



Practical Information for Robert Schuman Fellows

Academic Year 2019-2020

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Registration

Registration

On arrival, new fellows register with Stefania Bocchi of the Welcome Unit Office at the Badia Fiesolana. During registration, we will collect bank information for the payment of your grant and provide you with your EUI card.

Please inform Stefania Bocchi of the date and time of your arrival at the Institute as soon as you know it.

Grant and Taxation

Grant

The grant is indicated in the award 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. 6 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.

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

Fellows are requested to supply a digital photo, which is used to issue their EUI 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 welcomeunit@eui.eu at your earliest of your 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, 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

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 *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), 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.