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## Real Estate & Facilities Service (REFs)

# PRACTICAL INFORMATION FOR POLICY LEADER FELLOWS AND YOUNG AFRICAN LEADERS

**Academic Year 2023-2024**

## **PRACTICAL INFORMATION FOR POLICY LEADER FELLOWS AND YOUNG AFRICAN LEADERS**

**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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## Registration

Registration, distribution of general information, and welcome events will take place on 4<sup>th</sup> September 2023 at the Badia Fiesolana. Details of the registration will be provided to you by email in due course.

During registration, the EUI collects information and documents necessary for the payment of your grant and travel reimbursement and provides you with your EUI card for accessing EUI facilities. Registration must take place within three days of the official start date of the fellowship.

### **Please make sure you will have the following documentation ready:**

Your bank account details

Your travel documents/tickets (showing the price paid), plus boarding passes (if applicable) for reimbursement

Proof of health insurance

Copies of a marriage certificate (or equivalent) and/or birth certificates of children for the payment of family allowances

Partner declaration form – to be signed by your partner on site.

Official note from employer that the fellow is released from work duties during the fellowship

### **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.

## Grant, Allowances, Taxation and Travel Expenses

### Grant

The basic grant is €2,500 per month.

If a fellow is to arrive late or leave before the end of the fellowship, the grant will be reduced accordingly.

The Institute pays the grants directly into the fellow's personal bank account. Fellows can open a bank account in Italy or use other banks abroad. 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 an Intesa Sanpaolo Bancomat (cashpoint / ATM machine) in the same corridor.

Bank charges for payments to non-Italian accounts and currency exchange costs for non-EUR accounts are at the expense of the fellow. 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.

Please note that sometimes non-EU citizens may experience difficulties opening a bank account in Italy. We strongly encourage to research this prior to your arrival. Alternative options to have a bank account with an EU IBAN, so that you can receive the grant payments without incurring currency exchange and other fees, are online banks such as **Revolut** or **Wise**. Please allocate sufficient time to investigate these options, as it is advisable to set up an EU account prior to your arrival. For any questions, please do not hesitate to contact the [EUI4U.Welcome@EUI.eu](mailto:EUI4U.Welcome@EUI.eu).

The STG fellowship programmes are considered full-time commitments. 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 is requested in case of additional income. Please see the table below for an overview of grant reductions (if applicable).

Basic grant: € 2,500

Grant minimum: € 1,750

Reduction starts at: € 1,250 Income (in €)	Reduction (in €)	Grant amount (in €)
0 – 1,250	0	2,500
1,251 – 1,500	150	2,350
1,501 – 2,000	300	2,200
2,001 – 2,500	450	2,050
2,501 – 3,000	600	1,900
3,001 –	750	1,750

### Allowances

Fellows are entitled to additional allowances if they can declare that they are not receiving any similar allowance from another source, and upon production of relevant supporting documents (marriage certificate or equivalent for partners; birth certificates for children). For dependent children in full-time education and over the age of 18, a school or university certificate is required. No allowance is paid for dependent children over the age of 26.

The allowance for dependent children is paid regardless of whether the child is in Florence, on the condition that the fellow is not receiving any similar allowance from another source.

The family allowance for spouses is conditional upon the fact that the partner lives with the fellow in Florence and 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).

### 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 are responsible for booking their travel to Florence to take up the fellowship.

Fellows (but not their families) receive a contribution towards their travel costs for the incoming trip from their place of origin (the official place of work or home address from where the fellow travels to take up the fellowship) at the beginning of the fellowship, and for the outgoing trip to their destination after their departure at the end of the fellowship. Maximum reimbursement is a total of €1,200, which includes both the incoming and outgoing trips. Original receipts, tickets and boarding passes must be kept and presented at registration.

Reimbursement is made for a second or first-class rail travel, or economy class air travel. Travel by car is reimbursed with the equivalent of a first-class rail ticket. Taxi costs cannot be reimbursed. 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](mailto:EUI4U.Welcome@eui.eu)) for more information regarding the current Italian legislation concerning this matter.

Upon arrival, only incoming travel can be reimbursed. This can be a one-way ticket to Florence. In case of a return ticket, only half of the return ticket costs can be reimbursed (within the limits described). 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. Incoming travel reimbursement 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, after presentation of travel receipts and submission of the relevant forms. If the reimbursement of the return trip and/or the last grant payment is to be made on a different bank account from the one used during the fellowship, the fellow must fill in a new bank details form in due time in order not to delay the payment.

Please note that due to administrative processes, reimbursements may not be immediate.

## Visa Expenses

Fellows who need a visa for Italy 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.

Fellows who need a visa will have to apply for a Mission D visa for the duration of their stay in Florence. The Welcome Unit will be in touch and send all information. The visa application might be a lengthy process, so we advise to contact the relevant Italian Embassy / Consulate as soon as possible, to obtain the necessary information in time.

Permit of Stay (Permesso Di Soggiorno): fellows staying less than 12 months will have to apply for a Permit of Stay upon their arrival in Florence. Please note that the cost is not reimbursed by the Institute – expenses incurred should be covered by the fellowship grant.



## Insurance

All EUI members must have an adequate insurance cover against risks of accident and illness. Fellows are responsible to take care of their insurance cover during their fellowship. The information on Medical and Accident Insurance options for Researchers and Fellows is published in the relevant section of the [Practical Information web page](#) of the EUI Academic Service.

For information regarding health insurance, please contact [Health.Insurance@eui.eu](mailto:Health.Insurance@eui.eu).

## Accommodation

Fellows are responsible for finding suitable accommodation for the duration of their fellowship. The EUI has a limited number of rooms and flats available for the EUI community.

Please see pages 19-22 of the [Life in Florence – Practical Information for EUI Newcomers booklet](#) for more information on the EUI Housing Service, and check their [web page](#) for contact details and access to the EUI Housing Database. You are advised to start looking for accommodation well in advance, as Florence is a very competitive market, particularly for short-term rentals.

## European University Institute Card

### European University Institute Card

Upon registration, fellows receive an 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

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](mailto:cadmus@eui.eu) and to add the full-text where possible; datasets should be submitted to [resdata@eui.eu](mailto: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.

PLFs are entitled to 25 hours of Italian courses free of charge. A separate email to follow from the EUI Language Center regarding this offer.

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

## Facilities at the EUI

The main building of the EUI is the **Badia Fiesolana**. The Badia Fiesolana is an old monastery located at the Northeast outskirts of Florence, in Fiesole, Italy and is the EUI's hub (housing the Welcome Unit, the Canteen (Mensa) and Coffee Bar, the bank and Bancomat, the EUI library, a small gym etc.)

Address: European University Institute Badia Fiesolana - Via dei Roccettini 9, I-50014 San Domenico di Fiesole (FI) – Italy

The STG campus is located in the city centre of Florence in **Palazzo Buontalenti**, near Piazza San Marco – Via Camillo Cavour 65, 50129 Firenze. This will be the main campus for STG fellows. In Palazzo Buontalenti, fellows are able to use the common spaces (co-working area, mezzanine, outdoor area). It is recommended that fellows bring their own devices to work (e.g. laptop, tablet, etc.). The area is a restricted area, therefore if you try to reach it by private car you may be fined (for more information check relevant regulations for ZTL zones).

Fellows have access to the EUI facilities in Badia Fiesolana and the EUI Library and services. There is no parking available in Palazzo Buontalenti, while at the Badia parking can be requested (see information on the [EUI website](#)).

## Photocopying

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

## 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](mailto: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](http://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 (<https://www.eui.eu/About/Organization>).

## Safety and Security

For information on safety and security, please check the relevant EUI information on the website and in the Life in Florence booklet.

112 is the European emergency phone number, available everywhere in the EU, free of charge.

If you are on campus, the 24-hour EUI Emergency Number is:

Ext. 2999 (from an EUI phone) // 055 4685 999 (from an outside line or cell phone)