



# **Practical Information for Policy Leaders Fellows**

**Academic Year 2018 – 2019**

## Table of Contents

Introduction .....	page 3
Registration.....	page 4
Grant, Allowances, Taxation and Travel Expenses.....	page 5
EUI Cards & EUI Partner Cards .....	page 7
Research Tools .....	page 8
Facilities at EUI.....	page 10
Safety and security .....	page 12
School of Transnational Governance .....	page 12
Representation.....	page 13

## Introduction

The information provided here is meant to assist the incoming Policy Leaders fellows of the School of Transnational Governance at the European University Institute with key practical information for their stay.

Important information about visa requirements, health insurance, housing, transportation, and more can be found in the “Welcome – Life in Florence” booklet.

Fellows are also encouraged to visit the EUI website ([www.eui.eu](http://www.eui.eu)) to learn more about the Institute and all the services offered to its members.

For any further information, or if you require assistance, you can contact Stefania Bocchi of the Welcome Unit ([WelcomeUnit@Eui.eu](mailto:WelcomeUnit@Eui.eu)).

## Registration

Registration Day takes place on Monday 3<sup>rd</sup> September 2018 (exact time TBC) at the Badia Fiesolana.

Fellows starting on 3<sup>rd</sup> September are requested to attend Registration Day and the September Programme in the following days, to learn essential information about the EUI and to join social events to make for a pleasant introduction to the EUI community and life in Florence. (More information is available on the EUI website).

Fellows starting at different times during the academic year will register individually with Stefania Bocchi at the Welcome Unit Office at the Badia Fiesolana.

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

For all Fellows (regardless of start date): please note that your grant will be paid for the agreed duration of your Fellowship, and it is calculated 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.

**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.**

**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 for reimbursement
- Copies of marriage (or equivalent) and/or birth certificates of children for the payment of family allowances
- Proof of health insurance

# Grant, Allowances, Taxation and Travel Expenses

## Grant

The basic grant is €2,500 per month.

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

The Institute normally pays the grants directly into the Fellow's Florence bank account (see p. 10 on the EUI bank). Bank charges for payments to non-Italian accounts are at the expense of the Fellow. Please supply your bank details, including IBAN (if applicable) and SWIFT/BIC codes for payment of your grant.

Fellows are considered to be full time fellows. 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 residing 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). 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.

## Taxation

The fellowship is not taxed by the Institute. Fellows are, however, required to comply with any other tax provisions which 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.

Only one-way tickets to Florence can be reimbursed upon arrival. In case of a return ticket, only half of the return ticket costs can be reimbursed. 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 home town 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 home town or place of employment is made after the formal end of the fellowship, after 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 detail form in due time in order 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](#).

## 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, 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 collections include approximately half a million volumes in law, economics, history and civilization, and political and social sciences. Most of the Library's holdings are on open shelving.

In addition, the Library provides access to an extensive collection of databases, full text e-journals, e-books and e-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, generous lending policies, daily book delivery service to departments and centres on campus, fast document delivery services and interlibrary loan facilities, personal assistance and numerous training sessions. In addition to the Library's 50 computers, 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:

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

Further information on Library fines can be found here:

<http://www.eui.eu/Research/Library/AboutTheLibrary/Fines.aspx>

Read more about the available Library services and resources on the Library website: <http://www.eui.eu/Research/Library/Index.aspx>

## **Cadmus, EUI Research Repository**

The EUI supports the principle of [Open Access](#). Cadmus is the EUI's open access research repository and contains more than 20,000 academic publications by EUI members, which were either produced during their time at the EUI or based on research carried out while at the EUI. It also includes EUI PhD theses, working papers and other EUI series. Cadmus is searchable in, and harvested by, several [European and international networks and portals](#). Fellows are required to submit their publications to [cadmus@eui.eu](mailto:cadmus@eui.eu) and to add the fulltext 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

Fellows are given a desk in a shared office space, and basic computing facilities.

If any mail is sent to the office, all items must be clearly marked:

Name & Surname – School of Transnational Governance

European University Institute

Badia Fiesolana

Via dei Roccettini, 9

I- 50014 San Domenico di Fiesole

ITALY

**N.B.** Please do not have anything sent 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 *CR di Firenze* at the Institute, located in the Bank Corridor (open Mon – Fri 8.45 – 13.00; Wed also 14.00 – 16.00) and a *CR Firenze Bancomat* (cashpoint / ATM machine) in the same corridor.

If you choose to open an Italian bank account upon arrival, please give the details to Stefania Bocchi of the 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 8.30 – 18.00

Villa Schifanoia 8.30 – 16.00

Villa La Fonte 8.30 – 17.00

Villa Salviati 8.30 – 17.00

Villa Il Poggiolo 10.00 – 14.00

#### 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

## **Bar Fiasco**

The *Bar Fiasco* ([Bar.Fiasco@EUI.eu](mailto:Bar.Fiasco@EUI.eu)), managed by EUI Researchers, is located at the Badia Fiesolana. It has a TV and games room (pool-table and table football).

It opens at around 18.30 and closes late (open only on weekdays, Monday to Friday). The Bar offers international beers, wines and spirits, as well as varied Italian food. It is a good place to meet Faculty, Staff, Fellows and Researchers.

For more information see <https://blogs.eui.eu/fiasco/>

## **Newspapers**

Print editions of Le Monde, La Repubblica, The Guardian, Suddutsche Zeitung, El Pais, Rzeczpospolita and The New York Times: International Edition are available at the Badia Bar.

A selection of these publications is also available at other sites on the EUI campus.

Il Sole 24 Ore and The Economist are available in the Library in the Current Journals' Collection for consultation in the Library. The Financial Times and The Economist are available online through the Library Catalogue.

Check the Library web pages and catalogue for other titles in print and online.

## Safety and security

For information on safety in security, please check the relevant [EUI information](#) on the website and in the Life in Florence booklet.

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

## School of Transnational Governance

Fellows will have a desk space in one of the rooms of the School of Transnational Governance at the Badia Fiesolana. For details on their allocation, they are requested to contact the [relevant personnel at the School of Transnational Governance](#) to arrange their first visit and introductory discussion.

## Representation

Fellows have their own representative on the Academic Council.

The Academic Council is the forum where academic life and rules are discussed and decided, and academic appointments are confirmed. It is composed of all the Faculty members of the EUI plus the representatives from Departments and Programmes.

The representative for academic year 2017-2018 is Dr Mishka Sinha ([Mishka.Sinha@EUI.eu](mailto:Mishka.Sinha@EUI.eu)).