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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 organized, our procedures, regulations, programmes, and practices. The information is not exhaustive, and it cannot foresee every possible contingency that may arise, but for most situations it should give you guidance.

To the new researchers: please use this Guide as a starting point in a process of orientation that we know will inevitably be long and gradual. Ask us about points that are unclear to you. Your more senior colleagues, your teachers, your supervisors, and members of the administrative staff will all do their best to answer your questions.

The EUI offers all of us a wonderful opportunity, unmatched by any other university in the world. The international character of our community of scholars with its amazing wealth and diversity of academic interests and training is our particular asset. During your years here you will be challenged to rethink your background assumptions and scholarly interests as you learn from colleagues whose backgrounds and interests differ from your own. Republics of Letters have always been fashioned in this way. 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. This is exactly what happens here.

We have a strong commitment to equality, diversity, and above all, to inclusivity in all aspects of life here. The diversity you will encounter at the Institute results in continuous comparison of our experiences with that of others. This is a fascinating learning experience. Yet, it also requires mutual respect and the willingness to occasionally overcome misunderstandings and difficulties of communication. It takes all of us to make it work.

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 has to have an active command of at least two European languages. We strongly encourage those with no prior knowledge of Italian to learn as much as they can to help us all to become part of this amazing 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 as 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. And if at some point in this long process you encounter academic and/or personal difficulties, please always feel free to share and discuss ideas and challenges with your colleagues and teachers, 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 pride in having contributed to a community whose members, collectively, are dedicated to the pursuit of knowledge and the maintenance of the highest scholarly standards.

Regina Grafe
Head of the Department of History and Civilization

July 2019

P.S. Our Departmental Coordinator Anna Coda 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 AND CIVILIZATION

1. DEPARTMENTAL RESEARCH PROFILE

Researchers and professors of the Department of History and Civilization come from several academic traditions, and we celebrate Europe’s diversity. We focus primarily on the history of Europe, from the late medieval and early modern period to the present, in a 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 and intellectual transfers. Our work analyses the contradictions, specificities, continuities, and sharp breaks that characterize both Europe’s past and the study of that past, in order also to understand its most challenging present questions.

The Shaping of Modern Europe. We study Europe as a complex political and economic structure, as well as a social and cultural fabric, that is constantly reshaped by integrative and disintegrative tendencies. We take a broad and differentiated historical perspective that includes transnational interactions, institution building, international relations, and Europe’s self-representations. The critical re-evaluation of national historiographies, and the evolution of national discourses in multiple areas of politics, culture, and society, also form an important focus of interest.

Global, Imperial and Colonial History. The Department is interested in understanding the interconnected character of our world, its roots, and the place of Europe in it. The economic and environment challenges of our globalizing world lead us to study empires – European and non-European, early modern and modern alike – in novel ways. We therefore seek not only to investigate the textures of colonial and postcolonial societies but also to consider wider geographical and cultural nexus like the Eurasian, Mediterranean, Atlantic, and Pacific worlds.

Gender and Sexuality. Gender is a revealing lens of historical analysis with an uncanny capacity to uncover central, hitherto obscured dimensions of human experience by deconstructing the gender-based hierarchies of which social, economic, and political life are made. For this reason, we encourage researchers to incorporate gender perspectives into their analytic toolkits and to cross those perspectives with those of class, religion, region, ethnicity, or nation.

Intellectual History and the History of Science. We study intellectual history with a view to local contexts, trans-imperial trajectories, connections, and local and
transnational intermediaries from the early modern period to the present as well as an expanding range of fields in the history of science, including the history of knowledge, history of medicine, and environmental history. Ideas, concepts, and scientific practices are studied together with their material expression, drawing on a plurality of methodologies. Particular attention is paid to the circulation of ideas, processes of translation, and book history, as well as the movement of objects and people, and the material practices of science to understand instances of scientific interaction and integration of Europe in the world.

Methodological Diversity and Interdisciplinarity. The Department encourages methodological diversity and dialogue between different historical approaches. The Department actively encourages dialogue with the human and social sciences practiced in the other three departments of the EUI (Economics, Social and Political Science, Law), as well as with anthropology, the arts, cultural studies, and political theory. At the same time, the methodologies of public and digital history may open doors to a wide range of employment possibilities outside academia.

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

2.1. Faculty members and their principal research interests

Giancarlo Casale, Professor of Early Modern History of the Mediterranean
- Ottoman History, Comparative Early Modern Empires, Mediterranean and Indian Ocean History, History of Geography and Cartography

Laura Lee Downs, Professor of Gender History (ca. 1789 to the present)
- 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

Alexander Etkind, Mikhail M. Bakhtin Professor of History of Russia-Europe Relations
- European intellectual history since the Enlightenment, Russia and the world, European cultural history, Memory studies, Natural resources and the history of political economy, Empires and colonies in Europe

Regina Grafe, Head of Department, Professor of Early Modern History
- Early modern history of the Hispanic World, Global economic and social history, History of state and empire building, Colonial governance, Comparative history of private and public commercial institutions and legal norms
Pieter M. JUDSON, 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

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

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, Director of Graduate Studies, 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
- 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, Dean of Research, Professor of History of Post-War European Cooperation and Integration, Director of the PANEUR1970s Project
- 20th century international and transnational history, European integration, Cold War, Trans-Atlantic relations, US history, Migrations

Glenda SLUGA, Professor of International History and Capitalism
- 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, Professor of European Intellectual History
- 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 UNGER, Professor of Global and Colonial History
- Global, international, and colonial history; History of development; History of knowledge; Cold War and decolonization; Modern India; Rural, agricultural, and environmental history

Stéphane VAN DAMME, Professor of History of Science
- Early modern history of European science, Global history of science, Natural history, Cartography, Archaeology, Environmental history, Urban history, Cultural history, Social sciences

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, Marie Curie, PanEur1970s and Visiting Fellows.

Fernand Braudel Fellows

Việt Anh CAO, Institut d'études sino-nôm, Hanoi
Research on: Voice of the Viet-Nam People during the French Colonial Period (1875-1945)
November-December 2019 Liaison professor: F. Romero

Ryan CREWE, University of Colorado, Denver
Research on: The Seed of All Discord: The Spice Wars in Global History, 1520-1670
September-December 2019 Liaison professor: G. Casale

James Robert HOUSE, University of Leeds
Research on: Colonial Shantytowns in Algiers and Casablanca, 1910-1962
September-December 2019 Liaison professor: L. Riall

Chandrika KAUL, University of St Andrews
Research on: The BBC, Europe and India: Mediating War, Empire and Decolonisation
January-May 2020 Liaison professor: C. Unger

José María PÉREZ FERNÁNDEZ, University of Granada
Research on: Communication, Community and Commerce. Translation and the International Republic of Letters
September-December 2019 Liaison professor: A. Thomson
Taku SHINOHARA, Tokyo University of Foreign Studies
Research on: Transnational Contexts of Building National Societies in Central Europe
March 2020 Liaison professor: P. Judson

Maurizio VIROLI, University of Texas, Austin
Research on: Prophecy and Social Emancipation in the History of Italy
January-May 2020 Liaison professor: L. Riall

Guillermo WILDE, Consejo Nacional de Investigaciones Científicas y Técnicas
Research on: Governing Cultural Difference: Missionary knowledge in the borderlands of the Ibero-American empires (18th century)
January-May 2020 Liaison professor: R. Grafe

Marie Curie Fellows

Giovanni BERNARDINI
Research on: The Age of Planning. A paradigm for post-war Europe: national examples and the integration process (1945-1975)
May 2018 – May 2020 Liaison professor: F. Romero

Tom JUNES
Research on: Communists into Liberals: The transformation and demise of the left as precursor to the illiberal turn in Poland
October 2019 – October 2021 Liaison professor: A. Etkind

Borut KLABJAN
Research on: Adriatic Perspectives: Memory and identity on a transnational European periphery
February 2016 – January 2020 Liaison professor: P. Judson

PanEur1970s Research Fellow

Angela ROMANO
October 2016 – September 2020 Liaison professor: F. Romero
Visiting Fellows

Luis Almenar Fernández, University of Valencia
Research on: *El consumo textil en Valencia y Florencia 1300-1450*
April 2020 – April 2021 Liaison professor: G. Riello

Julie Brumberg, CNRS Paris
Research on: *History of Logic in Renaissance Europe*
July 2018 – August 2021 Liaison professor: P. Judson

Ángela Cenarro Lagunas, Universidad de Zaragoza
Research on: *Gender and Welfare in the Spanish Civil War and Franco Dictatorship*
March-May 2020 Liaison professor: L. Downs

Maria Stella Chiaruttini
Research on: *Bankers of Italy, Italy Has Woken: Financial elites and the making of Italy (1814-74)*
January-March 2020 Liaison professor: L. Riall

Sandra Constantin, University of Lausanne
April-December 2019 Liaison professor: L. Downs

Simon Dagenais, Martin Luther University of Halle
Research on: *Science, Beliefs and Astrological Practices in the long 18th Century: France, the Germanic world and the Italian peninsula*
November 2017 – October 2019 Liaison professor: S. Van Damme

Chiara Faggella, Stockholm University
Research on: *Transatlantic Fashion Intermediaries and Italian Handicrafts*
January-August 2020 Liaison professor: G. Riello

Dominika Gruziel, Independent Scholar
Research on: *At the Crossroads of New Catholicism and the "Woman Question": Polish Roman Catholic laywomen’s movements in partitioned Poland, 1878-1918*
September 2019 – February 2020 Liaison professor: L. Downs

Jenny Hestermann, Goethe-University Frankfurt
Research on: *Discourses of Decline in Europe in the 20th Century*
September 2019 – February 2020 Liaison professor: L. Riall
Iva Lučić, Stockholm University
Research on: *Nature Between the Orient and the Occident: Forest use regulation in Bosnia and Herzegovina during the inter-imperial transition from Ottoman to Austrian-Hungarian Empire, 1878-1918*
September-October 2019 Liaison professor: P. Judson

Corina Mavrodin, Independent Scholar
Research on: *Romania, Petro-Diplomacy and the Third World: Building strength through peripheral relationships in the Global Cold War*
September 2019 – February 2020 Liaison professor: F. Romero

Manuel Menéndez Alzamora, Universidad de Alicante
Research on: *The Generation of 14 in Italy. Politics, vanguard and action (1900-1914)*
September-December 2019 Liaison professor: L. Riall

Pedro Payá López, Universidad de Alicante
Research on: *Post-civil wars, violence, reconstruction and memory: Spain and Italy*
September - October 2019 Liaison professor: P.M. Judson

Giorgia Priorelli, LUISS Guido Carli, Roma
Research on: *Selling Fascism. The Italian Institutes of Culture in Spain and Portugal (1936-1943)*
September-December 2019 Liaison professor: A. Thomson

Mihai Stelian Rusu, Lucian Blaga University of Sibiu
Research on: *The Sacralisation of Politics within the Iron Guard's Ideology of Thanatic Ultra-Nationalism*
January-February 2020 Liaison professor: P. Judson

Ulrike Schulz, Humboldt University Berlin
Research on: *The History of the German Ministry of Labor, 1919-1945*
April 2017 – December 2020 Liaison professor: L. Downs

Kristian Steinnes, Norwegian University of Science and Technology
Research on: *Transnational processes and EEC/EC/EU-OAU/AU post-war relations*
December 2019 - May 2020 Liaison professor: C. Unger

Lynn Tesser, Command and Staff College of the Marine Corps University
Research on: *National Indifference, International Order, and the Nation-State Concept's Global Odyssey*
October-December 2019 Liaison professor: P. Judson
2.3. PhD Researchers’ Representatives (Reps)

From 1 January to 31 December 2019 the PhD Researchers’ Representatives (Reps) for the Department of History and Civilization are Daphné Budasz, Eduardo Fernández Guerrero, Anastasia Remes, Pelle van Dijk.

Contact: HEC.RepMail@eui.eu

2.4. Administrative Staff

Serena Belligoli: Assistant to Prof. Romero and to the PanEur1970s project
Fabrizio Borchi: Assistant to Profs. Etkind, Grafe and Riall
Laura Borgese: Assistant to Profs. Casale and Riello
Anna Coda Nunziante: Departmental Coordinator
Miriam Felicia Curci: Assistant to Profs. Unger and Van Damme
Tommaso Gambassi: ICT Service officer at Villa Salviati
Serge Noiret: History Information Specialist at Library
Francesca Parenti: Assistant to Profs. Downs, Judson and Thomson

3. Contacts

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. Please e-mail the information to the Departmental Coordinator (Anna.Coda@eui.eu). If you have any problem with your magnetic card and login, please contact the Academic Service (ServAc@eui.eu).

3.2. Contacts in the Department

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

Telephone: +39 055 4686 035 (administration)
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.Coda@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.
4. MAJOR IMPORTANT DATES 2019-2020

August 2019
31 Aug. Deadline for submission of final draft of thesis (4th year researchers) and for resubmission of previous year papers

September 2019
4 Sept. Library presentation for new PhD Researchers and Fellows
16 Sept. Tour of Villa Salviati for all newcomers
18 Sept. Departmental meeting and Academic Council
20 Sept. Introductory meeting for new PhD Researchers and Fellows
24 Sept. Visit of the Historical Archives for new PhD Researchers and Fellows
26 Sept. Entrance Board meeting
30 Sept. Inaugural Workshop
Last Mission Order Requests for missions starting before 31 Dec.

October 2019
1-2 Oct. Inaugural Workshop
3 Oct. The Director of Studies meets the new 1st year researchers
7 Oct. Start of 1st term seminars
9 Oct. Presentations by Max Weber Fellows
14 Oct. Meeting on Career Development (3rd and 4th year researchers)
16 Oct. Departmental meeting and Academic Council
21 Oct. Presentations by Max Weber Fellows
24 Oct. Entrance Board meeting
28 Oct. Meeting of exchange programmes
Submission of work plan (2nd year researchers) and draft for 2nd year thesis monitoring

November 2019
1 Nov. EUI closed (All Souls)
7-8 Nov. 2nd year thesis monitoring
13 Nov. Departmental meeting and Academic Council
15 Nov. Submission of work plan (1st year researchers)
**December 2019**

4 Dec. Applications for exchange programmes (HEC deadline)
9 Dec. End-of-term get-together
11 Dec. Departmental meeting and Academic Council
12 Dec. EUI Christmas event
13 Dec. End of 1st term seminars
16 Dec. Submission of Seminar Papers (1st year researchers)
21-31 Dec. EUI closed (Winter break)

**January 2020**

1-6 Jan. EUI closed (Winter break)
7 Jan. Start of 2nd term seminars
15 Jan. Last Mission Order Requests for missions starting before 31 May
Departmental meeting and Academic Council
16-17 Jan. 3rd year thesis monitoring
17 Jan. Submission of 1st draft of thesis (4th year researchers)
23 Jan. Entrance Board meeting

**February 2020**

12 Feb. Departmental meeting and Academic Council
14 Feb. Meeting on publication strategies and Job interview forum

**March 2020**

2-6 Mar. Suspension of seminars
11 Mar. Departmental meeting and Academic Council
12 Mar. Submission of March Paper (1st year researchers)
13 Mar. End-of-term get-together
19-20 Mar. 1st year thesis monitoring
20 Mar. End of 2nd term seminars

**April 2020**

2 Apr. Entrance Board meeting
9-13 Apr. EUI closed (Spring break)
15 Apr. Departmental meeting and Academic Council
23-24 Apr. GRACEH
**May 2020**
1 May       EUI closed (Labour Day)
4 May       Submission of Two Thirds of thesis (3rd year researchers)
7-8 May     State of the Union conference
11 May      Submission of One Quarter of thesis (2nd year researchers)
13 May      Departmental meeting and Academic Council
15 May      Last Mission Order Requests for missions starting before 30 Sept.

**June 2020**
1 June      Submission of June Paper (1st year researchers)
12 June     End-of-term picnic
17 June     Departmental meeting and Academic Council
19 June     Degree Awarding Ceremony and June Ball
25 June     Entrance Board meeting

**August 2020**
8-23 Aug.   EUI closed (Summer break)
31 Aug.     Submission of Final Draft of thesis (4th year researchers)
             Resubmission of June Paper (1st year researchers), One Quarter (2nd year researchers), Two Thirds (3rd year researchers) if needed

The full [calendar of Academic Year 2019-2020](#) can be viewed online.
5. ORGANIZATION OF STUDIES

5.1. Residence Requirements

PhD Researchers must reside in Florence or its immediate surroundings. Absences for personal reasons of more than one week require 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 a mission grant) is needed: it must be signed by the supervisor and the Head of Department, and will be kept by the supervisor’s assistant. See point 7.3. below for information about Leaves of Absence.

5.2. Supervision

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

Researchers are assigned a provisional supervisor prior to their arrival who will introduce the researcher to the Department and advise them in the choice of permanent supervisor. Every researcher is however 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 a departmental meeting in mid-November.

At the very beginning of the supervisory relationship, and at various intervals thereafter, professor and researcher should discuss their mutual expectations and agree on how the supervisory relationship will proceed, taking into consideration important academic deadlines and the academic development plans of each researcher.

Researchers will see their chosen or potential supervisor regularly in seminars from October onwards. Supervisors can write letters of recommendation throughout the doctoral programme, if requested at least one week before the relevant deadline.
After admission to the second year and until the 31st of August, 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 2nd year. All requests of change of supervisor need to be formally submitted for the approval of 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). A meeting about supervision is scheduled for 3 October 2019 in order to discuss mutual expectations.

If a researcher is unable to resolve any matter satisfactorily with their supervisor, they can discuss it with the HEC Director of Studies (Prof. Lucy Riall), the Head of Department (Prof. Regina Grafe) or the EUI Dean of Graduate Studies (Prof. Claire Kilpatrick). At any time researchers can also send a message to the Director of 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 Supervisor**

The exact role of the supervisor will differ depending on the university, 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.

**Responsibilities of the PhD Researcher**

While the supervisory team is a key resource in the conduct of a doctorate, ultimately the responsibility for the project rests with the doctoral candidate. Typically the doctoral researcher is expected to:

– take responsibility for finding out what is expected
– 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
– tell supervisors about difficulties encountered in work
– arrange for informal sharing of information and work
– generate one’s 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**

If the expertise required to supervise a PhD thesis is not fully available within the Department, an external advisor from outside the EUI may be appointed, always with the agreement of the supervisor. External advisors may be appointed where a researcher has already worked closely with such a person at a graduate level, or where the outside advisor has special expertise. The external advisor is not the second reader of the researcher. The second reader has to be a EUI professor (see below).

Researchers can ask for an external advisor 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 must be approved by the Department.

Every French researcher needs to have a co-supervisor from a French Institution or University from the 2nd year onwards to benefit from the system of doctoral contracts provided by French legislation. This co-supervisor will be chosen in January in agreement with the EUI supervisor and in consultation with the researcher. The choice of the co-supervisor cannot be the initiative or choice of the researcher only.

The frequency and intensity of contacts between researcher and external advisor depend on individual agreements. Travels aimed at meetings between researcher and external advisors are not financially supported by the Department.

**Second reader**

A second reader will be appointed by the Department at the beginning of December, taking into account the overall workload, academic background and expertise of professors. The second reader is appointed for March Papers and June Papers of the first year and for the Two-Thirds of thesis of the third year. 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.

5.3. Working Groups

There are several working groups at the Department of History and Civilization organized by researchers with the aim of sharing common interests. Working groups give 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 therefore the structure may vary in many ways concerning participation, reading, guest-speakers, etc. A faculty liaison is necessary. Contact the Departmental Coordinator for further information.

A Working Group wishing to organize 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 conceptualizing and organizing the workshop and draft a preliminary description of the project
2. inform the Departmental Coordinator who will put you in contact with the administrative assistant in charge
3. look for financial contributions
Note that the main bulk of the logistics of the workshop remains with the working group members, although the administrative assistant can provide support in drafting a budget, liaising with the catering service etc.

5.4. 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 150/200 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 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.

5.5. HEC Working Papers

Members and former members of the Department of History and Civilization (professors, PhD researchers, fellows) can publish their work as a HEC Working Paper. HEC Working Papers are published electronically online on Cadmus, the EUI open access institutional repository.

Authors who wish to publish a HEC Working Paper should submit a copy by e-mail attachment to the Departmental Coordinator. The paper should be in Word format, accompanied by an abstract (maximum 250 words) and a list of keywords (maximum 5). The paper will be reviewed by one of the full-time professors, who
will make a recommendation to the Department as to whether it is suitable for publication. The Department will then give its approval during one of its monthly meetings.

6. INSTITUTIONAL SUPPORT

6.1. Researchers’ Representatives

In October, researchers in the Department are asked to elect four researchers to represent them. The Researchers’ Representatives, or ‘Reps’ for short, see to protect and advance the rights and interests of researchers. They can be contacted about any issue, whether academic or personal. Reps take part in various committees (at the Department as well as at the Institute level) where different aspects of life in the Institute are discussed and where decisions are made. Among their major responsibilities, they represent researchers at the monthly Departmental Meeting and in the process of selecting new professors.

The Rep mandate lasts one calendar year (1st January – 31st December). Within 3 months after the end of the mandate each Rep will receive a financial compensation equivalent to the monthly amount of the EUI 4th-year grant (excluding allowances) per year in office (maximum 2 years).

Reps may also receive an extension of submission deadlines for written work by one month 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 the normal study and research progress. The Fund is managed by a panel composed of four elected Reps (one from each department) and two members of the Academic Service.

6.2. Libraries

The EUI Library

Research at the Institute is supported by an excellent academic library and a team of experienced librarians and information specialists with academic backgrounds.
It is a young library (1976), but has nevertheless a better stock of documents in many different formats and in all European languages than most national university libraries dealing with European oriented Social Science and Humanities studies.

The EUI Library is a ‘hybrid’ library. The collections comprise both traditional resources like books, primary documents and journals available in paper or in microform and digital resources accessible online like e-Journals, eBooks, research data and databases.

The EUI Library in numbers (2018):
- Databases: 53
- eBooks: 474,031
- eJournals: 93,040
- Print books: 581,563
- Current print journals and serials: 1,024
- Cadmus (EUI esearch Repository: Total items 22,500 - Theses 13% - Open Access items 29%

Most of the Library’s holdings are accessible on open shelves or are collected daily from remote deposits. A description of the library collections and resources as far as history is concerned is in the History and Civilization Library Guide. On the Library website there are also other Disciplinary Research Guides to EUI Library services and documentation like the Data Portal including many online historical statistics and the EUI Research Data Repository launched in 2017 for the collection, preservation and sharing of digital datasets generated from research projects at the European University Institute.

A book delivery service covers four locations across the EUI campus: books ordered through this service will be delivered to the reception of Villa La Fonte, Villa Salviati, and Villa Schifanoia.

Researchers have a range of services at their disposal, all of which aim to put information within easy reach: on-demand acquisition of books, generous lending policies, fast document delivery services campus-wide, interlibrary loan facilities, a large yearly quota of free photocopies, scans and prints that can be used inside the library with multi-task printers and information literacy and digital history training courses. Using their own laptops users can access the campus network from many fixed access points throughout the Library and also campus-wide through the EUI Wi-Fi connection and Eduroam Wi-Fi accounts. Accessing the library resource network is also possible from anywhere in the world after being identified as a regular EUI member. Inside the library researchers can use a Social Room and a Meeting/Discussion room.
Other libraries in Florence

Researchers should also be aware that some extremely important national and international libraries and archives (especially those dealing with Medieval, Renaissance and Early Modern History and Art History) are located in Florence. Among them, the most interesting ones might be:

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

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

6.3. History Information Specialist

Dr. Serge Noiret is the EUI Library History Information Specialist as well as cofounder of the International Federation for Public History and the Italian Association of Public History. He is responsible for collection development policies in History and the Humanities at the EUI, and he supports researchers’ needs offering guidance on thesis inquiries, bibliographical queries, questions about research data and publication facilities at EUI, and, in general help with any problems accessing (digital) information and documentation. Dr. Noiret is also available to offer advice on digital history and public history to help researchers’ professional development and he organizes occasional courses in Information Literacy, Digital Humanities, Digital History and Public History as well as peer exchanges.

6.4. The Historical Archives of the European Union

The European University Institute hosts the Historical Archives of the European Union (HAEU) at Villa Salviati. The HAEU preserve and make 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 and the agencies of the European Union (CEDEFOP and Eurofound). In addition to these institutional archives, which are open to consultation after a closure period of 30 years, the HAEU also make available 160 archival funds of non-EU organizations, such as the European Space Agency (ESA) and the European Free Trade Association (EFTA), and private archives of pro-European movements and personalities. A large collection of more than 600 oral history interviews and 35,000 photos, audio recordings and videos are available online or on site. The reference library of the HAEU contains about 17,000 titles on the history of European integration and can be consulted on site.

6.5. The Language Centre

Researchers must have knowledge of two official languages of the European Union (this includes the candidate's mother tongue, 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 therefore 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 during seminars and other departmental activities: the use of any other languages wherever these are mutually comprehensible to most seminar 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 Language Centre offers courses throughout the academic year.

It must be recognized, 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 English Unit organizes courses, academic writers’ groups, a text revision service and tutorials to help researchers and fellows use the language effectively and therefore to reach the high standard necessary to write a doctoral thesis in 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 special language programmes and intensive courses. Researchers who fail to follow the courses
advised to them by the Language Centre cannot benefit from text revision services for their academic work and may be unable to gain admission to later years of the doctoral programme.

The Language Centre also organizes public-speaking courses for those who need 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 on 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
- June papers
- second-year chapters (max. 20 pages)
- articles, conference papers, working papers, etc. can also be revised, at the discretion of the English Unit

Following the correction of each paper, there is a tutorial. The aim of which 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.

Some researchers are also eligible for language revision of their PhD thesis. For details see point 7. of the PhD Programme section below.

### 6.6. The Academic Service

The Academic Service provides academic skills training, language services, counselling and wellbeing services and engages with researchers in a wide range of extracurricular activities. The Service also oversees the selection, admission and reception of researchers, and administratively supports them during their entire
stay. Certificates, transcripts and assistance with grant issues can be requested by writing to ServAc@eui.eu.

**Academic and Professional Development:** The Academic Service provides courses, training sessions and activities for PhD researchers and post-doctoral fellows geared towards their academic and professional development. Some courses may be helpful throughout the PhD 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.

**The Counselling and Wellbeing Service:** The EUI offers a Counselling Service which provides timely evidence-based psychological support to researchers, partners, fellows and staff. With total respect for values, choices and lifestyle, there is a professional and non-judgemental space where people can feel free to explore a wide variety of concerns and issues. The Service is completely confidential and is free of charge.

**Extra-curricular activities:** The EUI offers support and assistance in organizing activities beyond the academic curriculum of the EUI through the Body and Brain Boosting Board (commonly known as 4B). Extra-curricular activities are mostly of a cultural and sporting nature and may occur both on and off-site. The longest running activities include two football clubs (men and women’s), yoga courses, running, rowing, the EUI Choir and dance but there are many more. There are currently twenty-two such clubs (mostly run by researchers) although the number varies from year to year depending on interest and resulting membership.

**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, fax and telephones**

The Department has a very tight budget for telephone and fax. If researchers need to make telephone calls for their research work, they should seek authorization from their supervisor to use their allocation of funds. Permission will be granted only where such access is indispensable.
Researchers can use the multifunction printers located 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 a € 180 quota (total for colour and b/w printouts and photocopies together) at the beginning of each academic year. Scanning is free of charge and is not included in this quota. If needed, it is possible to top up one’s print/copy quota online.

6.8. 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.

6.9. 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. Consultation and involvement of the Ethics Committee is always voluntary and the Committee is only convened 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 are to be designed and interviews conducted.

The EUI takes the issue of all kinds harassment extremely seriously. The Harassment Committee is an advisory and problem-solving body that reports to the President. It deals with issues of sexual and/or moral harassment. There are two researcher representatives sitting on this committee who serve as links between the researchers and the committee and can raise issues (anonymously) should the need arise.
7. Missions, Exchange Programmes, 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 if applicable. There are three exceptions to this rule: research missions, exchange programmes and leaves of absence.

7.1. Missions

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.

The Director of Studies manages missions with the administrative assistance of Ms Miriam Curci. A Mission Request form should be completed online, printed and signed. All requested fields must be filled in (departure/return dates, start/end of work date, complete and valid bank details, purpose of the mission). Researchers must seek their supervisor’s approval and signature before handing in the completed form in paper to Ms Curci (forms received by email and/or without the supervisor’s signature will not be accepted). A short statement (no more than one page) specifying the aims of the proposed mission should be attached to the request.

Mission funds are paid in advance as long as the researcher has handed in his/her request in time. Researchers will be informed by email once the mission has been approved and the payment has been processed (which happens roughly 3 weeks before the departure date). Mission funding generally cannot be granted to researchers who are on exchange visits to other universities or on 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 are required to be present in Florence for their thesis monitoring 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 monitoring session can be organized by Skype)

Research missions

Researchers in the first three years may receive financial support for up to two research missions per academic year, each lasting up to two months. 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 mission period, from 21 March until 15 May 2020, and during the Summer break. They may be allowed to combine two mission periods into one, if they need to spend an extended period of time in an archive (in this case it is necessary to indicate in the form that it is a request for a combined mission). **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).

A Mission Request form must then be submitted anyway for each mission. All mission requests must be endorsed by the supervisor and countersigned by the Director of Studies or by the Head of Department.

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 between the place of departure (Florence) and the place of the mission.
- up to a maximum of 16 daily subsistence allowances per authorized mission. The number of daily allowances actually needed (within the start and end of work dates) must be indicated in the field ‘DAILY ALLOWANCES’ under the section ‘To be completed by administration’

In exceptional cases of long distance missions, upon explicit request, researchers can 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, and € 30 for any additional day (also for combined missions).

- 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)
- Registration fees for attending seminars, conferences or summer schools are generally not refunded

Simple or combined missions lasting for more than one month need to be authorized by the Entrance Board upon suggestion of the Department.
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 request forms must be submitted by 30 September for missions starting before the end of January, by 15 January for missions starting before the end of May, by 15 May for missions starting before the end of September.

**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, in the case of a non-European destination, ask for the support of the Department before registering.

Researchers should submit their Mission Request form well in advance of the intended date of departure. The programme of the conference (listing the speakers) must always be attached to the Mission Request when submitted for authorization.

For budgetary reasons conference mission request forms must be submitted by 30 September for missions starting before the end of January, by 15 January for missions starting before the end of May, by 15 May for missions starting before the end of September.

The Department can contribute to conference mission expenses as follows:

- a flat-rate contribution to travel expenses, set according to kilometric distance between the place of departure (Florence) and the place of the mission.
- up to three €40 daily allowances calculated on the basis of the length of the conference
- 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 fees are generally not refunded.

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

**EUI Policy on Risk Missions**

The Institute has a duty of care in relation to 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.

### 7.2. Exchange Programmes

The Department of History and Civilization participates in a number of exchange programmes with European and non-European universities. These programmes are part of a more extensive set of exchange and trainee possibilities. 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 for academic year 2020-2021 for approval from the Department by 4 December 2019 (note that this departmental deadline is earlier than that set by the Academic Service).

Researchers should apply in their second year in order to be on exchange during the third year of the doctoral programme. Applications are discussed and ranked by the Department before being sent to the Entrance Board. The Entrance Board takes the final decision on the selection of candidates and gives priority to those researchers who can justify their participation as an important element for the completion of their thesis.

Researchers are required to be present in Florence for their thesis monitoring 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 monitoring session can be organized by Skype).

### 7.3. Leaves of Absence

Apart from minimum periods (i.e. no longer than one week per term), **researchers must obtain the 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. Requests of leave 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, a researcher must confirm contact details with the supervisor’s administrative assistant and arrange to have her/his mailbox 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

1. INTRODUCTORY MEETINGS

The First Term begins on 1 September 2019. In September intensive language courses are provided by the Language Centre for all first-year researchers. During this month professors in the History Department will be available for consultation with first-year researchers. 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.

These are the first departmental appointments of the academic year:

**Wednesday 4 September 2019**
at 9:15 in the Theatre Badia
Introduction to the Library by the History Information Specialist Dr. Serge Noiret

**Monday 16 September 2019**
at 14:30 Villa Salviati
Guided tour of the Villa

**Friday 20 September 2019**
at 13:00 in Sala del Consiglio Villa Salviati
Introductory meeting to the Department for all new Researchers and Fellows

**Tuesday 24 September 2019**
at 14:30 Villa Salviati
Introduction to the Historical Archives of the European Union (HAEU)

**Monday 30 September - Wednesday 2 October 2019**
all day in Sala del Consiglio Villa Salviati
Inaugural Workshop

**Thursday 3 October 2019**
at 11:00 in Sala del Torrino Villa Salviati
Director of Studies’ introduction to Doctoral programme, PhD supervision and issues of diversity and wellbeing
2. Teaching Programme

Academic activities start in October after the intensive September programme. The days between 30 September and 2 October 2019 are dedicated to the Inaugural Workshop: First-Year Researchers present their research projects and the Inaugural Lecture held by Prof. Nathalie Clayer (École des Hautes Études en Sciences Sociales) will open the academic year.

Interdisciplinary and training skills and academic writing courses are organized Institute-wide. Within the Department of History and Civilization the teaching programme includes Departmental Seminars, Research Seminars, Training Seminars and other academic activities of the Department (conferences, workshops, lectures, courses on digital tools for academic research). It also includes yearly Thesis Monitoring sessions for the first three years.

- **First Term Seminars** begin on 7 October and end on 13 December 2019. Seminar papers are to be submitted by 16 December
- **Second Term Seminars** start on 7 January and end on 20 March 2020

Researchers are required to attend all sessions of the seminars they have enrolled in and they are responsible for ensuring that they register their presence on the list circulated at 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 professor organizing the seminar and the administrative assistant responsible for that seminar and obtain written approval for the absence from the seminar before the session takes place (or immediately afterwards in cases of sudden illness). **All researchers must have read the seminar materials prepared for each session prior to attending class and they are expected to participate actively during seminars.**

The possibility of attending a seminar in another department exists, 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 Coordinator who will contact the other Departmental Coordinator of the department concerned in order to check that the relevant seminar requirements will be satisfied.

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: Departmental, Research or Training Seminars.
**Departmental Seminars**

- The *Core Introductory Seminar* is reserved for 1st 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, while the second part focuses on sources (investigating the use of archival and other primary sources, appropriate methods for the use of different types of source material, developing research questions and hypotheses in dialogue with the sources).

- Other Departmental Seminars offer up-to-date views on current debates about methodology and the major historiographical trends. They are often co-taught and run on a rotation. In academic year 2019-2020 the following will be offered: *Gender and Sexuality, Global History, International History, Intellectual and Cultural 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 one term or in the form of a block seminar (in blocks of two/four days)

**Training Seminars**

- *March Paper Seminars* 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 Seminars* constitute another type of Training Seminar and offer the opportunity to discuss research questions and methods when developing the doctoral dissertation. *Dissertation Writing Seminars* in the second term are reserved for second-year researchers, while the *Advanced Dissertation Writing Seminar* in the first term is especially aimed at third- and fourth-year researchers.
List of seminars offered in academic year 2019-2020

First Term

Departmental Seminars

– Core Introductory Seminar (G. Riello or F. Romero)
– Global History (L. Riall, G. Riello)
– International History (F. Romero, C. Unger)
– Intellectual and Cultural History (G. Casale, A. Thomson)

Research Seminar

– The Privatisation of Politics? Associations, NGOs and States across the 20th century (L. Downs)
– The Circulation of Ideas and Information (A. Thomson)

Training Seminar

– Advanced Dissertation Writing (R. Grafe, L. Riall)

Second Term

Departmental Seminar

– Gender and Sexuality (L. Downs, P. Judson)

Research Seminars

– Encountering Sciences, Knowledge and Nature in an Early Modern World (G. Casale, S. Van Damme)
– Material Culture and the World of Things (G. Riello)
– New Histories of Capitalism (R. Grafe, G. Sluga)
– Empires (P. Judson, L. Riall)
– History of Natural Resources (A. Etkind)

Training Seminars

– March paper in Early Modern History (G. Casale)
– March paper in Modern History A (S. Van Damme)
– March paper in Modern History B (A. Etkind)
– Dissertation Writing Seminar A (R. Grafe, L. Downs)
– Dissertation Writing Seminar B (G. Sluga, C. Unger)

The timetable of weekly seminars can be found online
**Thesis monitoring sessions**

The Department provides a series of individual thesis monitoring sessions in order to help researchers in 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).

Thesis monitoring sessions in 2019-2020 are scheduled as follows:
- 7 and 8 November 2019: thesis monitoring sessions for 2\textsuperscript{nd} year researchers
- 16-17 January 2020: thesis monitoring sessions for 3\textsuperscript{rd} year researchers
- 19-20 March 2020: thesis monitoring sessions for 1\textsuperscript{st} year researchers

Researchers are required to be present in Florence for their thesis monitoring 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 monitoring session can be organized by Skype).

**Career development and publication strategies**

In order to offer support and preparation for the job market the Department organizes the following activities:
- 14 October 2019: meeting on career development
- 14 February 2020: morning: Meeting on publication strategies specifically for historians – afternoon: Job-interview forum: Researchers briefly present their dissertation as if it were an academic job interview. An ‘interviewing panel’ then gives feedback on the presentation.

**Other academic activities**

On demand, and if necessary, the Department may also provide support for Palaeography, Latin or extra-European languages courses.

Apart from their participation in compulsory activities, researchers are also strongly encouraged to attend conferences, workshops, and lectures organized in the Department. A [detailed programme](#) can be found online.
3. **FIRST-YEAR RESEARCHERS**

All researchers must reside in Florence or its immediate surroundings throughout the whole period of their scholarship. All first-year researchers are expected to attend all panel discussions of the Inaugural Workshop of 30 September - 2 October 2019.

*Compulsory requirements for the 1st year of the doctoral programme:*

**SEMINAR REQUIREMENTS:**

1st year researchers are required to attend 4 seminars:

- a *Core Introductory Seminar* in the 1st term
- a *Departmental Seminar* in the 1st or 2nd term
- a *March Paper Training Seminar* in the 2nd term
- a *Research Seminar* in the 1st or in the 2nd term

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 2019
- March Paper, by 12 March 2020
- June Paper, by 1 June 2020

*3.1. First-Year Presentations during the Inaugural Workshop*

The First-Year presentations inaugurate the academic year: between 30 September and 2 October 2019 all first-year researchers are expected to present a summary of their project where they:

- introduce the topic of the research
- explain its relevance
- expose their working hypothesis
- comment on sources

These presentations last 10 minutes and are followed by a discussion where colleagues, fellows and professors offer their comments. First-year researchers are expected to attend all sessions and take part in the discussion on all their colleagues’ projects. They will be asked to provide a brief (150 words) abstract of their research in mid-September. For further information researchers are invited to contact their supervisors.
3.2. 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 should be submitted by 15 November 2019 to the Departmental Coordinator.

3.3. Seminar Paper

First-year researchers are required to write a Seminar Paper and deliver it no later than 16 December 2019. This paper has to be in English and should represent a substantial piece of work, such as an essay of 5,000 words (including footnotes but not the bibliography). It must deal with a topic discussed in the chosen first-term seminar and agreed upon with the seminar convener and the supervisor.

The paper is assessed by one of the seminar conveners; if the supervisor is not one of the seminar conveners, they will receive the paper as well, but will not report on it. If the assessment states that the level of English academic writing needs to be improved, the researcher will be asked to follow another academic writing course during their second year.

3.4. March Paper and Thesis Monitoring 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 delivered by 12 March 2020. 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 paper is read by the Supervisor and the Second Reader. In order to give time to concentrate on writing the March Paper, seminars will be suspended during the week 2-6 March 2020.

The First-Year Thesis Monitoring Sessions consist of a discussion about the March Paper and are meant to help researchers in designing their June Paper. On 19-20 March 2020 researchers discuss their work with their Supervisor and Second Reader. The supervisor will write a report on the March Paper and the monitoring session which will help the researcher to plan their future work. Researchers whose progress is deemed insufficient are given specific suggestions on how to address their weaknesses.
Researchers are required to be present in Florence for their thesis monitoring 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 monitoring session can be organized by Skype).

After the monitoring session, researchers are expected to start their empirical research, with missions up to two months. On their return, in mid-May, they are strongly advised to discuss their results with the supervisor and second reader.

3.5. Research Missions

Mission time starts at the end of the second term and lasts until mid-May. Researchers in the first three years may be financed for up to two research missions per academic year. First-year researchers may be allowed to join two missions together, if they need to spend an extended period of time in an archive. Missions longer than one month, including combined missions, must be authorized by the Entrance Board, upon suggestion of the Department.

Not all first-year researchers go on mission. In some cases it is more appropriate for them to stay at the Institute and concentrate on reading secondary literature or published archival materials.

For Missions and Exchange Programmes see also point 7. of the previous section above.

3.6. June Paper

The June paper builds on the March Paper, taking into account the feedback from the March thesis monitoring 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 has to be discussed with the supervisor – usually consists of a revised discussion of the research questions contextualized within the relevant literature, along with an early case study.

The June Paper is assessed by the supervisor and by the second reader for the quality of both academic content and academic writing. The electronic file of the paper (in Word format) is to be submitted to the Departmental Coordinator by 1 June 2020. 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 and 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 for the June Paper. The June Paper **should not consist exclusively or merely of a survey and critique of the literature**: it should be solidly analytical and a precise statement of what the thesis aims to accomplish and how it will go about doing that. It should be around 20,000 words in length (this includes footnotes but not the bibliography).

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 in four 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 gone on before?
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 questions have already begun to be related 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 a good 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 June Papers can be found online.

### 3.7. Passage to the Second Year and Masters of Research

The completion of all first-year requirements and the reports on the June Paper are discussed in a Departmental meeting in June. After this meeting the department will propose its recommendation to the Entrance Board: positive decision (admission to the 2\textsuperscript{nd} year), deferral of decision to September (after resubmission of the June Paper at the end of August) or negative decision (no admission to the 2\textsuperscript{nd} year). The Entrance Board will then decide on admission to the second year.

If the Department decides that the researcher should resubmit the June Paper, the decision on passage onto 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 and the second reader. If the Department cannot reach such consensual opinion, it delegates a committee of other readers to assess the June Paper and submit its recommendation to the Department.

The Departmental Coordinator communicates by email to the researcher the departmental recommendation one week before the meeting of the Entrance Board (which takes place on 25 June 2020). This email communication includes the reports by the supervisor and second reader or any other relevant document for 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 2\textsuperscript{nd} 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. If needed, researchers may have up to three additional months to improve their June Paper for the award of the M. Res.
4. 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 2nd year of the doctoral programme:

SEMINAR REQUIREMENTS:
2nd year researchers are asked to attend 3 seminars:
→ a Departmental Seminar in the 1st or 2nd term
→ a Dissertation Writing Seminar in the 2nd term
→ a Research Seminar either in the 1st or in the 2nd term.

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
→ Draft for thesis monitoring session, by 28 October 2019
→ One Quarter of the thesis, by 11 May 2020

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

Residence requirements are enforced for 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 it is possible to take all seminars in one term with the approval of the Director of Studies.

For Missions and Exchange Programmes see point 7. of the previous section above.


In the 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 possible 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. The form should be filled in, printed and signed by both the researcher and the supervisor.

Along with the work plan researchers are expected to submit a draft which will constitute the basis for the second-year thesis monitoring 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 2nd 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 table of contents and a section on the planned work ahead.

Both the work plan (in paper) and the thesis monitoring draft (electronic file) should be submitted to the Departmental Coordinator by 28 October 2019.

On 7-8 November 2019 researchers will discuss their work with their supervisor and second reader. The supervisor will then draw up a report that should help the researcher to plan future work. Researchers whose progress is deemed insufficient are given specific suggestions on how to address their weaknesses.

Researchers are required to be present in Florence for their thesis monitoring 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 monitoring session can be organized by Skype)

4.2. 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 (which usually corresponds to two chapters) and submit the electronic file to the Departmental Coordinator by 11 May 2020. This submission is compulsory.

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

The supervisor is responsible for evaluating whether a researcher has met the test of One-Quarter completion, can be admitted to the third year and is eligible for the third-year grant. Upon suggestion of the supervisor, the Department informs the Entrance Board of its recommendation, which may be positive (admission to the 3rd year), deferred to September (after resubmission of One Quarter at the end of August) or negative (no admission to the 3rd year). In the case of negative or
deferred recommendations, researchers will be informed by the Department Coordinator one week before the Entrance Board meeting of 25 June 2020. In the case of a deferred recommendation this communication will include the report where the supervisor clearly 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.

5. 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 Seminar in the 1st term and to give at least one presentation in a workshop. The two following meetings are expressly aimed at 3rd and 4th year researchers in order to help them in their academic development:

- 14 October 2019: Meeting on career development
- 14 February 2020: Meeting on publication strategies

Compulsory requirements for the 3rd year of the doctoral programme:

Written requirements

→ Draft for thesis monitoring session, by 7 January 2020
→ Two-Thirds of thesis, by 4 May 2020

For Missions and Exchange Programmes see point 7. of the previous section above.

5.1. Thesis Monitoring Sessions

The third year is the most demanding in quality and quantity of work and the department organises a thesis monitoring session in which researchers discuss their work in progress with the supervisor and the second reader on 16-17 January 2020. Researchers are required to be present in Florence for their thesis monitoring 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 monitoring session can be organized by Skype)
For this thesis monitoring 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 sent to the Departmental Coordinator by 7 January 2020. 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.

5.2. Passage to the Fourth Year: Two Thirds of thesis and first instalment of 4\textsuperscript{th} 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 to the Departmental Coordinator by 4 May 2020. This submission is compulsory.

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

Researchers entering their 4\textsuperscript{th} year may apply for a EUI completion grant of 12 months. The grant 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 authorized by the Department at the beginning and 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.

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. On the basis of the evidence presented, the supervisor and second reader 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 recommendation 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 their request for the fourth year grant by 31 August in accordance with the same criteria set out above. The supervisor and 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 their thesis.

Negative decision: The supervisor and the second reader may agree 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 researcher 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.)

Research students who have completed three years of study as EUI researchers, and who have not qualified for the 4th 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 successful, provided that the supervisor is satisfied 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.

Researchers are invited to read the Academic Rules and Regulations of the doctoral programme of the Institute.

6. 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 mission. See
however point 7. of the previous section 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 1st term. In order to support researchers in their academic development and preparation for the job market, the Department organizes the following activities:

- 14 October 2019 – Meeting on career development
- 14 February 2020 – Meeting on publication strategies + Job-interview forum: researchers briefly present their dissertation as if it were an academic job interview. An ‘interviewing panel’ then gives feedback and evaluates the presentation.

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.

*6.1. Second instalment of 4th 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 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 2020. (In order to reach this agreement, the supervisor may ask in December for a first draft of the thesis to be presented by 17 January 2020).

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. Of course, 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 researcher to employment status. Payment of the grant will be discontinued from the date that the researcher takes up full-time employment.

6.2. 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 (and any co-supervisor) 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 correction
c) whether they have found any evidence of plagiarism in the thesis

If the supervisor considers that the thesis needs to be revised before sending it to the Examining Board, the researcher can either express in writing that they want to defend it anyway as it is, or can carry out the changes in maximum 6 months.

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). The thesis needs to be defended within 11 months from the date of submission.

Researchers have the right to submit their thesis until the end of their 5th 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.
7. **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
- and discuss fully and coherently the meaning of the outcome of the research

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

**Setting up the examining board**

When the supervisor concludes 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 the co-supervisor (if any). **Researchers shall 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 confirmation by the Executive Committee.**

**Language revision of the thesis**

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

What the department offers is a contribution, not the full reimbursement of the cost of language revision. The allocation of the language correction subsidy will depend 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 give evidence that they have paid the language corrector.

Major language correction 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: s/he 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 have to be carried out within no more than 6 months.

Not later than one month before the date of the defence, the researcher sends to the administrative assistant the final thesis as one pdf file. S/He will have it printed and bound properly by the print-shop in 15 copies: 2 copies will be sent to the library for free consultation, 4 copies will be for the examining board members and the other copies are for the candidate.

**The day of the defence**

The defence generally lasts a couple of hours, and 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 shall decide on the basis of the thesis submitted and the way 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, the new doctor should indicate to the administrative assistant 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.
8. REVOKING THE DOCTORATE

When, 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, generally characterised as deliberate dishonesty in proposing, executing or reporting on research and/or scholarship, 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 of fabrication of data)

9. THESIS PUBLICATION

Publication in Cadmus, the EUI Repository

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 electronic repository of the EUI. In the latter case, 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.
Commercial publication of the doctoral thesis

The author is encouraged to seek commercial publication of the doctoral thesis as a book. Should the potential publisher require a subsidy, the author may request it from the Institute. The thesis publication subsidy can be requested for the editing, translating or indexing of the manuscript, or for the reproduction of photos, but not for 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 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. The subsidy will be cancelled if the work has not been published after two years since the concession has been notified to the applicant.

The following need to be inserted into the published book:

- logo and full name of the EUI
- sentence mentioning the EUI subsidy
- sentence stating that the publication is based on an EUI thesis defended at the EUI, department and year

Two copies of the book (one of these can be an e-book) should be sent to the Department, which subsequently sends them to the Library. The subsidy will only be paid if the above-mentioned requirements have been fulfilled. Once the book has been published, an invoice specifying the work done (i.e. editing, indexing, etc.), and evidence that such invoice has been paid, should be sent to the department.
10. 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 organization 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 organization of the Institute’s doctoral programme, including evaluation of pedagogical and supervision assessments.

**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 award of the EUI doctorate. It is sometimes referred to as the Thesis Jury.

**Executive Committee:** Sub-committee of the Academic Council dealing with the day-to-day management of the Institute. It prepares documents for 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.

**External Supervisor:** An academic external to the EUI who serves as co-supervisor for a dissertation alongside the main supervisor.

**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.

**Progress:** The term refers to academic progress of researchers from one year to the next.
Parental Leave: Researchers may intermit their studies on the grounds of parenthood imminently 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 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 ‘rep’, is one 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 researcher 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.

Supervisor: A professor of the EUI who advises a PhD researcher and is responsible for monitoring the progress of the researcher, for promoting his or her professional career and for collaborating with the department in administrative decisions concerning the researcher.

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