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Real Estate & Facilities Service (REFs)

PRACTICAL INFORMATION FOR ROBERT SCHUMAN FELLOWS

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PRACTICAL INFORMATION FOR ROBERT SCHUMAN 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.

Table of Contents

Registration	page	4
Grant and Taxation	page	5
EUI Cards & EUI Partner Cards	page	6
Research Tools	page	7
Facilities at EUI	page	10

Registration

On arrival, new fellows register with the EUI4U Welcome Unit at the Badia Fiesolana. During registration, we will provide you with your EUI card and other useful documents and information for your stay in Florence.

Please inform the EUI4U Welcome Unit of the date and time of your arrival at the Institute as soon as you know it. Registration is arranged by appointment.

Grant and Taxation

Grant

The grant is indicated in the offer letter for the fellowship.

Fellows are normally paid directly by the Institute into their Florence bank account, or, if they so prefer, in their home bank account (see p. 10 on the EUI bank). Bank charges for payments to non-Italian accounts are at the expense of the fellow.

Before your arrival, we will send you a bank details form so that you can provide us with the necessary information for the payment of your grant.

Taxation

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

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.

EUI cards are prepared beforehand. As such, you should email a **passport photo in electronic format (.jpg)** to EUI4U.Welcome@eui.eu at your earliest convenience, and always before your start date.

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](#).

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, A/V equipment, 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 almost 610,000 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 a Data Portal for licensed and open access, micro and macro-datasets.

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 and library PCs are always updated on the library website. Users can access the EUI network with their personal laptops via 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 and Open Access

Cadmus is the EUI Research Repository. It contains EUI-members' academic publications and datasets 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. 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; datasets should be submitted to resdata@eui.eu. EUI members should also connect their ORCID to Cadmus [<https://cadmus.eui.eu/ORCID/>] in order to allow for the automatic population of their ORCID profiles.

Every year the Library organises events at the EUI, in February, during the international Love Data Week and in October during the 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 Bernstein (sarah.bernstein@eui.eu) of the Robert Schuman Centre for Advanced Studies.

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.

Coffee Bars

Badia Fiesolana	08:30 – 18:00
Villa Schifanoia	08:30 – 15:30
Villa La Fonte	08:30 – 17:00
Villa Salviati	08:30 – 16:30

Canteens

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

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 these, 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, I Kathimerini, The Irish Times, Libération, El Mundo, El País, De Standaard, The Washington Post and many more.

Find out more at www.eui.eu/newspapers