

## EUI REGISTRATION GUIDE

### New Ph.D., LL.M., MRes Researchers | Academic Year 2023-24

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, so we recommend checking the website regularly for the most up-to-date schedule.

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#### Contact

##### Admissions Office

Tel. (+39) 055 4685.373

E-mail: [admission@eui.eu](mailto:admission@eui.eu)

## 1. Registration/Check-In at the EUI

New researchers are expected to register upon arrival at the EUI on 28 August 2023 (ECO Researchers) or on 1 September 2023 (HEC, LAW, SPS Researchers). Further details about the check-in/registration process will be provided by individual email.

#### ECONOMICS

**Monday, 28 August, 2023**

*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 CIVILISATION - LAW - POLITICAL AND SOCIAL SCIENCES

**Friday, 1 September, 2023**

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

*Villa Salviati (Via Bolognese 156 - 50139 Firenze)*

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](mailto:admission@eui.eu)) if, for any reason, you cannot be present on the day of registration.

## 2. PhD funding – National and EUI

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

**For Researchers funded by the authorities listed below, the monthly payments are administered and disbursed by the EUI Grants Office:**

- **Belgium (Flanders, Wallonia-Brussels)**
- **Bulgaria**
- **EUI Special Doctoral Fellowships**
- **EUI contracts for researchers funded by France**
- **EUI-ERC Project funded grants**
- **Italian Ministry of Foreign Affairs grants (“Grants for Foreigners” and Italy)**
- **Latvia**
- **Malta**
- **Poland**
- **Slovakia**
- **WED Programme (EUSP)**
- **ASPIRE Programme**
- **EUI-LL.M. Financial Contributions**

Kindly note that PhD and Master funding awarded by the above-listed funding authorities are paid via the Institute **by bank transfer**.

To this end, you will be required to submit your bank account details as part of the online registration process, which will be launched mid-June.

To guide you with this process, you will receive an email communication with information, and instructions on how to proceed.

### Other PhD funding

For all other PhD funding programmes not cited in the above list, the researcher is paid directly by the national (or external) awarding authority.

All questions related to these PhD funding programmes should therefore be directed to the issuing authority and not the EUI.

**Kindly note that, we expect that you will have settled matters concerning your PhD funding with your relevant Funding Authority, by the time you register at the EUI.**

The contact address is mentioned in your letter of admission, where relevant.

## 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](#).

### 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](#).

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

## Customs and Vehicles

Detailed information on Imports and Vehicles is available in the [Life in Florence booklet](#) and on the [EUI Website](#).

- Please address all requests related to customs and vehicles to the **EUI4U Welcome Unit - [EUI4U.welcome@eui.eu](mailto:EUI4U.welcome@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. Please do not forget to provide a copy of your health insurance certificate/card to your emergency contact person.

Kindly consider the following important information in relation to your funding authority and health insurance:

1. Researchers in the following categories:
  - In receipt of a grant funded by the **Austrian, Belgian, Bulgarian, Irish, Latvian, Polish, Portuguese, Swedish** Awarding Authorities,
  - In receipt of a grant funded by the EUI (**EUI Special Doctoral Fellowship, France with an EUI contract, , EUI-ERC Project, ASPIRE Programme**),
  - non-Italian researchers in receipt of a **Grant from the Italian Ministry of F.A. - Grants for Foreigners (only for their 1<sup>st</sup> year of registration in the doctoral programme)**

⇒ can be insured against sickness via the [EUI collective medical policy](#) at the expense of their respective funding authority.
2. Other researchers will have to arrange for an adequate medical cover. If they opt to subscribe to the [EUI collective medical policy](#), this will be at their expense.  
**Please note that the subscription deadline is 30 September 2023.**

Important Notes:

- ⇒ Complete information on Health Insurance matters is available on the [EUI Academic Service Website](#).
- ⇒ For questions relating to Health Insurance, kindly contact the Health Insurance Team as soon as possible, at the following email address: [health.insurance@eui.eu](mailto:health.insurance@eui.eu)

### **Notice to ECO Researchers | Health Insurance Coverage from 28 August until 31 August**

1. Italian citizens are covered by the Italian National Health Service.
2. Researchers with a Cigna Medical insurance subscription starting from 1 September can enjoy an additional 2-week advance coverage (i.e. starting from 16 August) without additional costs - Interested Researchers should liaise with the [Health Insurance Team](#).
3. For researchers not falling under bullet points 1 or 2, kindly note that it is not possible to take out a short-term policy with Cigna that only covers August, or just the last week of the month. Therefore, the following actions must be considered in order to be insured during the period 28 - 31 August:
  - a) If researchers already have their own medical insurance other than the EUI collective medical policy they must contact their insurance company to ask if their coverage is already active or can be activated in August;

b) If they DO NOT already have medical insurance as of 1 September, they should consider subscribing to the EUI collective medical policy (at their own expense), thus enjoying the conditions described in point 2.

## 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 payment card for the Institute's bars and canteens (EUI Researchers benefit from a 40% contribution on EUI meal prices). To make sure that their card is ready in time for registration, incoming researchers will have to send a digital photo to the Academic Service well in advance.

Please note that your EUI Account (login credentials and email address) will be emailed to you prior to the registration. You can activate your account by following the instructions provided in the account sheet.

**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 oversees and supports the applications, selection, and admission processes of Master students, early-stage researchers (doctoral programme), fellows and professors.

The service administers the progress of Master students and Ph.D. researchers throughout their programmes, in close collaboration with the Academic Units and the Dean of Graduate Studies.

It offers academic skills and professional development courses to early-stage researchers, organises international exchanges and teaching placements, offers language courses, and provides psychological support and wellbeing services, and a variety of extracurricular activities.

The service collaborates with national and international funding authorities, and academic and research institutions across the world.

Interim Director: **Sébastien HUBER**

Academic Service Mail Account: [servac@eui.eu](mailto:servac@eui.eu) - Tel: +39 055 4685 379

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

The Centre for Academic Literacies and Languages and the Psychological Support and Wellbeing Service are also part of the Academic Service.

### 6.1.2. Centre for Academic Literacies and Languages

In September the EUI Centre for Academic Literacies and Languages 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 'Centre for Academic Literacies and Languages – September Programme' is available on the [EUI Centre for Academic Literacies and Languages Website](#).

Centre for Academic Literacies and Languages Mail Account: [language@eui.eu](mailto:language@eui.eu) - Tel. +39 055 4685 209

### 6.1.3. Psychological Support and Wellbeing Service

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

Further details may be found on the [Psychological Support and Wellbeing 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 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](#)

### 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; administrative documentation.

- Email: [EUI4U@eui.eu](mailto: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 Housing Office, located at the Badia Fiesolana (office BF 065) for assistance in finding private accommodation during the 'registration weeks', from 22 August, from 9.00 to 17:00.

For any questions, you may contact:

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

### Childcare 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 accommodated.

More information about the Crèche and schools in Florence can be found under [Life in Florence booklet](#) 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:**

- **Jennifer Monti** – [creche@eui.eu](mailto:creche@eui.eu) - Tel. +39 055 4685 245

**Schools in Florence:**

- **EUI4U** – [EUI4U.LifeinFlorence@eui.eu](mailto: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 nearly 30,000 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 1,000,000 page views 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](mailto:cadmus@eui.eu) and are welcome to attend events organised by the Library for the annual International Open Access Week 2023 (23-29 October).

#### Library Staff

Director **Pep Torn**

Email: [josep.torn@eui.eu](mailto:josep.torn@eui.eu), tel +39 055 4685 393

General Library contact: [library@eui.eu](mailto:library@eui.eu)

Co-ordinator: **Alexandra Howarth** – [alexandra.howarth@eui.eu](mailto:alexandra.howarth@eui.eu), tel. +39 055 4685 340

*The Library's Information Specialists are:*

- **Economics** – Thomas Bourke  
e-mail: [econlibrary@EUI.eu](mailto:econlibrary@EUI.eu), tel. +39 055 4685 346
- **History & Civilization** – Gian Mario Cao  
e-mail: [gianmario.cao@eui.eu](mailto:gianmario.cao@eui.eu), tel. +39 055 4685 348
- **Law and European Documentation** – Valentina Spiga  
e-mail: [valentina.spiga@eui.eu](mailto:valentina.spiga@eui.eu) tel. +39 055 4685 259
- **Political & Social Sciences** – Peter Kennealy  
e-mail: [peter.kennealy@eui.eu](mailto:peter.kennealy@eui.eu), tel. +39 055 4685 278
- **Teaching and Learning Librarian, Liaison to the STG** – Mary Clare Greenshields  
e-mail: [mary.greenshields@eui.eu](mailto:mary.greenshields@eui.eu), tel. +39 055 4685 400

### 6.4 EUI4U Helpdesk

The [EUI4U Helpdesk](#), is the contact point for any requests concerning the **ICT Service** and the **Real Estate and Facilities Service** and takes care of tracking and dispatching requests to the technical units involved (REFS general maintenance and ICT user support). The EUI4U Helpdesk is an

integrated part of the [EUI4U Service Desk](#), providing a single point of contact for support and information requests by members of the EUI Community.

**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



### Economics

**Head of Department**

Prof. Andrea Ichino

[ECO.HeadOfDept@eui.eu](mailto:ECO.HeadOfDept@eui.eu)

**Departmental Coordinator**

Sarah Simonsen

[Sarah.Simonsen@eui.eu](mailto:Sarah.Simonsen@eui.eu)



### History

**Head of Department**

Prof. Corinna Unger

[Corinna.Unger@eui.eu](mailto:Corinna.Unger@eui.eu)

**Departmental Coordinator**

Anna Coda Nunziante

[Anna.Coda@eui.eu](mailto:Anna.Coda@eui.eu)



### Law

**Head of Department**

Prof. Joanne Scott

[Joanne.Scott@eui.eu](mailto:Joanne.Scott@eui.eu)

**Departmental Coordinator**

Eleonora Masella

[Eleonora.Masella@eui.eu](mailto:Eleonora.Masella@eui.eu)



### Political & Social Sciences

**Head of Department**

Prof. Elias Dinas

[SPS.HeadOfDept@eui.eu](mailto:SPS.HeadOfDept@eui.eu)

**Departmental Coordinator**

Aurélie Boursier

[aurelie.boursier@eui.eu](mailto:aurelie.boursier@eui.eu)

The [Robert Schuman Centre for Advanced Studies \(RSC\)](#), the [Max Weber Programme for Post-doctoral Studies](#) and the [School of Transnational Governance](#) (STG) are also part of the EUI.

The [Historical Archives of the European Union \(HAEU\)](#) are also part of the EUI. The HAEU is the single, official repository for the historical documents of the institutions, bodies and agencies of the

European Union. It preserves and makes available the archival documents of EU institutions for research purposes. It also holds private collections of European personalities, key politicians, movements, and associations. [This video](#) provides a brief presentation of the HAEU.

## 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 the [online portal](#).

### 8.3 Bank

There is a bank at the Institute:

- *Banca Intesa Sanpaolo*: 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 on the ground floor of the Badia, by the pigeon-holes near the Control Room.

#### 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](#).

### 8.4 Canteen and Coffee Bars

Throughout the year, except for Christmas, Easter and of the two-week EUI closure in August, the Institute cafes 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 Fiasco Social Club

In the bottom corner of the *Badia*, a floor below the self-service canteen, is the Fiasco Social Club ([fiasco.socialclub@eui.eu](mailto:fiasco.socialclub@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 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](#).