



European
University
Institute

DEPARTMENT
OF LAW

RESEARCHERS' GUIDE

ACADEMIC YEAR
2018-2019

Welcome to the Law Department

Dear Researchers,

Thank you for choosing to carry out your research at the EUI. My colleagues and I look forward to meeting you in September and to working with you during your stay.

In this letter you will find information on a range of guidebooks that have been drawn up to help you understand how the Law Department works and as a general introduction. Of course, when we meet in September you will have more opportunities to acquaint yourself with the Department through informal conversations with your supervisor and others.

The Researchers' Guide 2018/19 provides general information on the organisation of the Law Department and the academic year; the Ph.D. and LL.M. programmes, including yearly course requirements; rules, forms and obligations. Virtually all information you require has been made publicly available via this Guide and the website (which is constantly updated). We strongly encourage you to consult both regularly. In case of unclear or conflicting rules with the recently revised Academic Rules and Regulations for the Doctoral and Master's Programmes, those take priority and should be consulted.

In addition to this Guide, you should consult the departmental documents that appear online at

<https://www.eui.eu/DepartmentsAndCentres/Law/RulesForms> and that are directly related to your position in the Law Department. In particular, the teaching programme and the recommendations for the first meeting between supervisor and researcher.

A number of documents issued by the EUI are indispensable for your understanding of how the Law Department operates. You should read this Guide in conjunction with them:

- Academic Rules and Regulations for the Doctoral and Master's Programmes:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>

- Doctoral Supervision at the EUI: A Code of Practice

<https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/Cod eofPracticeSupervisionNov031.pdf>

- Code of Ethics in Academic Research:

<https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/Cod eofEthicsinAcademicResearch.pdf>

The Guide can be consulted online at:

<http://www.eui.eu/Documents/DepartmentsCentres/Law/RulesAndForms/LawGuide2018-2019.pdf>

Director of Graduate Studies, Professor Gabor Halmai, has an overall responsibility for any matters related to the course of study, including (but not limited to) issues of supervision, seminar and course attendance, admission to successive years, fulfilment of requirements, etc. If you have problems related to any of these issues which cannot be solved by the Departmental Coordinator, your supervisor or the Administrative Assistants, please address Professor Halmai.

This Guide concentrates on the formal requirements of the LL.M. and Ph.D. programmes. However, the life of the Institute is also based on discussion and debates that take place outside the taught programme: you are encouraged to attend conferences organised at the EUI and to take part in informal and inter-departmental activities organised by researchers themselves. Particularly important here is the possibility of organising informal working groups of researchers, postdoctoral fellows and faculty. We seek to foster a community of scholars where regular interchange of ideas is facilitated.

All new researchers are required to attend **three introductory meetings** at the beginning of the year. New Visiting, Fernand Braudel, Max Weber and Marie Curie Fellows are requested to attend the opening lecture on 24 September and the meetings on 25 September 2018 in the morning. U.S. exchange students are welcome and encouraged to attend all the introductory meetings:

- **Tuesday 4 September 2018, 9.30** in Sala del Consiglio, Villa Salviati, with Prof. Deirdre Curtin (Head of Department), Prof. Gabor

Halmai (Director of Graduate Studies), Researcher Representatives and the Law Department Administrative Staff.

- An introduction to the Library will take place on Wednesday 5 September 2018 at 10:45 in Badia, Theatre.
- **Tuesday 25 September 2018, 10:00**, in Sala del Consiglio, Villa Salviati, full introduction to the Law Department for all new researchers, U.S. exchange students, fellows and visitors, at which the professors, the new researchers, fellows and visitors will present themselves. Further details will be provided in September.
- **Tuesday 25 September 2018, 14.00** in Sala del Consiglio, Villa Salviati, Presentation by Prof. Scheinin “Writing a PhD Thesis” and panel discussion about supervisory relationship with Prof. Curtin and Prof. Scott.

We welcome and encourage attendance by all departmental members at the Law Department’s Opening of the Academic Year & Inaugural Lecture to be held on Monday 24 September 2018, 16.30-18.00 in Sala del Consiglio (Villa Salviati) followed by a Welcome Drink in the Cloister at 18.00.

The Law Department is situated in Villa Salviati. Details of its location are on the EUI website. While the building is a little out of the way, we have designed some workspaces for researchers equipped with new furniture and a common room for your use which I hope will provide a pleasant work environment for everyone.

We wish you all a very fruitful and enjoyable stay at the Institute.

Professor Deirdre Curtin

Head of the Law Department

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PART 1 – THE LAW DEPARTMENT

1. Departmental Profile

1.1. People

Please check the regularly updated list of professors, staff and visitors working or associated with the department at:

<http://www.eui.eu/DepartmentsAndCentres/Law/People/Index.aspx>

1.2. Calendar of Departmental Activities 2018-2019

Please note that this departmental calendar may be subject to change throughout the year. The most up-to-date version can be found at: <http://www.eui.eu/DepartmentsAndCentres/Law/DepartmentalCalendar.aspx>

For the full EUI academic calendar see:

<http://www.eui.eu/ServicesAndAdmin/AcademicService/AcademicCalendar.aspx>

1.3. Researcher Representatives

For Law Researcher Representatives for 2018 see:

<https://www.eui.eu/About/Organization/ResearcherReps#DepartmentofLaw>

Every department has four Researcher Representatives, or 'Reps', to represent the interests of all researchers on both departmental and institutional levels.

The tasks of the Reps include participation in the monthly meetings of the Law Department. At the institutional level, the Reps participate in working groups and committees, contributing to their ongoing policy making and implementation (Doctoral Programme Committee, ICT-Library Committee, Ethics Committee, Housing User Group among others). Reps represent the EUI researcher community in the governing and managing bodies of the EUI including the Executive Committee and the Academic Council, where they

have voting rights in the latter. Reps play a role further in selection committees for new Chairs and EUI President.

Researchers Reps are members of the Social and Welfare Fund, which is managed by a Panel composed of four elected Reps (one from each department) and the two members of the Academic Service responsible for welfare issues (the Academic Administrator and the Grants and Welfare Officer). For information about the WSF please go to:

<https://www.eui.eu/About/Organization/Committees/WelfareandSocialFundCommittee>

For more information and updates on Reps' ongoing work see:

<https://www.eui.eu/About/Organization/ResearcherReps>

Each Researcher Representative will receive a financial compensation equivalent to the monthly amount of the EUI 4th-year grant (excluding allowances) per year in office (maximum 2 months). Researcher Representatives can have an extension of submission deadlines for written work by one month, as set out by the Academic Rules and Regulations. This extension can be requested only once and does not prolong the student's status in the doctoral programme. For further information about Researcher Representative financial compensation please contact Ms. Michela Menicagli in the Academic Service.

The Law Reps until December 2018 are:

- Arpitha Kodiveri
- Kostantinos Serdaris
- Sophie Duroy de Suduiraut
- Johannes Graf Von Luckner

They can be reached via e-mail at Law.Repmail@eui.eu.

1.4. Working Groups

For information on Working Groups see:

<http://www.eui.eu/DepartmentsAndCentres/Law/ResearchAndTeaching/WorkingGroups/Index.aspx>

Alongside weekly courses, informal working groups may be established on the initiative of interested researchers on a departmental or inter-departmental basis. A list of the Law Department's active working groups is published on the website at the above link. Working groups usually organise a series of meetings in which researchers from the EUI and occasionally guest speakers working on similar topics cooperate. The Law Department encourages such initiatives. Presentations in working groups can be taken into account for second and third-year researchers as a way of fulfilling the department's research presentation requirement, provided the supervisor attends and approves the presentation. Please see Part 2, Sections 5 & 6 of this Guide for further details on the presentation requirement.

To set up a working group, follow the guidelines on the Law Department website (see the link above), first checking if a group already exists in the relevant field. Make sure you have the support of at least one Law professor working on the topic and then inform both the Head of Department, who must approve your request, and LawAdmin@EUI.eu. Administration will help with practical matters concerning working groups, such as room bookings, webpage updates (once a term), and the circulation of information (initial email and monthly calendar). If a working group ceases to meet regularly, please contact LawAdmin@EUI.eu to remove the information from the website.

1.5. The European Journal of Legal Studies (EJLS)

For information on the EJLS see: <http://ejls.eui.eu/>

The EJLS, founded in 2007 and based at the European University Institute (Florence), is a researcher-led, open access journal. The EJLS aims to promote young legal scholarship of the highest quality in all areas of law with a European, international, theoretical, or comparative perspective. The Journal is:

- an open-access publication – this provides readers with full free access to all EJLS publications and authors with the widest possible audience in publishing their work. The EJLS issues are also

published in CADMUS, the repository of EUI publications, and HeinOnline;

- a peer-reviewed publication – submissions go through a rigorous procedure of double-blind peer-review, involving the EUI's entire scientific community (professors, fellows, researchers, as well as alumni). Our external editors now also include a group of selected researchers from other universities specialised in Empirical Studies;
- a platform supporting and promoting high-quality and innovative young legal scholarship – the EJLS encourages in particular submissions by young researchers at the start of their academic careers and emerging scholar;
- a researcher-led journal – managerial and editorial work is carried out independently by graduate researchers at the EUI, with the invaluable assistance of its Departmental Advisory Board, comprising a number of renowned professors at the Law Department;
- a multilingual journal – the EJLS is committed to linguistic diversity by publishing articles in any language within the linguistic competence of Board Members to help ensure a wide dissemination of scholarly work. If you have any questions about this in particular, please contact ejls@eui.eu for further information;
- the Department provides logistical and financial support to the EJLS in recognition of its aims and the benefits for the EUI. The Academy of European Law and the Law Department, from time to time, run joint initiatives, such as conferences and symposia in collaboration with the EJLS.

Taking part in the EJLS is an extremely rewarding and formatting activity, as such encouraged by the professors of the Law Department. It is open to all doctoral researchers in the Law Department.

For further information, take a look at the EJLS website at <http://ejls.eui.eu/>.

If you are interested in participating, discuss it with your supervisor and send an email to the EJLS board at ejls@eui.eu

2. Organisation of Studies

2.1. Student Status: Five-Year Maximum of Registration

Student status is automatically granted to all researchers in the LL.M. programme for 13 months and to all Ph.D. researchers for a maximum of 60 months/5 years. Those with student status may participate in all EUI activities and benefit from all facilities (library, computing facilities etc.). The right to submit the thesis is also dependent upon student status.

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 of a personal or professional nature which have interfered with a record of good progress and have caused unforeseen delay. In order for the Entrance Board to make a decision in such cases, on whether to grant an extension, and if so, for what period of time, before the end of the five-year period the Board must receive (i) evidence of any such extenuating circumstances, (ii) evidence of the current state of progress of the thesis, and (iii) a detailed plan for completion and submission within a specified period of time. Requests should be sent to the Director of Graduate Studies for approval together with the supervisor's comments (with copy to LawAdmin@EUI.eu).

Departmental approval should be presented in timely manner to the Entrance Board for final decision. See Article 11.3 [Academic Rules and Regulations for the Doctoral and Masters Programmes](#).

Some types of absence from the EUI and/or involvement in activities other than thesis-related research do not count towards the calculation of the 60 months/5 years. Please refer to the Chapter 12 of the EUI rules for a full list of these.

2.2. Residence Requirements

In accordance with the EUI rules, all researchers must reside in Florence or its immediate surroundings and be present during the period of seminar and teaching activities (term time) for the duration of the Ph.D. and LL.M. programmes. Exceptional absences of more than one week require the written consent of the department, see 2.3 below. In 2018/2019 the third term ends on 21 June.

2.3. Leaves of Absence

For information on Leaves of Absence see:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> (Chapter 12)

- Apart from *de minimis* periods [i.e. no longer than one week per term], researchers must obtain the written permission of the supervisor, Director of Graduate Studies and Head of Department to be absent from the Institute during term-time. Requests should provide appropriate information about the purpose and length of the period of absence. The Departmental Coordinator and supervisor's Administrative Assistant should be put in copy.
- For absences of more than one month, the same procedure applies but the request should also be forwarded by the Departmental Coordinator to the Entrance Board for approval. There is no special form to be completed. Requests must be made at least 14 days before the Entrance Board meeting which precedes the proposed leave period. For Entrance Board meeting dates, please refer to the academic calendar in Part 1, 1.2 of this guide.
- Permission should only exceptionally be granted for absences of more than one week.
- More than one prolonged departure within a 12-month period will not be permitted and accumulation of absences will be discouraged. This includes U.S. exchange programmes and traineeships/stages.
- The maximum overall period of leave for which any combination of these is permitted is normally 18 months.

The EUI does not permit leaves of absence in order to follow degree courses in other universities during the EUI Ph.D. programme.

Researchers who wish to take leave in order to visit a U.S. institution outside the framework of the U.S. exchange agreement (see 2.4.3.) must first consult Prof. Joanne Scott. Under no circumstances should researchers contact those institutions independently.

During all leaves of absence, a researcher must confirm contact details with their supervisor's administrative assistant and arrange to have the pigeon-hole regularly checked and emptied.

2.4. Exchange Programmes, Traineeships, Stages

Please note the departmental rule that not more than one prolonged departure within a twelve-month period will be permitted and accumulation of absences will be discouraged. This includes U.S. exchange programmes and traineeships/stages.

2.4.1 Traineeships/Stages

Details of short-term traineeships/stages can be found in the Academic Service's *Guide to Traineeships, Stages, Exchange Programmes*:

<http://www.eui.eu/ProgrammesAndFellowships/DoctoralProgramme/Traineeships.aspx>

2.4.2. Exchange Programmes

For all EUI-wide exchange programmes, please refer to:

<http://www.eui.eu/ProgrammesAndFellowships/DoctoralProgramme/ExchangeProgrammes.aspx>

2.4.3. U.S. Exchange Programmes

The Law Department participates in a number of EUI Exchange Programmes with universities in the U.S. whereby EUI researchers may attend courses for one semester at one of our partner institutions.* For some of these exchanges, extra funding from the Institute or from the department is available, while for others there will be no extra funding. The arrangement with all universities is reciprocal and involves no tuition fees being charged.

* At present, the exchange with NYU works in a slightly different way: researchers may apply either for a one-semester exchange, or for a year-long exchange (September to May inclusive).

Funded programmes at the EUI level include (one student per department and per university):

- New York University
- University of California at Berkeley
- University of Wisconsin

Funded programmes at the Law Department level include (one student per university):

- Columbia Law School in New York
- University of Michigan Law School

Non-funded programmes at the Law Department level include (one student per university):

- Fordham Law School

Please note that these arrangements may be subject to change throughout the year. For the most up-to-date information, please contact Prof. Joanne Scott.

For the year-long exchange programme, the researcher will join the Visiting Doctoral Researcher (VDR) programme which is specially designed for Ph.D. researchers. Participation in an on-going doctoral seminar and a host of other activities are features of this exchange. Applications for the VDR program are to be made directly to NYU Law School. The application is found on the NYU Law School website.

The application for the one-semester exchange is to be made to the Law Department in the normal way, set out below. NYU requires all visiting students, from the EUI and elsewhere, to take courses. This requirement is inconsistent with the EUI's mission of doctoral education. Nevertheless, in the past, EUI students have found the courses quite useful to their research.

2.4.3.1. Departmental Selection Procedure for U.S. Exchanges

Due to the large number of candidates for U.S. exchanges, the Law Department has set up the following procedure for the selection of researchers who wish to benefit from these opportunities.

Introductory meeting

An introductory meeting will be held on **Thursday 18 October 2018** at 14:00 with Prof. Joanne Scott and Linda Gilbert, of the Academic Service. All researchers interested in applying to one of the U.S. exchange programmes should attend this meeting in Sala dei Levrieri, Villa Salviati.

Eligibility

Both application and selection take place in the academic year preceding the planned departure. All first and second-year researchers from the Ph.D. programme are eligible to apply, the exchange visit thus taking place within the second or third year of study.

Application procedure

The candidate should submit the following documents via email to LawAdmin@EUI.eu. Requests for non-funded exchanges should be submitted separately from funded exchange requests:

- a) a 3000-word essay, including any footnotes, stating: the **nature** of the candidate's research, the **relevance** of the exchange for the research, the **suitability** of the selected university in this respect (specifying all relevant aspects of this institution, i.e. the persons s/he would like to work with, the resources available, the courses or conferences s/he would like to attend, etc.) and explaining how the envisaged stay fits into the **timing** of the research;
- b) Researchers may apply to **one or more universities** that they consider as being suited to their research topic but, in the case of applying to more than one, they must **clearly** state their order of preference. It will be assumed that applicants are prepared to go to any of the universities mentioned in their application.
- c) a *curriculum vitae*, and copies of the undergraduate diploma and other major qualifying exams;
- d) a letter of support written by the researcher's supervisor, in a format that can be readily presented to the U.S. university.

Deadline

Applications should be submitted to the department by **Monday 19 November 2018**. Please note that this deadline is much earlier than the general EUI deadline so that the Law Department has time to consider the essays. It should also be noted that those researchers selected by the department must also comply with the EUI-wide deadlines for submitting their applications to the Academic Service for consideration by the EUI Entrance Board (deadline **15 January 2019**).

Funded and non-funded programmes

Students can apply for both funded and non-funded programmes at the same time. The deadline for both is the same. The selection committee will first consider the applications for the funded programmes, without being informed of applications for the non-funded programmes, hence the need to submit funded and non-funded requests separately. Only once the final ranking of the funded applications has taken place will the list of applications to non-funded programmes be disclosed and considered by the selection committee. This is to address any concerns that applications for one of the non-funded programmes might negatively affect the chances to be selected for one of the funded programmes.

Ranking – departmental level

Applications will be evaluated and ranked by a committee composed of three professors – normally the Director of Graduate Studies, the professor managing U.S. exchanges and one faculty member who does not supervise any of the candidates, plus a researcher representative.

In the evaluation and ranking of the applications, the committee will take into account the following criteria:

- relevance to research project;
- overall merit of the application;
- stated preference of U.S. university.

Second-year applicants will generally be given preference over first years.

Final selection and ranking – EUI level

On the basis of the Selection Committee’s recommendations, the Law Department will make the final selection and ranking that is to be sent to the EUI Entrance Board. This list must reflect the EUI rule that each researcher can apply for only one EUI-level U.S. exchange programme. Equally, researchers can only be nominated as a reserve candidate for one funded exchange.

Those researchers who are selected or ranked at the departmental level, and who are to be recommended to the EUI Entrance Board, will then have to submit their applications to the Academic Service in compliance with the general deadline.

Once the EB has approved the requests, the selected researchers then have to apply to the relevant exchange partner.

Once applications have been approved by the Entrance Board and host university, researchers are expected to be fully committed to the exchange and withdrawals will only be accepted in exceptional circumstances.

Transparency

In the interests of transparency, the final selection list including reserve candidates will be disclosed to all applicants. Those not selected will not have their names circulated.

Exclusivity

Researchers wishing to apply for an exchange at the universities listed above may only do so by following the procedures set out above. Any applicant who applies to those universities independently risks harming the interests of those who follow the correct procedure, and will be denied permission to leave the EUI.

The procedures described above do not preclude researchers from seeking a visiting position at other institutions. However, researchers who wish to visit these institutions outside the framework of the exchange agreement must first consult Prof. Joanne Scott. Under no circumstance should researchers contact these institutions independently.

2.4.3.2. Incoming U.S. Exchange Students

Each year, the Law Department welcomes several U.S. exchange students from the exchange partners listed above in 2.4.3. Each of the universities participating in an exchange with the Law Department has different requirements for its own students while they attend the EUI. The minimum requirements for each university are subject to change and should be checked directly with the home university by the incoming exchange student. Confirmation of the home university requirements should be sent to LawAdmin@EUI.eu by **27 September 2018** at the latest. Incoming students should note that according to departmental policy, all seminars and papers will be marked on a **Pass/Fail basis only**. A transcript will be sent to the exchange student and/or home university at the end of the exchange period.

2.5. Research Missions

The department has a limited allocation to support researcher missions and not all requests can be funded. For budgetary reasons, it is necessary to limit the overall maximum sum that may be granted to a Law researcher in any calendar year (January-December). The maximum amount in 2018 calendar year is €700 but this is subject to change each year. Funding may be requested for one or more missions, but the overall limit of €700 may not be exceeded. Funds are allocated only to those for whose thesis the mission is deemed indispensable.

Should a mission be funded by another source (e.g. external research project) then please refer to the administrative assistant of the organising professor for guidance on the procedure.

Due to financial limits and to ensure a fair allocation of funds, the following guidelines should help researchers and their supervisors to assess the appropriateness of requests. First, second, third and fourth-year researchers (including LL.M. researchers) are eligible to apply for mission funds subject to the criteria set out below, but the department does not fund missions for students who are on a leave of absence, *stagiare*, another funded mission or exchange programme, or those who have already submitted the final thesis. It does not provide funds for language courses.

The objective of all missions is to enable researchers to carry out research which is directly related to their doctoral/Master's thesis. It is important that

the mission should provide an additional and specific intellectual benefit to the researcher over and above that which is available at the EUI (in the Library, via conferences organised at the Institute, etc.).

Such ‘added-value’ will be most likely to exist where:

- the researcher is invited to present research at a conference;
- the mission would enable the pursuit of research on a subject which is insufficiently developed in the existing literature, which is difficult to access through the literature alone, or for which the necessary literature is not easily available through the EUI Library;
- the mission enables the researcher to meet individuals who are likely to be able to help them directly to further the doctoral research (whether as an external supervisor, as a specialist or practitioner directly concerned with the topic of the research, as a useful contact for the purposes of empirical research, as someone working on related or complementary subjects, etc.).

2.5.1. Mission Order Request Procedure

- a) Complete the Mission Order Request Form **online** (<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/Research-Missions.aspx>), then print it, sign it and submit it to your supervisor along with the Mission Authorisation Form - this second form must be completed and signed **by the supervisor** (not by the researcher) – and bank details (if it is not the EUI bank or if it is a foreign account). The forms must be **originals**, with **original signatures** as we cannot accept photocopies, scanned copies or any electronic version of the forms. **Forms submitted by post will not be accepted.** Please note that transfer fees to a foreign account will be deducted from the funds allocated for the mission. No cash payments are possible.
- b) The Mission Order Request form should include full information about the purpose of the mission and its relevance for your thesis. Use additional sheets if necessary, as the text box on the form has limited space.
- c) Attach supporting documents, such as programmes and proof of payment if registration fees are requested.

- d) If the supervisor approves the mission and signs the forms, give them directly to Claudia de Concini , who will forward them to the Administrative Site Officer and the Head of Department for approval.
- e) Mission requests must be submitted to the department **at least three weeks** before departure for the planned mission. Please note that it often takes three weeks for payments to be made after the department has approved the request.
- f) The EUI does not accept missions requested retroactively.
- g) Please see point 2.3. above on leaves of absence before requesting a mission.
- h) Researchers must submit a written report on the outcome of the mission to their supervisor at the latest two weeks after their return.
- i) Incorrectly completed requests or requests missing supporting documentation will not be processed and will be returned to the requesting researcher's pigeon-hole.
- j) Contributions are calculated according to the table on the following link:
<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/Research-Missions.aspx>

2.6. Supervision

These guidelines should be read in conjunction with the *EUI Code of Practice on Doctoral Supervision* at:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/CodeofPracticeSupervisionNov031.pdf>

and the *Departmental Recommendations for the First Meeting between Supervisor and Researcher*:

<http://www.eui.eu/Documents/DepartmentsCentres/Law/RulesAndForms/Internet/GeneralRecommendationsfirstmeetingbetweensupervisorandresearcher.pdf>

The Law Researcher Reps, in consultation with the faculty members, have produced this document for guidance on the first meetings between the

supervisor and supervisee. This document is based predominantly on the Code of Supervision and the rules of the Law Department.

On arrival at the Institute in August, researchers will be given the name of the professor they should contact to discuss research plans and the possibilities of supervision.

The final choice of supervisor is made by the department on the basis of agreement between the relevant professor and researcher. The final list of supervisors will be approved by the department at its November departmental meeting.

A change of supervisor or of thesis topic still remains possible after that date, but all changes must be agreed by the researcher and the supervisor and recorded on the **Personal Research Plan (PRP)** (to be submitted to LawAdmin@EUI.eu).

The supervisor will counsel and guide the researcher throughout the Ph.D./LL.M. programme. Researchers are welcome to contact any other professor in the EUI to discuss their research, but they will formally report to only one supervisor within the department. If, however, the researcher's supervisor leaves the department prior to the researcher completing his/her thesis, an additional internal professorial advisor will be appointed to the researcher.

2.6.1. External Co-Supervisors

In exceptional circumstances, if the expertise required to supervise a thesis is not fully available within the department, an external co-supervisor may be appointed either from another EUI department or from outside the EUI.

Any Ph.D. or LL.M. researcher seeking an external co-supervisor should discuss the matter with the internal supervisor who, if in agreement, will seek the approval of the department at one of its monthly meetings. The Head of Department will then send an official invitation to act as a co-supervisor to the external professor. Researchers are not expected to contact the prospective external co-supervisors themselves. External co-supervisors will not be directly involved in decisions on May Papers or other decisions on progression to subsequent years of the programme, as these will be read by the supervising professor in the department.

2.6.2. Internal Professorial Advisors

When a researcher's original supervisor leaves the Institute, arrangements will be made either:

- a) to appoint a new internal supervisor (either as sole supervisor, or as co-supervisor together with the departing professor); or,
- b) in cases where the decision is made to retain the departing supervisor as sole supervisor, to appoint an additional internal professorial advisor from the current full-time staff to provide the researcher with an on-going point of contact with the life and work of the department. The internal professorial advisor will not be expected to provide supervision. Instead, the role will be to ensure that the welfare and administrative needs of the researcher are met.

2.7. Written Submissions

Submissions should be sent electronically to LawAdmin@EUI.eu. In addition to this, a copy must always be submitted to the supervisor via his/her administrative assistant. Researchers should consult directly with their supervisors on whether they prefer to receive electronic or hard-copy submissions.

When submitting work for formal evaluation, researchers must also complete and submit the '*Declaration to accompany the submission of written work (LAW LL.M./Ph.D. programmes)*'. The purpose of this declaration is twofold: on one hand it specifies the researcher's rights as an author; correlatively it sets out the researcher's duties as author. Researchers must sign it in order to confirm that they have read and understood the rules and regulations pertaining to written work submitted at the EUI. The declaration can be downloaded at:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/Index.aspx>

2.7.1. Anti-plagiarism software – Turnitin

For information on Turnitin see:

http://www.turnitin.com/en_us/training/student-training/viewing-originality-reports

In addition to the declaration, all submissions of final draft theses (LL.M. & Ph.D.) must be accompanied by an Originality Report generated by the anti-plagiarism software, Turnitin.

Supervisors will be responsible for checking the Turnitin Originality Report and will let the members of the examining board know that a Turnitin Originality Report has been received and checked.

If minor or ambivalent instances of plagiarism are found, the Head of Department will be informed. If major plagiarism has been detected, the Principal or the Dean will be informed and will then consider whether to submit the case to the EUI Ethics Committee.

Prior to submitting the thesis, all researchers have the option to submit work to the EUI Originality Check in Turnitin. This is useful for checking citations in draft papers. The reports generated in this section are visible only to the individual researcher and are not subject to review by his/her supervisor.

2.8. Research Assistantships and Small Jobs

For information on research assistantships and small jobs see:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>: Article 12.5

Within the framework of the Institute, research students normally in receipt of a national, project-funded or EUI grant may take up either small jobs or research assistantships. The Department of Law allows a maximum number of 150 hours per academic year.

Small jobs, which researchers may take up at the EUI during the academic year and are paid on an hourly basis up to a maximum number of hours stipulated by the Italian legislation, may be carried out by all categories of researchers, including first- and second-year students. It should be noted that these do not fall under the category of research assistantships.

Research assistantships may be carried out by (a) researchers who are in their third year of registration, (b) fourth-year researchers who have submitted the final draft of their thesis, and (c) fourth- and fifth-year researchers who are not in receipt of an EUI grant.

Prior consent of supervisor: in the case of research assistant tasks and academic collaboration contracts, prior consent of the supervisor is required before a researcher may be contracted. As to small jobs, it constitutes good practice that the researcher consult his or her supervisor before accepting a contract.

For full details of the terms and conditions related to research assistantships and small jobs, please refer to the EUI Rules and Regulations (Article 12.5).

2.9. Linguistic Diversity

The Law Department attaches particular importance to the maintenance and encouragement of linguistic diversity in all of its activities. It therefore encourages both professors and researchers to use languages other than English whenever they can be used by all those concerned. Everything possible should be done to encourage such diversity.

The writing of theses in languages other than English continues to be encouraged wherever this is desired by the researcher and appropriate supervision is available.

3. Institutional Support

3.1. Language Centre: Courses and Correction Services

For information about the Language Centre see:

www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx

Researchers must have knowledge of two official languages of the European Union (these include the candidate's mother tongue, if this is an official language of the European Union). The majority of seminars at the Institute are given in English. Knowledge of Italian is very important for practical and social life in Florence and therefore researchers are recommended to attend the Italian language courses from the beginning of their stay at the EUI.

The Law 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 other languages wherever these are comprehensible to seminar participants is also welcomed. It is not unusual for law students to be working in several languages. To this end, the Language Centre offers intensive courses in September, with these becoming less intensive throughout the academic year.

It must be recognised, nevertheless, that English is a key working language in academia and publishing. In order to allow researchers to have access to the international academic milieu, the department stresses the importance of strong English academic writing skills. The Language Centre organises courses, a text revision service, and language assessment tests 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 close cooperation with the department, the Language Centre will identify researchers who have more difficulties and target them with special programmes and intensive courses. Researchers who fail to follow the courses indicated by the Language Centre cannot benefit from text revision services for their academic work and may be unable to gain admission to subsequent years of the doctoral programme.

The Language Centre also organises public-speaking courses for those who wish to improve their presentation skills.

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

3.1.1. Text Revision Service

For information on the Text Revision Service see:

www.eui.eu/ServicesAndAdmin/LanguageCentre/CorrectionService/Index.aspx

Text revision is available, however, researchers must have successfully completed and fulfilled the obligations for language classes in order to be eligible for it.

A text revision service is offered to researchers for:

- seminar papers;
- February and May papers;
- second-year chapters (max. 60 pages);
- articles, conference papers, working papers, etc., at the discretion of the English Unit of the Language Centre.

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

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

To use the text revision service, researchers must have followed at least 80% of an academic writing course or have been exempted from academic writing courses.

3.1.2. Thesis Language Correction Service

For information on the Thesis Correction Service see: <http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/ThesisLanguageCorrection.aspx>

Supervisors will confirm whether language correction is needed on a thesis. The amount allocated for correction will be up to a maximum of €500.

In order to initiate the assessment procedure, researchers should send an electronic copy of the final draft in Word to the supervisor and their administrative assistant.

When assessing whether the final draft is ready for defence, the supervisor must report one of the following to both the researcher and the administrative assistant:

1. thesis needs no language correction
2. thesis needs language correction

If the supervisor determines that the thesis needs language correction, then upon approval by the Head of Department, €5 will be allocated per 1000 words (excluding bibliography and data annexes) up to a maximum of 100,000 words (maximum contribution of €500). Any additional cost for language correction of theses with a word count greater than 100,000 must be paid by the researcher. Corrections must be carried out within 4 weeks after submission to the corrector.

Following the assessment, a corrector should be selected from the Language Centre's [List of Correctors](#). One can also contact someone who is not on the list of correctors, but s/he must be approved by the English Unit before they begin work on the text. Once a corrector is selected, the researcher should:

- complete and sign the [Standard Agreement form](#) with the corrector, stating that the thesis will be corrected within a maximum of four weeks;
- submit the Standard Agreement form to their supervisor's administrative assistant for approval by the Head of Department;
- once the correction has been completed satisfactorily, inform the administrative assistant and pay the corrector;
- submit proof of payment to the corrector to the administrative assistant, who will then arrange for reimbursement.

Once the corrector has returned the corrected draft, the researcher will be asked to report on the quality of the correction through a short questionnaire with pre-formulated statements.

Consistently negative assessments will be used by the Language Centre to disqualify individual correctors. The Language Centre can indicate correctors with particularly positive feedback. Language correctors who systematically fail to deliver corrections in time or who charge higher rates will be taken off the list of approved correctors.

For language corrections of earlier drafts, and revisions in response to jury reports following submission of the final draft, researchers can use the [List](#)

[of Correctors](#) provided by the Language Centre, but they will have to pay themselves for these services according to the rates specified above.

For full details about the language correction of LL.M. theses, please contact the Law Department directly.

4. Library

Dr. Machteld Nijsten (machteld.nijsten@eui.eu) is the Law Information Specialist. The Library provides full information on all its resources on the Library website at <http://www.eui.eu/Research/Library/Index.aspx> including the possibility for researchers to use databases, to request the purchase of books and to order materials by interlibrary loan.

During the months of September-November, introductory courses to the Library and specialised courses on the use of specific electronic resources will be organised. For information on the law collection and the legal databases, journals, internet resources and instruction courses, please consult the Library's **Law Research Guide** at:

<http://www.eui.eu/Research/Library/ResearchGuides/Law/Index.aspx>

5. Counselling and Wellbeing Service

For information on the EUI Counselling and Wellbeing Service see:

<http://www.eui.eu/ServicesAndAdmin/AcademicService/CounsellingandWellbeingService/Index.aspx>

The EUI Counselling Service is open to researchers and fellows, partners and staff. With total respect for values, choices and lifestyle, it offers a professional and friendly space to talk about any concerns, issues or difficulties that get in the way of achieving goals or enjoying life. The Service is completely confidential and is free of charge. Counselling takes place in the 'Sala Medica'. The building is located at the end of the garden path starting at the lower loggia of the Badia Fiesolana.

To make an appointment please send an email to the counselling.service@eui.eu or email/call a member of the team directly.

PART TWO – LL.M. and Ph.D. Programmes in LAW

1. Law Department Courses and Seminars

Our courses and seminars cover a range of themes and reflect the diversity of our researcher's interests. The courses will provide you with general academic skills, ranging from reading and interpreting primary sources, to building up your academic literacy by introducing you to cutting-edge literature both old and new. The taught programme has not been codified in a mandatory curriculum. Therefore, researchers enjoy freedom in the planning of their studies, subject to the agreement of their supervisor. Researchers are expected to take an active role in all courses offered; course convenors will expect that researchers have carried out the required readings, and that researchers participate actively in seminar discussions. Each professor will also specify additional requirements for the courses for which they are responsible.

Participation in each seminar will be limited to 30 EUI researchers on a first-come, first-served basis. Visiting students, fellows and U.S. exchange students will be counted separately. Enrolment will only be accepted during the two weeks prior to the final deadline (4-27 September and 5-23 November 2018). All seminar materials will be made available online at <https://apps.eui.eu/seminars/law/>.

Although some short seminars and workshops may be offered, the third term is essentially dedicated to the writing of the LL.M. thesis or a substantial paper relating to the doctoral project on the basis of which admission to the next year is decided.

In order to obtain credits, researchers are required to attend 80% of all sessions of each seminar and they are responsible for ensuring that they register their presence on the attendance lists circulated at each session. If there is a legitimate reason (e.g. illness, research mission) for not attending a specific session, the researcher must inform the administration by email to LawAdmin@EUI.eu and include the written approval of the absence from the professor organising the seminar. This should be done before the session takes place (or immediately afterwards in cases of sudden ill health). All researchers should read the seminar materials prepared for each session prior

to attending class and they are expected to participate actively during seminars.

2. The Structured LL.M./First-Year Programme

Research Development Workshops and Intensive Courses

The LL.M./First-Year Ph.D. Programme aims to provide LL.M. and doctoral researchers with opportunities for intensive engagement with permanent and visiting faculty, in order to assist in the iterative development of their research design and enhance scholarly literacy. This takes several forms during the year.

At the opening of the Academic Year, there will be two days of intensive orientation, including an introduction to faculty and basic issues such as the researcher-supervisor relationship, and a special event marking the opening of the Academic Year (24 and 25 September 2018).

On 22-26 October 2018, researchers can attend the seminar on Law in Context taught by Professors Urška Šadl, Bruno De Witte & Hans-W. Micklitz (European University Institute) and Joxerramon Bengoetxea (University of the Basque Country).

On 10-11 December 2018, every LL.M./first-year researcher will participate in a workshop with faculty and fellows to discuss the researcher's Research Question.

On 7,14,15 February 2019, Prof. Drahos will teach an intensive course on Practical guide to fieldwork.

On 18-19 March 2019, all researchers will present their February papers at the February Paper Peer Review Workshop (see below for submission details) in organised workshops including their peers, and will give and receive peer feedback on their papers.

On 20-22 March 2019, Professor Simon Deakin of Cambridge University will teach an intensive course on the methods of Law and Economics. Between 23-26 April 2019, Professor Tobias Kelly of the University of Edinburgh and Professor Bhuta will teach an intensive course on Qualitative Methods for Socio-Legal Inquiry.

The aim of these courses and seminars is first and foremost to expand researchers' scholarly literacy and expose them to a variety of intellectual approaches to the advanced study of law. The seminars may also assist researchers with their own research design and development, and visiting faculty will be available for individual consultation and office hours during their stay. All LL.M./first-year researchers are strongly encouraged to meet with the visiting professors to discuss their research project.

3. The One-Year LL.M. Degree (Legum Magister)

Since 1984, the EUI has offered law students a one-year programme leading to the degree of *Master in Comparative, European and International Laws (LL.M.)*. LL.M. researchers, counselled and supervised by a professor in the department, participate in departmental seminars and courses along with the Ph.D. researchers and they write an LL.M. thesis which is the basis for the conferral of the degree.

3.1. LL.M. Requirements

For information on the LL.M. requirements see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/LL.M.FirstYearRequirements.aspx>

3.1.1 Personal Research Plan (PRP)

By **5 October 2018**, every LL.M. researcher will agree, in consultation with the (provisional) supervisor, on a Personal Research Plan (see the link above), which will:

- i. identify the working title and a general profile of the LL.M. research project;
- ii. specify the seminars the researcher will follow as part of the programme in order to earn credits; and
- iii. specify the ways in which the researcher will comply with the department's language requirement (for details see point 3.1.2. below).

The PRP should be signed by both the researcher and the supervisor and submitted to LawAdmin@EUI.eu by 12:00 (midday) on 6 October. Any future changes to the PRP must be registered on a new PRP form, which will replace the previous one and sent to LawAdmin@EUI.eu. It is the researcher's responsibility to have these changes registered. Minor amendments to the thesis working title may be communicated to the supervisor's administrative assistant for amendment in the database at any time. Please also copy such correspondence to the departmental web editor for updates to the website.

3.1.2. Language Requirement

In order to satisfy the department's language requirements (see Personal Research Plan at point 3.1.1. above), LL.M. researchers must decide by 5 October 2018 whether they want to:

- a) write their LL.M. thesis in a non-mother tongue language; or
- b) submit a review of literature in their field published in non-mother tongue languages, or submit a review of a book published in a non-mother tongue language (2000-3000 words). Provided the supervisor agrees, the review may be written in the researcher's mother tongue. The choice should be determined with the supervisor and the deadline for submission will be 12:00 (midday) on **18 January 2019**.

All papers written in a non-mother tongue language must specify whether and to what extent they have been submitted to the Language Centre for correction. Language correction is not compulsory. Researchers requesting language correction should follow the conditions established by the Language Centre.

3.1.3. Credits

All LL.M. researchers will have to earn a minimum of 49 credits in the following way in order to satisfy requirements:

Compulsory element

- Participation in Induction Programme events, Research question statement, and participation in research question workshop (in December) and February paper workshop: 6 credits
- February Term Paper: 3 credits
- LL.M. thesis (deadline 1 October 2019): 19 credits

Total compulsory credits: 28

The remaining 21 credits may be obtained as follows:

The researchers must obtain at least 6 credits during the year by participating in one of the 6, or two of the 3 credits courses listed below:

- Law in Context (Urška Šadl, Bruno De Witte & Hans-W. Micklitz, European University Institute and Joxerramon Bengoetxea, University of the Basque Country), 6 credits, 22-26 October 2018 or Regulatory Theory (Prof. Peter Drahos, EUI), 6 credits, Mondays 17-19 First Term
- Practical guide to fieldwork (Prof. Peter Drahos, EUI), 3 credits, 7,14,15 February 2019
- Law and Economics (Professor Simon Deakin, University of Cambridge Faculty of Law), 3 credits, 20-22 March 2019.
- Qualitative Methods for Socio-Legal Inquiry (Professor Tobias Kelly, University of Edinburgh and Professor Nehal Bhuta, EUI), 6 credits, 23-26 April 2019.

and obtaining the remaining 15 credits by participation in the following courses:

- 20-hour seminars of 10 sessions each: 6 credits
- Short 8-10 hour seminars of 4-5 sessions each: 3 credits
- Academy of European Law 2-week summer school: 6 credits
- Credited intensive workshops: 3 credits

It is possible to attend a seminar in another department and obtain credits in that seminar, provided approval is obtained from the other department and the Law LL.M. programme assistant (LawAdmin@EUI.eu) is informed. The credits obtained will be those in force in the Law Department.

When inserting a seminar from another department in the PRP, please specify the number of hours.

3.1.4 LL.M. Writing Requirements

All LL.M. researchers are required to submit:

- a) by 12:00 (midday) on 4 December 2018, a 1000-1500 word statement of their Research Question and an indicative bibliography. This statement will be read and discussed in the Research Question Workshop of 10-11 December, with faculty fellows and peers. (More detailed information about the notion and nature of a Research Question will be circulated with guidelines and samples in late October/early November by Professor Šadl).
- b) by 12:00 (midday), 15 February 2019, a thesis-related paper (of approx. 5000 words, including footnotes) to be read by the supervisor. The February paper is a continuation of the December paper and a preparation for the May paper. The researcher and the supervisor agree on the subject (content) of the paper.
- c) by 12:00 (midday), 1 October 2019, i.e. the year following admission, the LL.M. thesis to be submitted to the supervisor's administrative assistant (see point 3.2. below for further details).

N.B.: All outlines and papers, to be submitted by e-mail to LawAdmin@EUI.eu and the supervisor's administrative assistant.

The LL.M. thesis may be written in any language agreed with the supervisor. If language correction of the thesis is required, please contact the supervisor's administrative assistant regarding the procedure. LL.M. theses which have been submitted for language correction should specify this on the first inside page of the thesis.

3.2. Guidance on the LL.M. Thesis

An LL.M. thesis is based on the formulation and discussion of a clear research question; it demonstrates command of the relevant literature in the field of the thesis, and answers the research question through a relevant methodology, and with a line of argument that is developed throughout the thesis. Furthermore, it demonstrates ability to conduct systematic research and to document the use of both primary sources and academic literature. We expect that many LL.M. theses are of sufficient quality to be accepted for publication in law journals.

The deadline for submission of the final version of the LL.M. thesis is 12:00 (midday), on 1 October of the year following admission to the Institute. No thesis submitted after this deadline will be accepted. A later revision of the text will only be allowed if specifically required by the examining committee. EUI computing rights and library access will continue until the beginning of October. Please leave your full forwarding address with the supervisor's administrative assistant and the Alumni Officer before you leave the Institute.

The final version of the LL.M. thesis should be submitted to the supervisor's administrative assistant as one single PDF file. It should be accompanied by the Originality Report produced by the Turnitin anti-plagiarism application (see Written Submissions, Part 1, 2.7.). It will be sent to the EUI print shop where **8 bound copies** will be made (3 for the readers, 3 for the researcher and 2 for the Library after the degree is awarded). Any copies not required by the readers will be sent to the researcher after the degree has been awarded.

All LL.M. theses should be of approximately 30,000 words including footnotes, unless specified otherwise by the supervisor. The thesis must include a cover page and a table of contents, the text must be properly footnoted, and a bibliography must be supplied. The EUI has no prescribed house style for footnotes and referencing, and researchers should consult their supervisor on the referencing style that is most suitable. The EUI template for the cover page must be used. It can be found at:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/LLM.aspx>

Each thesis will be examined by a committee of three consisting of the supervisor and two readers appointed by the department. The deadline for

the final decision of the committee is by 19 November 2019. The LL.M. is ungraded. The committee may recommend:

- a) that the thesis be accepted as satisfying the requirements of the LL.M.;
- b) that the thesis be rejected as not satisfying the requirements of the LL.M.;
- c) that the thesis be revised or rewritten, and resubmitted for examination.

Positive recommendations are confirmed by the Head of Department and forwarded to the Academic Service. In respect of negative recommendations, or recommendations to revise and resubmit, decisions are taken by the department at its first meeting following the submission of the examining committee's reports. If the department recommends revision and resubmission, then the thesis must be resubmitted within six months at the latest after the department's decision is taken. If the department makes a negative decision, an appeal may be on non-academic grounds where provided for in the EUI rules and regulations (see Chapter 17).

3.3. Publication of the Thesis

The *Academic Rules and Regulations* last amended by Academic Council Decision N° 1 of 15 June 2016 state at Article 9.13.:

In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published.

Theses can be published on paper or in electronic format with an external publisher or in the open access electronic EUI repository (Cadmus). In the latter case, the copyright remains with the author. If the author decides not to agree to 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. These conditions shall be accepted by the author of the thesis in a signed agreement.

3.4. Transfer from LL.M. to Ph.D.

LL.M. researchers may apply to transfer to the doctoral programme. Admission to the doctoral programme is subject to the same conditions that apply to other candidates. In particular, it should be noted that places are limited, that entry is competitive and that there is no guarantee that a place in the Ph.D. programme will be obtained.

A notification that the LL.M. researcher intends to apply to transfer must be communicated in writing to the Head of Department (a copy to LawAdmin@eui.eu) by 12:00 **Wednesday 9 January 2019**. The EUI application form (submitted by all Ph.D. applicants to the Institute) must be completed online by the final EUI deadline for applications (31 January 2019) together with a research proposal. The only difference in the procedure is that a researcher applying to transfer must submit one reference letter from the supervisor. The second reference should, preferably, be from an external referee.

Applicants who wish to transfer to the Ph.D. programme will be considered for a national grant along with the new candidates from their own country applying to enter the doctoral programme. Their eligibility for admission with grant to the Ph.D. programme can therefore be finally approved only when the results of the candidate interviews are decided by the Entrance Board in mid-April. When applying, applicants should take into consideration that if they are accepted onto the programme they will be expected to submit a May Paper by 15 May 2019, instead of the LL.M. thesis which is due in October 2019. Their actual admission will depend upon successful completion of the first-year programme, i.e. May Paper and other course requirements which will be judged on the same basis as researchers already in the Ph.D. programme. If the May Paper is satisfactory and all other course requirements have been fulfilled, admission to the second year follows and the researcher will be awarded the degree of *Master in Comparative, European and International Laws (LL.M.)*.

4. The Doctorate in Law

4.1. The Ph.D. Programme

The Law Department offers a four-year programme leading to the doctorate. The general rules governing admission and the course of doctoral studies are given below. The first year of the doctoral programme leads to the conferring of the *Master in Comparative, European and International Laws (LL.M.)*. In the first year, researchers in the doctoral programme follow a series of seminars and courses jointly with the LL.M. researchers. Researchers who benefit from four years of grant will have four years to present their Ph.D. at the Institute and a fifth year during which the defence may take place.

4.2. First Year

4.2.1. First-Year Requirements

For information on the First Year Requirements see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/LL.M.FirstYearRequirements.aspx>

4.2.2. Personal Research Plan

By **5 October 2018**, every first-year researcher will agree, in consultation with the (provisional) supervisor, a Personal Research Plan (see the link above), which will:

- i. identify the working title and a general profile of the doctoral research project;
- ii. specify the seminars the researcher will follow as part of his/her programme in order to earn credits; and
- iii. specify the ways in which the researcher will comply with the department's language requirement (for details see point 4.2.3. below).

The PRP should be signed by both the researcher and the supervisor and submitted to LawAdmin@EUI.eu by 12:00 (midday) on 5 October. Any

future changes to the PRP must be registered on a new PRP form, which will replace the previous one and sent to LawAdmin@eui.eu. It is the researcher's responsibility to have these changes registered. Minor amendments to the thesis working title may be communicated to the supervisor's administrative assistant for amendment in the database at any time. Please also copy such correspondence to the departmental web editor for updates to the website.

4.2.3. Language Requirement

In order to satisfy the department's language requirements, (see Personal Research Plan at point 4.2.2. above) Ph.D. researchers must decide by 5 October 2018, whether they want to:

- i. write their May Paper in a non-mother tongue language; or
- ii. submit a review of literature in their field published in non-mother tongue languages, or submit a review of a book published in a non-mother tongue language (2,000-3,000 words). Provided the supervisor agrees, the review may be written in the researcher's mother tongue. The choice should be determined with the supervisor and the deadline for submission will be 12:00 (midday) on **18 January 2019** by e-mail to LawAdmin@EUI.eu.

All papers written in a non-mother tongue language must specify whether and to what extent they have been submitted to the Language Centre for correction. Language correction is not compulsory. Researchers requesting language correction should follow the conditions established by the Language Centre.

4.2.4. Credits

In the first two years, all Ph.D. researchers will have to earn a minimum of 70 credits in the following way in order to satisfy attendance requirements:

Compulsory element

- Participation in Induction Programme events, Research question statement, and participation in research question workshop (in December) and February paper workshop: 6 credits
- February Term Paper (Ph.D.): 3 credits

- Ph.D. May Paper (deadline 8 May 2019): 19 credits

Total of compulsory credits: 28

The remaining 42 credits may be obtained as follows over the first two years of the programme. **Researchers MUST take at least 21 seminar credits in a given academic year.** In case you wish to do more than 21 credits during the first year, you should ensure the Director of Graduate Studies and your supervisor are in agreement. If you take more than 21 credits in your first year, you may take less than 21 credits in your second year provided the total amounts to no less than 42 credits over the two years.

The researchers must obtain at least 12 credits in two years by participating in the following courses:

- Law in Context (Urška Šadl, Bruno De Witte & Hans-W. Micklitz, European University Institute and Joxerramon Bengoetxea, University of the Basque Country), 6 credits, 22-26 October 2018 or Regulatory Theory (Prof. Peter Drahos, EUI), 6 credits, Mondays 17-19 First Term
- Practical guide to fieldwork (Prof. Peter Drahos, EUI), 3 credits, 7,14,15 February 2019
- Law and Economics (Professor Simon Deakin, University of Cambridge Faculty of Law), 3 credits, 20-22 March 2019.
- Qualitative Methods for Socio-Legal Inquiry (Professor Tobias Kelly, University of Edinburgh and Professor Nehal Bhuta, EUI), 6 credits, 23-26 April 2019.

and obtaining the remaining credits by participation in the following courses:

- 20-hour seminars of 10 sessions each: 6 credits
- Short 8 -10 hour seminars of 4-5 sessions each: 3 credits
- Academy of European Law 2-week summer school: 6 credits
- Credited intensive workshops: 3 credits

You must agree with your supervisor on your seminar plan as part of your Personal Research Plan, and must ensure that you satisfy the requirements, including at least 2 of the courses listed above

It is possible to attend a seminar in another department and obtain credits in that seminar, provided approval is obtained from the other department and the supervisor. It is the responsibility of the researcher to request a written approval and send it to the Law first-year programme assistant (LawAdmin@EUI.eu). The credits obtained will be those in force in the Law Department.

When inserting a seminar from another department in the PRP, please specify the number of hours.

4.2.5. Ph.D. Writing Requirements

N.B.: All outlines and papers, to be submitted by e-mail to LawAdmin@EUI.eu and the supervisor's administrative assistant.

All first-year Ph.D. researchers will be required to submit:

- i. by 12:00 (midday) on 4 December 2018, a 1000-1500 word statement of their Research Question and an indicative bibliography. This statement will be read and discussed in the Research Question Workshop of 10-11 December 2018, with faculty fellows and peers. (More detailed information about the notion and nature of a Research Question will be circulated with guidelines and samples in late October/early November by Professor Šadl).
- ii. by 12:00 (midday), 15 February 2019, a thesis-related paper (of approx. 5,000 words, including footnotes) to be read by the supervisor. The February paper is a continuation of the December paper and a preparation for the May paper. The researcher and the supervisor agree on the subject (content) of the paper.
- iii. by 12:00 (midday), 8 May 2019, a May Paper consisting of (i) a summary of the thesis topic; (ii) an outline of the thesis and (iii) one chapter of the thesis to be read by the supervisor, a second reader and defended before a panel of three professors in May. The total length of the May paper submission must not exceed 14,000 words, including footnotes.

4.2.6. Guidance on the May Paper

The May Paper is composed of three elements: (i) a summary of the thesis, (ii) an outline of the thesis, and (iii) a thesis chapter.

The bulk of the submission is a chapter of the thesis (or an alternative extended piece of work as agreed with the supervisor, for example, a literature review). Note that there is no expectation that the thesis chapter presented is chapter 1 of the thesis; researchers will decide, in consultation with the supervisor, what segment of the thesis is worth presenting in the first year.

The first two elements of the May Paper are also very important. It is possible to integrate these in a single text that includes both the summary and the outline. In this part of the May Paper one should identify the research question for the thesis, and any sub-questions, and explain how the thesis seeks to contribute to the literature. The outline may include an indicative list of chapters but it is vital that it should also contain a clear narrative that explains how the argument of the thesis will be developed. It should be made clear to the reader how the thesis chapter fits into the summary and outline which have been presented.

In assessing the three elements of the May Paper a panel of three readers will be looking for the following qualities:

- identification and robust formulation of a research question, with a defined and explained methodology for answering the question, and an explanation of how this will contribute to the literature;
- a relatively comprehensive review of the sources and literature in the field of the thesis generally and of the May Paper in particular;
- a clearly defined methodology for approaching the research question that matches the skills of the researcher and the profile of the department;
- a clear argument in the chapter, with careful treatment of sources, opposing viewpoints and positions, and sophisticated engagement with the arguments relevant to the question; the ability to distinguish those arguments which are essential and those which are peripheral.

It should be clear from the above that the examination is in large part an assessment of work in progress, and an evaluation of the researcher's potential to submit a good thesis (that is, a thesis that makes a contribution to knowledge) in the time allocated. The basis upon which that potential is demonstrated is by satisfying the examiners of the points above.

4.2.7. May Paper Defence

All Ph.D. researchers are required to defend their May Papers before a panel of three readers for up to 30 minutes during **the week of Monday 27 May - Wednesday 29 May 2019**. The second reader of the paper is normally someone whose research interests are close to the work under consideration; the third reader is allocated without consideration of expertise in the subject matter of the work under consideration. All three members of the assessment panel assess whether the quality of the work provided fulfils the first year requirements.

After the defence, the panel will inform the researcher of the motivated recommendation that they will make to the department and upon approval, to the Entrance Board. The recommendation may consist of either:

- a) admission to the second year (with written reports by the supervisor and second reader, to include the input of the other panel member on how best to proceed);
- b) if convinced of the quality of the candidate and the potential of the project, the panel may decide to propose resubmission of the paper by 31 August 2019 and deferral of the decision on admission to the second year until September 2019;
- c) passage from the Ph.D. to the LL.M. programme with a report written by the supervisor explaining the decision and giving concrete advice on how to turn the May Paper into a successful LL.M. thesis by the beginning of October 2019;
- d) negative decision.

Researchers who are asked to resubmit the May paper will have received two reports that provide feedback and comments. In addition, they should seek a meeting with their supervisor immediately after they have been notified that they must resubmit. During this meeting the supervisor and

researcher should agree a timetable for supervision and feedback during the summer months, taking into consideration the respective timetables.

The deadline for resubmission is 31 August 2019. A decision will be reached by the Department in September 2019.

Researchers who have fulfilled all the first-year requirements and proceed to the second year of the Ph.D. programme will receive the degree of *Master in Comparative, European and International Laws (LL.M.)*.

A research student may appeal on non-academic grounds against the recommendation of the department, where provided for in the Academic Rules and Regulations (see Chapter 17).

The notice of intention to appeal must be submitted in writing within 7 days of notification of the decision (including the date of notification). Grounds of appeal must be submitted in writing within 14 days of notification of the decision (including the date of notification).

Recommendations will be communicated to the researchers in writing at least one week before the Entrance Board.

A researcher requested to resubmit a May Paper by 31 August 2019 but who is not then admitted to the 2nd year of the Ph.D. programme may in exceptional circumstances be offered the chance of turning the May Paper into an LL.M. thesis by the extended deadline of 15 December 2019.

4.3. Transfer from Ph.D. to LL.M.

In **exceptional circumstances**, a request to change from Ph.D. to LL.M. may still be made in the first year up to 7 June 2019, so that any grant thus freed could be reallocated to an incoming student by the Entrance Board. In order to change programme, a reasoned request must be made in writing to the Head of Department with the written approval of the supervisor. A decision will be taken at the next departmental meeting (last meeting in 2019 is 19 June). If the request is approved by the department, the researcher will have to present the final text of the LL.M. thesis by 12:00 (midday), on 1 October 2018, i.e. in the year following admission (thirteen months in total) in the same way as all other LL.M. researchers. There will be no postponement of this deadline due to the transfer to the LL.M. programme.

5. Second Year

Second-year researchers must present their research once at the EUI during the year. To facilitate this, the professors will run a set of research colloquia. Researchers, with the assistance of their supervisor, will identify the group most suited to them and identify this in the Personal Research Plan. The research colloquia will facilitate exchange among those participating and it is expected that each researcher will attend all sessions and participate actively in these by engaging with the research projects presented by others. The professors must attend the presentations of their supervisees.

Second-year researchers must complete 21 seminar credits during the second year in order to ensure that they meet the requirement of 42 seminar credits over the first two years of the program. The credits can be obtained, *mutatis mutandis*, as per the guidance provided on under Section 4.2.4 above.

Second-year researchers who participate in a *stage*/internship or who for any other reason have a suspension of grant during their second year, and who for that reason cannot attend a seminar in each term, will have to comply with the remainder of their obligations during the third year. Residence requirements and guidelines for leaves of absence apply also to second-year researchers (see points 2.2. and 2.3. in Part 1).

By **midday 12 October 2018**, all second-year Law researchers must have discussed with their supervisors a new **Personal Research Plan** to include a projection of the work required to be able to comply with the one-quarter thesis requirement (see below). Once approved by the supervisor, it should be sent to LawAdmin@EUI.eu. Additional information can be found at:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/SecondYearRequirements.aspx>

By **12 April 2019**, all second-year researchers must show that they have completed at least one-quarter of the work required for the Ph.D. thesis. Please check if your supervisor requires a hard copy. If so, please submit it to the relevant administrative assistant. In all cases, one electronic copy should also be sent to LawAdmin@EUI.eu, accompanied by the written work declaration (see Part 1, 2.7. - Written Submissions).

On the basis of this work, the supervisor will be required to report to the department on the progress made, stating whether admission to the third year is recommended or not. The department will inform the Entrance Board of the recommendations at its June departmental meeting, which may be positive, postponed to September, or negative.

Postponement of recommendation of passage to the third year may be made where doubts are raised as to the level of achievement of the second-year activities. The supervisor will inform the researcher of what additional work is required and the work must be resubmitted normally by 31 August 2019. If the supervisor considers that the resubmitted text is not satisfactory, a second reader will be appointed among the professors before a final decision is reached. In case of disagreement between the first and the second reader, a third reader will be appointed. If a negative decision is taken, an appeal may be heard and examined on non-academic grounds where provided for in the Academic Rules and Regulations (see Chapter 17).

6. Third Year

Third-year researchers must present their research once at the EUI during the year. To facilitate this, the professors will run a set of research colloquia. Researchers, with the assistance of their supervisor, will identify the group most suited to them and identify this in the Personal Research Plan. The research colloquia will facilitate exchange among those participating and it is expected that each researcher will attend all sessions and participate actively in these by engaging with the research projects presented by others. The professors must attend the presentations of their supervisees.

Third-year researchers must also participate in at least one 20-hour seminar during the year, either in the Law Department or in another department, or two short 8–10 hour seminars. Exceptions to this requirement may be made if researchers, in agreement with their supervisor, propose an appropriate alternative which might include attendance at, participation in, or organisation of other events, such as workshops or conferences.

By **12 October 2018**, third-year researchers are required to present a **Progress Report and Ph.D. work plan** directly to their supervisors in which they will report on their progress towards completing two-thirds of the thesis. Please note that this is not the same as the October progress report

which should be submitted to the Dean of Graduate Studies. For more information on that, please refer to the Academic Rules and Regulations (Chapter 7).

By the same date they must also have discussed with their supervisors a new **Personal Research Plan** to include a projection of the work required to be able to comply with the two-thirds thesis requirement (see link below), as well as the third-year presentation and seminar requirements. Once approved by the supervisor, it should be sent to LawAdmin@EUI.eu. It can be found at <http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/ThirdYearRequirements.aspx>.

6.1. Entitlement to the Fourth-Year Completion Grant

For a general overview of the fourth-year completion grant refer to EUI Academic Rules and Regulations for the Doctoral and Master's Programmes see <http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>.

In principle, all researchers at the end of their third year may apply for a fourth-year EUI completion grant which is payable in two 6-month instalments. The grant is subject to conditions which link payment to thesis completion by the end of the fourth year. The first 6-month instalment of the completion grant will be paid to all researchers satisfying the third-year requirements, i.e. to all those who have successfully completed two-thirds of the thesis by the end of the third year.

Application for the fourth-year EUI completion grant

By the end of the 33rd month of registration (normally this will be May), researchers wishing to obtain the completion grant must apply for it by submitting a request to their department, presenting evidence that they have made the requisite progress. In cases where the requisite progress cannot be clearly demonstrated at that stage, the researcher may resubmit evidence of progress by the end of the 36th month of registration (normally this will be by 31 August).

By **23 May 2019**, evidence of the two-thirds work must be submitted. Please check whether your supervisor requires a hard copy. If so, please submit it to

the relevant administrative assistant. In all cases, one electronic copy should also be sent to LawAdmin@EUI.eu, accompanied by the written work declaration.

Also by **23 May 2019**, all third-year researchers must inform by email to LawAdmin@EUI.eu of whether they wish to receive the fourth-year grant (either from the EUI or from another source) or not (some may be taking up employment, some may be requesting other funding, e.g. Portuguese grants, etc.). Even if they will have a delayed two-thirds submission date, they must provide this information by **23 May 2019**.

6.2. Two-Thirds Requirement and First Instalment of Grant

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. The relevant departmental recommendation must be communicated in writing by the department to the researcher no later than one week before the Entrance Board meeting at which the decision is taken. This communication may include a written report or any other document relevant to the recommendation.

The recommendation of the department to the Entrance Board on entitlement to the grant upon passage to the fourth year can be a) positive, b) postponement of the decision to September, or c) negative. The Entrance Board, upon receiving the recommendation from the department, shall make the final decision about payment of the first instalment of the grant.

Positive decision

Researchers who are awarded, and then decide to take up the completion grant, will be required to sign a written commitment that they shall submit the final draft of their thesis within 48 months of registration. In this article, final draft is the text that the researcher submits to the supervisor with the intention of defending before an examining board and that has been accepted as such by the supervisor.

Postponement of decision

The department may recommend postponement of the decision to September. 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. This work shall be submitted before 31 August.

The researcher's grant shall be extended until the end of the month in which the final decision concerning admission is taken by the Entrance Board. For example, where the department recommends postponement of the decision to September, the researcher's grant will be paid until the end of September.

Negative decision

Where a negative decision is approved in June, the researcher is not entitled to any part of the first instalment of the grant. S/he will nevertheless maintain researcher status during the fourth year and may still qualify for the full second instalment of the grant (6 months) by satisfying the end-of-fourth-year requirement of submitting the final draft, that 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.

Where a negative decision is approved in September, the researcher is entitled to keep the grant received for September but no other part of the first instalment. S/he maintains fourth-year researcher status and may still qualify for the full second instalment of the grant (6 months) by satisfying the end-of-fourth-year requirement of submitting the final draft, that 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.

Right of Appeal

Researchers may appeal on non-academic grounds against the recommendation of the department, where provided for in the Academic Rules and Regulations (see Chapter 17).

7. Fourth Year

For researchers in receipt of the completion grant, the residence requirements also 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 entitlement to and 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.

7.1. Award of the Second Instalment of the Completion Grant

The second instalment of the completion grant, which is for six months, is payable once the supervisor and the researcher have agreed towards the end of the first instalment of the grant (i.e. between the 41st and 42nd month of registration – normally between the end of January and end of February) that a final draft of the thesis will be completed and submitted by the 48th month of registration. To this end, the supervisor and researcher will certify to the department and Entrance Board that the thesis is on track for completion by the end of the fourth year of registration. By 12:00 (midday), on Friday **18 January 2019**, fourth years (including those with delayed deadlines due to intermission) should confirm via LawAdmin@EUI.eu that they wish to receive the 2nd instalment of the fourth-year grant. In addition, researchers should also indicate at this stage if they will request a subsidy for language correction.

In order for the second instalment of the grant to be paid on time, supervisors should confirm to LawAdmin@EUI.eu by **5 February 2019** that the thesis is on track for completion by the end of the fourth year of registration. This confirmation should be sent via email, with the supervisee in copy. The recommendation will be communicated to the Entrance Board so that the second instalment may be paid without interruption. If a fourth-year researcher has delayed deadlines due to a previous intermission, then this deadline for confirmation will also be delayed according to the length of the intermission.

If by mid-year 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), 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.

In cases where the supervisor and researcher cannot reach agreement on a joint certification to the department and Entrance Board within this period of 48 months, the department shall appoint a second reader. If the original decision is confirmed, the researcher loses the right to the second instalment of the grant but is entitled to appeal on non-academic grounds.

8. Ph.D. Theses

Please note that a doctorate which has been prepared in the EUI's Ph.D. programme **must be defended at the EUI**. It may **not** be proposed for defence at any other university, unless a derogation is granted by the President with the consent of the Executive Committee.

8.1. Timing of Defence

The public defence of the thesis should take place **within 11 months of submission of the final draft**. The date when the supervisor and any co-supervisor have accepted the thesis as ready for defence shall count as the thesis submission date. After the submission date, the Department shall send the manuscript without further delay to the other members of the Examining Board. The Department shall schedule the defence no later than nine months after the delivery of the jury reports.

8.2. Submitting the Final Thesis and 300-Word Summary

The student shall submit the final version of the thesis (i.e. the version to be printed, bound and sent to the examining board members), together with a 300-word summary to the supervisor and the administrative assistant. The thesis should be accompanied by the receipt of an originality report produced by the anti-plagiarism application: [Turnitin](#).

8.3. Assessment of Drafts

The supervisor (and any co-supervisor) shall inform the researcher within a month whether they accept the thesis as ready for defence. The supervisor is asked to decide on one of the following options:

- can be sent to the Examining Board as submitted
- needs to be revised before submission
- needs language correction

For a detailed consultation of the procedure of the defence please refer to: <http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> - Article 9.5

8.4. Examining Board

The thesis shall be defended before the Examining Board.

The composition of the Examining Board is proposed by the supervisor to the Head of Department, and the final decision is taken by the Executive Committee of the Academic Council. Researchers are therefore not permitted to contact any external professor concerning the possibility of their becoming a member of the Examining Board. Such contact should only be made by the supervisor, the supervisor's administrative assistant or the Head of Department.

For details on the composition of the Examining Board please consult: <http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> - Article 9.7.

8.5. The Thesis Defence

The defence shall last a maximum of two hours, and include:

- presentation of the thesis by the candidate, lasting approximately 20 minutes;
- comments and questions by members of the Examining Board, which must be confined to the candidate's research topic;
- a general discussion, in which all those attending the defence may participate unless otherwise decided by the chair.

For further details on the thesis defence, please refer to Articles 9.9 - 9.18 in the *Academic Rules and Regulations for the Doctoral Programme*:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>

8.6. Publication of the Thesis

The Academic Rules and Regulations for the Doctoral Programme last amended by Academic Council Decision N° 1 of 15 June 2016 state at Article 9.13.:

In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published.

Theses can be published on paper or in electronic format, with an external publisher or in the open access electronic EUI repository Cadmus. In the latter case, the copyright remains with the author. If the author decides not to agree to 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 thesis in the EUI repository. These conditions shall be accepted by the author of the thesis in a signed agreement.

8.7. Practical Information on the Thesis Defence Procedure

The thesis should normally be approximately 100,000 words in length, including footnotes. The maximum length of the thesis is 150,000 words, including footnotes but excluding the bibliography and possible annexes. A thesis submission must include a word count, so that submissions over 150,000 words will not be processed. Contributions for language correction from the Law Department, however, shall be calculated according to word count up to a maximum of 100,000 words. Additional correction costs for theses with a higher word count must be paid by the researcher. For formatting, and for compulsory EUI templates for the external and internal cover pages, please see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/GuidelinesForThesisPreparation.aspx>

The thesis may be written in any language that is known to the supervisor and another professor of the department, with the approval by the supervisor, and it need not be in the same language as the first-year May Paper or any intermediary draft. If language correction of the thesis is required, the

language corrector should receive the final thesis in good time as they will need four weeks for language correction. Please see:

<http://www.eui.eu/ServicesAndAdmin/LanguageCentre/CorrectionService/ThesisEditingProcedure.aspx>

Please contact the Language Centre for further details. Theses that have been submitted for language correction should specify this on the first inside page of the final version. Please see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/GuidelinesForThesisPreparation.aspx>

The Law Department has the following procedure for preparing defences, in compliance with the Institute's Rules and Regulations for the doctoral programme:

1. When the thesis supervisor concludes that the doctoral work and thesis progress justifies the establishment of an Examining Board, he/she shall, after consulting the researcher and any co-supervisor, propose the composition of the Examining Board to the Department. The researcher must not contact any external professor with regards to the board but can make their preferences known to the department.
2. The researcher must give the final version of the thesis (including the 300-word summary, the '*Declaration to accompany the submission of written work LAW LL.M./Ph.D. programmes*' and an Originality Report produced by the Turnitin anti-plagiarism application (see Written Submissions Part 1, 2.7.) to their supervisor and his/her administrative assistant.
3. The administrative assistant will prepare four working copies of the thesis, which will be sent to the examining board members, with an official invitation letter from the Head of Department, specifying the deadline for submitting their reports.
4. All members of the Examining Board will be requested to submit their reports within two months of receipt of the thesis. When all reports have been submitted, the administrative assistant will forward them immediately to the candidate and the Jury Members.

5. Once all the reports have been received, and provided they all conclude that the thesis is ready for defence, the administrative assistant can confirm the date and will send the final version of the thesis to the print-shop where 11 copies will be printed.
6. Two copies will be sent to the Library and the rest will be kept by the administrative assistant. Four copies are for the board members, and one is given to the candidate. Of the two copies of the thesis sent to the Library, one may be consulted inside the Library by members of the Institute for two weeks prior to the defence. Once the degree has been awarded, one copy of the thesis will be bound and kept for archival purposes and the other will be made available to the general public.
7. At the defence, the candidate is requested to complete the “Authorisation to Publish form”. Candidates are informed that signing the form is obligatory and that no doctoral diploma will be issued by Academic Service until the form has been signed and received by the department.
8. When Cadmus receives a copy of the Authorisation to Publish form, a PDF of the successfully defended thesis will be placed online in the institutional repository either with an embargo of four years or with immediate publication (according to whichever option the author has chosen).
9. When an author chooses the option of a four-year embargo, the thesis will be published online four years after the defence date (or after the Ph.D. award date if different), unless the author previously communicates either: a) that the thesis has been published elsewhere; b) that the thesis can be published online with Cadmus before the expiry of the embargo.
10. After the defence, one copy will be sent to the European Court of Justice Library if the candidate has no objection. The researcher will then collect all remaining copies the day of the defence. Copies cannot be posted or sent by courier to the researcher, unless the researcher personally organises and pays for such a service.

8.8. Subsidies for Publication

For further information on subsidies for publication see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/PublishingSubsidies.aspx>.

The author is encouraged to seek commercial publication of the thesis as a book, in which case, they will have to find a publisher. Should the publisher require a subsidy for the editing, translating or indexing of the manuscript, or for the reproduction of photos, the author may request a subsidy from the Law Department, but subsidies are limited and printing costs cannot be covered. The request should be made to the Head of Department and include the terms of publication offered by the publisher.

8.8.1. Formal Requirements for Requesting a Subsidy

If the subsidy request relates to the commercial publication of an EUI thesis, a written request must be sent to the department within two years from the thesis defence date. The dossier should contain the following information:

- i. documentation provided by the department: the thesis manuscript evaluation form, filled out by the President of the Examining Board at the time of the thesis defence;
- ii. documentation provided by the applicant:
 - a. a concrete proposal (which could be a contract) from a reputed publisher in the field to publish the manuscript, including any available review on the manuscript, the estimated costs, and time-frame for publication;
 - b. justification for the subsidy request (a letter explaining the need for a subsidy).

8.8.2. Procedures for Awarding the Subsidy

Once the book has been published, an original invoice specifying the work done (i.e. editing, indexing, etc.) should be sent to the department. Two copies of the published book should be sent to the department, which subsequently sends them to the Library secretariat.

The following need to be inserted into the published book:

- i. the logo and full name of the EUI;

- ii. a sentence mentioning the EUI subsidy (e.g. “This book has been published with a financial subsidy from the European University Institute”; “ouvrage publié avec une subvention financière de l’Institut Universitaire Européen”);
- iii. a sentence stating that the publication is based on an EUI thesis defended at the EUI, department and year (e.g. “This publication is based on, or is a revised version of, an EUI Ph.D. / LL.M. thesis”).

The subsidy will only be paid if the above-mentioned requirements have been fulfilled. Requests related to delays in publication and any change in the title of the publication must be submitted to the department.



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