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Real Estate & Facilities Service (REFs)

PRACTICAL INFORMATION FOR JEAN MONNET FELLOWS

Academic Year 2021-2022

PRACTICAL INFORMATION FOR JEAN MONNET FELLOWS

Responsible Unit: EUI4U Welcome Unit, Real Estate & Facilities Service

Aim of the instruction

The aim of this document is to provide practical information for new members of the EUI, to help them to plan their arrival and stay in Florence.

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COVID-19 information

From 5 May 2020, the EUI has been gradually reopening its premises in different phases according to the current state of the COVID-19 pandemic.

The EUI has adopted a range of technological measures to keep the Institute running, while adhering to measures to contain COVID-19. The academic departments and administrative services quickly moved several activities online, and other activities are conducted in hybrid mode. In general, the EUI is following the Italian Government safety protocol aimed at guaranteeing the business continuity while maintaining a high level of protection in the workplace.

The situation can rapidly evolve, and we encourage you to regularly check the EUI website and the [COVID-19 information pages](#) for the latest updates.

If you have questions or concerns, you can send an email to infocovid2019@eui.eu.

Registration

Registration, distribution of general information, and welcome events take place on 2nd September 2021 at the Badia Fiesolana.

During registration, we collect the information and documents necessary for the payment of your grant and travel reimbursement, and provide you with your EUI card for access to EUI facilities.

Details of registration day and events will be sent to you in the early summer.

You are expected to register on Thursday 2nd September if your Fellowship starts on 1st September.

Please note that your grant will only be paid for the agreed duration of your fellowship, and from the day of your arrival at the EUI. If you arrive after the formal start date of your fellowship, your grant will be proportionally reduced, and you should register individually at the EUI4U Welcome Unit at the Badia Fiesolana.

For registration, you need some or all of the following:

- Your bank account details
- Your travel documents/tickets (showing the price paid), plus boarding passes (if applicable) for reimbursement
- Relevant supporting documents for the payment of family allowances (i.e. proof of partner living in Florence; birth certificates of children)
- Proof of health insurance
- A copy of your doctoral degree certificate

Please note:

- The beginning of your stay in Florence may prove expensive, given the cost of deposits for rental properties (usually 1-2 months' rent), and because it takes some time for the first instalment of your grant to be credited to your bank account. We advise you to bring sufficient money to cope with any extra costs.
- If you are planning to come with your own vehicle and to use it in Florence, please contact the EUI4U Welcome Unit (EUI4U.Welcome@eui.eu) for more information regarding the current Italian legislation concerning this matter.

Grant, Allowances, Taxation and Travel Expenses

Grant

The basic grant is €2,500 per month. If the duration of the fellowship is less than 12 months, no grant will be paid for the month of August.

The Institute normally pays the grants directly into the fellow's Florence bank account (see p. 14 on the EUI bank). Please note that some non-Italian banks may apply bank charges. If so, those will be at the expense of the fellow.

You will be required to provide your bank details, including IBAN (if applicable) and SWIFT/BIC codes for payment of your grant.

Should a fellow leave before the end of the fellowship (before 20th July), the grant will be accordingly reduced, and no grant will be paid for the month of August.

If a fellow benefits from other grants or salaries, this must be declared to the EUI and the EUI grant may be fixed at a lower rate, depending on the amount of the additional income. Supporting documentation (payslip) is requested.

Allowances

A household allowance of up to €300 per month is paid to fellows with a partner accompanying them to Florence, on the condition that the partner's income is less than €2,000 per month. The sum of income and allowance cannot exceed €2,000 per month (i.e. if the income is more than €1,700, the allowance will be paid only to top up to €2,000).

A dependent's allowance of €200 per month is paid for each dependent child if they live with the fellow in Florence.

Fellows are entitled to the allowances if they can declare that they are not receiving similar allowances from other sources, and upon presentation of relevant certificates (marriage or

equivalent, birth of child). A school or university certificate is required for dependent children in full-time education and over the age of 18. There is no allowance for dependent children over the age of 26.

The MWP operates a maternity leave policy whereby fellows who give birth during their fellowship are eligible for up to four months paid maternity leave, with their fellowship being extended accordingly.

Taxation

The fellowship is not taxed by the Institute. However, fellows are required to comply with any other tax provisions that may be applicable to them.

Travel Expenses

Fellows (but not their families) receive reimbursement for the incoming trip from their place of origin (the place from where the fellow travels to take up the fellowship) at the beginning of the fellowship, and for the outgoing trip to their destination at the end of the fellowship. Maximum reimbursement is €1,200 including both incoming and outgoing trips.

Reimbursement is made for first-class rail travel or economy-class air travel.

Travel by car is reimbursed with the equivalent of a first-class rail ticket (previous authorization is required). Only one-way tickets can be reimbursed, and, in case of a return ticket, only half of the ticket can be reimbursed on arrival. If the cost of luggage is not included in the price of the plane ticket, the cost of 1 piece of luggage can be reimbursed.

Taxi costs cannot be reimbursed.

Reimbursement for the trip from the fellow's hometown or workplace to Florence is made shortly after arrival, upon presentation of travel receipts, including boarding passes if travelling by plane.

Reimbursement for the trip from Florence back to the hometown or place of employment is made after the formal end of the fellowship, i.e. after 31/08/2021, upon presentation of travel receipts and completion of the relevant form. If the reimbursement of the return trip and/or the last grant payment is to be made on another bank account, the fellow must fill in a new bank details form in due course so as not to delay the payment.

Visa expenses

Fellows who need a visa for Italy in order to take up the fellowship are entitled to a reimbursement of costs related to obtaining a visa (consular fees and travel costs to the nearest consulate), up to a maximum of €250, on the basis of supporting documents.

European University Institute Card

European University Institute Card

Upon registration, fellows receive a EUI identity card with their photograph and matriculation number. This is used to access the EUI campus, the Library, and it can be used in the canteens.

Partner Cards

Postdoctoral fellows may apply for a EUI card for their partner. It grants partners access to the same buildings as the fellows, as well as access to the Library (without any print or photocopying quota). For further information, and to apply for a partner card, please consult the [EUI Partner Card page](#).

Please note: currently, partners are not allowed on campus as per the existing safety layout.

Research Tools

The ICT service

The ICT Service provides the information technology resources for the work and activities of the EUI members. The ICT offers and maintains a wide range of services, including: computing accounts with a EUI email address, personal network storage area (G: drive), support for personal devices, printing services, on campus access via LAN and WiFi, as well as off campus intranet access via VPN. The ICT service also provides a wide range of research software for personal use.

For more information see <http://www.eui.eu/ICT-Flyer> or visit ICT's homepage <http://www.eui.eu/ICT>

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 resources include over half a million books and more than 500,000 eBooks in law, economics, history and civilization, and political and social sciences. In addition, the Library provides access to an extensive collection of databases, full text eJournals, and working papers.

The Library also maintains two portals: a Data Portal for licensed and open access, micro and macro-datasets; and the European History Primary Sources Portal, covering open access online archives.

The Library has the status of European Documentation Centre (EDC), an official depository of EU publications and documents.

Users have a range of services at their disposal: on-demand acquisition of books and eBooks, generous lending policies, daily book delivery service to the main EUI villas, fast document delivery services and interlibrary loans, personal assistance and numerous training sessions. Opening hours,

workspaces (up to 250) and library PCs may vary during the pandemic but they are always updated on the library website. Users can access the EUI network with their personal laptops via LAN and WiFi connections.

Please note that library fines are charged for overdue items. It is your responsibility to manage your library borrowing and to renew or return your books on time.

Further information on Library rules can be found here:

<https://www.eui.eu/Research/Library/AboutTheLibrary/LibraryRules>

Further information on Library fines can be found here:

<https://www.eui.eu/Research/Library/Services/Borrowing-and-renewals/Fines>

You can read more about the available Library services and resources on the Library website:

<http://www.eui.eu/Library>

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Cadmus, EUI Research Repository

Cadmus is the EUI Research Repository. It contains EUI-members' academic publications issued during their time at the EUI and/or based on research carried out at the EUI. Cadmus also includes all publications from academic series sponsored by the EUI, such as working paper series and theses written by EUI researchers. As of 21 October 2019, Cadmus also contains datasets. Moreover, the EUI supports the principle of Open Access. Cadmus contains Open Access publications at an increasing proportion. Cadmus is searchable in, and harvested by, several European and international networks and portals.

All members of the EUI are required to submit their publications to cadmus@eui.eu and to add the full-text where possible.

Every year in October, the Library organises events at the EUI for the annual International Open Access Week.

Language Centre

The EUI Language Centre provides various types of language and academic skills courses and support in English, Italian, French, German and Spanish.

For more information on courses, timetables and contacts please see:
<http://www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx>

Facilities at the EUI

Office space, personal computers

The Schuman Centre will provide office space and basic computing facilities.

For more info on logistic issues, please contact Sarah Beck (sarah.beck@eui.eu) of the Robert Schuman Centre for Advanced Studies.

N.B. Please do not have any mail sent to you before your arrival

Photocopying

Fellows have an annual quota of roughly 4,000 pages for both black and white or colour photocopies and printouts, free of charge.

Bank

Grants are paid directly into the fellow's bank account (in Florence, or home bank account).

There is a branch of the bank *Intesa Sanpaolo* at the Institute, located in the Bank Corridor (open Mon – Fri 8.45 – 13.00; Wed also 14.00 –16.00) and a *Intesa Sanpaolo Bancomat* (cashpoint / ATM machine) in the same corridor.

If you choose to open an Italian bank account upon arrival, please give the details to the EUI4U Welcome Unit as soon as possible after registration. This allows the administration to go ahead with the payment of your first grant. You will need a tax code (*codice fiscale*, see p. 13 of the [Life in Florence – Practical Information for EUI Newcomers booklet](#)) to open a bank account.

Coffee Bars and Canteens

The Coffee Bars and the Canteens are open from Monday to Friday, except on EUI holidays.
Opening times may change according to the existing safety layout.

Coffee Bars

Badia Fiesolana	08:30 – 18:00
Villa Schifanoia	08:30 – 16:00
Villa La Fonte	08:30 – 17:00
Villa Salviati	08:30 – 17:00

Canteens

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

Saturday

Badia (light lunch)	11:30 – 15:00
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Fiasco Social Club

Fiasco Social Club (Fiasco.Socialclub@eui.eu), managed by EUI Researchers, is located at the Badia Fiesolana. It has a TV and games room (pool table, table football, and darts).

Fiasco Social Club is open every weeknight from 18:30 until late for all members of the Institute. It offers international beers, wines, and spirits, as well as varied Italian food. It is a good place to meet faculty, staff, fellows, and researchers.

Fiasco Social Club runs on a purely voluntary and non-profit basis. Every EUI member, be it researcher, faculty, or staff, can join the team and contribute to the functioning of the Club by volunteering to keep the common room open on a chosen weekday, or by organising events.

For more information, see <https://www.eui.eu/ServicesAndAdmin/ExtracurricularActivities/Fiasco-Social-Club>

Newspapers

The Library offers broad access to news media online. Among the individual subscriptions, the Library holds: The Economist, Financial Times, New York Times, Times Higher Education. EUI members have also access to news aggregators such as Factiva and Westlaw. Find them on the Library catalogue <https://opac.eui.eu>

In addition to theses, the Library subscribes to PressReader.com, which provides access to same-day editions of international publications such as Corriere della Sera, Le Figaro, Gazeta Wyborcza, The Guardian, Hospodářské Noviny, I Kathimerini, The Irish Times, Libération, El Mundo, NRC Handelsblad, El País, Público, De Standaard, The Washington Post and many more.

Find out more at www.eui.eu/newspapers

Representation

Fellows have their representatives in the Executive Committee, the Academic Council, and the Research Council, and in other relevant EUI committees if needed. Representatives are elected in September every year.

You can find more information on the EUI, its Councils and Committees here: <https://www.eui.eu/About/Organization>.