Practical Information for Max Weber Fellows

Academic Year 2019 – 2020

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Registration

Registration, distribution of general information, and welcome events take place on 2nd September 2019 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 Monday 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 with Stefania Bocchi at the Welcome Unit Office 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

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

- Proof of health insurance

- A copy of your doctoral degree certificate or, if not yet available, a certificate from your university stating that the PhD thesis has been officially submitted and accepted for its final defence

- Proof of English proficiency: this can be an international certificate, or a supporting document showing that the candidate has written the doctorate, or published an article or a book chapter of at least 6000 words in English, or has studied and holds a qualification from a University where the language of instruction and assessment was English. Native English speakers are exempt of proof. Please see this link for more information, including a list of accepted certificates https://www.eui.eu/ProgrammesAndFellowships/MaxWeberProgramme/ApplytotheMWP/Eligibility

<u>Please note:</u>
- **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 Welcome Unit (welcomeunit@eui.eu) for more information regarding the current Italian legislation concerning this matter.**

Grant, Allowances, Taxation and Travel Expenses

Grant

The basic grant is €2,000 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. 9 on the EUI bank). Bank charges for payments to non-Italian accounts are at the expense of the fellow. Please provide us with 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 required.

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.

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 to up to four months paid maternity leave, with their fellowship being extended accordingly.

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.

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 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 31/08/2020, 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.

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 collections include over half a million books and more than 500.000 eBooks 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 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, 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. During the long opening hours users can enjoy about 200 workspaces, a Social Room and a Discussion Room. 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:
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/Research/Library

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 22,500 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 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 office space, phone, and basic computing facilities.

<u>Please do not have anything sent before your arrival.</u>

In case you need to receive post already in September, all items must be clearly marked:

Name & Surname – Max Weber Fellow

European University Institute

Badia Fiesolana

Via dei Roccettini, 9

I- 50014 San Domenico di Fiesole

ITALY

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 proceed with the payment of your first grant. You will need a tax code (*codice fiscale,* see p. 14 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		Canteens	
Badia Fiesolana	8.30 – 18.00	Badia Fiesolana	12.00 – 14.30
Villa Schifanoia	8.30 – 16.00	Villa Schifanoia	12.00 – 14.30
Villa La Fonte	8.30 – 17.00	Villa La Fonte	12.00 – 14.30
Villa Salviati	8.30 – 17.00	Villa Salviati	12.00 –14.30
Villa Il Poggiolo	10.00 – 14.00		

Saturday

Badia (light lunch) 11.30 – 15.00

Bar Fiasco

The *Bar Fiasco* (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.

The bar runs on a purely voluntary and non-profit basis. Every EUI member, be it researcher, faculty, or staff, can become part of the team and contribute to the functioning of the bar. The bar's revenue is transferred to the EUI's Welfare and Social Fund. For more information, see https://blogs.eui.eu/fiasco/

Newspapers

Print editions of Le Monde, La Repubblica, The Guardian Weekly, Suddeutsche 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, and other titles 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.

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).

The representatives for academic year 2018-2019 are
Dr Anna Knaps (Anna.Knaps@EUI.eu)
Dr Eniola Anuoluwapo Soyemi (Eniola.Soyemi@EUI.eu)