30 September and 2-27 November 2026.

Robert Schuman Centre for Advanced Studies

Post-award research lifecycle

The main objective of this 3-day job shadowing experience is to provide participants with a comprehensive understanding of the key administrative practices involved in managing social science research projects and events. Over the course of the programme, participants will gain insights into essential aspects of research administration, including budgeting, event management, soft skills, and communication. The training will also cover crucial topics such as risk management, reporting, and evaluating research outcomes. By observing experienced research administrators in action, participants will develop the practical skills and knowledge necessary to effectively support social science research from inception to completion.

Job-shadowing length: 3 days.

Available periods for the visit: 1 June - 26 July 2026 and 1 October - 27 November 2026.

Robert Schuman Centre for Advanced Studies & Florence School of Transnational Governance *[joint session]*

Executive Education - planning, design and implementation of training courses

The proposed job-shadowing activity is a joint venture of the Executive Education teams at the Robert Schuman Centre and at the Florence School of Transnational Governance.

The Robert Schuman Centre's Executive Education team leads the planning, design, and implementation of over 150 training courses each year, training professionals across residential, online, and blended formats.

The Florence School of Transnational Governance offers the two-year Master in Transnational Governance, the EUI Global Executive Master, and around 40 executive education activities per year.

Key topics:

- Overview of training management, including project coordination (with external partners), programme design (Master's and graduate level), course delivery (online and in-person), Executive Education, audiovisual production, and quality assurance.
- Insight into operational support, covering administration, logistics (including fee collection), communications, and multimedia outreach.

- Participation and observation, through meetings, training events, course observations, facility visits, and review of digital tools.
- Cross-unit exposure, gaining an understanding of practices across different schools and units.

Job-shadowing length: 2-3 days.

Available periods for the visit: 28 September-2 October 2026, 5-7 October 2026, and 22-23 October 2026

For any queries about the call for job-shadowing, please contact widening@eui.eu.