



European
University
Institute

ACADEMIC
SERVICE

EUI REGISTRATION GUIDE

New Ph.D. and LL.M. Researchers | Academic Year 2020-21

This document is meant to provide new EUI Researchers with a practical guide concerning the EUI registration procedure and essential information on EUI Services and Facilities.

For the provisional schedule of introductions and activities for new researchers, please see the '[EUI September Programme](#)' (EUI Orientation Programme), which is an integral part of the EUI Academic Programmes. It provides essential information to prepare for your study and to facilitate the researchers' stay at the EUI. Several social events are scheduled and will allow for a pleasant introduction to the EUI community and to life in Florence. This programme may be subject to changes, depending on the development of the security and safety measures imposed by the Italian authorities.

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Contact

Admissions Office

Tel. (+39) 055 4685.373

E-mail: admission@eui.eu

1. Registration

New researchers are expected to register upon arrival at the EUI on 26 August 2020 (ECO Researchers) or on 1 September 2020 (HEC, LAW, SPS Researchers). Considering the current public health emergency a number of practicalities that are usually completed at the registration desk, will be carried out online. The Admissions Office will keep all researchers duly informed.

ECONOMICS DEPARTMENT

Wednesday 26 August 2020

Villa La Fonte (Via delle Fontanelle,18 - San Domenico di Fiesole FI)

Additional information on registration time and format will be communicated in due course



HISTORY AND CIVILIZATION DEPARTMENT
LAW DEPARTMENT
POLITICAL AND SOCIAL SCIENCES DEPARTMENT



Tuesday 1 September 2020

Badia Fiesolana (Via dei Roccettini, 9 - San Domenico di Fiesole FI)

Additional information on registration time and format will be communicated in due course

N.B.: Please contact the Admissions Office, Academic Service (admission@eui.eu) if, for any reason, you cannot be present on the day of registration.

DOCUMENTS TO BE SUBMITTED BEFORE REGISTRATION

You are kindly reminded that **before registering at the EUI** you are requested to complete the EUI [Pre-Registration Procedure](#).

2. Grants - National and EUI

By the time you register at the EUI, we expect that you will have already settled matters concerning your scholarship with your relevant Grant Awarding Authority. The contact address is mentioned in your letter of admission, where relevant.

Researchers should note the following methods of grant payment:

Grant Payments Managed by EUI Academic Service

- **Belgium (Flanders, Wallonia-Brussels)**
- **Bulgaria**
- **EUI Special Doctoral Fellowships**
- **Italian Ministry of Foreign Affairs grants (“Grants for Foreigners” and Italy)**
- **Latvia**
- **Poland**
- **Slovakia**
- **United Kingdom**
- **WED Programme (EUSP)**
- **EUI-LL.M. Financial Contributions**

Grants awarded by these authorities are paid via the Institute by bank transfer. To this end, the Grants and Welfare Office will contact you with instructions on how to communicate your bank details.

Other Grants

For all other grant programmes not cited in the above list, the researcher is paid directly by the national (or private) grant-awarding authority. All questions related to these grants should therefore be directed to the issuing authority and not the EUI.

3. Visas, Permits and Customs Information

All EUI members must comply with Italian regulations for entering and residing in Italy.

Researchers are kindly requested to carefully read the detailed information on Visas and Permits available on the [Academic Service Website](#) and in the [Life in Florence booklet](#) (*Chapter 1 - Visas, Permit of Stay, Residence, Tax Code*).

Reminder for Non EU-EEA Nationals

Non EU-EEA Nationals are kindly reminded that they should apply for a visa/visas as soon as possible (and certainly before the end of June). The Admissions Office has already contacted Non EU-EEA researchers to provide the necessary instructions and documentation.

Special ID Cards (Italian Ministry of F.A.)

Members of the EUI staying in Italy for 12 months or longer receive a special **ID card issued by the Diplomatic Protocol, Italian Ministry for Foreign Affairs**. Further details on the card are available [online](#) and in the [Life in Florence booklet](#) (*Chapter 1 - Visas, Permit of Stay, Residence, Tax Code*).

- Please address all requests related to Visas, special ID cards and residence permits to the **EUI Admissions Office** (Admission@eui.eu)

Customs and Vehicles

Detailed information on Imports and Vehicles is available in the [Life in Florence booklet](#) (*Chapter 2 - Imports, Customs*) and on the [Academic Service Website](#).

- Please address all requests related to customs and vehicles to the **EUI Welcome Unit** - welcomeunit@eui.eu - Tel. +39 055-4685 727

4. Health Insurance

All researchers must have adequate medical insurance for the duration of their stay at the EUI.

Researchers receiving a grant from the **Austrian, Belgian, Bulgarian, Irish, Latvian, Polish, Portuguese, Swedish and UK** Grant Awarding Authorities and researchers in receipt of an **EUI Special Doctoral Fellowship** or non-Italian researchers in receipt of a **Grant from the Italian Ministry of F.A. - Grants for Foreigners** (only for their 1st year) can be insured against sickness via this collective EUI policy at the expense of their respective funding authority.

Other researchers will need to be covered by a private or state/national insurance programme which will be checked when the researcher registers at the beginning of the academic year. If they opt to subscribe to the [EUI collective medical policy](#), this will be at their expense. Please note that the subscription deadline to Cigna is 30 September 2020.

Complete information on Health Insurance matters is available on the [EUI Academic Service Website](#).

5. EUI Cards & EUI Partner Cards

EUI Cards (Researchers): All researchers will receive a EUI card upon registration. The EUI Card allows access to the buildings of the EUI, provides Library, photocopying and print-out rights and functions as a pre-paid credit card for the Institute's bars and canteens (EUI Researchers benefit from a 40% contribution on EUI meal prices). In order to make sure that their card is prepared for registration, incoming researchers will have to send a digital photo to the Academic Service well in advance (see above: Documents to be submitted before Registration).

Please note that your EUI Account (login credentials and email address) will be distributed at registration.

Partner Cards: Researchers may also apply for an EUI card for their partner. It grants access to the same buildings as the researcher as well as access to the Library without any print-out or photocopying quota. For further information and to apply for the partner card, please consult the [EUI website](#).

6. EUI Services and Contacts

6.1.1. Academic Service

The Academic Service provides a wide range of services to the EUI scholarly community geared towards their professional development. We provide academic skills training, language services, counselling and wellbeing services and engage with researchers in a wide range of extracurricular activities. The Service also oversees the selection, admission and reception of researchers and provides administrative support during their entire stay.

Director: **Veerle Deckmyn**

Administrative Coordinator: **Pauline Depierreux**

Academic Service Mail Account: servac@eui.eu - Tel: +39 0554685 379

The complete list of [Academic Service - Staff Members is available online](#)

The Language Centre and the Counselling and Wellbeing Service are also part of the Academic Service

6.1.2. Language Centre

In September the EUI Language Centre offers intensive courses in Italian and English. If you are a beginner in Italian, you will be placed in a beginners' course; otherwise, your course(s) will be decided according to the results of the language placements test(s) taken at the time of your interview or after registration.

- Further information on the 'Language Centre – September Programme' is available on the [EUI Language Centre Website](#).

Secretary: **Antonio Corretto**

Language Centre Mail Account: language@eui.eu - Tel. +39 0554685 209

6.1.3. Counselling and Wellbeing Service

There is a Counselling Service at the Institute open to researchers, partners and staff. The Service is **completely confidential** and is **free** of charge.

Further details may be found on the [Counselling Service web pages](#).

6.2 Real Estate and Facilities Service

The Real Estate and Facilities Service manages the overall infrastructure of the EUI Campus. It operates and maintains all of the Institute's buildings and services, while developing and implementing plans for sustainable growth.

The service plays a vital role in the day-to-day running of the EUI, managing the EUI4U service, canteens, Crèche, Housing Service, postal service, ordinary maintenance, and site security.

[Real Estate & Facilities Service Staff Members](#)

Director of RE&F Service: **Kathinka España**

Administrative Coordinator: **Ana Rosa Del Castillo**. E.: Ana.delcastillo@eui.eu - Tel. +39 055-4685 407

EUI4U

EUI4U is the inter-service, comprehensive Single Point of Contact (SPOC) service of the EUI.

EUI4U assists all EUI members on all types of issues related to their living experience at the EUI and in the city of Florence.

The service provides information on a wide variety of topics, such as: arriving and leaving the EUI; accommodation; life on Campus; life in Florence; wellbeing, health, safety and security; administrative documentation; technical troubleshooting.

- Email: EUI4U@eui.eu
Tel. +39 055 4685 727

Housing

For all matters regarding accommodation please consult the [Housing Office web page](#) and the [Life in Florence booklet](#)

The EUI Housing Office organizes the allocation of the EUI residential apartments (PAB and PDM) and, through FHS (Florence Housing Service), provides assistance to all members of the EUI Community in finding short- and long-term accommodation on the private market in and around Florence.

[Florence Housing Service Real Estate Agency](#) manages the [EUI database](#) of accommodation for long- and short-term rentals on the private market. FHS is a dedicated, English-speaking real estate agency that offers a free service exclusively for the EUI Community members on the private market. FHS will assist you as you look for accommodation and throughout your rental period during your stay at the EUI.

- **Housing assistance at registration:** you can visit the EUI4U Office, located at the Badia Fiesolana (office BF 443) for assistance with finding private accommodation during the 'registration weeks', from 26 August, from 9.30 to 17:00.

For any questions, you may contact:

- **EUI4U Office:** EUI4U.Flats@eui.eu (for EUI residential apartments) or EUI4U.Housing@eui.eu (for housing on the private market)

Children care and schools in Florence

The EUI crèche (nursery/day-care), provides preschool childcare for the children of all EUI members. The age range is normally 4 months to 3 years, although older children are sometimes catered for.

More information about the Crèche and schools in Florence can be found under [Life in Florence booklet \(Chapter 6 – School and Day Care\)](#) and on the [Real Estate & Facilities Service Website](#).

The EUI4U office can provide information about schools in Florence.

For any questions, you may contact:

EUI Crèche:

- **Gloria Peruzzi** - Creche@eui.eu - Tel. +39 055-4685 385

Schools in Florence:

- **EUI4U** - EUI4U.LifeinFlorence@eui.eu

6.3 The Library

The Library supports the high-level research, teaching and training activities of the EUI scholarly community, and aims to provide the best possible collections, services and information tools in the social sciences and humanities, with a particular emphasis on Europe. The collections include approximately 600,000 paper volumes and more than half a million eBooks on law, economics, history and civilization, and political and social sciences. In addition, the Library provides access to an extensive collection of databases, newspapers and full-text eJournals. [Read more about Library services and resources on our website.](#)

Cadmus, EUI Research Repository

The EUI supports the principle of [Open Access](#). Cadmus is the EUI's open access research repository and contains over 24,000 academic publications by EUI members produced during their time at the EUI and those based on research carried out during their time at the EUI. It also includes EUI Ph.D. theses, working papers and other EUI series. Cadmus counts more than 300,000 visits a year and is compliant with international harvesting standards and therefore also available in international portals and Google Scholar. Researchers are encouraged to submit their publications to cadmus@eui.eu and welcome to attend the events organised by the Library for the annual International Open Access Week 2020 (19-25 October).

Library Staff

Director **Pep Torn**

Co-ordinator: **Alexandra Howarth** – alexandra.howarth@eui.eu - tel. +39 055 4685 340

The Library's Information Specialists are:

- **Economics** – Thomas Bourke
e-mail: EconLibrary@EUI.eu, tel. +39 055-4685.346 / 904
- **History & Civilization** – Serge Noiret
e-mail: serge.noiret@eui.eu, tel. +39 055-4685.348
- **Law** – Valentina Spiga
e-mail: valentina.spiga@eui.eu
- **Political & Social Sciences** – Peter Kennealy
e-mail: peter.kennealy@eui.eu, tel. +39 055-4685.278
- **European Documentation** – Monica Steletti
e-mail: monica.steletti@eui.eu, tel. +39 055-4685.341
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6.4 EUI Helpdesk

The [EUI Helpdesk](#) is the contact point for all support requests concerning the **ICT Service** and the **Real Estate and Facilities Service** and takes care of tracking and dispatching tickets (= support requests) to the technical units involved (electricians, IT User Support, plumbers, etc.).

If assistance is needed users can open a ticket either by:

- Sending an email message to eui.helpdesk@eui.eu
- Signing into the Helpdesk web portal at helpdesk.eui.eu
- Calling ext. **2600** or **[+39] 055 4685 600**
- Visiting a local front desk: [Front Desks](#) (Porter's Lodges) or [ICT User Support](#) office

The EUI Helpdesk phone lines are open **Monday - Friday 08:00-18:00**.

Phone calls, ticket requests or any other communications will be handled in the above working hours only.

For any emergency outside working hours, including official EUI closures, the EUI Control Room should be contacted at ext. 2999 or [+39] 055 4685 999

6.5 Other EUI Services

For a complete overview of all EUI Services and relevant contact details please consult the [EUI Services and Administration Webpage](#).

7. EUI Departments/Centres



Economics

Head of Department

Prof. Andrea Mattozzi

ECO.HeadOfDept@eui.eu

Departmental Coordinator

Sarah Simonsen

Sarah.Simonsen@eui.eu



History and Civilization

Head of Department

Prof. Regina Grafe

Regina.Grafe@eui.eu

Departmental Coordinator

Anna Coda Nunziante

Anna.Coda@eui.eu



Law

Head of Department

Prof. Deirdre Curtin

Deirdre.Curtin@eui.eu

Departmental Coordinator

Aurelie Boursier (interim)

LawDeptCoordinator@eui.eu



Political and Social Sciences

Head of Department

Prof. Ellen M. Immergut

SPS.HeadOfDept@eui.eu

Departmental Coordinator

Gabriella Unger

Gabriella.Unger@eui.eu



Robert Schuman Centre for Advanced Studies

Director

Prof. Brigid Laffan

Brigid.Laffan@eui.eu

Academic Administrator

Mei Lan Goei

Meilan.Goei@eui.eu



Max Weber Programme

Director

Prof. Dorothee Bohle

MWP@eui.eu

Administrative Assistant

Ognjen Aleksic

Ognjen.Aleksic@eui.eu

8. Various facilities/services at the EUI

8.1 Mail and correspondence

All researchers have a '**pigeon-hole**' at the Institute for their mail. The pigeon-holes are located at the Badia (Political & Social Science researchers), Villa La Fonte (Economics researchers) or at Villa Salviati (Law and History researchers).

However, please do not send anything, or do not ask people to send you anything before arrival.

From 1 September, you may use this address for correspondence to be sent to you c/o the EUI.

Address for all correspondence:

Name & Surname
Researcher, **Department of** [fill in your department's name]
European University Institute
+ [**Full Postal Address of the Relevant Building**] See: [EUI CAMPUS](#).

8.2 Photocopying and Print-out quota

Printing Services are offered to all EUI members as well as guests to the EUI via public MultiFunction Printers (MFP) or local (office) MFPs, all providing for copying, printing and scanning. Each Researcher is assigned **180.00 Euro** per academic year with no colour cap. The initial quota is covered for by the ICT Service. Additional quota can be purchased via [online portal](#).

8.3 Bank

There is a bank at the Institute:

- *Banca CR Firenze*: Standard Opening times from Monday to Friday, 08:45 – 13:00. During the first days of September the bank will be also exceptionally open from 14.00 to 16.00.

All new arrivals may open a bank account there if they wish to do so. The bank is located at the Badia Fiesolana. There are two steps to open a bank account: you will first have to book an appointment at the bank and then complete procedures to open the account during the scheduled appointment. Please note that you must hold an Italian Tax Code (see below) to open the account.

There is a Bancomat (ATM) machine for automatic cash withdrawal at the Badia. It is situated in the same corridor (commonly known as the 'bank corridor'), at the end nearest the church.

Note: Italian Tax Code

To open a Bank Account and during your stay in Italy you will need a Tax Code (*Codice Fiscale*). This is mandatory for Italian and foreign citizens, irrespective of whether you pay Italian taxes or not. The only valid *Codice Fiscale* is the one issued by the Italian tax authorities. The *Codice Fiscale* is free of charge. Further information on how to get a Tax Code is available [online](#) and in the [Life in Florence booklet](#) (*Chapter 1 - Visas, Permit of Stay, Residence, Tax Code*).

8.4 Canteen and Coffee Bars

Throughout the year, except for Christmas, Easter and of the two-week EUI closure in August, the Institute cafeterias and canteens are open from Monday to Friday (and during term time, on Saturdays for light lunch).

Canteens (Monday to Friday):

- Badia Fiesolana 12:00 – 14:30
- Villa La Fonte 12:00 – 14:30
- Villa Salviati: 12:00 – 14:30
- Villa Schifanoia: 12:00 – 14:30

Coffee Bars (Monday to Friday):

- Badia Fiesolana 8:00-18:00 (light lunch Saturday: 11:30-15:00)
- Villa La Fonte 8:30-17:00
- Villa Salviati 8:30-17:00
- Villa Schifanoia 8.30-16:00

Meals (and drinks at the coffee bar) may be paid for in cash, though it is more usual to pay for them using your EUI card, which can be credited at the canteen with amounts of over 5 EUR. Please go to the cashier at the canteen to top up your card. Researchers get a 40% contribution from the EUI on the regular canteen prices (one lunch per day).

8.5 The Bar Fiasco

In the bottom corner of the *Badia*, a floor below the self-service canteen, is the Bar Fiasco (bar.fiasco@eui.eu). It has a TV and games room (pool-table and table football). It opens at approx. 6.30 p.m.. Drinks and sandwiches are served; hot drinks are available, barkeeper willing. It is a good meeting place for researchers, fellows, faculty and staff. It is managed by the Bar Committee, made up almost exclusively of researchers.

8.6 Medical Support Service

A [Medical Support Service](#) for researchers and fellows is available at the Institute. There is a medical consulting room at the *Badia*, where doctors (general practitioners) are available for visits by appointment only on specific weekdays.

8.7 Researcher Representatives

There are 16 'reps' (4 per department) representing the EUI researchers on various Institute committees. Their mandate runs from January to December each year. Full details may be found on [the reps' site](#).