EUI DEPARTMENT OF HISTORY

RESEARCHERS' GUIDE

ACADEMIC YEAR 2024-2025

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Welcome from the Head of Department

Dear Historians,

I am pleased to make this Researchers' Guide available to you, especially to those researchers who are joining the Department this autumn. The Handbook offers useful information about how our department's life is organised, and it outlines our procedures, regulations, programmes, and practices. The information is not exhaustive; it cannot foresee every possible contingency that may arise over the course of the academic year. We thus advise you to regularly consult our website for updates and to pay attention to emails from the Department and the EUI.

To the new researchers: Please use this Guide as an introduction to the Department which, as a process, will be inevitably gradual. Do not hesitate to approach us about points that are unclear to you. Your colleagues, professors, supervisors and members of the administrative staff will do their best to answer your questions.

The EUI offers all of us a wonderful opportunity. The international character of our community of scholars with its wealth and diversity of academic interests and training is our particular asset. During your years here you will be challenged to rethink your intellectual assumptions and scholarly interests as you learn from colleagues whose backgrounds and interests differ from yours. Scholars of diverse intellectual origins, in a process of continuous give-and-take, establish foundations for common interests and generate a sense of shared goals. We invite you to participate in this conversation and to contribute to it actively.

We are strongly committed to equality, diversity, and inclusivity in all aspects of life at the EUI. The diversity you will encounter at the Institute will enable you to draw continuous comparisons with your own life experiences. This is a fascinating learning experience. It also requires mutual respect and the willingness to occasionally overcome misunderstandings and difficulties in communication. It takes all of us here to make this process work. Beyond the Department, the EUI community organises a number of social and cultural activities and groups, and I encourage you to participate.

Even if we use English as our lingua franca for academic purposes most of the time, we are and we want to be a multilingual department. Each of us is

required to have an active command of at least two European languages. We strongly encourage those researchers with no prior knowledge of Italian to learn as much as they can to help us all become part of the city of Florence. Some knowledge of further languages may also be necessary for your specific research projects, and we will assist you in acquiring them as best we can.

Writing a dissertation can be both an exhilarating and a challenging experience. We hope that you will enjoy all the opportunities offered to you by the EUI and that you will pursue your dissertation project with enthusiasm and rigour. If at some point in this long process you encounter academic and/or personal difficulties, please feel free to share and discuss them with your colleagues and professors, or to reach out to our dedicated counselling services for help.

We hope that your years here will be exciting and productive, and that by the time you receive your doctorate you will feel that you continue to belong to a community whose members, collectively, are dedicated to the pursuit of knowledge and the maintenance of the highest scholarly standards.

Have a fabulous start into the academic year 2024/2025!

Corinna Ruth Unger
Head of the Department of History

P.S. Our Departmental Coordinator Anna Di Biase and the administrative assistant of your supervisors will be very happy to help in any way. We encourage you to contact them.

I. THE DEPARTMENT OF HISTORY

I.1. Departmental Research Profile

Researchers and professors of the Department of History come from several academic traditions, and we cherish historiographical, linguistic, and cultural pluralism. We focus primarily on the history of Europe, from the late medieval and early modern period to the present, within an imperial, transnational and global context. Equally, we take a broad approach to the study of history that includes social and economic analysis as well as the history of cultural, scientific, and intellectual developments. Our work analyses the tensions, contradictions, continuities and sharp breaks that characterise both Europe's past and the study of that past, which we believe can help understand many of its present questions.

Global and Colonial History, History of Capitalism. The current political, economic and environmental challenges invite us to study the interconnected character of our world, its evolution and the changing place of Europe in it. We investigate power relations in colonial and postcolonial societies, economic and trade relations, labour, migration and infrastructure, as well as material culture and diplomacy. We seek to overcome Eurocentric views and to cooperate whenever possible with colleagues from the Global South.

Intellectual History and the History of Science and Medicine. We study intellectual history and cultural history broadly understood, from political ideologies to religious beliefs and scientific doctrines. We are interested in representations but also cultural practices and artefacts, with particular attention to their circulation within Europe, and between Europe and other parts of the world. In the field of history of science and medicine, we emphasise the importance of studying scientific theories and approaches together with their material expression and their local interpretations.

Gender and Sexuality, Health and Disability. The department considers gender a powerful tool of analysis that allows historians to uncover central dimensions of human experience by studying the normative assumptions that inform economic, political and social structures and behaviours. The history of sexuality and emotions, as well as the history of health and

disability, are key aspects of the department's research profile. We encourage researchers to embrace an intersectional perspective to analyse how notions of health, class, ethnicity, sexuality and age co-produce societies.

Methodological Diversity and Interdisciplinarity. The department promotes methodological diversity and dialogue between different historical approaches. We actively engage with digital history and public history, and encourage dialogue with research carried out in the other EUI departments (Economics, Political and Social Sciences, and Law), as well as with anthropology, the arts, cultural and media studies, environmental humanities and other fields of interest.

I.2. PEOPLE

The list of people is continuously updated: the most current version can be found online.

I.2.1. Faculty members and their principal research interests

Monika BAAR, Director of Graduate Studies, Professor of History of East-Central and South-Eastern Europe
- European comparative and transnational history, History of disability, global health, the welfare state, social movements, Cold War, human rights, nationalism, political thought, cultural history, history of animals

Mónica BOLUFER PERUGA, Professor of Early Modern History, c. 1500-1800
- Early modern history of the Hispanic World; Cultural history; Gender history; History of emotions and subjectivity; Sensibility and empire; Transatlantic correspondence and vicarious mobility in the eighteenth century; Orientalism and travel writing; Fiction and history

Giancarlo CASALE, Professor of Early Modern History of the Mediterranean
- Ottoman History, Comparative Early Modern Empires, Mediterranean and Indian Ocean History, History of Geography, Cartography and Global Knowledge, New Diplomatic History, Middle East history

Igor CHABROWSKI, part-time Professor in Chinese History and Global History of the 20th Century
- Global history, History of decolonization, Cold War, History of China and Southeast Asia (especially of the Overseas Chinese communities), History of communism and

the communist world, Social and cultural history, Popular culture, History of theatre, music and opera

Laura Lee DOWNS, Director of the ERC project SOCIOBORD
- Modern European social and cultural history with a focus on France and Britain, European gender history, Comparative labour history, Childhood and the family, History and social theory, Comparative history of social protection

Benno GAMMERL, Professor of History of Gender and Sexuality
- Queer history in modern Germany; History of emotions; Oral history; Citizenship and migration in the British Empire and Austria-Hungary

Nicolas GUILHOT, Professor of Intellectual History
- European intellectual history; Early modern and contemporary political thought; History of the social sciences; Internationalism and human rights; Historiography; History of political concepts

Pieter M. JUDSON, part-time Professor of 19th and 20th Century History
- History of Central, Eastern and South-Eastern Europe, Comparative empires, Nationalism European borderlands, Histories of sexuality and gender

Lauren KASSELL, Professor of History of Science
- Histories of science and medicine; Early modern British history; Histories of information; Histories of gender and generation; Histories of magic and the occult

Anthony MOLHO, Emeritus Professor
- Commercial networks in the Mediterranean world from the sixteenth to the late eighteenth century, with particular reference to diasporas and collective identities; History of the state in Early Modern Europe; The Italian Renaissance. Exile and historical writing in the twentieth century

Emmanuel MOURLON-DRUOL, Professor of History of European Cooperation and Integration, 20th c. to the present, Director of the ERC Project EURECON
- 20th century international and transnational history, European integration, Cold War, economic, business and financial history, biographies and prosopography, digital history

M'hamed OUALDI, Professor of History of Europe in the World in the Long Nineteenth Century, Director of the ERC project SLAVEVOICES
- 18th century and 19th century Mediterranean history; History of North Africa; History of slavery; 19th century and early 20th century European colonialism

Luisa PASSERINI, Emerita Professor
- Cultural history, with particular attention to oral and visual memory; History of subjectivity, including forms of European identity; Historical relationships between

discourses on Europe and the love discourse, diasporic subjectivities, art's contributions to the socio-historical disciplines.

Lucy RIALL, part-time Professor of History of Europe in the World (19th to 20th centuries)
- Modern European History, especially Italy; nineteenth- and early twentieth-century European colonialism; nationalism and nation-building; biography; religion and politics; masculinity and politics

Giorgio RIELLO, Professor of Early Modern Global History, Director of the ERC project CAPASIA
- Global history and history of globalization; History of material culture; History of consumption and fashion; Early modern history of trade; History of the Indian Ocean; Global economic and cultural history

Federico ROMERO, Emeritus Professor
- 20th century international and transnational history, European integration, Cold War, Trans-Atlantic relations, US history, Migrations

Carlotta SORBA, Professor of Cultural History
- Cultural History of Politics (19th c.); Theatre, Music and History; History and cultural theory; Material culture and politics; Gender History; History of Emotions; Nationalism and nation-building

Glenda SLUGA, Professor of International History and Capitalism, Director of the ERC project ECOINT
- Modern European, East and West, 18-20th century; History of Capitalism; European Empires in Asia-Pacific; History of Internationalisms and Nationalisms; Settler Societies; Diplomatic History; Environmental History; Women and Gender

Ann THOMSON, Emerita Professor
- Intellectual history, the circulation of ideas and information, book history, translation history, cultural transfers; Religion and science; Early anthropology and European representations of the other; Europe and the Islamic world; Particular interest in the long 18th Century

Corinna Ruth UNGER, Head of Department, Professor of Global and Colonial History
- Global, international, and colonial history; History of development; History of knowledge; Cold War and decolonisation; Modern India; Rural, agricultural, and environmental history

Alexia YATES, Professor of Nineteenth-Century European History
- Modern European history, social and cultural; history of modern France and its empire; global urban history; history of capitalism, business, and economic life

I.2.2. Fellows

In addition to the regular teaching staff, each year the Department hosts visits from scholars and post-doctoral researchers including Fernand Braudel senior fellows, ERC projects fellows, and Visiting Fellows.

- See online the list of Fernand Braudel, Marie Skłodowska-Curie, Max Weber, and Project/Research Fellows.
- See online the list of AEUIFAI, CIVICA and other Visiting Fellows

I.2.3. PhD Researchers' Representatives (Reps)

The PhD Researchers' Representatives (Reps) for the Department of History in July-December 2024 are **Daniele Cal, Aurora Hamm, Lydia Hendriksma, Simon Neumeier.** Email address: *HEC.RepMail@eui.eu*

I.2.4. Administrative Staff

Fabrizio Borchi: Assistant to Profs. Baar, Mourlon-Druol, Riello
Laura Borgese: Assistant to Profs. Downs and Sluga
Miriam F. Curci: Assistant to Profs. Casale, Oualdi, Sorba, Unger
Anna Di Biase: Departmental Coordinator
Tatiana Hornackova: Administrative Assistant to the Department
Francesca Parenti: Assistant to Profs. Bolufer, Gammerl, Yates
Alba Parrini: Assistant to Profs. Guilhot and Kassell
Federica Signoriello: History information specialist

I.3. Contacts

I.3.1. PhD Researchers' Contact Address

Upon your arrival in Florence please send the Department, two contact addresses (with telephone numbers) for cases of emergency: a home address in your country of origin, and a home address here in Florence. We hope we will never need to use this information, but we would like to be in a position to help you should the need arise. The HEC Secretariat will keep the details for confidential use only.

If you have any problem with your magnetic card and login, please contact the Academic Service (*ServAc@eui.eu*).

I.3.2. Contacts at the Department

Postal address: ***always specify the name and surname of the addressee***
European University Institute
Department of History
(Villa Salviati) Via Bolognese 156
50139 Firenze, ITALY

Telephone: +39 055 4686 035 (administration)

I.3.3. In Case of Emergency

In case of an emergency for personal or EUI matters, you can

- call the EUI Emergency contact number: 055 4685 999 (or 2999 if calling from within the Institute)
- contact the Reps at *HEC.RepMail@eui.eu*
- contact the Departmental Coordinator at *Anna.DiBiase@eui.eu* or call her at 055 4686 276 (or 3276 if calling from within the Institute)

The EUI Safety and Security Policy can be viewed online.

I.4. MAJOR IMPORTANT DATES 2024-2025

September 2024

2 Sept.	Registration of new PhD researchers
11 Sept.	Departmental meeting
19 Sept.	Entrance Board meeting
25-27 Sept.	Inaugural Workshop
30 Sept	Start of first-term seminars + Application deadline: missions starting before 15 February

October 2024

1 Oct.	Application deadline: subsidies for researchers' initiatives
9 Oct.	The Director of Studies meets the new Researchers + Monthly Research Meeting
12 Oct.	Submission deadline: draft for third-year mentoring

16 Oct.	Departmental meeting
17 Oct.	Working Group Fair
22 Oct.	Entrance Board meeting
25,28 Oct.	Third-year mentoring

November 2024

1 Nov	EUI closed
6 Nov.	Monthly Research Meeting
8 Nov.	Submission deadline: draft for second-year mentoring
11 Nov.	Meeting on exchange programmes
13 Nov.	Departmental meeting
15,18 Nov.	Second-year mentoring
25 Nov.	Submission deadline: work plan (first-year researchers)

December 2024

4 Dec.	Info session on the mission request platform
8 Dec.	Application deadline: exchange programme
11 Dec.	Monthly Research Meeting + Info-session on how to apply for subsidies for researchers' initiatives
13 Dec.	End of first-term seminars
16 Dec.	Submission deadline: Seminar Papers (first-year researchers)
17 Dec.	End-of-term get-together
18 Dec.	Departmental meeting
21-31 Dec.	EUI closed (Winter break)

January 2025

1-5 Jan.	EUI closed (Winter break)
13 Jan.	Start of second-term seminars
15 Jan.	Departmental meeting + Application deadline: missions starting before 15 June
22 Jan.	Monthly Research Meeting + Submission deadline: first draft of thesis (fourth-year researchers)
23 Jan.	Entrance Board meeting

February 2025

1 Feb.	Application deadline: subsidies for researchers' initiatives
5 Feb.	Info-session on copyright and data management
12 Feb.	Departmental meeting
26 Feb.	Monthly Research Meeting

March 2025

12 Mar.	Departmental meeting
17 Mar.	Submission deadline: March Paper (first-year researchers)
19 Mar.	Monthly Research Meeting
24-25 Mar.	First-year mentoring
28 Mar.	End of second-term seminars
29 Mar.	Start of mission period

April 2025

10 Apr.	Entrance Board meeting
16 Apr.	Departmental meeting
17-21 Apr.	EUI closed (Spring break)

May 2025

1 May	EUI closed (Labour Day)
2 May	Submission deadline: Two Thirds of thesis (third-year researchers)
8-9 May	State of the Union conference
10 May	HAEU Open day
12 May	Submission deadline: One Quarter of thesis (second-year researchers)
14 May	Monthly Research Meeting
15 May	Application deadline: missions starting before 15 October
21 May	Departmental meeting

June 2025

2 June	Submission deadline: June Paper (first-year researchers)
10 June	End-of-term picnic
11 June	Monthly Research Meeting
13 June	Degree Awarding Ceremony and June Ball
18 June	Departmental meeting
26 June	Entrance Board meeting

August 2025

2-17 Aug.	EUI closed (Summer break)
31 Aug.	Submission deadline: Final Draft of thesis (fourth-year researchers) + Resubmission of June Paper (first-year researchers), One Quarter (second-year researchers), Two Thirds (third-year researchers) if needed

The full calendar of Academic Year 2024-2025 can be viewed online.

I.5. ORGANISATION OF STUDIES

I.5.1. Residence Requirements

PhD researchers must reside in Florence or its immediate surroundings. Absences for personal reasons of more than one week require prior written consent from the supervisor. This requirement is taken seriously, and absent researchers will be called to account. Researchers should discuss summer research activities with their supervisor before the end of April. A written request of permission for any absence (in cases not involving mission funding) is needed. See point I.7.3. below for information about Leaves of Absence.

I.5.2. Supervision

The supervisor is the person responsible for advising on academic research, career development and other matters researchers may wish to raise.

Prior to their arrival in Florence, researchers are assigned a provisional supervisor who will introduce them to the Department and the programme. Researchers are free to discuss their work with as many members of the Department as seems appropriate in order to find a suitable supervisor. The process by which researchers find supervisors is informal and depends on the mutual agreement of the two parties involved. The supervisor must be a current member of the Department and is normally appointed at the departmental meeting in mid-November.

At the very beginning of the supervisory relationship, and at various intervals thereafter, professors and researchers should discuss their mutual expectations and agree on how the supervisory relationship will proceed. It is expected from all researchers to be proactive in requesting meetings with their supervisors, and to address issues related to the programme and their projects in consultation with them. Researchers will see their chosen or provisional supervisor regularly from October onwards.

After admission to the second year, a researcher can change supervisor once an agreement with the new supervisor is made. In case of resubmission

in September, no change of supervisor is allowed until the official admission to the second year. All requests of change of supervisor need to be formally submitted to the Department.

The supervisor is the most important link with the Department, and it is important that researchers establish a sound working relationship from the beginning. Research on the performance of PhD students shows that they perform well if their supervisors expect a lot from them (and we suspect also that supervisors perform well if their students set high standards for them).

If researchers are unable to resolve matters satisfactorily with their supervisors, they can discuss them with the HEC Director of Studies (Prof. Monika Baar), the Head of Department (Prof. Corinna Unger) or the EUI Dean of Graduate Studies (Prof. Deirdre Curtin). At any time, researchers can also send a message to the Director of the Academic Service using the safe complaint help-line *SafeComplaintLine@ eui.eu.*

More information on this and on the Code of Practice for Doctoral Supervision at the EUI can be found on the web page of the Dean of Graduate Studies.

Responsibilities of the Supervisors

The exact role of the supervisors differs depending on the academic background, discipline, the main supervisor's style and workload, as well as the role that the rest of the supervisory team play. However, typically supervisors should:

- ensure that supervisees understand what is expected of all parties involved in supervision
- have regular supervisory meetings with supervisees
- help supervisees formulate a research plan
- ensure that supervisees are aware of how their research fits into any research groups or projects
- give guidance about literature, training, ethics, research techniques and academic conventions
- help supervisees develop their critical thinking
- provide constructive feedback on written work
- give feedback on supervisees' overall progress

- advise on courses, both specialist and concerning professional development
- advise on career development and on the range of career opportunities
- help set realistic deadlines and to submit the thesis on time
- advise doctoral candidates on where to present work, at conferences and for publication
- read and comment upon manuscripts and the whole of the final thesis
- write letters of recommendation throughout the doctoral programme if they are requested at least one week before the relevant deadline.

Responsibilities of the PhD Researcher

While the supervisors are a key resource in the conduct of a doctorate, ultimately the responsibility for the project rests with the PhD researchers. Typically, they are expected to:

- take responsibility for finding out what is expected
- request meetings with the supervisors or other professors
- take the initiative in alerting the supervisor to problems or difficulties
- meet the deadlines set for them
- give serious consideration to advice from the supervisor, second reader, and other professors and colleagues
- discuss with the supervisory team how to make guidance more effective
- agree, organise, and attend mutually convenient meetings, contribute to their agenda and circulate work in advance
- set realistic deadlines
- undertake research training as agreed and where a need is identified
- undertake recommended reading; ask when one does not understand
- produce written work as agreed
- comply with reporting procedures and inform supervisors of the progress of the research
- arrange for informal sharing of information and work
- generate their own ideas
- plan when to submit the thesis and ensure that it is submitted on time
- ensure that the thesis complies with institutional regulations.

➢ *External Advisors and Co-Supervisors*

An external advisor/supervisor from outside the EUI may be appointed, always with the agreement of the supervisor, if the expertise required to supervise a PhD thesis is not available within the Department. The external advisor/ supervisor is not the second reader of the researcher: the second reader has to be a EUI professor (see below).

The External Supervisor has responsibilities and duties similar to those of the internal supervisor, i.e. may be appointed as a member of the Examining Board for the defence with voice but no vote, and may not chair the Examining Board. The External Advisor has fewer restrictions.

Researchers can ask for an external advisor/supervisor only after having successfully passed the first year of studies, and not (except in very exceptional circumstances) in their fourth year. The researcher's request for the appointment of an external advisor/supervisor must be approved by the Department.

The frequency and intensity of contacts between researcher and external advisor/supervisor depend on individual agreements. Travel for meetings between researcher and external advisors/supervisors is not financially supported by the Department.

➢ *Second reader*

A second reader will be appointed by the Department at the beginning of December. Researchers can suggest to their supervisors if they prefer a specific second reader, but the actual choice will depend on the overall workload, academic background and expertise of professors. The second reader is appointed by the Department.

The second readers participate in all mentoring sessions and read the March Paper and the drafts for the second- and third-year mentoring sessions, as well as the June Paper, the One Quarter and Two Thirds of thesis. Through consultation with the supervisor, they contribute to the reports the supervisors write on June Papers, One Quarter and Two Thirds of thesis, and in cases of resubmission write separate reports on June Papers, One Quarters and Two Thirds of thesis.

Apart from these formal obligations, the second reader is available for consultation with the researcher throughout the doctoral programme. Often,

but not necessarily, the second reader will have strong expertise in the subject matter of the thesis, and a close working relationship with the researcher that warrants continued close collaboration. Any change of second reader has to be approved by the Department. Second readers may be part of the examining board of the PhD defence, but it is not mandatory.

I.5.3. Ethics in Academic Research

All doctoral researchers are bound by the EUI Code of Ethics in Academic Research, as well as all other academic codes and regulations.

Consultation and involvement of the EUI Ethics Committee is always voluntary. Ethics reviews of research projects are conducted only at the explicit request of scholars needing an assessment of the ethical dimensions of a research project. This can be of particular interest for researchers working in the field of oral history, where questionnaires need to be designed and interviews are conducted (i.e. research projects involving human subjects as participants). Such reviews may also be advisable in anticipation of a condition imposed either by funders of a research project or by publishers. In any case, researchers pursuing projects that involve the handling of personal and sensitive data concerning people who are still alive or have passed away within the last 50 years should at least consider asking for an ethics review. Researchers should discuss this with their supervisors, and they can also contact the departmental member of the Ethics Committee.

Researchers are encouraged to plan their requests for Ethics Reviews in good time before the start of their research projects and field work. The Ethics Committee does not conduct ex-post reviews for research or research experiments that have already taken place.

More information about the procedure to request an Ethics Review can be found on the web page of the Ethics Committee.

I.5.4. Working Groups

Working Groups give PhD researchers the opportunity to contemplate the fields covered by research seminars but also to profit from the possibility of peer-to-peer learning and open and flexible working conditions. Researchers are encouraged to join and set up working groups. There are no specific formulas for these groups and the structure may vary in many ways concerning participation and organisation. The ‘Working Group fair’

organized on 17 October 2024 is a first opportunity to get to know what is happening in the Department.

These are the eligibility criteria for the creation of a new Working Group:

- The WG should be organised around a research theme. That is, it should be more than a workshop or lecture series.
- It should fill a gap in terms of topic or theme – in other words, not duplicate existing Working Groups.
- It should have at least one coordinator who plans to remain at the EUI beyond the current academic year.
- Each WG needs to have a faculty liaison.
- One WG coordinator should act as a contact person for the EUI Web Unit.

If you wish to create a new Working Group, please contact the Departmental Coordinator and send her:

- The name and the description of the Working Group;
- A list of planned activities;
- The name of the coordinator(s) and of the liaison professor;
- At least three thematic keywords, preferably to be chosen among the existing selection;
- Suggestions for an image (optional).

➢ *Departmental subsidies to researchers' initiatives*

There is no dedicated budget line for Working Groups. A Working Group wishing to organise a workshop or to invite an external speaker should be aware that funding may not be available. In order to start planning an event it is necessary to:

1. consult with professors about conceptualising and organising the workshop and draft a preliminary description of the project;
2. contact Ms Francesca Parenti with a provisional date: she will check for possible overlaps with other events and will help in the preparation of a budget proposal;
3. apply for a departmental contribution sending the proposal and the budget to the Departmental Coordinator by 1 October or 1 February.

Applications are assessed by a funding committee: its recommendations are presented to a Departmental meeting at which the decision about funding is taken. If the members of the departmental meeting agree to follow the recommendations of the funding committee to support a proposal in part or in full, the organizer(s) of the event can ask individual professors to provide matching funds.

Note that the main bulk of the logistics of the workshop remains with the working group members. A Q&A meeting on the organization of researchers' initiatives is scheduled for 11 December 2024.

I.5.5. Research Assistantships and Small Jobs

It is possible for researchers to do paid work on the basis of contracts for small jobs, for academic collaboration, or for research assistantships. The prior consent of the supervisor is required before the researcher may be appointed. In some cases, a suspension of registration period and of grant is foreseen.

Small jobs, paid on an hourly basis up to 200 hours per academic year, may be carried out by researchers in any year of the programme. No suspension of registration period and of grant is foreseen for this.

Academic collaboration contracts are fixed at 7/30 (25%) of full-time employment for 3 months and may be carried out by researchers who have entered their third year of registration. No suspension of registration period and of grant is foreseen.

Research assistant contracts up to a maximum of 25% of full-time employment may be carried out by third-, fourth- and fifth-year researchers. No suspension of registration period and of grant is foreseen in this case. Research assistant contracts for more than 25% of full-time employment may be carried out by:

a) researchers who are in their third year of registration (a temporary suspension of registration period and of grant is foreseen in this case)
b) fourth-year researchers who have submitted the final draft of their thesis
c) fourth- and fifth-year researchers who are not in receipt of an EUI grant.

Full details of the terms and conditions related to research assistantships and small jobs can be found under article 12.5 of the EUI Rules and Regulations.

I.5.6. Working Papers

Members and former members of the Department of History (professors, PhD researchers, fellows) can publish their work as a HEC Working Paper. Working papers should not be seen as a formal publication but as a way of promoting one's work and making it known in an Open Access format. HEC Working Papers are published electronically on Cadmus, the EUI Open Access institutional repository.

Authors who wish to publish a Working Paper should submit it by email attachment to the Departmental Coordinator, possibly with a message of support of a faculty member. The paper should be in Word format, accompanied by an abstract and a list of keywords. The Department will assess the paper and discuss whether to approve it for publication at one of its monthly meetings.

Note that, once approved, the formatting of the working paper remains with the author.

I.6. Institutional Support

I.6.1. Researchers' Representatives

In November, researchers in the Department are asked to elect four researchers to represent them. The Researchers' Representatives, or 'Reps' for short, can be contacted about any issue, whether academic or personal. Reps take part in various committees (at a departmental as well as an institute level) where different aspects of life in the Institute are discussed, and decisions are made. Among their responsibilities is representing researchers at the monthly Departmental Meeting.

The Rep mandate lasts one or half calendar year. The total number of Reps is four, and two of them are elected every six months: the elections take place in December (mandate from January to December) and in June (mandate from July to June). Within 3 months after the end of the mandate

each Rep will receive a financial compensation equivalent to the whole or half monthly amount of the EUI fourth-year grant (excluding allowances) per year in office (maximum 2 years).

Reps may also receive an extension of submission deadlines for written work by two weeks or one month (depending on the length of their mandate) at the end of the second, third or fourth year, following the end of the mandate. This extension must actively be requested, can be used only once, and does not prolong the student's status in the doctoral programme.

➢ *Social and Welfare Fund*

The aim of the Social and Welfare Fund is to support researchers who are facing unforeseen financial difficulties that impede their study and research progress. The Fund is managed by the Academic Service in cooperation with representatives of students, researchers and fellows, and where appropriate with the Deans.

I.6.2. Libraries

➢ *The EUI Library*

The Library, located at the Badia Fiesolana, supports the 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 600,000 paper volumes and more than half a million eBooks on law, economics, history, and political and social sciences. In addition, the Library provides access to an extensive collection of databases, newspapers and full-text eJournals. All of them can be found on the Library Catalogue:

- The Library paper holdings are both on open shelves and in remote storage. A book delivery service is provided in both cases. Should you have books delivered to Villa Salviati, you can pick them up at the reception desk.
- The Library electronic resources are easily accessible on campus; from off-campus, you will be simply asked to login with your EUI personal computing account.

Researchers have a range of services at their disposal: book purchase requests, generous lending policies, free interlibrary loan, training courses carried out by Library staff all year round. The Library website provides comprehensive information and the History Library Guide is designed specifically for history researchers. The Library History Information Specialist, Federica Signoriello, can be contacted at *HEClib@eui.eu* for any issue or query, and can be asked to provide additional information sessions if needed.

➢ *Other libraries in Florence*

National and international libraries and archives in Florence include:

- Italian National Library: Biblioteca Nazionale Centrale (BNCF)
- Archivio di Stato di Firenze
- Harvard University Center for Italian Renaissance Studies (Berenson Library, Villa I Tatti)
- Biblioteca Medicea Laurenziana
- Biblioteche Riccardiana and Moreniana
- Gabinetto Scientifico Letterario G.P. Vieusseux
- Harold Acton Library at the British Institute, Florence
- Museo Galileo - Museo della Storia della Scienza
- library of the Istituto Nazionale per la Storia del Rinascimento (INSR)
- Library of the Kunsthistorisches Institut in Florenz - Max-Planck-Institut
- Biblioteca di Scienze Sociali and Biblioteca Umanistica of the University of Florence

If needed, researchers can ask the History Information Specialist and/or the Departmental Coordinator for introductory letters to these and other libraries and archives worldwide.

I.6.3. Cadmus, the EUI research repository

Cadmus is the EUI research repository and contains over 29,500 academic publications by EUI members produced during their time at the EUI and those based on research carried out during their time at the EUI. It also includes EUI PhD theses, working papers and other EUI series. Cadmus counts more than 656,000 visits a year and is compliant with international harvesting standards and therefore also available in international portals and Google Scholar. The EUI supports the principle of

Open Access and the Open Science Office can assist anyone who would like to publish in Open Access. Researchers are encouraged to submit their publications to *cadmus@eui.eu*.

I.6.4. The Historical Archives of the European Union (HAEU)

The European University Institute hosts the Historical Archives of the European Union (HAEU) at Villa Salviati. The HAEU preserves and makes available to the public the documents produced by European Union institutions, such as the European Parliament, the Council of Ministers, the European Commission, the Court of Justice, the Economic and Social Committee, the Court of Auditors, the European Investment Bank, the Committee of the Regions, and the agencies of the European Union (CEDEFOP, Eurofound and the European Environment Agency), according to the 30 year rule for archival consultation.

The HAEU also makes available numerous archival collections from non-EU organisations, such as the European Space Agency (ESA) and the European Free Trade Association (EFTA), as well as many private archives of pro-European movements and European federalists, high-ranking EU officials and Members of the European Parliament. The Archives' growing audiovisual collection comprises around 1000 oral history interviews, 70,000 photographs, a substantial collection of posters and maps, audio recordings, and videos. Users may search HAEU holdings via the online database and/or the multimedia portal and consult holdings either online, where available digitally, or by booking a space in the HAEU reading room. The reference library of the HAEU contains around 15,000 titles on the history of European integration.

➢ *The Alcide de Gasperi Research Centre*

The Alcide De Gasperi Research Centre on the History of European Integration (ADG), established in 2015, is a joint initiative of the Historical Archives of the European Union and the Department of History at the EUI. The ADG promotes innovative research projects on the history of European cooperation and integration. It supports early career researchers, runs regular seminar series, organises the Annual Graduate Conference on the History of European Integration, coordinates networks of historians, facilitates the use of primary sources at the HAEU, and seeks to increase

public interest in European integration history. It is co-directed by Prof. Emmanuel Mourlon-Druol (HEC) and Dieter Schlenker (HAEU).

I.6.5. Centre for Academic Literacies and Languages (CALL)

Researchers must have knowledge of two official languages of the European Union (this includes the candidate's first language if it is an official language of the European Union). The majority of seminars at the Institute are taught in English. Knowledge of Italian is very important for practical and social life in Florence, and researchers are advised to attend Italian language courses right from the beginning of their stay at the EUI.

The History Department attaches particular importance to the maintenance and promotion of linguistic diversity in all of its activities. The Department encourages both professors and researchers who wish to do so to express themselves not only in English in seminars and other departmental activities: the use of any other languages wherever these are mutually comprehensible to most participants is welcome. It is not unusual for students in history to have to read literature and archival sources in several languages. To this end the Centre for Academic Literacies and Languages (CALL) offers courses throughout the academic year.

It should be recognised, nevertheless, that English is a key working language in academia and publishing. In order to allow researchers to have access to the international academic milieu, the Department also stresses the importance of good English academic writing skills. The EUI Policy on Academic Writing support and Thesis Correction Services provides further information on this.

The English Unit organises courses, workshops, academic writers' groups, a text revision service, and individual consultations to help researchers and fellows use the language effectively, and therefore to reach the high standard necessary to write a doctoral thesis in English. These courses are intended for anyone who wants to think about their writing of research, including those whose first language is English. In collaboration with the Department (reports on Seminar Papers will include feedback on language skills), the English Unit will identify researchers who might require additional support, whether individual or through Writers' Groups and/or research writing courses.

CALL also organises Academic Presentations courses for those who want to improve their presentation skills.

All information about learning languages at EUI is available on the web. Researchers who enrol for a language course must attend regularly. Certificates of attendance and/or progress reports are available upon request at the end of the course.

➢ *Text revision service*

Text revision is available, but researchers must have successfully completed and fulfilled the obligations for language classes in order to be eligible. A text revision service is offered to researchers for:

- seminar papers
- second-year chapters (max. 20 pages)
- articles, conference papers, working papers, etc. can also be revised, at the discretion of the English Academic Literacies Unit

Following – or occasionally during – the revision of each paper, there is a feedback session. The aim of this is to:

- clarify any doubts or questions with the correction or problem areas that have emerged in the text
- develop strategies for learning from your errors
- provide exercises and/or discuss areas for further language revision
- assist in setting up a plan for the next phase of the writing process

To use the service, researchers must have followed at least 80% of an academic writing course or been exempted from academic writing courses. Researchers who fail to follow the courses advised to them by CALL cannot benefit from text revision services for their academic work and are not entitled to funding for thesis editing.

Some researchers are also eligible for language revision of their PhD thesis. For details see point II.6. of the PhD Programme section below.

➢ *English writing style guidelines*

While preparing their first-year papers, as well as successive chapters in the following years up to the completion of their dissertation, researchers may find guidance in the English writing style guide prepared by the Department.

I.6.6. The Academic Service

The Academic Service oversees and supports the applications, selection, and admission processes of Master's students, early-stage researchers (doctoral programme), fellows and professors. The service administers the progress of Master's students and Ph.D. researchers throughout their programmes, in close collaboration with the Academic Units and the Dean of Graduate Studies. It offers academic skills and professional development courses to early-stage researchers, organises international exchanges and teaching placements, offers language courses, and provides counselling and wellbeing services and a variety of extracurricular activities. The service collaborates with national and international funding authorities, and academic and research institutions across the world. The service is also responsible for the administration of committees related to the academic life of the EUI such as the Doctoral Programme Committee, the Entrance Board, the Ethics Committee, the Harassment Committee and the Disciplinary Committee.

Academic Certificates and Transcripts can be requested online. Assistance with grant issues can be addressed by writing to *Grants.Office@EUI.eu*.

Academic and Professional Development: The Academic Service provides courses, training sessions and activities for Ph.D. researchers geared towards their academic and professional development. Some courses may be helpful throughout the Ph.D. programme whereas others aim to support research, help develop scholarly practices, build a portfolio of transferable skills and smoothen the transition to the job market. These activities complement the support provided by the Centre for Academic Literacies and Languages (CALL), the Library and the Departments.

The Psychological Support and Wellbeing Service offers EUI members short-term individual psychological support, group workshops and training, referrals to external mental health services, and psychiatric consultation. Except for psychiatry services, all services are provided at no cost.[1] The service is open to any active member of the EUI community, from all departments and services, at all levels, from all nationalities and backgrounds. This includes PhD Researchers, LLM Students, STG Master students, Fellows, Academic and Administrative Staff, Trainee, Visiting

[1] For PhD researchers and STG Master Students, the cost of the first psychiatric visit is covered by the EUI.

Researchers and their partners. The Psychological Support and Wellbeing Service is run by licensed psychologists experienced with a wide range of personal and academic issues. The service is confidential and act with total respect for your values, choices and lifestyle. Sessions take place in English or Italian. The Service is based at the Badia (rooms BF175 and BF202). The two rooms are located nearby the conference room called Theatre. At the back of the Theatre there is a small hall (Anti-theatre). To the left of the hall there are toilets and stairs, take the stairs and after a turn you will arrive at the Psychological Support and Wellbeing service.

Extra-curricular activities: The EUI offers support and assistance in organising activities beyond the academic curriculum of the EUI through the Body and Brain Boosting Board (commonly known as 4B). These activities are mostly of a cultural and sporting nature and may occur both on and off-site. The longest-running activities include football, yoga courses, running, rowing, the EUI Choir, and dance, but there are many more. The number of activities and clubs varies from year to year depending on interest and resulting membership. The webpage is regularly updated, a newsletter is sent around and you can always contact the 4B Coordinator if you wish to start a new club at *EUI.4B@eui.eu*.

I.6.7. The Information and Communication Technology Service

Each of the major EUI buildings has an Information and Communication Technology (ICT) User Support Officer to whom all queries on computing and access to software in that specific building can be addressed. In case of any software or hardware problem, the ICT User Support can be contacted through the EUI Helpdesk or by calling 2600.

Use of photocopier and telephones

The Department has a very tight budget for telephone expenses. If researchers need to make telephone calls for their research work, they should seek authorisation from their supervisor to use their allocation of funds.

Researchers can use the multifunction printers located all over the campus, such as in Villa Salviati and the Badia Fiesolana. These printers may be used for printing, copying or digitalizing (scanning) academic material. When possible, and in order to save paper, scanning is encouraged.

Researchers receive €180 credit (total for colour and b/w printouts and photocopies together) at the beginning of each academic year. Scanning is free of charge and so is not included in this quota. If needed, it is possible to top up your print/copy credit online.

I.6.8. EUI Committees

The ICT-Library Committee is a consultative body serving as a platform to discuss strategic issues in the areas of ICT and the Library. A researcher representative sits on this committee and is responsible for communicating concerns from the researchers.

The Ethics Committee is appointed by the Academic Council upon nomination by the President, to provide advice and guidance to the EUI academic community on all matters pertaining to academic/research ethics and – where needed – to confirm ethical compliance of research projects on behalf of the EUI to external parties.

The EUI takes the issue of any kinds of harassment extremely seriously. The Confidential Harassment Advice Service (CHAS) is available for EUI members to obtain information and assistance on their rights regarding any form of harassment, including sexual harassment and bullying. The service assists and advises EUI members in identifying avenues for institutional support, both within and external to the EUI. It also provides supportive measures aimed at a personal resolution of the problem, if the community member so wishes, and potentially mediates solutions. The service is provided by staff members, acting as safe contacts, who have training in EUI policies, structures, and procedures. Any consultation between an EUI member and a member of the CHAS remains strictly confidential.

The Diversity Committee was created as part of the EUI commitment to promote equality, diversity and inclusiveness, and in particular to take active steps to cultivate and sustain a community that properly reflects ethnic and racial diversity.

There are many more committees (for Canteen Services, for Data Protection, for Gender Equality, etc.). The full list of all EUI Committees can be found online.

I.7. Missions, Exchanges, Leaves of Absence

According to the Academic Rules **all researchers must reside in Florence or its immediate surroundings throughout the whole period of their scholarship, including the fourth year**. There are three exceptions to this rule: research missions, exchange programmes, and leaves of absence.

I.7.1. Missions for fieldwork

The Department supports the needs of its researchers in terms of fieldwork and consultation of archives and materials strictly related to their research topic. It cannot, however, cover all the expenses related to the mission period. The department subsidy is intended to be a substantial material help for the part of the research that is to be developed outside the Institute.

A Mission Request has to be submitted online for each mission. Researchers should discuss the purpose, scope, length, destination, and risks of each mission with their supervisor before submitting a request. The Director of Studies manages researchers' missions with the administrative assistance of Ms Miriam Curci. A Q&A meeting on researchers' missions is scheduled on 4 December 2024.

Mission funds are paid in advance (roughly 3 weeks before the departure date) as long as the researchers have submitted their request in time. Mission funding generally cannot be granted to researchers who are on exchange visits to other universities or on a leave of absence. Due to budgetary constraints, the Institute may be unable to fully finance all missions. This limit applies particularly to longer missions.

Researchers should remember that

- they can only ask for funding for expenses they actually incur
- if they are able to count on private unpaid accommodation, they should not ask for a daily allowance
- if they do not travel from Florence they cannot ask for a flight or train from Florence to be reimbursed
- they should opt for train travel whenever feasible and avoid flying whenever possible

Note: Researchers are required to be present in Florence for their mentoring sessions (25-28 October, 15-18 November, 24-25 April) and no mission should be planned on those days.

Researchers should submit their Mission Order Request well in advance of the intended date of departure. Requests submitted after the mission has taken place will not be considered.

For budgetary reasons, mission requests must be submitted by 30 September for missions starting between 15 October and 15 February; by 15 January for missions starting between 15 February and 15 June; and by 15 May for missions starting between 15 June and 15 October.

➢ *Research missions*

Researchers **in the first three years** may receive financial support for up to two research missions per academic year. Missions longer than one month, including combined missions, must be authorized by the Entrance Board, upon suggestion of the Department.

First- and second-year researchers are expected to concentrate their missions during the specific mission period (from 29 March until mid-May 2025) and during the summer break (July-August). **Third-year researchers** can schedule their research missions in a more flexible way, according to their mission plan. **Fourth-year researchers** are not entitled to receive funding for research missions.

First- and second-year researchers are requested to submit a mission plan, which has to be approved by their supervisor at the beginning of the academic year (see related section in the Work Plan template). Separate Mission Requests must then be submitted anyway for each mission.

All mission requests must be endorsed by the supervisor and approved by the Director of Studies or by the Head of Department on the e-platform.

In accordance with the rules of the Institute, the Department can contribute to research mission expenses as follows:

- a flat-rate contribution to travel expenses, set according to kilometric distance
- up to a maximum of 16 daily allowances per authorized mission even if the mission lasts more days. Daily allowances are counted as starting

from the first until the last day of work (not from the beginning till the end of the trip).
Daily allowances are intended as means of subsistence to cover accommodation and local expenses: researchers are advised to request them according to their actual needs, and possibly for a reduced number, when travelling to countries where free accommodation is possible.
In exceptional cases of long distance missions, upon explicit request, researchers may be authorized to combine their two missions into one period and therefore be eligible for 16 additional allowances. The daily value of the allowances is set at € 40 for the first 15 days, and € 30 for any additional day. (Researchers can discuss combined missions with Miriam Curci before completing the request.)

- a lump sum of € 20 if the place of the mission is outside the Italian territory (excluding the Vatican City State and the Republic of San Marino)

➢ *Conference Missions*

Second-, third- and fourth-year researchers are entitled to ask for funding for participation in conferences where they will present a paper. They may ask for conference funding **once per academic year**. Researchers should discuss the matter with their supervisor and ask for the support of the Department **before registering**.

The programme of the conference (listing the speakers) must always be attached to the Mission Request when submitted for authorization.

The Department can contribute to conference mission expenses as follows:

- a flat-rate contribution to travel expenses, set according to kilometric distance;
- up to three € 40 daily allowances calculated on the basis of the length of the conference. Daily allowances are counted as starting from the first till the last day of the conference as reflected on the programme (not from the beginning till the end of the trip). In case of discrepancies the administration may adjust the number of daily allowances in the platform;

- a lump sum of € 20 if the destination of the mission is outside the Italian territory (excluding the Vatican City State and the Republic of San Marino);
- conference fees for participating in conferences where researchers present a paper may be partially covered (up to 50% of the cost of the fee, and up to a maximum of € 100) upon presentation of proof of payment only when researchers have sought other ways to cover the cost, but have been turned down.

Due to budgetary constraints, the Institute may be unable to finance participation in conferences.

➢ *EUI Policy on Risk Missions*

The Institute has a duty of care for its researchers. In case of potentially risky missions it is necessary to complete a risk assessment form and discuss it with the supervisor. If endorsed by the supervisor, the form should arrive to the attention of the Head of Department (or Director of Studies) **one month before making travel arrangements**. A potentially risky mission should therefore be discussed with and approved by the supervisor well in advance.

I.7.2. Exchange Programmes

The Department of History participates in several exchange programmes with European and non-European universities. For comprehensive information on the programmes and deadlines, consult the webpage of the Academic Service.

The opportunities offered within these programmes are considered part of the doctoral studies programme and are intended to facilitate the completion of the doctorate. Researchers who wish to participate in these programmes are required to submit their application (letter of motivation, supervisor's reference letter, CV) to the Department for the academic year 2025-2026 by 9 December 2024. Note that the departmental deadline is earlier than the one set by the Academic Service.

Researchers should apply when in their second year of studies, in order to undertake the exchange during their third year of the doctoral programme. Applications are first discussed and ranked by the Department and then sent to the Entrance Board. The Entrance Board takes the final decision on the selection of candidates and gives priority to the researchers for whom the

participation to the exchange is an important element for the completion of the thesis.

Researchers are required to be present in Florence for their mentoring sessions and no mission should be planned on those days. The only exception is if they are participating in a formal exchange programme (in which case the mentoring session can be organised via Zoom).

I.7.3. Leaves of Absence

Apart from minimum periods (i.e. no longer than one week per term), **researchers must obtain written permission to be absent from the Institute during term time**. It is necessary to provide appropriate information about the purpose and length of the period of absence. Leave requests need to be approved by the Department and then by the Entrance Board, and should be sent to the Departmental Coordinator **at least one week before the Departmental Meeting** takes place (the calendar of Departmental Meetings can be found online).

- Requests for leaves lasting more than one month should be addressed to the Director of Studies and the Head of Department and should include a message with the supervisor's comments. Such requests should be sent to the Departmental Coordinator as far **in advance** of departure as possible.
- More than one prolonged departure within a twelve-month period will not be permitted and accumulation of absences will be discouraged. This includes exchange programmes and traineeships/stages.
- The maximum overall period of intermission for which any combination of these is permitted is normally 18 months.

During all leaves of absence, researchers must confirm their contact details with the supervisors' administrative assistants and arrange to have their mailboxes checked and emptied.

The EUI does not permit leaves of absence in order to follow degree courses in other universities during the EUI PhD programme. For more details see Chapter 12 of the Academic Rules and Regulations for the Doctoral Programme.

II. THE PHD PROGRAMME

The First Term begins on 1 September 2024. In September intensive language courses are provided by CALL for all first-year researchers. During this month professors in the History Department will be available for consultation. All researchers should consult with one or more professors in order to identify potential supervisors. Do not hesitate to get in touch with them by email or in person in order to make an appointment.

The Inaugural Workshop at the end of September opens the academic year. Attendance is required from all first-year researchers.

II.1. TEACHING PROGRAMME

Academic activities start in October after the September programme and the Inaugural Workshop.

Interdisciplinary and training skills, and academic writing courses are organised Institute-wide. Within the Department of History, the teaching programme includes Area Seminars, Research Seminars, Writing Workshops, and other academic activities (colloquia, conferences, workshops, lectures, and courses on digital tools for academic research). It also includes yearly mentoring sessions for the first three years.

First-Term Seminars start on 30 September and end on 13 December 2024

Second-Term Seminars start on 13 January and end on 28 March 2025

Researchers are required to attend all sessions of the seminars in which they have enrolled, and they are responsible for ensuring that they register their presence on the list circulated during each session. If there is a legitimate reason (e.g. illness, funded research/conference mission) for not attending a specific session, the researcher must inform in writing the supervisor, the seminar convener, and the administration prior to the seminar. A written approval for the absence from the seminar must be obtained before the session takes place (or immediately afterwards in cases of sudden illness). **All researchers must have read the seminar materials for each session prior to attending the class and are expected to participate actively during seminars**.

It is possible to attend a seminar in another department, provided that both Departments are in agreement. It is necessary to have the written agreement of the supervisor and of the seminar convener. A written request must be sent to the Departmental Coordinators of both departments.

Some of the research at the EUI is organised around interdisciplinary research clusters. Seminars in the framework of one of these clusters can replace the yearly requirements of HEC Research Seminars. A specific request needs to be sent to the HEC Director of Studies and the Departmental Coordinator.

The **first** and **second years** of the doctoral programme are based on a combination of coursework and research activities. Coursework is done through three types of seminars: Area seminars, Research seminars and Writing workshops. Researchers must take at least one of each type of seminar (Area and Research) over the first two years.

Area Seminars

- Area Seminars offer up-to-date views on current debates about methodology and major historiographical trends. They are often co-taught and run on a rotational basis. In academic year 2024-2025 the following seminars will be offered: *Intersectional Histories, Intellectual History, Planetary Histories, Material History.*

Research Seminars

- Research Seminars address more specific themes that are at the crossroad of professors' and researchers' interests.
- They are offered in 10 two-hour sessions once a week over a period of one term, or in the form of a block seminar (in blocks of two/four days).

Writing workshops

- *March Paper workshops* are structured around two periods: Early Modern History and Modern History. They are designed to introduce researchers to the basic practicalities of historical research, defining one's agenda of research questions, evaluating existing historiography, structuring analysis and narrative, etc. These seminars provide a forum in which first-year researchers who are preparing their March Paper can present their sources, hypotheses and ideas to peers and professors in order to obtain critical feedback.

- The *Dissertation Writing workshops* offer the opportunity to discuss research questions and methods whilst developing the doctoral dissertation. *Dissertation Writing Seminars* in the second term are reserved for second-year researchers, while the *Advanced Dissertation Writing workshop* in the first term is especially aimed at third- and fourth-year researchers.

The Core Skills course

- The *Core Skills Course* is reserved for first-year researchers and aims to promote a common culture of discussion and engagement among researchers from very different backgrounds. It consists of two parts: the first part introduces researchers to the Department's fields of research, and to its approaches; the second part focuses on the concrete aspects of doing historical research and covers such issues as library and archival sources, publications and the peer-review process, and general aspects of the program.

➢ *List of seminars offered in academic year 2024-2025*

FIRST TERM

- *First-Year Core Skills Course* – Profs. G. Riello, M. Bolufer
- Area Seminars
  - *Intersectional Histories* – Profs. M. Baar, B. Gammerl
  - *Intellectual History* – Prof. N. Guilhot
  - *Planetary Histories* – Profs. G. Riello, G. Sluga
  - *Material History* – Prof. C. Sorba
- Research Seminar
  - *Global histories. Beyond West-centric perspectives* – Prof. I. Chabrowski
- Writing *Workshop*
  - *Advanced Dissertation Writing* – Profs. N. Guilhot, A. Yates

SECOND TERM

- Research seminars
  - *History of Medicine* – Prof. L. Kassell
  - *History of European Integration* – Prof. E. Mourlon-Druol
  - *Race in History/History of Race (16th-20th century)* – Prof. M. Oualdi

- *Notions of Self and First-person Sources: Concepts and methods* – Prof. M. Bolufer
- *The Problem of Property* – Prof. A. Yates

– Writing Workshops
  - *March paper in Early Modern History* – Prof. G. Casale
  - *March paper in Modern History A* – Prof. E. Mourlon-Druol
  - *March paper in Modern History B* – Prof. C. Unger
  - *Dissertation Writing Seminar A* – Profs. L. Kassell, A. Yates
  - *Dissertation Writing Seminar B* – Profs. C. Unger, M. Oualdi

➢ *Mentoring sessions*

The Department provides a series of individual mentoring sessions in order to help researchers through the process of designing and writing their PhD thesis. During these sessions the supervisor and the second reader offer specific guidance, advice and suggestions on how to prepare for the May/June submissions (June Paper, One Quarter of thesis, Two Thirds of thesis).

Mentoring sessions in 2024-2025 are scheduled as follows:

– 25 and 28 October 2024: mentoring for third-year researchers
– 15 and 18 November 2024: mentoring for second-year researchers
– 24 and 25 March 2025: mentoring for first-year researchers

Researchers are required to be present in Florence for their mentoring sessions; no mission should be planned on those days. The only exception is if they are participating in a formal exchange programme (in which case the mentoring session can be organised via Zoom).

➢ *Other academic activities*

On demand, and if necessary, the Department may provide support for palaeography and specific language courses.

Apart from their participation in compulsory activities, researchers are strongly encouraged to attend conferences, workshops, and lectures organised in the Department. A detailed programme can be found online.

II.2. First-Year Researchers

All researchers must reside in Florence or its immediate surroundings throughout the whole period of their scholarship.

➢ *Compulsory requirements for the first year:*

SEMINAR REQUIREMENTS:

First-year researchers are required to attend **3** seminars:

→ a *Core Skills Seminar*
→ a *March Paper Writing Workshop seminar*
→ an *Area* or a *Research Seminar*. Note that researchers must take at least one of each type of seminar (Area and Research) over the first two years

Attendance at any other seminar is optional. Researchers are required to clearly indicate which seminars are to be considered for their yearly requirements.

WRITTEN REQUIREMENTS

→ Seminar Paper, by 16 December 2024
→ March Paper, by 17 March 2025
→ June Paper, by 2 June 2025

II.2.1. Presentations during the Inaugural Workshop

The Inaugural Workshop between 25 and 27 September 2024 is the first chance to start talking about research in the Department: First-year researchers and professors meet in joint sessions and briefly present their research topics, followed by a general discussion about broader theoretical and methodological questions. Other researcher cohorts and visitors to the Department may also be present and take part in the discussion. A highlight of the workshop is the inaugural lecture to be delivered by Ruth Harris, Professor of Modern History at the University of Oxford.

II.2.2. First-Year Researchers' Work Plan

All first-year researchers will prepare a work plan in consultation with the supervisor or provisional supervisor. The plan will deal with the whole range of activities during the academic year – choice of seminars, seminar paper, March Paper, missions, and June Paper – as well as identifying other special

needs. The plan has to be agreed on and signed by both researcher and supervisor and needs to be submitted by 25 November 2024.

II.2.3. Seminar Paper

First-year researchers are required to write a Seminar Paper (a.k.a. December Paper) and deliver it no later than 16 December 2024.

The December paper should be an essay of 5,000 words (including footnotes but not the bibliography) and deal with a topic discussed in the chosen first-term seminar and agreed upon with the seminar convener and the supervisor. It should engage with the seminar content in a way that relates to the researcher's dissertation topic, broadly understood.

This paper offers the opportunity to evaluate a researcher's writing skills and to provide feedback on structure and style. The researcher, in consultation with the supervisor, can choose to write it in a language other than English.

The Seminar Paper is read and evaluated by the researcher's supervisor. If the paper is in English and the assessment states that the level of written academic English needs to be improved, researchers will be asked to follow another academic writing course during their second year.

II.2.4. March Paper and Mentoring Sessions

The first step in the dissertation work is the March Paper, a substantial paper (about 10,000 words – this number includes footnotes but not the bibliography) to be submitted by 17 March 2025. This paper should outline the main issue of the dissertation and its research questions, discuss the relevant literature and put forward some tentative hypotheses. The March Paper is the basis for the June Paper. The supervisor and the second reader read the March Paper.

The March Paper is not a test but is designed to help first-year researchers progress with their thesis and provide the basis for a constructive discussion in the mentoring session. Researchers are encouraged to be in contact with their supervisors for advice regarding its preparation.

Researcher, supervisor, and second reader meet in the First-Year Mentoring Sessions scheduled for 24-25 March 2025. These sessions are organized around a discussion of the March Paper and are meant to help researchers to design their June Paper: researchers have the opportunity to ask

questions, raise concerns and discuss their work with their supervisor and second reader, who will offer guidance, advice and suggestions.

After the mentoring sessions researchers provide the supervisor and second reader with a brief report on what was discussed. The supervisor, in consultation with the second reader, submits a short confirmation report on the mentoring session. That report includes the evaluation of “satisfactory” or “revise” with regard to the March Paper. In cases where the March Paper requires revision, researchers will undertake the revision in the context of preparing the June Paper. Researchers whose March Paper has been evaluated as “satisfactory” may, of course, also make changes to the section of their June Paper taken over from the March Paper.

Note: Researchers are required to be present in Florence for their thesis monitoring sessions and no mission should be planned on those days. After the mentoring session, researchers are expected to start their empirical research. Upon return from their research missions, at the latest in mid-May, they are strongly advised to discuss their results with the supervisor and second reader.

II.2.5. Research missions

Researchers in the first three years of the doctoral programme may receive funding for up to two research missions per academic year. The mission period begins at the end of the second term and lasts until mid-May. Not all first-year researchers go on a mission. In some cases, it is more appropriate for them to stay at the Institute and concentrate on reading secondary literature or published or digitized primary materials.

For details on Missions and Exchange Programmes see point I.7. above.

II.2.6. June Paper

The June Paper builds on the March Paper, taking into account the feedback from the mentoring session, and includes a new part based on the primary sources examined during the Spring research mission. These elements are to be framed in a general reflection on the issue, methods, and objectives of the dissertation. Thus, the June Paper – whose structure should be discussed with the supervisor – usually consists of a revised discussion of

the research questions contextualized within the relevant literature, along with a first case study.

The June Paper is assessed by the supervisor in consultation with the second reader for the quality of both academic content and academic writing. The electronic file of the paper is to be submitted by 2 June 2025. This submission is compulsory.

➢ *Guidelines on the composition of the June Paper*

The June Paper constitutes a major contribution towards the development of the thesis. A satisfactory June Paper is essential for passage to the second year. It is important that researchers start working closely with their supervisor as early as possible in bringing into focus the thesis subject and in thinking about the most appropriate way of presenting it in the June Paper.

The June Paper should not consist exclusively or merely of a survey and critique of the literature: it should be a precise statement of what the thesis aims to accomplish and how it will go about doing that. It should be 15,000 words in length (this includes footnotes but not the bibliography) and consist of 3 parts that are connected with each other:

a) A brief discussion of whether the first section (based on the March Paper) has been revised and if so how.
b) The new (or unchanged) version of the first section (March Paper).
c) A case study using primary sources from the researcher's first mission. The case study should demonstrate how the researcher might use source material to build an argument.

The objective of the June Paper is to demonstrate that the researchers have defined a PhD topic and have made sufficient progress during the first year so that it can be plausibly argued that they are in a position to complete the PhD within the next years.

The June Paper must contain the following elements:

1. A critical, thematic account of the historical writing relevant to the topic. This should not be a list but an analysis of the main questions and approaches to the subject.
2. A definition of the questions, and a placing of the approach and objectives of the thesis in the context of the existing historiography. What

is the thesis seeking to achieve? How is it different from, or how does it build upon, research that has been carried out by others?

3. An explanation of how the thesis will be researched and realised. What and where are its chief sources, and what problems and opportunities do they present? How will questions be answered using the available sources? What language preparation is needed to analyse them?
4. Sufficient evidence that the primary source-based research has begun: a sample piece of research or case study, a data base, or appropriate materials that show that the researchers have begun to relate their research questions to the available source material.
5. A bibliography of sources and relevant secondary literature.

Normally, the June Paper will have a concluding section, of a practical nature, to give readers an idea of the feasibility of the thesis in terms of the time available. A chapter outline is also required at this point: no matter how preliminary, this may serve as a rough guide for the work ahead and help plan the working timetable. Researchers must also be aware of the possibility that their project will change as the research advances.

A cover-page template and some general formatting guidelines for the June Paper can be found online.

II.2.7. Passage to the Second Year and Master of Research

The completion of all first-year requirements and the report on the June Paper are discussed in the departmental meeting in June. After this meeting the Department will propose its recommendation to the Entrance Board. The recommendation will be one of the following: **Positive** decision (admission to the second year); **Deferral** of decision to September (after resubmission of the June Paper at the end of August); **Negative** decision (no admission to the second year). The Entrance Board will decide on admission to the second year.

The supervisor reads and reports on the June Paper in consultation with the second reader. In the case of an unsatisfactory June paper and a resubmission over the summer, the supervisor again submits a report in consultation with the second reader. However, if the supervisor considers the resubmission to be problematic then the second reader supplies a separate report.

If the Department decides that the researcher should resubmit the June Paper, the decision about passage to the second year will be deferred to the September departmental meeting. Both in June and in September, the assessment of first-year researchers is based on the June Paper as a synthesis of the work of the whole year. This decision is taken by the entire Department on a consensual basis upon recommendation from the supervisor.

The Departmental Coordinator will communicate to the researcher the departmental recommendation via email one week before the meeting of the Entrance Board (which is scheduled to take place on 26 June 2025). This email communication includes the report by the supervisor or any other documentation relevant to the recommendation.

For the right to appeal see chapter 17 of the Academic Rules and Regulations.

The Department can grant the title of Master of Research (M.Res.) to any student who is admitted to the second year. Researchers who are not admitted to the second year of the programme may be granted the M.Res. title provided that they have attended seminars regularly and that their June Paper is deemed to be of sufficient scientific value.

II.3. Second-Year Researchers

All researchers must reside in Florence or its immediate surroundings throughout the whole period of their scholarship. The task of a second-year researcher is to settle into the dissertation and become engaged in systematic research and analysis.

➢ *Compulsory requirements for the second year:*

Seminar requirements:

Second-year researchers are asked to attend **3** seminars:

→ a *Dissertation Writing workshop* seminar

→ two seminars chosen from *Research or Area Seminars*. Note that researchers must take at least one of each type of seminar (Area and Research) over the first two years.

Attendance of any other seminar is optional. Researchers are required to clearly indicate which seminars are to be considered for their yearly requirements.

WRITTEN REQUIREMENTS

→ Draft for mentoring session, by 8 November 2024
→ One Quarter of the thesis, by 12 May 2025

In addition to following the seminars, during their second year researchers should take advantage of all opportunities to present the results of their research in seminars and/or workshops in the Department and in scholarly meetings elsewhere. Exposure to the critical feedback of such sessions is likely to greatly benefit their work.

Residence requirements are in place in both terms. Exceptionally, with the supervisor's consent and with that of the Department and of the Entrance Board, a second-year researcher may be absent for a prolonged period of time (not more than one term) in order to have access to sources which are located in libraries or archives far from Florence. In these cases, and with the approval of the Director of Studies, it is possible to take all seminars in one term.

For **Missions and Exchange Programmes** see point I.7. above.

II.3.1. Second-Year Work Plan and Mentoring Sessions

In light of the June Paper and its evaluation, and after a discussion with the supervisor, second-year researchers are required to present a Second-Year Work Plan. This plan should consist of a revised tentative thesis outline (i.e. chapter headings and sub-headings), a timetable of progress, and a plan of seminars and research missions during the second year.

Along with the work plan, researchers are expected to submit a draft which will constitute the basis for the second-year mentoring session. The draft should include an assessment of the progress of the PhD and an identification of existing problems and challenges. The draft should also discuss the results of the summer mission, the plan for the second year (including the chapter to be written in preparation for the second-term Dissertation Writing Seminar), and the plan for the One Quarter of thesis to be submitted in May. This draft should not be more than 2,500 words long,

should include an updated, preliminary table of contents and a section on the planned work ahead.

Both the work plan and the mentoring draft should be submitted by 8 November 2024.

On 15 and 18 November 2024 researchers will discuss their work with their supervisor and second reader. After the Mentoring session, the researcher provides the supervisor and the second reader with a brief report on what was discussed. The supervisor will then provide a short confirmation report on the mentoring session, in consultation with the second reader.

Note: Researchers are required to be present in Florence for their Mentoring sessions and no mission should be planned on those days. The only exception is if they are participating in a formal exchange programme (in which case the mentoring session can be organised via Zoom).

II.3.2. Passage to the Third Year: One Quarter of Thesis

Researchers should start drafting sections (even entire chapters) of the thesis as soon as possible. They must complete at least One Quarter of the thesis and submit the electronic file by 12 May 2025. This submission is compulsory. The One Quarter usually corresponds to two chapters of the thesis. Expectations regarding its specific word count are not defined by the department but should rather be agreed upon in advance through consultation between the researcher and supervisor.

A cover-page template and some general formatting guidelines for the One Quarter of thesis can be found online.

The One Quarter is read by both the supervisor and second reader, and the supervisor drafts a report in consultation with the second reader. The report contains an assessment of whether the researcher has met the requirements of the One-Quarter, can be admitted to the third year, and is eligible for the third-year grant. This decision is taken by the entire Department on a consensual basis upon recommendation from the supervisor. The report includes an evaluation of whether the paper is “satisfactory” or “requiring revision.” In the latter case, both the supervisor and second reader will write separate reports evaluating the resubmitted version of the One-Quarter.

It is strongly recommended that the researcher, supervisor and second reader hold a meeting at which the latter two give feedback to the former and

discuss the researcher's work plans for the summer and autumn. Researchers should request a meeting with the supervisor and/or the second reader in cases where they require clarification of the written report on the One Quarter or with questions that reach beyond the written comments.

The completion of all second-year requirements and the report on the One Quarter of thesis are discussed in the departmental meeting in June. After this meeting the Department will propose its recommendation to the Entrance Board. The recommendation will be one of the following: **Positive** decision (admission to the third year); **Deferral** of decision to September (after resubmission of the One Quarter at the end of August); **Negative** decision (no admission to the third year). The Entrance Board will then decide on admission to the second year. In the case of a deferred recommendation this communication will include the report where the supervisor states what additional work is required. This additional work is to be submitted by 31 August.

For the right to appeal see chapter 17 of the Academic Rules and Regulations.

II.4. Third-Year Researchers

All researchers must reside in Florence or its immediate surroundings throughout the whole period of their scholarship. Third-year researchers have no formal requirement for seminar attendance; they are, however, strongly encouraged to attend the *Advanced Dissertation Writing Workshop* in the first term and to give at least one presentation in another workshop.

➢ ***Requirements for the third year of the doctoral programme:***

WRITTEN REQUIREMENTS

→ Draft for mentoring session, by 14 October 2024
→ Two Thirds of thesis, by 2 May 2025

For **Missions and Exchange Programmes** see point I.7. above.

II.4.1. Mentoring Sessions

The third year is the most demanding in quality and quantity of work, and the department organises a mentoring session in which researchers discuss

their work in progress with the supervisor and the second reader on 25 and 28 October 2024.

This mentoring is a moment to evaluate both the researcher's progress and to finalize decisions about thesis supervision for the remainder of the program. These include the question whether the appointment of an external supervisor is needed and/or appropriate, and a discussion of the role of the second reader; the latter is particularly important in cases where the second reader is leaving the department before the thesis defence. The appointment of an external supervisor does not automatically mean the replacement of the second reader; unless there are special reasons, the second reader continues to provide advice to the researcher.

The third-year mentoring session is also a critical opportunity to plan the programme of research and writing for the final year of the researcher's PhD, as well as to discuss a range of professional issues with researchers, such as possible publications or applications for grants or post-docs where appropriate.

Researchers are required to be present in Florence for their mentoring sessions and no mission should be planned on those days. The only exception is if they are participating in a formal exchange programme (in which case the mentoring session can be organised via Zoom)

For this mentoring session third-year researchers are expected to prepare in advance a draft of the structure of their thesis which will constitute the basis of the discussion. This draft (approximately 2,500 words) has to be submitted by 14 October 2024. Besides the self-assessment of the progress of the PhD and the identification of existing problems and challenges, the draft should include an updated table of contents and a section on the planned work ahead.

After the mentoring session, the researcher provides the supervisor and the second reader with a brief report of what was discussed. The supervisor then drafts a short confirmation report on the mentoring session, in consultation with the second reader.

II.4.2. Passage to the Fourth Year: Two Thirds of thesis and first instalment of fourth-year grant (a.k.a. completion grant)

By the end of their third year of study, researchers must complete Two Thirds of their thesis in order to become eligible for the fourth-year grant. The electronic file of the Two Thirds of the thesis must be submitted by 2 May 2025. This submission is compulsory. The Two Thirds is usually defined on the basis of the provisional outline of the entire thesis, as agreed between the researcher and supervisor. Expectations regarding its specific word count, and number of chapters, are not defined by the department but should rather be agreed upon in advance through consultation between the researcher and supervisor.

A cover-page template and some general formatting guidelines for the Two Thirds of thesis can be found online.

After the submission and reading of the Two Thirds, it is strongly recommended that the researcher and the supervisory team (internal supervisor, second reader, and external supervisor) meet and to discuss plans for writing up and submitting the thesis in the fourth year.

Researchers entering their fourth year may apply for a fourth-year EUI grant of 12 months. The grant is also known as 'completion grant' because it is subject to **conditions which link payment to thesis completion by the end of the fourth year**. The completion grant is assigned in two six-month instalments which have to be authorised by the Department at the beginning, and again towards the middle of the fourth year. Each approved instalment is in turn paid month by month.

The first instalment of the completion grant will be paid to researchers satisfying the third-year requirements. Researchers wishing to obtain the completion grant must apply for it by submitting a request to their department (an email message will suffice) together with the submission of their Two Thirds of thesis.

The Two Thirds is read by the supervisor, who writes a report in consultation with the second reader. In case the second reader has left the institute and an external supervisor has been appointed, the supervisor writes the report in consultation with the external supervisor. Approval of the first instalment of the fourth-year grant by the Entrance Board in June will be based on a recommendation from the Department. This decision is taken by the entire

Department on a consensual basis upon recommendation by the supervisor. On the basis of the evidence presented, the Department may agree on one of three recommendations:

Positive decision: Researchers who take up the completion grant will be required by the Academic Service to sign a written commitment that they shall submit the final draft of their thesis within 48 months of registration. (The 'final draft' is the text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board and that has been accepted as such by the supervisor).

Deferral of decision: The Department may recommend deferral of the decision to September, after resubmission of the Two Thirds at the end of August. In such a case, the department shall clearly state in its report what additional work the researcher is required to carry out over the summer months.

In the case of a deferral of decision, researchers must resubmit a revised version of their Two Thirds and the request for the fourth-year grant by 31 August in accordance with the same criteria set out above. The supervisor and the second reader, or the supervisor and the external supervisor (if appointed, and if that person is replacing the second reader) will then re-examine the request and make a final recommendation as to whether the researcher has in fact completed Two Thirds of the thesis.

Negative decision: The Department may deem that the work is not sufficient to obtain the completion grant. In case of a negative evaluation, researchers are not entitled to any part of the first instalment of the grant, but they will nevertheless maintain student status during the fourth year. The researcher may still qualify for the full second instalment of the grant by satisfying the end-of-fourth-year requirement of submitting the final draft. (The 'final draft' is the text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board, and that the supervisor has accepted as such.)

Researchers who have completed three years of study as EUI researchers, and who have not qualified for the fourth-year grant may nevertheless request to register for continuing '**student status**' if they wish to retain access to the facilities of the Institute. This request will be supported if the supervisor is convinced that there remains a plausible prospect of the researcher completing the thesis within the overall five-year limit. The

researcher's request must be approved by the supervisor and be submitted for approval to the Department. A final decision on such registration shall be taken by the Entrance Board on a proposal from the Department.

For the right to appeal see chapter 17 of the Academic Rules and Regulations of the doctoral programme of the Institute.

II.5. Fourth-Year Researchers

All researchers must reside in Florence or its immediate surroundings throughout the whole period of their scholarship. In the fourth year, researchers will be primarily engaged in writing up their thesis, rather than doing primary research**. It is therefore not anticipated that researchers will be going on missions.** See point I.7. above for information about conference missions.

Fourth-year researchers have no formal requirement for seminar attendance: they are however strongly encouraged to attend the *Advanced Dissertation Writing Seminar* in the first term.

The fourth year is, for all researchers, dedicated to the completion of the thesis. The aim is to submit to the supervisor the Final Draft of the thesis, i.e. the text that the researcher submits with the intention of defending the thesis before an examining board, and that the supervisor has accepted as such. **Researchers in receipt of the completion grant should submit the Final Draft within 48 months of initial registration (i.e. by the end of the fourth year)**.

For researchers in receipt of the completion grant, the residence requirements apply fully throughout the fourth year. No leave of absence without grant (with suspension of registration period and retention of grant entitlement) will be granted during the period of receipt of the fourth-year completion grant, except where the leave does not impede in any way the submission of the final draft of the thesis within 48 months of registration. On parental leaves and health-related leaves, see chapter 12 of the EUI Academic Rules and Regulations.

II.5.1. Second instalment of fourth-year grant

The second instalment of the completion grant, which is for six months, is payable once the supervisor and the researcher have agreed that a final draft of the thesis will indeed be completed and submitted by the 48th month of registration. The supervisor and the supervisee must certify this agreement to the Department by 5 February 2025. In order to reach this agreement, the supervisor will need to receive a first draft of the thesis by 22 January 2025.

If by 5 February it is impossible to certify that the thesis is on track for completion by the end of the fourth year, such certification may be postponed to a later stage. As long as the certification occurs within the fourth year (i.e. within 48 months of registration), the second instalment will be awarded, but payment of the grant will be delayed in such a case. Eligibility for the second instalment of the grant ceases after 48 months of registration.

The purpose of the second instalment is to supply researchers with continuing financial support while preparing the final version of the thesis and making arrangements for the defence. Even where the defence takes place within the four-year period, the researcher will continue to qualify for the remainder of the fourth-year grant in order to facilitate the transition from PhD to employment status. Payment of the grant will be discontinued from the date that the researcher takes up full-time employment.

II.5.2. Submission of the Final Draft of the thesis

The final draft of the thesis must be submitted within 48 months of initial registration (i.e. **by the end of the fourth year**). The final draft of the thesis is the text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board **and that has been accepted as such by the supervisor**.

The researcher sends the final version of the thesis together with the Turnitin receipt (evidence that the thesis has been submitted to the anti-plagiarism software application for originality) to the Departmental Coordinator. Within one month supervisors have to confirm:

a) whether they accept the draft as a final thesis ready to be sent to the examining board
b) whether the thesis needs any (minor or extensive) language corrections
c) whether they have found evidence of plagiarism in the thesis

If the supervisors consider that the thesis needs to be revised before sending it to the Examining Board, researchers can either express in writing that they want to defend it anyway as it is, or can carry out the changes during their fifth year.

The Submission Date is the date when the supervisor confirms that the thesis is ready to be sent to the Examining Board (or when researchers state that they want to defend it anyway without revising it).

Researchers have the right to submit their thesis until the end of their fifth year. No extension of student status beyond the normal five-year limit (and therefore no submission of a thesis after five years) is allowed except on the basis of extenuating circumstances.

If researchers submit before the end of their fourth year, they maintain their student status (and fourth-year grant payments if applicable) until the 48th month of registration. If they submit within their fifth year, their student status ends on the date of the submission. Researchers are expected to defend within a maximum period of 11 months after the date of submission. During the period between submission and defence, researchers are provided with a temporary access to EUI academic facilities and all library resources to facilitate the preparation for their defence.

II.6. Thesis preparation and PhD defence

The doctoral dissertation, or thesis, should be a work of independent research. It should reveal the ability to:

- formulate a problem or research question
- gather, analyse, and interpret source material
- demonstrate knowledge of the literature relating to the subject
- describe the methods and procedures used
- report the results
- discuss fully and coherently the meaning of the outcome of the research

A doctoral dissertation which has been written in the EUI PhD programme must be defended at the EUI.

➢ *Setting up the examining board*

When supervisors conclude that the doctoral work progress justifies the establishment of an examining board, they shall propose the composition to the Department. The composition of an examining board for a PhD defence is the responsibility of the Department and then of the Executive Committee. The supervisor proposes the composition of the jury after having consulted with the candidate and, in cases where an external supervisor is involved, with that person. **Researchers must not contact potential examining board members directly**.

The Board is normally made up of two internal and two external members. The four members should not all be nationals of the same state or be currently employed in the same state. **The thesis cannot be sent to the Examining Board members before the final approval of the Executive Committee.**

➢ *Language revision of the thesis*

Researchers may be eligible for a subsidy to help with the costs of the language corrections to the thesis. The granting of this subsidy will depend on whether or not candidates were asked to follow language classes when they arrived at the EUI, and whether in fact they followed the classes.

What the department offers is a contribution, not the full reimbursement of the cost of language revision. The allocation of the language correction subsidy depends on the level of correction needed (as proposed by the supervisor and approved by the Head of Department). This sum will be transferred to the candidates once they provide evidence that they have paid the language corrector.

Major language corrections that are necessary before the thesis can be read by the Examining Board members must be carried out before the submission, while minor language corrections can also be made while the examiners are reading the draft.

➢ *Examining Board reports*

After the submission date, the administrative assistant will send the thesis (together with a 300-word abstract) to the four members of the jury with the necessary instructions. Each examining board member is required to send in a report on the thesis within two months after receiving it. The reports

should be sent to the administrative assistant in charge of the defence who will collect them and circulate them **only after all four have arrived**. The defence has to take place within 9 months from the date when all reports have been circulated.

If a majority of the jury members asks for major revisions, the candidate has the right to decide whether to defend the thesis as it stands or to make changes. In the latter case, any such changes shall be brought to the notice of the Examining Board members. Such revisions must be carried out within no more than 6 months.

No later than one month before the date of the defence, the researcher must send to the administrative assistants the final thesis as **one** PDF file (including the cover pages). They will have it printed and bound properly by the print-shop in 4 copies: 2 copies will be sent to the library for free consultation, 1 copy will be for the examining board members and 1 copy is for the candidate.

➢ *The day of the defence*

The defence includes:

- a presentation of the thesis by the candidate lasting approximately 20 minutes
- comments and questions by members of the Examining Board
- a general discussion

At the end of the discussion the candidate and guests will be asked to leave the room for a few minutes while the examining board deliberates *in camera*. The jury decides on the basis of the thesis submitted and the way in which it has been defended. A final report on the thesis and its defence will be prepared within three months after the defence.

In order for the Academic Service to prepare all relevant documents, PhD researchers who have defended their dissertation should indicate to the administrative assistant in charge in which language(s) they defended and in which language(s) the diploma and the certificates should be issued. The Doctorate of the European University Institute is ungraded, and this fact will be clearly stated on the diploma.

EUI status ceases on the day of the defence, however PhD researchers who have received the EUI doctoral degree can retain some EUI rights by registering as EUI Alumni.

II.7. Revoking the Doctorate

If, after the award of the doctorate, allegations of academic misconduct are brought forward, the Academic Council shall be empowered, after a process of due investigation (the framework of which is outlined below) to revoke the Doctorate of the European University Institute.

Academic misconduct is generally characterised as deliberate dishonesty in proposing, executing or reporting on research and/or scholarship, and includes in particular (but is not limited to):

a) personation, defined as the situation where someone other than the researcher who has submitted the thesis for defence, has prepared (parts of) the work;
b) piracy, defined as the deliberate exploitation of ideas from others without proper acknowledgement;
c) plagiarism, defined as the deliberate copying of ideas, text, data or other work (or any combination thereof) without permission and due acknowledgement;
d) misrepresentation, defined as the deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement;
e) fraud, defined as deliberate deception (which may include the invention or fabrication of data).

II.8. Thesis Publication

In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published. Theses can be published with an external publisher or in Cadmus the open-access repository of the EUI.

➢ *Publication in Cadmus, the EUI Repository*

When the thesis is published in Cadmus, the copyright remains with the author. If the author decides not to agree to the publication of the thesis in the EUI repository, but fails to publish it with an external publisher within four years after the defence, or has no firm indication of proximate publication, the EUI will automatically acquire the right to publish the thesis in the EUI repository. The candidate will have to sign an agreement to publish.

➢ *Publication of the doctoral thesis with an external publisher*

At the defense, the PhD Examining Board evaluates whether the dissertation is publishable as a monograph with an external publisher and, if so, whether major or minor revisions are necessary. If the recommendation is to publish the book, and if the publisher requires a subsidy for editing, translating, indexing, and reproducing images, the author may request a partial subsidy from the Department. No subsidies are available to cover printing costs.

A written request containing a concrete proposal (for example a contract) from a renowned publisher and an estimate of the costs should be sent to the Department Coordinator within 2 years after the thesis defence. There are two deadlines for applications, 1 May and 1 December, and the Subsidies Committee will deliberate approximately fifteen days later. If granted a publication subsidy, the author is required to claim and use it within two years of the Department's decision.

Detailed information can be found on the thesis publication subsidy webpage.

III. DEFINITIONS

Academic Service: Central administrative unit, under the responsibility of the Director of Academic Service, dealing with matters of administration for researchers.

Academic Council: One of the bodies governing the EUI. It is responsible for the organisation of academic life at the Institute and setting academic rules and regulations.

Academic Collaborator: Holder of a three-month, part-time employment contract with the EUI (equivalent to 25% working time – formally stated as 7/30).

Doctoral Programme Committee: Sub-committee of Academic Council chaired by the Dean of Graduate Studies, made up of the Dean of Graduate Studies, the four departmental Directors of Studies and five researcher representatives responsible for the organisation of the Institute's doctoral programme, including evaluation of pedagogical and supervision assessments.

Completion grant: see 'Fourth-year Grant' below

Director of Studies: Professor appointed by each of the four departments to look after all matters related to the course/programme of study, including supervision, seminar attendance, admission to successive years, fulfilment of yearly departmental requirements. Also referred to as Director of Graduate Studies.

Dean of Graduate Studies: The Dean of Graduate Studies is in charge of steering and coordinating the structured doctoral programme at the EUI. The Dean chairs the Entrance Board and the Doctoral Programme Committee (DPC). S/He also participates in the Executive Committee, the Research Council meetings and the Ethics Committee.

Entrance Board: Sub-committee of the Academic Council, which decides on student admission, passage to second and third year, and on the status of research students basing itself on the recommendations of the departments and in respect of the Institute's rules. Also referred to more informally as the "Admissions Committee".

Examining Board: The committee of four members that examines a doctoral candidate and decides on the awarding of the EUI doctorate. It is sometimes referred to as the Thesis Jury.

Executive Committee: The body that deals with the day-to-day management of the Institute. It prepares documents for the Academic Council and, for example, approves the composition of Examining Boards.

Exchange Student: A non-degree-seeking student/researcher registering at the EUI in accordance with a joint EUI-partner institution agreement.

External Advisor: An academic external to the EUI who serves as second advisor for a dissertation alongside the supervisor. The role of the External Advisor is similar to that of the External Supervisor but has less restrictions

External Supervisor: An academic external to the EUI who serves as co-supervisor for a dissertation alongside the main supervisor. The External Supervisors has responsibilities and duties similar to those of the internal supervisor, i.e. may be appointed as a member of the Examining Board for the defence with voice but no vote, and may not chair the Examining Board.

Final Draft of Thesis: The text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board and that has been accepted as such by the supervisor.

Fourth-year Grant: Grant awarded by the EUI (or in some cases by a national grant-awarding authority) to researchers in the final year of the doctoral programme to assist them with the completion of their thesis. It is sometimes referred to as the completion grant.

Graduate Programme Appeals Committee: Committee appointed at the beginning of each calendar year to examine appeals submitted by EUI researchers as regards departmental recommendations or decisions of the Entrance Board that may affect them personally. For Appeals Procedures, refer to Chapter 17.

High Council: The High Council is made up of representatives from the Contracting States to the Institute's Convention and is responsible for the main guidance of the EUI. It draws up the rules governing its activities. It adopts the budget and appoints the President and the Secretary General. The Research Council, the Budget and Finance Committee, and the Grants Committee have been set up by the High Council to assist it in decision-making.

Intermission: Intermission is a break in the study programme with a temporary suspension of student status. In principle intermissions also imply the temporary suspension of the researcher’s grant and postponement of

academic deadlines corresponding to the duration of the period of intermission.

Leave of Absence: A temporary leave from the programme granted to a researcher by the department (and by the Entrance Board when the absence is more than one month). Researchers maintain their grant and student status. Leaves of absence are permitted for research missions and student exchanges, and also on medical grounds.

Mission: Travel to do research in archives or participate in a conference.

Progress: The term refers to academic progress of researchers from one year to the next.

Parental Leave: Researchers may interrupt their studies on the grounds of parenthood immediately before and after the birth of their child.

Researcher: Researcher is the term used to define a research student registered on one of the Institute's postgraduate academic programmes (Master's or Doctoral programme).

Residence Requirements: The obligation for researchers to reside in Florence or its immediate surroundings during their studies.

Research Assistant: An assistant to a research project being conducted within the framework of the Institute, employed on a part or full-time employment contract.

Researcher Representative: A researcher representative, often simply referred to as a 'rep', is one of the official representatives of the researchers at the European University Institute. There are 16 reps in total, 4 per department, elected annually by the researchers. The responsibility of the reps is to further the academic, welfare, and social interests of all the researchers as a whole.

Small Jobs: Jobs within the Institute that researchers may take up, paid on an hourly basis, up to a maximum of 150/200 hours per academic year. These jobs may be carried out by all categories of researchers from first to fifth year, without suspending the researcher's grant or student status.

Student Status: This status is granted to all researchers who have registered in one of the EUI degree programmes, from the time they join the Institute until the end of that programme. Those with student status may participate in all activities of the EUI and benefit from all Institute facilities provided to researchers.

Submission: Formal submission of written work to the department in the form of papers, chapters of thesis, parts of thesis, and final drafts of thesis. In order to qualify as formal submission, such work must be acknowledged by the supervisor or department as fulfilling the respective requirements.

Supervision: The process of supervising by an Institute professor as described in the Code of Practice: Doctoral Supervision at the EUI.

Supervisors: Professors of the EUI who advise PhD researchers and are responsible for monitoring their progress, for promoting their professional career, and for collaborating with the department in administrative decisions concerning them.

Thesis: The dissertation, or thesis, is the written work submitted by an EUI researcher with a view to obtaining the Institute's doctorate.

Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Version: 03.07.2024

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