

# RESEARCHERS' GUIDE & DEPARTMENTAL REGULATIONS

ACADEMIC YEAR  
2022-2023



# Welcome to the Law Department

Dear Researchers,

Thank you for choosing to carry out your research at the EUI. My colleagues and I look forward to meeting you in September and to working with you during your stay.

In this letter you will find information on a range of guidelines that have been drawn up to help you understand how the Law Department works and as a general introduction. Of course, when we meet in September you will have more opportunities to become acquainted with the Department through informal conversations with your supervisor and others.

The Researchers' Guide and Departmental Regulations provides general information on the organisation of the Law Department and the academic year; the PhD and LLM programmes, including yearly course requirements; rules, forms and obligations. Virtually all the information you require has been made publicly available in this Guide and the website (which is constantly updated). We strongly encourage you to consult both regularly. In case of unclear or conflicting rules with the recently revised Academic Rules and Regulations for the Doctoral and Master's Programmes, these revised Academic Rules take priority and should be followed.

In addition to this Guide, you should consult the departmental documents that appear online at:

<https://www.eui.eu/DepartmentsAndCentres/Law/RulesForms>.

These documents are directly related to your position in the Law Department. In particular, consult the teaching programme and the recommendations for the first meeting between supervisor and researcher.

A number of documents issued by the EUI are indispensable for your understanding of how the Law Department operates. You should read this Guide in conjunction with these documents:

- Academic Rules and Regulations for the Doctoral and Master of Research Programmes:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>

Due to the COVID-19 Emergency Measures in Italy and elsewhere, the Dean of Graduate Studies has authorised some interpretations and adjustments of the standard procedure for Thesis Submission and Defences set out in Chapters 9 and 11 of the Academic Rules and Regulations. For the most recent updates, please consult the [website of the Academic Service](#).

- Doctoral Supervision at the EUI: A Code of Practice

<https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/CodeofPracticeSupervisionNov031.pdf>

- Code of Ethics in Academic Research:

<https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/CodeofEthicsinAcademicResearch.pdf>

All researchers are bound by the EUI [Code of Ethics in Academic Research](#). For information about the procedure to request an Ethics Review of a particular project, please consult the web page of the Ethics Committee: <https://www.eui.eu/ServicesAndAdmin/DeanOfStudies/Procedure-to-request-an-Ethics-Review-by-the-EUI-Ethics-Committee>

This Guide can be consulted online at:

<https://www.eui.eu/Documents/DepartmentsCentres/Law/LawGuide2022-2023.pdf>

The Director of Graduate Studies, Professor Mathias Siems, holds the overall responsibility for any matters related to the course of study, including (but not limited to) issues of supervision, seminar and course attendance, admission to successive years and fulfilment of requirements. Professor Martijn Hesselink is the LLM/first-year programme Coordinator.

This Guide focuses on the formal requirements of the LLM and PhD programmes. However, the life of the Institute is also based on discussion and debates that take place outside the taught programme: you are encouraged to attend conferences organised at the EUI and to take part in informal and inter-departmental activities organised by researchers themselves. Particularly important here is the possibility of organising informal working groups of researchers, postdoctoral fellows and faculty. We seek to foster a community of scholars where the regular interchange of ideas is facilitated.

All new researchers are required to attend the following **introductory meetings** at the beginning of the year:

- **Wednesday, 7 September 2022, 10:45-12:15, Badia Theatre:**  
Presentation by Law Library Information Specialist – For new Law Researchers, Fellows and MW Fellows.
- **Wednesday, 14 September 2022, Thursday, 15 September 2022 and Friday, 16 September 2022, Villa Salviati:** full introduction to the Law Department for all new researchers, exchange students, fellows and visitors. Followed by the Law Department's Opening of the Academic Year & Inaugural Lecture.
- **Monday, 21 September 2021, 13:30, Villa Salviati:** Legal resources in the Library: how to find them, how to use them.
- **Tuesday 11 October 2022:** Introduction on research methods.

The full programme of the introductory meetings is available here:

<https://www.eui.eu/Documents/web2022/law-september-programme-2022-23.pdf>

The full September programme can be found here:

<https://www.eui.eu/Documents/web2021/september-programme-2022-law-res.pdf>

COVID-19 related practical information for newly admitted students, researchers and fellows is available here:

<https://www.eui.eu/en/public/covid-19-information>

The Law Department is situated in Villa Salviati, a short walk or shuttle away from the Badia and the Library. Details of its location are on the [EUI website](#). Villa Salviati contains wonderfully light and attractive workspaces for researchers and it is equipped with contemporary furniture as well as a common room for your use which I hope will provide a pleasant work environment for everyone.

We wish you all a very fruitful and enjoyable stay at the Institute.

Professor Joanne Scott  
Head of the Law Department

## LAW DEPARTMENT CONTACT DETAILS

**Postal Address:**

Law Department  
Villa Salviati  
Via Bolognese, 156  
I-50139 Firenze  
Tel: +39.055.4686.6 (+ ext.)

**Website:** <https://www.eui.eu/DepartmentsAndCentres/Law>

**E-mail:** [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu); [\(firstname.family\\_name\)@eui.eu](mailto:(firstname.family_name)@eui.eu)

**Main EUI Address:**

Badia Fiesolana  
Via dei Roccettini, 9  
I-50014 San Domenico di Fiesole

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# PART 1 – THE LAW DEPARTMENT

## 1. Departmental Profile

### 1.1. People

Please check the regularly updated list of professors, staff and visitors working in or associated with the department at:

<http://www.eui.eu/DepartmentsAndCentres/Law/People/Index.aspx>

### 1.2. Calendar of Departmental Activities 2022-2023

Please note that the departmental calendar may be subject to change throughout the year. The most up-to-date version can be found at: <http://www.eui.eu/DepartmentsAndCentres/Law/DepartmentalCalendar.aspx>

For the full EUI academic calendar see:

<http://www.eui.eu/ServicesAndAdmin/AcademicService/AcademicCalendar.aspx>

### 1.3. Researcher Representatives

For Law Researcher Representatives for 2022 see:

<https://www.eui.eu/About/Organization/ResearcherReps#DepartmentofLaw>

Every department has four Researcher Representatives, or 'Reps', who represent the interests of all researchers on both departmental and institutional levels. Researcher Reps are elected by researchers. Researchers interested in becoming Researcher Reps are strongly encouraged to consult their supervisor beforehand to ensure they can balance their thesis commitments with their responsibilities as Researcher Reps.

The tasks of the Reps include participation in the monthly meetings of the Law Department. At the institutional level, the Reps participate in working groups and committees, contributing to their ongoing policy making and implementation (Doctoral Programme Committee, ICT-Library Committee,

Ethics Committee, Housing User Group among others). Reps represent the EUI researcher community in the governing and managing bodies of the EUI, including the Executive Committee and the Academic Council, where they have voting rights. Reps play a further role in selection committees for new Chairs and the EUI President.

Researcher Reps are members of the Social and Welfare Fund, which is managed by a Panel composed of four elected Reps (one from each department) and the two members of the Academic Service responsible for welfare issues (the Academic Administrator and the Grants and Welfare Officer). For information about the WSF please go to:

<https://www.eui.eu/About/Organization/Committees/WelfareandSocialFundCommittee>

For more information on the EUI Researcher Reps' see:

<https://www.eui.eu/About/Organization/ResearcherReps>

Each Researcher Representative will receive a financial compensation equivalent to the monthly amount of the EUI 4th-year grant (excluding allowances) per year in office (maximum 2 months). Researcher Representatives can have an extension of submission deadlines for written work by one month, as set out by the Academic Rules and Regulations. This extension can be requested only once and does not prolong the student's status in the doctoral programme. For further information about Researcher Representative financial compensation please contact the Grant Officer in the Academic Service.

The Law Reps until December 2022 are:

Valerie Albus, Sophie Hölscher, Pranav Putcha. You can reach them via e-mail at [Law.Repmail@eui.eu](mailto:Law.Repmail@eui.eu).

### 1.3.1. Peer Mentoring Scheme

Starting Academic Year 2021-2022, the Law Reps are experimenting with the roll-out of a peer mentoring scheme for first-year researchers. The scheme is designed to pair first-year researchers and more experienced researchers and has two objectives:

- 1) provide orientation on day-to-day matters (eg. dealing with administrative procedures at the grant authority level/ EUI level/ Florence level, socialising, places and people at the EUI and in Florence...);

2) provide orientation on academic matters (eg. courses and seminars, supervisory relationship, conferences, papers and deadlines, academic-related worries and anxieties...).

The Law Reps will provide more information about the implementation of scheme in August and during the September Programme.

## **1.4. Working Groups**

For information on Working Groups see:

<http://www.eui.eu/DepartmentsAndCentres/Law/ResearchAndTeaching/WorkingGroups/Index.aspx>

Alongside weekly courses, informal working groups may be established on the initiative of interested researchers on a departmental or inter-departmental basis. A list of the Law Department's active working groups is published on the website at the above link. Working groups usually organise a series of meetings in which researchers from the EUI and occasionally guest speakers working on similar topics participate. The Law Department encourages such initiatives. Presentations in working groups can be taken into account for Second and Third-year researchers as a way of fulfilling the department's research presentation requirement, provided the supervisor attends and approves the presentation. Please see Part 2, Sections 5 & 6 of this Guide for further details on the presentation requirement.

To set up a working group, follow the guidelines on the Law Department website (see the link above), first checking if a group already exists in the relevant field. Make sure you have the support of at least one Law professor working on the topic and then inform both the Head of Department, who must approve your request, and [LAWWorkingGroups@eui.eu](mailto:LAWWorkingGroups@eui.eu). Administration will help with practical matters concerning working groups, such as room bookings, webpage updates, and the circulation of information (initial email).

## **1.5. The European Journal of Legal Studies (EJLS)**

The EJLS, founded in 2007 and based at the European University Institute, is a researcher-led, open access journal. The EJLS aims to provide a platform to promote emerging and established legal scholars working in the fields of European law, international law, comparative law, and legal theory.

The Journal is:

- an open-access publication – this provides readers with full free access to all EJLS publications and provides authors with the widest possible audience when publishing their work. The EJLS issues are also published on CADMUS, the repository of EUI publications, and HeinOnline;
- a peer-reviewed publication – submissions go through a rigorous procedure of double-blind peer-review, involving the EUI's entire scientific community (professors, fellows, researchers, as well as alumni). Our external editors now also include a group of selected researchers from other universities specialised in Empirical Studies;
- a platform supporting and promoting high-quality and innovative young legal scholarship – in particular, the EJLS encourages submissions by young researchers at the start of their academic careers as well as emerging scholars;
- a researcher-led journal – managerial and editorial work is carried out independently by graduate researchers at the EUI, with the invaluable assistance of its Departmental Advisory Board, comprising a number of renowned professors from the Law Department;
- a multilingual journal – the EJLS is committed to linguistic diversity by publishing articles in any language within the linguistic competence of Board Members to help ensure a wide dissemination of scholarly work;
- the Department provides logistical and financial support to the EJLS in recognition of its aims and of the benefits for the EUI. The Academy of European Law and the Law Department from time to time run joint initiatives, such as conferences and symposia in collaboration with the EJLS.

Taking part in the EJLS is an extremely rewarding and formative activity, and is encouraged and supported by the professors of the Law Department. It is open to all doctoral researchers in the Law Department.

For further information, take a look at the EJLS website at <http://ejls.eui.eu/>.

If you are interested in participating, discuss this with your supervisor and send an email to the EJLS board at [ejls@eui.eu](mailto:ejls@eui.eu).

## 2. Organisation of Studies

### 2.1. Student Status: Five-Year Maximum of Registration

Student status is automatically granted to all researchers in the LLM programme for 13 months and to all PhD researchers for a maximum of 60 months/5 years. Those with student status may participate in all EUI activities and benefit from all facilities (library, computing facilities etc.). The right to submit the thesis is also dependent upon the student status.

No extension of PhD student status beyond the normal five-year limit, and therefore **no submission of a thesis after five years** is allowed, except on the basis of extenuating circumstances of a personal or professional nature which have interfered with a record of good progress and have caused unforeseen delay. In order for the Entrance Board to make a decision on whether to grant an extension in such cases, and if so, for what period of time, before the end of the five-year period the Board must receive (i) evidence of any such extenuating circumstances, (ii) evidence of the current state of progress of the thesis, and (iii) a detailed plan for completion and submission within a specified period of time. Requests should be sent for approval to the Director of Graduate Studies, together with the supervisor's comments (with a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)).

LLM researchers who, for good reasons and with the support of their supervisors, request an extension of their student status beyond 13 months, should submit this request to the Director of Graduate Studies (with a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)) by the second week of September.

Please note that COVID-19 disruption arising during the period of student status will be considered as an extenuating circumstance of a personal and professional nature (see the *Dean of Graduate Studies' Guidelines for PhD Submission Deadline and Defences during the COVID-19 Emergency* on the [Academic Service webpage](#)).

Departmental approval should be presented in a timely manner to the Entrance Board for a final decision. See Article 11.3 [Academic Rules and Regulations for the Doctoral and Masters Programmes](#).

Some types of absence from the EUI and/or involvement in activities other than thesis-related research do not count towards the calculation of the 60 months/5 years. Please refer to Chapter 12 of the EUI rules for a full list of these.

## 2.2. Residence Requirements

In accordance with EUI rules, all researchers must reside in Florence or its immediate surroundings and be present during the period of seminar and teaching activities (term time) for the duration of the PhD and LL.M programmes if there is no force majeure, such as lockdowns or travel bans due to COVID-19. Exceptional absences of more than one week require the written consent of the department, see 2.4 below. In 2022/2023 the third term ends on 16 June.

## 2.3. Medical Conditions

The EUI has special rules in place to support researchers whose academic performance may be impacted due to medical conditions. These can be found in the EUI Policy on Disability and Educational Needs and the EUI Rules concerning prolonged illness and extenuating personal circumstances: <https://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/LeavesAbsenceMaternityAllowance>

Researchers who wish to request a leave or other exemptions due to medical grounds must do so by sending a reasoned request and to the Entrance Board at [Entrance.Board@eui.eu](mailto:Entrance.Board@eui.eu). The request must be accompanied by a medical certificate by a recognised medical practitioner addressed to [Fatma.Sayed@eui.eu](mailto:Fatma.Sayed@eui.eu). Researchers are strongly encouraged to send the request and the supporting medical documentation in good time for the request to be considered by the Entrance Board.

## 2.4. Leaves of Absence

For information on Leaves of Absence see:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> (Chapter 12)

- Apart from *de minimis* periods [e.g. no longer than one week per term], researchers must obtain the written permission of the supervisor and the Director of Graduate Studies to be absent from the Institute during term time and any time during the year including time spent on mission. Requests should provide appropriate information about the purpose and length of the period of absence. Requests should be sent to the Director of Graduate Studies with a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu).

- For absences of more than one month, the same procedure applies but the request will also be forwarded by the Department to the Entrance Board for approval. There is no special form to be completed. Requests must be made **at least one week before the Departmental Meeting** takes place, which precedes the proposed leave period. For the Departmental Meeting dates, please refer to the [departmental calendar](#).
- Permission should only exceptionally be granted for absences of more than one week.
- More than one prolonged departure within a 12-month period will not be permitted and accumulation of absences will be discouraged. This includes U.S. exchange programmes and traineeships/stages.
- The maximum overall period of leave for which any combination of these is permitted is normally 18 months.

The EUI does not permit leaves of absence in order to follow degree courses in other universities during the EUI PhD programme.

Researchers who wish to take leave in order to visit a university or other institution outside the framework of the existing exchange programmes (see 2.5.1 and 2.5.2.) must first consult the EUI Professor in charge of the exchanges. Under no circumstances should researchers contact those institutions independently.

During all leaves of absence, a researcher must confirm contact details with their supervisor's administrative assistant and arrange to have the pigeon-hole regularly checked and emptied.

## 2.5. Exchange Programmes, Traineeships, Stages

Please note the departmental rule that not more than one prolonged departure within a twelve-month period will be permitted and accumulation of absences will be discouraged. This includes U.S. and EU exchange programmes and traineeships/stages.

For all EUI-wide exchange programmes, please refer to:

<https://www.eui.eu/en/services/academic-service/international-mobility>

### 2.5.1. U.S. Exchange Programmes

The Law Department participates in a number of EUI Exchange Programmes with universities in the U.S. whereby EUI researchers may attend courses for one semester at one of our partner institutions.\* For some of these exchanges, a grant from the Institute or from the department is available, while for others there will be no funding. The arrangement with all universities is reciprocal and involves no tuition fees being charged.

Funded programmes at the EUI level include (one student per department and per university):

- New York University
- University of California at Berkeley (to be confirmed)
- University of Wisconsin

Funded programmes at the Law Department level include (one student per university):

- Columbia Law School in New York
- University of Michigan Law School

Non-funded programmes at the Law Department level include (one student per university):

- Fordham Law School

Please note that these arrangements may be subject to change throughout the year. For the most up-to-date information, please contact the International Officer.

For the NYU year-long exchange programme, the researcher will join the Visiting Doctoral Researcher (VDR) programme, which is specially designed for PhD researchers. Participation in an on-going doctoral seminar and a host of other activities are features of this exchange. Applications for the VDR programme are to be made directly to NYU Law School. The application can be found on the NYU Law School website.

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\* At present, the exchange with NYU works in a slightly different way: researchers may apply either for a one-semester exchange, or for a year-long exchange (September to May inclusive).



The application for the one-semester exchange is to be made to the Law Department in the normal way, set out below. NYU requires all visiting students, from the EUI and elsewhere, to take courses. This requirement is inconsistent with the EUI's mission of doctoral education. Nevertheless, in the past, EUI students have found the courses quite useful to their research.

For further information on the U.S. exchanges please refer to:

<https://www.eui.eu/ServicesAndAdmin/AcademicService/DoctoralProgramme/ExchangeProgrammes/Exchange-Programmes-for-Lawyers>

### 2.5.2. European Exchange Programmes and Traineeships

The Law Department offers the possibility to undertake exchanges and traineeships for a duration of one term in one of the below European partner institutions:

- CIVICA consortium:

The European University Institute is a member of [CIVICA](#) – The European University of Social Sciences which unites leading European higher education institutions: Università Bocconi (Milan), Central European University (Vienna and Budapest), Hertie School (Berlin), SNSPA - School of Governance (Bucarest), Sciences Po (Paris), Stockholm School of Economics (Stockholm) and the London School of Economics and Political Science (London).

Researchers interested in undertaking an exchange with a university member of the CIVICA consortium, should first contact the International Officer before submitting an application to the Department.

- European Law School Network:

The European University Institute is a member of the European Law School Network formed by the Humboldt University (Berlin), King's College (London), University Paris 2- Panthéon Assas (Paris), Sapienza University (Rome), and the University of Amsterdam (Amsterdam).

The EUI researchers have to select one of the above-mentioned university to undertake their exchange.

These programmes are unfunded and no tuition fees will be charged. Unless there is an Erasmus+ agreement with the selected institution, this will be checked by the International Mobility Officer at the time of the application.

- European Fundamental Rights Agency and European Court of Human Rights

For further information on the European exchanges and traineeships please refer to:

<https://www.eui.eu/ServicesAndAdmin/AcademicService/DoctoralProgramme/ExchangeProgrammes/Exchange-Programmes-for-Lawyers>

### 2.5.3. Departmental Selection Procedure for EU and U.S. Exchanges

Due to the large number of candidates for exchanges, the Law Department has set up the following procedure for the selection of researchers who wish to benefit from these opportunities.

#### *Introductory meeting*

An introductory meeting will be held on **13 October 2022** at 14:00 with the Coordinator of the exchanges and the International Mobility Officer of the Academic Service. All researchers interested in applying to one of the exchange programmes should attend this meeting.

#### *Eligibility*

Both application and selection take place in the academic year preceding the planned departure. All first and second-year researchers from the PhD programme are eligible to apply, the exchange visit thus taking place within the second or third year of study.

#### *Application procedure*

The candidate should submit the following documents via email to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu). Requests for non-funded exchanges should be submitted separately from funded exchange requests:

- a) an essay of up to 3000-words, including any footnotes, stating: the **nature** of the candidate's research, the **relevance** of the exchange for the research, the **suitability** of the selected university in this respect (specifying all relevant aspects of this institution, such as the persons s/he would like to work with, the resources available, the courses or conferences s/he would like to attend, etc.) and explaining how the envisaged stay fits into the **timing** of the research;

- b) researchers may apply to **one or more universities** that they consider as being suited to their research topic but, in the case of applying to more than one, they must **clearly** state their order of preference. It will be assumed that applicants are prepared to go to any of the universities mentioned in their application.
- c) a *curriculum vitae*, and copies of the undergraduate diploma and other major qualifying exams;
- d) a letter of support written by the researcher's supervisor, in a format that can be readily presented to the host institution, should be sent directly by the supervisor to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu).

### *Deadline*

Applications should be submitted to the Department at [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) by **23 November 2022**. Please note that this deadline is much earlier than the general EUI deadline so that the Law Department has time to consider the essays. It should also be noted that those researchers selected by the Department must also comply with the EUI-wide deadlines for submitting their applications to the Academic Service for consideration by the EUI Entrance Board (deadline **11 January 2023 at 17:00**).

### *Funded and non-funded exchange programmes*

Students can apply for both funded and non-funded programmes at the same time. The deadline for both is the same. The selection committee will first consider the applications for the funded programmes, without being informed of applications for the non-funded programmes, hence the need to submit funded and non-funded requests separately. Only once the final ranking of the funded applications has taken place will the list of applications to non-funded programmes be disclosed and considered by the selection committee. This is to address any concerns that applications for one of the non-funded programmes might negatively affect the chances of being selected for one of the funded programmes.

### *Ranking – departmental level*

Applications will be evaluated and ranked by a committee composed of three professors – normally the Director of Graduate Studies, the professor managing exchange programmes and one faculty member who does not supervise any of the candidates, plus a researcher representative.

In the evaluation and ranking of the applications, the committee will take into account the following criteria:

- relevance to research project;
- overall merit of the application;
- stated preference of university.

Second-year applicants will generally be given preference over first years.

#### *Final selection and ranking – EUI level*

On the basis of the Selection Committee's recommendations, the Law Department will make the final selection and ranking that is to be sent to the EUI Entrance Board (EB). This list must reflect the EUI rule that each researcher can apply for only one EUI-level exchange programme. Equally, researchers can only be nominated as a reserve candidate for one funded exchange.

Those researchers who are selected or ranked at the departmental level, and who are to be recommended to the EUI Entrance Board, will then have to submit their applications to the Academic Service in compliance with the general deadline.

Once the EB has approved the requests, the selected researchers then have to apply to the relevant exchange partner.

Once applications have been approved by the Entrance Board and host university, researchers are expected to be fully committed to the exchange and withdrawals will only be accepted in exceptional circumstances.

#### *Transparency*

In the interests of transparency, the final selection, list including reserve candidates, will be disclosed to all applicants. Those not selected will not have their names circulated.

#### *Exclusivity*

Researchers wishing to apply for an exchange at the universities listed above may only do so by following the procedures set out above. Any applicant who applies to those universities independently risks harming the interests of those who follow the correct procedure, and will be denied permission to leave the EUI.

The procedures described above do not preclude researchers from seeking a visiting position at other institutions. However, researchers who wish to visit these institutions outside the framework of the exchange agreement must first consult EUI Professor responsible for the exchanges. Under no circumstance should researchers contact these institutions independently.

## 2.6. Research Missions

The Department has a limited allocation to support researcher missions and not all requests can be funded. For budgetary reasons, it is necessary to limit the overall maximum sum that may be granted to a Law researcher in any calendar year (January-December). The maximum amount in the 2022 calendar year is €700 but this may be subject to change each year. Funding may be requested for one or more missions, but the overall limit of €700 may not be exceeded. Funds are allocated only where the supervisor confirms that the mission is indispensable or very useful.

Additional funds to support empirical research are sometimes available at institutional level. The EUI established a special fund to support doctoral and postdoctoral research projects. The call is usually launched at the end of the year. Early Stage Researchers (ESRs) are invited to send in their applications for this competitive funding.

Researchers will be informed of any availability in due course.

Should a mission be funded by another source (such as an external research project), please refer to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) for guidance on the procedure.

Due to financial limits and to ensure a fair allocation of funds, the following guidelines should help researchers and their supervisors to assess the appropriateness of requests. First, Second, Third and Fourth-year researchers (including LLM researchers) are eligible to apply for mission funds subject to the criteria set out below, but the department does not fund missions for students who are on a leave of absence, *stagiare*, another funded mission or exchange programme, or those who have already submitted the final thesis. It does not provide funds for language courses.

The objective of all missions is to enable researchers to carry out research which is directly related to their Doctoral/Master's thesis. It is important that the mission should provide an additional and specific intellectual benefit to the researcher over and above that which is available at the EUI (in the Library, via conferences organised at the Institute, etc.).

Such 'added-value' will be most likely to exist where:

- the researcher is invited to present her/his research at a conference;
- the mission would enable the pursuit of research on a subject which is insufficiently developed in the existing literature, which is difficult to access through the literature alone, or for which the necessary literature is not easily available through the EUI Library;
- the mission enables the researcher to meet individuals who are likely to be able to help them directly to further their doctoral research (as an external supervisor, as a specialist or practitioner directly concerned with the topic of the research, as a useful contact for the purposes of empirical research, as someone working on related or complementary subjects, etc.).

### 2.6.1. Mission Order Request Procedure

Details on the procedure can be found on the following webpage:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/Research-Missions.aspx>

## 2.7. Supervision

Doctoral supervision is a core activity of the European University Institute. This is specified in Chapter 10 of the Academic Rules and Regulations and the EUI Code of Practice on Doctoral Supervision with further information provided on the website of the EUI's Dean of Graduate Studies:

<https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/CodeofPracticeSupervisionNov031.pdf>

<https://www.eui.eu/ServicesAndAdmin/DeanOfStudies/DoctoralSupervisionEUI>

In addition, the Law Researcher Reps, in consultation with the faculty members, have produced Guidelines on the First Meetings between Supervisor and Researcher:

<https://www.eui.eu/Documents/DepartmentsCentres/Law/RulesAndForms/Initial-Meetings-between-Supervisor-and-Researcher.pdf>

On arrival at the Institute in late August, every researcher should already have been informed of the identity of their provisional supervisor, who can be contacted to discuss research plans and the possibilities of supervision. The final choice of supervisor is made by the department on the basis of agreement between the relevant professor and researcher. The final list of supervisors will be approved by the Department at its November departmental meeting. A change of thesis topic still remains possible after that date, but all changes must be agreed by the researcher and the supervisor and recorded on the Personal Research Plan (PRP) (to be submitted to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)).

The supervisor will counsel and guide the researcher throughout the PhD/LLM programme. Researchers are welcome to contact any other professor in the EUI to discuss their research, but they will formally report to only one supervisor within the Department. If, however, the researcher's supervisor leaves the Department prior to the researcher completing his/her thesis, an additional internal professorial advisor will be appointed to the researcher.

Researchers will have an opportunity at the end of each year to complete a survey on supervision. It is important that researchers use this important opportunity to provide feedback (be it positive or negative). The Academic Services consolidates all feedback for each professor and shares this, in an anonymized form, with the professor, the Head of Department and the EUI's Dean of Graduate Studies.

The Law Department's Director of Graduate Studies, Professor Mathias Siems, holds the overall responsibility for any matters related to the course of study, including (but not limited to) issues of supervision, seminar and course attendance, admission to successive years and fulfilment of requirements. If you are experiencing problems related to any of the above which cannot be solved by your supervisor or the Departmental Coordinator, you should contact him. The Director of Graduate Studies will involve the Head of Department, Professor Joanne Scott, if necessary. Everything will be treated as strictly confidential.

Doctoral supervision is a core activity of the European University Institute. Therefore the Department takes good care in following the guidelines established by [Academic Rules and Regulations](#) (Chapter 10):

### 2.7.1. External Co-Supervisors

In exceptional circumstances, if the expertise required to supervise a thesis is not fully available within the Department, in the second or third year of the programme an external co-supervisor may be appointed either from another EUI Department or from outside the EUI.

Any PhD or LLM researcher seeking an external co-supervisor should discuss the matter with the internal supervisor who, if in agreement, will seek the approval of the department at one of its monthly meetings. The Head of Department will then send an official invitation to act as a co-supervisor to the external professor. Researchers are not expected to contact the prospective external co-supervisors themselves. External co-supervisors will not be directly involved in decisions on May Papers or other decisions on progression to subsequent years of the programme, as these will be made by the supervising professor in the department.

### 2.7.2. Internal Professorial Advisors

When a researcher's original supervisor leaves the Institute, arrangements will be made either:

- a) to appoint a new internal supervisor (either as sole supervisor, or as co-supervisor together with the departing professor); or,
- b) in cases where the decision is made to retain the departing supervisor as sole supervisor, to appoint an additional internal professorial advisor from the current full-time staff to provide the researcher with an on-going point of contact with the life and work of the Department. The internal professorial advisor will not be expected to provide supervision. Instead, the role will be to ensure that the welfare and administrative needs of the researcher are met.

## 2.8. Written Submissions

**Submissions should be uploaded on Brightspace**, with further details being communicated during the academic year. Researchers should consult directly with their supervisors on whether they prefer to receive in addition hard-copy submissions.



When submitting work for formal evaluation, researchers must also complete and submit the '*Declaration to accompany the submission of written work (LAW LLM/PhD programmes)*'. The purpose of this declaration is twofold: on the one hand it specifies the researcher's rights as an author; on the other, it sets out the researcher's duties as an author. Researchers must sign this in order to confirm that they have read and understood the rules and regulations pertaining to written work submitted at the EUI. The declaration can be downloaded at:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/Index.aspx>

### 2.8.1. Anti-plagiarism software – Turnitin

For information on Turnitin, visit:

<https://www.turnitin.com/>.

In addition to the declaration discussed above, all submissions of final draft theses (LLM & PhD) must be accompanied by an Originality Report generated by the anti-plagiarism software, Turnitin.

Supervisors will be responsible for checking the Turnitin Originality Report and will let the members of the examining board know that a Turnitin Originality Report has been received and checked.

If minor or ambivalent instances of plagiarism are found, the Head of Department will be informed. If major plagiarism has been detected, the Principal or the Dean will be informed and will then consider whether to submit the case to the EUI Ethics Committee.

Prior to submitting the thesis, all researchers have the option to submit work to the EUI Originality Check in Turnitin. This is useful for checking citations in draft papers. The reports generated in this section are visible only to the individual researcher and are not subject to review by his/her supervisor.

## 2.9. Research Assistantships and Small Jobs

For information on research assistantships and small jobs see:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>: Article 12.5

Within the framework of the Institute, research students normally in receipt of a national, project-funded or EUI grant may take up either small jobs or

research assistantships. The Department of Law allows a maximum number of 200 hours per academic year.

Small jobs, which researchers may take up at the EUI during the academic year and which are paid on an hourly basis up to a maximum number of hours stipulated by the Italian legislation, may be carried out by all categories of researchers, including First- and Second-year students. It should be noted that these do not fall under the category of research assistantships.

Research assistantships may be carried out by (a) researchers who are in their third year of registration, (b) Fourth-year researchers who have submitted the final draft of their thesis, and (c) Fourth- and Fifth-year researchers who are not in receipt of an EUI grant.

Prior consent of supervisor: in the case of research assistant tasks and academic collaboration contracts, the supervisor must give prior consent before a researcher may be contracted. Similarly, for small jobs, it constitutes good practice if the researcher consults his or her supervisor before accepting a contract.

For full details of the terms and conditions related to research assistantships and small jobs, please refer to the EUI Rules and Regulations (Article 12.5).

## **2.10. Linguistic Diversity**

The Law Department attaches particular importance to the maintenance and encouragement of linguistic diversity in all of its activities. It therefore encourages both professors and researchers to use languages other than English whenever they can. Everything possible should be done to encourage such diversity.

The writing of theses in languages other than English can be considered wherever this is desired by the researcher and appropriate supervision is available.

### 3. Institutional Support

#### 3.1. Language Centre: Courses and Text Revision Services

For information about the Language Centre see:

[www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx](http://www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx)

Researchers must have knowledge of two official languages of the European Union (these include the candidate's mother tongue, if this is an official language of the European Union). The majority of seminars at the Institute are given in English. Knowledge of Italian is very important for practical and social life in Florence and therefore researchers are recommended to attend the Italian language courses from the beginning of their stay at the EUI. To this end, the Language Centre offers pre-sessional intensive courses in September, with these becoming less intensive throughout the academic year.

The Law Department attaches particular importance to the maintenance and promotion of linguistic diversity in all of its activities. The Department encourages both professors and researchers who wish to do so to express themselves not only in English during seminars and other departmental activities; the use of other languages wherever these are comprehensible to seminar participants is also welcomed. It is not unusual for Law students to be working in several languages. Besides English and Italian, the Language Centre offers courses from A1-C2 level in French, German and Spanish. For information on additional languages (such as Arabic, Dutch, etc), see the Language Centre webpages.

It must be recognised, nevertheless, that English is a key working language in academia and publishing. In order to allow researchers to have access to the international academic milieu, the Department stresses the importance of strong English academic writing skills. The Language Centre organises courses, a text revision service, and language assessment tests to help researchers and fellows use the language effectively and therefore to reach the high standard necessary to write a doctoral thesis in English. In close cooperation with the department, the Language Centre will identify researchers who have more difficulties and target them with special programmes and intensive courses. Researchers who fail to follow the courses indicated by the Language Centre cannot benefit from text revision services for their academic work and may be unable to gain admission to subsequent years of the doctoral programme.

The Language Centre also organises public-speaking courses for those who wish to improve their presentation skills.

All information about learning languages at the EUI is available online (see above link). Researchers who enrol for a language course must attend regularly. Certificates of attendance and/or progress reports will be provided at the end of the course.

<https://www.eui.eu/Documents/ServicesAdmin/LanguageCentre/EUI-PolicyAcademicWriting-CorrectionServices.pdf>

### 3.1.1. Text Revision Service

For information on the Text Revision Service see:

[www.eui.eu/ServicesAndAdmin/LanguageCentre/CorrectionService/Index.aspx](http://www.eui.eu/ServicesAndAdmin/LanguageCentre/CorrectionService/Index.aspx)

Text revision is available; however, researchers must have successfully completed and fulfilled the obligations for language classes in order to be eligible.

A text revision service is offered to researchers for:

- seminar papers;
- February and May Papers;
- second-year chapters (max. 20 pages);
- articles, conference papers, working papers, etc., at the discretion of the English Unit of the Language Centre.

Following the correction of each paper, there is a tutorial. The aim of the tutorial is to:

1. clarify any doubts or questions with the correction or problem areas that have emerged in the text;
2. develop strategies for continued learning;
3. provide exercises and/or discuss areas for further language revision;
4. assist in setting up a plan for the next phase of the writing process.

To use the text revision service, researchers must have followed at least 80% of an academic writing course or have been exempted from academic writing courses.

### 3.1.2. Thesis Language Correction Service

For information on the Thesis Correction Service see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/ThesisLanguageCorrection.aspx>

Supervisors will confirm whether language correction is needed on a thesis. The amount allocated for correction will be up to a maximum of €500.

In order to initiate the assessment procedure, researchers should send an electronic copy of the final draft in Word to the supervisor and their administrative assistant.

When assessing whether the final draft is ready for defence, the supervisor must report one of the following to both the researcher and the administrative assistant:

1. thesis needs no language correction
2. thesis needs language correction

If the supervisor determines that the thesis needs language correction, then upon approval by the Head of Department, €5 will be allocated per 1000 words (excluding bibliography and data annexes) up to a maximum of 100,000 words (maximum contribution of €500). Any additional cost for language correction of theses with a word count greater than 100,000 must be paid by the researcher. Corrections must be carried out within 4 weeks after submission to the corrector.

Following the assessment, a corrector should be selected from the Language Centre's [List of Correctors](#). One can also contact someone who is not on the list of correctors, but s/he must be approved by the English Unit before they begin work on the text. Once a corrector is selected, the researcher should:

- complete and sign the [Standard Agreement form](#) with the corrector, stating that the thesis will be corrected within a maximum of four weeks;
- submit the Standard Agreement form to their supervisor's administrative assistant for approval by the Head of Department;

- once the correction has been completed satisfactorily, inform the administrative assistant and pay the corrector;
- submit proof of payment to the corrector to the administrative assistant, who will then arrange for reimbursement.

Once the corrector has returned the corrected draft, the researcher will be asked to report on the quality of the correction through a short questionnaire with pre-formulated statements.

Consistently negative assessments will be used by the Language Centre to disqualify individual correctors. The Language Centre can indicate correctors with particularly positive feedback. Language correctors who systematically fail to deliver corrections in time or who charge higher rates will be taken off the list of approved correctors.

For language corrections of earlier drafts, and revisions in response to jury reports following submission of the final draft, researchers can use the [List of Correctors](#) provided by the Language Centre, but they will have to pay themselves for these services according to the rates specified above.

For the language correction of LLM theses, if the supervisor considers that the LLM thesis needs language revision, a corrector should be selected by the candidate from the Language Centre's [List of Correctors](#). The researcher can also contact someone who is not on the list of correctors, but s/he must be approved by the English Unit before they begin work on the text. Once a corrector is selected, the candidate should follow the same procedure as above.

€5 will be allocated per 1000 words (excluding bibliography and data annexes) up to a maximum of 35,000 words (maximum contribution of €175).

## 4. Library

Dr. Valentina Spiga ([valentina.spiga@eui.eu](mailto:valentina.spiga@eui.eu)) is the Law Information Specialist. The Library provides full information on all its resources on the Library website at <http://www.eui.eu/Research/Library/Index.aspx> including the possibility for researchers to use databases, to request the purchase of books and to order materials by interlibrary loan.

During the months of September-November, introductory courses to the Library and specialised courses on the use of specific electronic resources will be organised. For information on the law collection and the legal

databases, journals, internet resources and instruction courses, please consult the Library's **Law Research Guide** at:

<http://www.eui.eu/Research/Library/ResearchGuides/Law/Index.aspx>

## **5. Counselling and Wellbeing Service**

For information on the EUI Counselling and Wellbeing Service see:

<http://www.eui.eu/ServicesAndAdmin/AcademicService/CounsellingandWellbeingService/Index.aspx>

The EUI Counselling Service is open to researchers and fellows, partners and staff. With total respect for values, choices and lifestyle, it offers a professional and friendly space to talk about any concerns, issues or difficulties that get in the way of achieving goals or enjoying life. The Service is completely confidential and is free of charge. Counselling takes place in the 'Sala Medica'. The building is located at the end of the garden path starting at the lower loggia of the Badia Fiesolana.

To make an appointment please send an email to the [counselling.service@eui.eu](mailto:counselling.service@eui.eu) or email/call a member of the team directly.

## PART 2 – LLM and PhD Programmes in LAW

### 1. General information

#### 1.1. Law Department Seminars

The Law Department seminars cover a range of themes and reflect the diversity of our researchers' interests. They will provide researchers with general academic skills, ranging from reading and interpreting primary sources, to building up academic literacy by introducing them to cutting-edge literature both old and new. The taught programme has not been codified in a mandatory curriculum. Therefore, researchers enjoy freedom in the planning of their studies, subject to the agreement of their supervisor. Researchers are expected to take an active role in all seminars offered; convenors expect that researchers have carried out the required readings, and that researchers participate actively in seminar discussions. Each professor can also specify additional requirements for the seminars for which they are responsible.

Participation in each seminar is limited on a first-come, first-served basis. Visiting students, fellows and exchange students are counted separately. Enrolment is only accepted during the enrolment period and no later than the final deadline (26 September 2022). All seminar materials are made available to registered participants in [Brightspace](#). More information can be found here:

<https://www.eui.eu/DepartmentsAndCentres/academic-catalogue/Law-courses>

Although some short seminars and workshops may be offered, the third term is essentially dedicated to the writing of the LLM thesis or a substantial paper relating to the doctoral project on the basis of which admission to the next year is decided.

It is possible to attend a [seminar in another department](#) and obtain credits in that seminar, provided approval is obtained from the other department and that [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) is informed. The credits obtained will be those in force in the Law Department. When inserting a seminar from another department in the Personal Research Plan, please specify the number of hours.



Researchers may also participate in one of the courses offered by partners' universities within CIVICA. Please see further details here:

<https://www.eui.eu/ServicesAndAdmin/External-Relations/CIVICA>

Finally, [researcher-taught introductory seminars](#) may be offered by 2nd, 3rd and 4th year researchers of the Law Department. Researchers can gain 3 credits by attending one of the researcher-taught seminars per each academic year. However, the researcher who teaches this seminar gains 6 credits for a 8-10 hour seminar. The Department launches a call in April/May. Researchers who are interested in teaching a seminar in the subsequent academic year could contact [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) for further details.

In order to obtain credits, researchers are required to attend 80% of all sessions of each seminar and they are responsible for ensuring that they register their presence on the attendance lists circulated at each session. If there is a legitimate reason (e.g., illness, research mission) for not attending a specific session, the researcher must inform the administration by email to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) and include the written approval of the absence from the professor organising the seminar. This should be done before the session takes place (or immediately afterwards in cases of sudden ill health).

## 1.2. Submission Deadlines and Extensions

The LLM/PhD Programme includes various deadlines that are explained in the following sections of this part, notably the deadline for the February paper for LLM and First-Year PhD Researchers (2.5.1), the deadline for the LLM thesis for LLM Researchers (3.2), the deadline for the May paper for First-Year PhD Researchers (4.2.1) and the one-quarter and two-third submission deadlines for Second and Third-Year PhD Researchers (5 and 6). These are strict deadlines, always at noon of the day of the deadline.

In the event that researchers will not be able to meet a deadline, they should consult with their supervisors about the possibility of asking for an extension. The reasoned extension request should be sent to the Director of Graduate Studies with a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu). It should state that the supervisor has been consulted, and it should usually be sent at least three days before the deadline. We strongly discourage last minute requests.

For information on the deadlines for the submission of the PhD/LLM thesis and the PhD defence please see 2.1 of Part 1, as well as 8.1 of this Part 2.

## 2. Common Requirements for the LLM Programme and the First Year of the PhD Programme

### 2.1. General Information

The LLM/First-Year PhD Programme aims to provide LLM and doctoral researchers with opportunities for intensive engagement with permanent and visiting faculty, in order to assist in the iterative development of their research design and enhance scholarly literacy. At the opening of the academic year, there are two days of intensive orientation, including an introduction to faculty and basic issues such as the researcher-supervisor relationship. In October, there is half-day session on research methods. In December, every LLM/First-year researcher will participate in a workshop with faculty and fellows to discuss the researcher's Research Question. In February, all researchers will present their February Papers at the Peer Feedback Workshop, and will give and receive peer feedback on their papers. Throughout the academic year, the Law Department will offer seminars that expose researchers to a variety of intellectual approaches to the advanced study of law. This Section 2 explains the common requirements for the LLM Programme and the First Year of the PhD Programme in detail. In addition, LLM researchers should consult Section 3, below, for information on the LLM thesis, and First-Year PhD researchers should consult Section 4, below, for information on the May Paper.

### 2.2. Personal Research Plan

By **3 October 2022 at 12:00 (noon)**, every LLM/First-year researcher has to agree, in consultation with their (provisional) supervisor, a Personal Research Plan (PRP), which:

- i. identifies the working title and a general profile of the LLM/PhD research project;
- ii. specifies the seminars the researcher will follow as part of their programme in order to earn credits; and
- iii. specifies the ways in which the researcher will comply with the department's language requirement (see 2.3 below).

The PRP form is available at:

<https://www.eui.eu/en/academic-units/department-of-law/research-and-teaching-at-the-department-of-law/llm-first-year-programme>

It should be signed by both the researcher and the supervisor and submitted to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu). If the form is sent from the researcher's EUI e-mail account, electronic signatures or the supervisor's approval via email are also allowed. Any future changes to the PRP must be registered on a new PRP form, which will replace the previous one and be sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu). It is the researcher's responsibility to have these changes registered. NB: December, February, and May paper workshop schedules will be based on the titles and descriptions as registered. The same applies for mentions on the EUI website. Minor changes to the thesis working title may be communicated for amendment at any time by sending an email to [LawAdmin@EUI.eu](mailto:LawAdmin@EUI.eu).

## 2.3. Credits and Seminars

### 2.3.1. General Requirements

All LLM researchers have to earn a minimum of 49 credits by way of gaining 28 credits through participation in the compulsory elements (see 2.3.2) and at least 21 further seminar credits (see 2.3.3).

All PhD researchers must earn 70 credits in the first two years by way of gaining 28 credits through participation in the compulsory elements (see 2.3.2) and at least 42 further seminar credits (see 2.3.3) over the first two years. PhD researchers will gain at least 21 credits of these 42 seminar credits in the first year and the remaining credits in the second year (and if researchers want to gain more than 21 credits in the first year, they should discuss this with their supervisors prior to submitting the PRP form).

### 2.3.2. Compulsory Elements

LLM and first-year PhD researchers will automatically receive 28 credits by way of participating in the following of the LLM/First-Year programme:

- Participation in Induction Programme, participation in the October workshop, submission of December Paper and participation in the December workshop, submission of February Paper and participation in the February workshop 9 credits
- May Paper (for First-year-PhD Researchers) or LLM Thesis (for LLM Researchers): 19 credits

### 2.3.3. Further Seminar Credits

LLM and First-year PhD researchers gain further credits by participating in seminars, as agreed with their supervisors in their Personal Research Plan. These seminars are typically of one the following types:

- 18-20 hour seminars of 8-10 sessions each: 6 credits
- Short 8-10 hour seminars of 4-5 sessions each: 3 credits
- Academy of European Law 2-week summer school: 6 credits
- Department of Law summer school: 6 credits
- Credited intensive workshops: 3 credits

It is possible to attend a seminar in another department or within the CIVICA network and obtain credits in that seminar. It is also possible to attend a researcher-taught seminar at the Law Department. Please see Section 1, above, for details.

The Law Departments offers a range of substantive and more methodological seminars. It is strongly recommended that LLM and First-year and Second-year PhD researchers choose at least 6 credits of seminars related to research methods and skills. In 2022/2023, the following seminars fall under this category: Regulatory Theory (Professor Drahos), Comparative Law and its Methodology (Professor Siems), Practical Guide to Fieldwork (Professor Drahos), Approaching Legal Research (Professor Šadl), Selected Methods for Lawyers (Professor Šadl), Law and Economics (Professor Deakin), Law and Technology (Professor Petit), Editing a Law Journal Seminar (Professors Jain/Nouwen). The full list of seminars is available at

<https://www.eui.eu/DepartmentsAndCentres/academic-catalogue/Law-courses>

## 2.4. December Paper and Workshop

### 2.4.1. Research Question Statement ('December Paper')

The formulation of a research question is a critical juncture in any LLM/PhD project. It is an analytically compact statement of the inquiry, which will guide the research and reading, shape methodological choices and assist in defining the sources and data needed. A good research question is one which can build upon an existing literature but still hold out the promise of saying something novel or innovative.

The Research Question Statement (also known as 'December Paper') is a short document of one page (maximum 500 words), that gives the reader an understanding of the subject of the inquiry, why it is an interesting and relevant question to answer from a scholarly point of view, and an idea of how one could possibly answer the question. No bibliographic references will be required for this statement.

All LLM and First-year PhD researchers are required to submit the Research Question Statement no later than 12:00 (noon) on **1 December 2022** to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu). The statements will then be distributed to all participants of the groups of the Research Question Workshop (each group consisting of one professor, one Max Weber Fellow, and other LLM and First-year PhD researchers).

#### 2.4.2. Research Question Workshop

On 9 December 2022, the researchers will participate in a mandatory one-day workshop where they will be divided into groups and present their proposed research question to receive feedback from professors, Max Weber Fellows and other researchers.

Each part will start with a five-minute presentation by the researcher. This will be followed, first, by comments by the other members of the group (peers), and, then, by questions and feedback by the allocated Max Weber Fellow. The professors will chair the groups and will also offer advice and guidance on the research question. The aim of the workshop is not only for researchers to get feedback on their own December Paper, but also to actively engage with the projects of their peers, who may or may not be working in the same field. Helpful comments may relate not only to the originality of the research question, but also to its viability (too wide, too narrow) and to the most suitable method(s) to be employed. The workshop should emphatically not be understood as an assessment or examination, and is therefore fundamentally different from the May paper defence. It rather provides an opportunity for all participants to test their tentative ideas, to train their presentation and discussion skills, and – especially – to receive valuable feedback on their research questions.

## 2.5. February Paper and Workshop

### 2.5.1. Thesis-Related Paper ('February Paper')

The February Paper is a thesis-related paper of 4,000 to 6,500 words (including footnotes). It shall include (i) a revised version of the one-page

Research Question Statement, followed by a brief discussion that explains the relationship of the project to the existing literature; (ii) a further substantive text, which can either discuss the entire PhD/LLM project or be about a specific chapter of the thesis.

All LLM and First-year PhD researchers are required to submit the February Paper by 12:00 (noon), on **16 February 2023**, by e-mail to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) (for extension requests see 1.2 above). The papers will then be distributed to all participants of the groups of the Peer Feedback Workshop (each group consisting of one Max Weber Fellow and other LLM and First-year PhD researchers).

### 2.5.2. Peer Feedback Workshop

In anticipation of the Peer Feedback Workshop, each researcher will be assigned a principal discussant from their respective group. The discussant is required to prepare comments in advance of the workshop and make them available on Brightspace, in the folder of the group at least 24 hours before the workshop. There is no prescribed form for these comments (e.g., they can be a text, bullet points, or comments in the Paper). The folders will be accessible to all participants of the group who can also provide feedback on the other Papers in advance of the workshop.

The researchers will then discuss the February Paper at the Peer Feedback Workshop on 27 February 2023. Each part will start with a five-minute presentation by the author of the Paper, followed by comments by the principal discussant and other researchers. The Max Weber Fellows will chair the groups and will also offer advice and guidance on the style, method and the substance of the Papers.

Thus, the overall aim of this structured peer feedback workshop is twofold: (i) to develop skills in careful engagement with scholarly argument and the conventions of constructive criticism which are essential to scholarly life; (ii) to provide feedback and the opportunity to carefully evaluate how to present and substantiate arguments. Therefore, this workshop too should not be misunderstood as an assessment (contrary to the May paper defence).

## 3. The One-Year LLM Degree (Legum Magister)

### 3.1. General Information

Since 1984, the EUI has offered law students a one-year programme leading to the degree of *Master in Comparative, European and International Laws (LLM)*. LLM researchers, counselled and supervised by a professor in the Department, participate in departmental seminars along with the PhD researchers and they write an LLM thesis which is the basis for the conferral of the degree.

The main requirements concerning the Personal Research Plan, language requirement, credits/seminars, at the December and February Paper and workshop are those of Section 2, above, on [Common Requirements for the LLM Programme and the First Year of the PhD Programme](#). The following will focus exclusively on the LLM thesis.

### 3.2. Guidance on the LLM Thesis

An LLM thesis is based on the formulation and discussion of a clear research question; it demonstrates command of the relevant literature in the field of the thesis, and answers the research question through a relevant methodology, and with a line of argument that is developed throughout the thesis. Furthermore, it demonstrates the ability to conduct systematic research and to document the use of both primary sources and academic literature. We expect that many LLM theses are of sufficient quality to be accepted for publication in law journals.

The deadline for submission of the final version of the LLM thesis is 12:00 (noon), on 1 October 2023, i.e. of the year following admission to the Institute (for requests to extend the student status and thus the submission deadline see 2.1 of Part 1, above). A later revision of the text will only be allowed if specifically required by the examining committee. EUI computing rights and library access will continue until the beginning of October. Please leave your full forwarding address with the supervisor's administrative assistant and the Alumni Officer before you leave the Institute.

The final version of the LLM thesis should be submitted to the supervisor's administrative assistant (with a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)) as one single PDF file. It should be accompanied by the Originality Report produced by the Turnitin anti-plagiarism software (see Written Submissions, Part 1, Section 2.8.). It will be sent to the EUI print shop where 3 bound copies will be made (1 for the researcher and 2 for the Library after the degree is awarded).

All LLM theses should be between 25,000 and 35,000 words, including footnotes, unless specified otherwise by the supervisor. The thesis must include a cover page and a table of contents, the text must be properly footnoted, and a bibliography must be supplied. The EUI has no prescribed house style for footnotes and referencing, and researchers should consult their supervisor on the referencing style that is most suitable, but any chosen style should be followed consistently. The EUI template for the cover page must be used. It can be found at:

<https://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/LLM-Theses>

The LLM thesis may be written in any language agreed with the supervisor. If language correction of the thesis is required, please contact the supervisor's administrative assistant regarding the procedure. LLM theses which have been submitted for language correction should specify this on the first inside page of the thesis.

### **3.3. Examination and Publication of the Thesis**

Each thesis will be examined by a committee of three consisting of the supervisor and two readers appointed by the department. The deadline for the final decision of the committee is 16 November 2022. The LLM is ungraded. The committee may recommend:

- a) that the thesis be accepted as satisfying the requirements of the LLM;
- b) that the thesis be rejected as not satisfying the requirements of the LLM;
- c) that the thesis be revised or rewritten, and resubmitted for examination.

Positive recommendations are confirmed by the Head of Department and forwarded to the Academic Service. In respect of negative recommendations, or recommendations to revise and resubmit, decisions are taken by the Department at its first meeting following the submission of the examining committee's reports. If the Department recommends revision and resubmission, then the thesis must be resubmitted within six months at the latest after the Department's decision was taken. If the Department makes a negative decision, an appeal may be launched on non-academic grounds where provided for in the EUI rules and regulations (see Chapter 17).

Concerning the publication of the LLM thesis, the *Academic Rules and Regulations* last amended by Academic Council Decision N° 1 of 15 June 2016 state at Article 9.13.:



In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published.

Theses can be published on paper or in electronic format with an external publisher or in the open access electronic EUI repository ([Cadmus](#)). In the latter case, the copyright remains with the author. If the author decides not to agree to publication of the thesis in the EUI repository but fails to publish it with an external publisher within four years after the defence or has no firm indication of proximate publication, the EUI will automatically acquire the right to publish the thesis in the EUI repository. These conditions shall be accepted by the author of the thesis in a signed agreement.

### 3.4. Transfer from LLM to PhD

LLM researchers may apply to transfer to the doctoral programme. Admission to the doctoral programme is subject to the same conditions that apply to other candidates. In particular, it should be noted that places are limited, that entry is competitive and that there is no guarantee that a place in the PhD programme will be obtained.

A notification that the LLM researcher intends to apply for transfer must be communicated in writing to the Head of Department (a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)) by 12:00 (noon) **on 9 January 2023**. The EUI application form (submitted by all PhD applicants to the Institute) must be completed online by the final EUI deadline for applications (31 January 2023) together with a research proposal. The only difference in the procedure is that a researcher applying to transfer must submit one reference letter from the supervisor. The second reference should, preferably, be from an external referee.

Applicants who wish to transfer to the PhD programme will be considered for a grant along with the new candidates from their own country applying to enter the doctoral programme. Their eligibility for admission with grant to the PhD programme can therefore be finally approved only when the results of the candidate interviews are decided by the Entrance Board in mid-April. When applying, applicants should take into consideration that if they are accepted onto the programme they will be expected to submit a May Paper by **12 May 2022**, instead of the LLM thesis which is due on 1 October 2023. Their actual admission will depend upon successful completion of the first-year programme, i.e. May Paper and other seminar requirements, which will be judged on the same basis as researchers already in the PhD programme. If the May Paper is satisfactory and all other seminar requirements have

been fulfilled, admission to the second year follows and the researcher will be awarded the degree of *Master in Comparative, European and International Laws (LLM)*.

## 4. First Year of the Doctorate in Law

### 4.1. General Information

The Law Department offers a four-year programme leading to the doctorate in Law. The first year of the doctoral programme also leads to the conferring of the *Master in Comparative, European and International Laws (LLM)*. Researchers who benefit from four years of grant will have four years to present their PhD at the Institute and a fifth year during which the defence may take place.

Researchers are encouraged to attend these defences during the first years of their PhD programme. Researchers should consult their supervisor for advice.

The main first-year requirements concerning the Personal Research Plan, language requirement, credits/seminars, and the December and February Paper and workshop are those of Section 2, above on [Common Requirements for the LLM Programme and the First Year of the PhD Programme](#). The following will thus focus exclusively on the May Paper.

### 4.2. May Paper and May Paper Defence

#### 4.2.1. Guidance on the May Paper

All First-year PhD researchers are required to submit: by 12:00 (noon), on 3 May 2023, a May Paper by sending it as a PDF to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) (for extension requests see 1.2 above). When submitting the May Paper, researchers must also complete and attach the 'Declaration to accompany the submission of written work' (see Part 1 Section 2.8 of this guide). Once the submission has taken place no additional documents can be submitted.

If the researcher fails to submit the May Paper by the deadline, the supervisor and the readers will only submit a report stating whether or not the Paper meets the requirements for the May Paper without substantive feedback. The defence will still take place as scheduled.

The May Paper is composed of two elements: (i) an outline of the thesis, and (ii) a thesis chapter. It effectively incorporates earlier work (December and February Papers), updated and revised in the light of the feedback received from the supervisor and peers. The total length of the May Paper **should be between 12,000 and 16,000 words**, including footnotes and any annexes. The word count does not include the cover page or table of contents. It includes the bibliography if the researcher is using the APA citation style; but please note that a bibliography is not needed if complete references for the sources are already included in the footnotes of the May paper.

The bulk of the submission is a chapter of the thesis (or an alternative extended piece of work as agreed with the supervisor, for example an introduction to the thesis or an extended outline of its anticipated main argument). Note that there is no expectation that the thesis chapter presented is chapter 1 of the thesis; researchers will decide, in consultation with the supervisor, which segment of the thesis would best be presented in the first year.

The first element of the May Paper is also important (and in practice, it often forms about 1/4 of the May Paper). In this part of the May Paper, the researcher should identify the research question of the thesis, and any sub-questions, as well as the research method(s) to be employed in answering the research question (and subquestions), and should explain how the thesis seeks to contribute to the literature. It should also provide an outline of the thesis. This can include an indicative list of chapters but it is vital that it should also contain a clear narrative that explains how the argument of the thesis will be developed.

In assessing the two elements of the May Paper a panel of three readers will be looking for the following qualities:

- identification and robust formulation of a research question, and an explanation of how this will contribute to the literature;
- a relatively comprehensive review of the sources and literature in the field of the thesis generally and of the May Paper in particular;
- a clearly defined and explained methodology for approaching and answering the research question, as well as any subquestions, that match(es) the skills of the researcher and the profile of the department;
- a clear argument in the chapter, with careful treatment of sources, opposing viewpoints and positions, and sophisticated engagement with the arguments relevant to the question; the ability to distinguish

those arguments which are essential and those which are peripheral; and the ability to make the research choices necessary for a sufficiently focused thesis.

It follows from the above that the examination is in large part an assessment of work in progress, and an evaluation of the researcher's potential to submit a good thesis (that is, a thesis that makes a contribution to knowledge) in the time allocated. The basis upon which that potential is demonstrated is the satisfaction for the examiners that the points above have been achieved.

#### 4.2.2. May Paper Defence

All First-year PhD researchers are required to defend their May Papers before a panel of three readers. The second reader of the paper is normally someone whose research interests are close to the work under consideration (based on PRP's as registered; on researchers' responsibility for timely registration of any changes, see above, section 2.2); the third reader is allocated without consideration of expertise in the subject matter of the work under consideration. The third reader should submit a written report if the supervisor or second reader requests it.

In 2023, the May Paper Defences will take place **between 29 and 31 May 2023**. Researchers will receive the two (or three) reports at least two full working days prior to the defence. During the defence, researchers will be given five minutes to present their Paper and then be required to answer questions from the panel. The total duration of the defence will be around 30 minutes.

In their written substantive reports, and during the defence, members of the assessment panel will decide if the quality of the work provided fulfils the first-year requirements. Shortly after the defence, the researcher will receive an email from Law Administration on the recommendation of the panel to the Department and upon approval, to the Entrance Board. The recommendation may consist of either:

- a) admission to the second year (with written reports by the supervisor and second reader, to include the input of the other panel members on how best to proceed);
- b) if convinced of the quality of the candidate and the potential of the project, the panel may decide to propose resubmission of the Paper by 31 August 2023 and deferral of the decision on admission to the second year until September 2023;

- c) passage from the PhD to the LLM programme with a report written by the supervisor explaining the decision and giving concrete advice on how to turn the May Paper into a successful LLM thesis by the beginning of October 2023;
- d) negative decision.

Please note that the panel may recommend a resubmission after the defence even if the written reports were positive.

Researchers who are asked to resubmit the May Paper will have received at least two reports that provide feedback and comments. In addition, they should seek a meeting with their supervisor immediately after they have been notified that they must resubmit. During this meeting the supervisor and the researcher should agree on a timetable for supervision and feedback during the summer months, taking into consideration the respective timetables.

The deadline for the resubmission is 31 August 2023. After the submission the first and second reader should submit a written report. The third reader should submit a written report if either the supervisor or the second reader requests it. The committee sends its recommendation to the Department. A decision will be reached by the Department in September 2023.

Researchers who have fulfilled all the first-year requirements and proceed to the second year of the PhD programme will receive the degree of *Master in Comparative, European and International Laws (LLM)*.

A researcher may appeal on non-academic grounds against the recommendation of the Department, where provided for in the Academic Rules and Regulations (see Chapter 17). The notice of intention to appeal must be submitted in writing within 7 days of notification of the decision (including the date of notification). Grounds of appeal must be submitted in writing within 14 days of notification of the decision (including the date of notification).

Recommendations will be communicated to the researchers in writing at least one week before the Entrance Board.

A researcher requested to resubmit a May Paper by 31 August 2023 but who is not then admitted to the second year of the PhD programme may in exceptional circumstances be offered the chance of turning the May Paper into an LLM thesis with an extended deadline of 15 December 2023.

### 4.3. Transfer from PhD to LLM

In exceptional circumstances, a request to change from PhD to LLM may still be made in the first year up to 7 June 2023, so that any grant thus freed could be reallocated to an incoming researcher by the Entrance Board. In order to change programme, a reasoned request must be made in writing to the Head of Department with the written approval of the supervisor. A decision will be taken at the next departmental meeting (the last meeting in 2023 is 21 June). If the request is approved by the Department, the researcher will have to present the final text of the LLM thesis by 12:00 (noon), on 1 October 2023, i.e. in the year following admission (thirteen months in total) in the same way as all other LLM researchers. There will be no postponement of this deadline on grounds of the transfer to the LLM programme.

## 5. Second Year

Second-year researchers should present their research once during that academic year with their supervisors attending their presentations. This needs to be done until the second week of June (otherwise admission to the following year will be conditional on the fulfillment of this requirement in the remaining weeks of the academic year) and researchers are encouraged to fulfill this requirement already in the first months of the calendar year. The presentation can be done in a researcher led initiative such as a working group event. Professors may also run a set of research colloquia to facilitate the fulfillment of this requirement. Researchers and their supervisor should identify the expected format and timing in the Personal Research Plan. If, for good reasons, the presentation requirement or the requirement of the supervisor's participation cannot be fulfilled, researchers can request an exemption from the Director of Graduate Studies.

Second-year researchers will usually complete 21 seminar credits during the second year in order to ensure that they meet the requirement of 42 seminar credits over the first two years of the programme (see Section 2.3.1 above). The credits can be obtained, *mutatis mutandis*, as per the guidance provided under Section 2.3.3 above.

Second-year researchers who participate in a *stage/internship* or who for any other reason have a suspension of grant during their second year, and who for that reason cannot attend a seminar in each term, will have to comply with the remainder of their obligations during the third year. Residence requirements and guidelines for leaves of absence apply also to Second-year researchers (see Part 1, Sections 2.2. and 2.3.).

By 12:00 (noon) on **7 October 2022**, all Second-year Law researchers must have discussed with their supervisors a new Personal Research Plan to include a projection of the work required to be able to comply with the one-quarter thesis requirement (see below). If the form is sent from the researcher's EUI e-mail account, electronic signatures are also allowed. Once approved by the supervisor, it should be sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) (further information at: <https://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/SecondYearRequirements>)

By 12:00 (noon) on **12 April 2023**, all Second-year researchers must show that they have completed at least one-quarter of the work required for the PhD thesis (for extension requests see 1.2 above). Please check if your supervisor requires a hard copy. If so, please submit it to the relevant administrative assistant. In all cases, one electronic copy should also be sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu), accompanied by the written work declaration (see Part 1, Section 2.8. - Written Submissions).

On the basis of this work, the supervisor will be required to report to the department on the progress made, stating whether admission to the third year is recommended or not. The department will inform the Entrance Board of the recommendations at its June departmental meeting, which may be positive, postponed to September, or negative.

Postponement of recommendation of passage to the third year may be made where doubts are raised as to the level of achievement in the second-year activities. The supervisor will inform the researcher of what additional work is required. The work must be resubmitted by 31 August 2023. If the supervisor considers that the resubmitted text is still unsatisfactory, a second reader will be appointed among the professors before a final decision is reached. In case of disagreement between the first and the second reader, a third reader will be appointed. If a negative decision is taken, an appeal may be heard and examined on non-academic grounds where provided for in the Academic Rules and Regulations (see Chapter 17).

## **6. Third Year**

Third-year researchers should present their research once during the academic year. They should discuss with their supervisors when and how this presentation will take place.

Third-year researchers must earn 6 credits by participating in one 20-hour seminar during the year, either in the Law Department or in another department, or two short 8-10 hour seminars. Exceptions to this requirement may be made if researchers, in agreement with their supervisor, propose an appropriate alternative which might include attendance at, participation in, or organisation of other events, such as workshops or conferences.

By 12:00 (noon) on **7 October 2022**, Third-year researchers are required to present a **Progress Report and PhD work plan** directly to their supervisors in which they will report on their progress towards completing two-thirds of the thesis. Please note that this is not the same as the October progress report which is an electronic questionnaire submitted to the Dean of Graduate Studies. For more information on that, please refer to the Academic Rules and Regulations (Chapter 7).

By the same date they must also have discussed with their supervisors a new **Personal Research Plan** to include a projection of the work required to be able to comply with the two-thirds thesis requirement (see link below), as well as the third-year presentation and seminar requirements. Once approved by the supervisor, it should be sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu). It can be found at

<https://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/ThirdYearRequirements>

If the **Personal Research Plan** is sent from the researcher's EUI e-mail account, electronic signatures are also allowed.

## 6.1. Entitlement to the Fourth-Year Completion Grant

For a general overview of the fourth-year completion grant refer to EUI Academic Rules and Regulations for the Doctoral and Master's Programmes at <http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>.

In principle, all researchers at the end of their third year may apply for a fourth-year EUI completion grant which is payable in two 6-month instalments. The grant is subject to conditions which link payment to thesis completion by the end of the fourth year. The first 6-month instalment of the completion grant will be paid to all researchers satisfying the third-year requirements, i.e. to all those who have successfully completed two-thirds of the thesis by the end of the third year. The term 6-month instalment refers to



the entitlement of a researcher to receive the monthly grant payment for the first and/or the second six months of registration in the fourth year.

### Application for the fourth-year EUI completion grant

By the end of the 33rd month of registration (normally this will be May), researchers wishing to obtain the completion grant must apply for it by submitting a request to their department, presenting evidence that they have made the requisite progress. In cases where the requisite progress cannot be clearly demonstrated at that stage, the researcher may resubmit evidence of progress by the end of the 36th month of registration (normally this will be by 31 August).

By 12:00 (noon) **25 May 2023**, evidence of the two-thirds work must be submitted (for extension requests see 1.2 above). Please check whether your supervisor requires a hard copy. If so, please submit it to the relevant administrative assistant. In all cases, one electronic copy should also be sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu), accompanied by the written work declaration available on the website of the Department.

In addition, by **25 May 2023**, all third-year researchers must write by email to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) to indicate whether they wish to receive the fourth-year grant (either from the EUI or from another source) or not (some may be taking up employment, some may be requesting other funding, etc.). Even if they have a delayed two-thirds submission date, they must provide this information by **25 May 2023**.

## 6.2. Two-Thirds Requirement and First Instalment of Grant

Approval of the first instalment of the fourth-year grant by the Entrance Board in June will be based on a recommendation from the department. The relevant departmental recommendation must be communicated in writing by the department to the researcher no later than one week before the Entrance Board meeting at which the decision is taken. This communication may include a written report or any other document relevant to the recommendation.

The recommendation of the department to the Entrance Board on entitlement to the grant upon passage to the fourth year can be a) positive, b) postponement of the decision to September, or c) negative. The Entrance Board, upon receiving the recommendation from the department, shall make the final decision about payment of the first instalment of the grant.

## Positive decision

Researchers who are awarded, and then decide to take up the completion grant, will be required to sign a written commitment that they shall submit the final draft of their thesis within 48 months of registration. In this article, the final draft is the text that the researcher submits to the supervisor with the intention of defending it before an examining board and that has been accepted as such by the supervisor.

## Postponement of decision

The department may recommend postponement of the decision to September. In such a case, the department shall clearly state in its recommendation what additional work the researcher is required to carry out over the summer months. This work shall be submitted before 31 August.

The researcher's grant shall be extended until the end of the month in which the final decision concerning admission is taken by the Entrance Board. For example, where the department recommends postponement of the decision to September, the researcher's grant will be paid until the end of September.

## Negative decision

Where a negative decision is approved in June, the researcher is not entitled to any part of the first instalment of the grant. They will nevertheless maintain researcher status during the fourth year and may still qualify for the full second instalment of the grant (6 months) by satisfying the end-of-fourth-year requirement of submitting the final draft, that is, the text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board, and that the supervisor has accepted as such.

Where a negative decision is approved in September, the researcher is entitled to keep the grant received for September but no other part of the first instalment. They maintain fourth-year researcher status and may still qualify for the full second instalment of the grant (6 months) by satisfying the end-of-fourth-year requirement of submitting the final draft, that is, the text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board, and that the supervisor has accepted as such.

## Right of appeal

Researchers may appeal on non-academic grounds against the recommendation of the Department, where provided for in the Academic Rules and Regulations (see Chapter 17).

## 7. Fourth Year

For researchers in receipt of the completion grant, the residence requirements also apply fully throughout the fourth year. No leave of absence without grant (with suspension of registration period and retention of grant entitlement) will be granted during the period of entitlement to and receipt of the fourth-year completion grant, except where the leave does not impede in any way the submission of the final draft of the thesis within 48 months of registration.

### 7.1. Award of the Second Instalment of the Completion Grant

The second instalment of the completion grant, which is for six months, is payable once the supervisor and the researcher have agreed towards the end of the first instalment of the grant (i.e. between the 41st and 42nd month of registration – normally between the end of January and end of February) that a final draft of the thesis will be completed and submitted by the 48th month of registration. To this end, the supervisor and researcher will certify to the Department and Entrance Board that the thesis is on track for completion by the end of the fourth year of registration. By 12:00 (noon), on Thursday **12 January 2023**, fourth years (including those with delayed deadlines due to intermission) should confirm via [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) that they wish to receive the 2nd instalment of the fourth-year grant. In addition, researchers should also indicate at this stage if they will request a subsidy for language correction.

In order for the second instalment of the grant to be paid on time, supervisors should confirm to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) by **2 February 2023** that the thesis is on track for completion by the end of the fourth year of registration. This confirmation should be sent via email, with the supervisee in copy. The recommendation will be communicated to the Entrance Board so that the second instalment may be paid without interruption. If a fourth-

year researcher has delayed deadlines due to a previous intermission, then this deadline for confirmation will also be delayed according to the length of the intermission.

If by mid-year it is impossible to certify that the thesis is on track for completion by the end of the fourth year, such certification may be postponed to a later stage. As long as the certification occurs within the fourth year (i.e. within 48 months), the second instalment will be awarded. Of course, payment of the grant will be delayed in such a case. Eligibility for the second instalment of the grant ceases after 48 months of registration.

In cases where the supervisor and researcher cannot reach agreement on a joint certification to the Department and Entrance Board within this period of 48 months, the Department shall appoint a second reader. If the original decision is confirmed, the researcher loses the right to the second instalment of the grant but is entitled to appeal on non-academic grounds.

## 8. PhD Theses

Please note that a doctorate which has been prepared in the EUI's PhD programme **must be defended at the EUI**. It may **not** be proposed for defence at any other university, unless a derogation is granted by the President with the consent of the Executive Committee.

Due to the COVID-19 Emergency Measures in Italy and elsewhere, the Dean of Graduate Studies has authorised some interpretations and adjustments of the standard procedure for Thesis Submission and Defences set out in Chapters 9 and 11 of the Academic Rules and Regulations. For the most recent updates, please consult the [website of the Academic Service](#).

### 8.1. Timing of Defence

The public defence of the thesis should take place **within 11 months of submission of the final draft**. The date when the supervisor and any co-supervisor have accepted the thesis as ready for defence shall count as the thesis submission date. After the submission date, the Department shall send the manuscript without further delay to the other members of the Examining Board. The Department shall schedule the defence no later than nine months after the delivery of the jury reports, except where an extension for resubmission has been granted to the researcher or where unforeseen delays have occurred due to the late delivery of the reports or the

unavailability of members of the Examining Board. The Department shall in such cases make a reasoned request for extension of the nine-month limit for scheduling the defence to the Dean of Graduate Studies.

For details on Examination Board Reports and Scheduling of Defence please refer to:

<https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> - Article 9.5

## **8.2. Submitting the Final Thesis and 300-word Summary**

The researcher shall submit the final version of the thesis (i.e. the version to be printed, bound and sent to the examining board members), together with a 300-word summary to the supervisor and the administrative assistant. The thesis should be accompanied by the receipt of the originality report produced by the anti-plagiarism software: [Turnitin](#).

For the submission deadline (and possible extension requests) please see the section on the student status in 2.1 of Part 1, above.

## **8.3. Assessment of Drafts**

The supervisor (and any co-supervisor) shall inform the researcher within a month whether they accept the thesis as ready for defence. The supervisor is asked to decide on one of the following options:

- The thesis can be sent to the Examining Board as submitted
- The thesis needs to be revised before submission
- The thesis needs language correction

For a detailed consultation on the procedure of the defence please refer to: <https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> - Article 9.5

## **8.4. Examining Board**

The thesis shall be defended before the Examining Board.

The composition of the Examining Board is proposed by the supervisor to the Head of Department, and the final decision is taken by the Executive Committee of the Academic Council. Researchers are therefore not

permitted to contact any external professor concerning the possibility of their becoming a member of the Examining Board. Such contact should only be made by the supervisor, the supervisor's administrative assistant or the Head of Department.

For details on the composition of the Examining Board please consult: <https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> - Article 9.7.

## 8.5. The Thesis Defence

The defence shall last a maximum of two hours, and include:

- presentation of the thesis by the candidate, lasting approximately 20 minutes;
- comments and questions by members of the Examining Board, which must be confined to the candidate's research topic;
- a general discussion, in which all those attending the defence may participate unless otherwise decided by the Chair.

For further details on the thesis defence, please refer to Articles 9.9 - 9.18 of the *Academic Rules and Regulations for the Doctoral Programme*: <https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>.

## 8.6. Publication of the Thesis

The *Academic Rules and Regulations for the Doctoral Programme* last amended by Academic Council Decision N° 1 of 15 June 2016 state at Article 9.13.:

In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published.

Theses can be published on paper or in electronic format, with an external publisher or in the open access electronic EUI repository Cadmus. In the latter case, the copyright remains with the author. If the author decides not to agree to publication of the thesis in the EUI repository but fails to publish it with an external publisher within four years after the defence or has no firm indication of proximate publication, the EUI will automatically acquire the right to publish thesis

in the EUI repository. These conditions shall be accepted by the author of the thesis in a signed agreement.

## 8.7. Practical Information on the Thesis Defence Procedure

The thesis should be **approximately 80,000 to 100,000 words** in length, including footnotes. The maximum length of the thesis is 150,000 words, including footnotes but excluding the bibliography and possible annexes. A thesis submission must include a word count, so that submissions over 150,000 words will not be processed. **Exemptions will not be granted unless a longer thesis is necessary for academic positions in a particular country (in this case, a request should be approved by the supervisor and sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) at least three months prior to the submission of the thesis).** Contributions for language correction from the Law Department, however, shall be calculated according to word count up to a maximum of 100,000 words. Additional correction costs for theses with a higher word count must be paid by the researcher. For formatting, and for compulsory EUI templates for the external and internal cover pages, please see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/GuidelinesForThesisPreparation.aspx>

The thesis may be written in any language that is known to the supervisor and another professor of the Department, with the approval by the supervisor, and it need not be in the same language as the first-year May Paper or any intermediary draft. If language correction of the thesis is required, the language corrector should receive the final thesis in good time as they will need four weeks for language correction. Please see:

<http://www.eui.eu/ServicesAndAdmin/LanguageCentre/CorrectionService/ThesisEditingProcedure.aspx>

Please contact the Language Centre for further details. Theses that have been submitted for language correction should specify this on the first inside page of the final version. Please see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/GuidelinesForThesisPreparation.aspx>

The Law Department has the following procedure for preparing defences, in compliance with the Institute's Rules and Regulations for the doctoral programme:

1. The researcher must give the final version of the thesis (including the 300-word summary, the '*Declaration to accompany the submission of written work LAW LLM/PhD programmes*' and an Originality Report produced by the Turnitin anti-plagiarism application (see Written Submissions Part 1, 2.8.) to their supervisor and their administrative assistant.
2. When assessing whether the final version of the thesis is ready for defence, the supervisor must confirm with both the researcher and the administrative assistant whether or not the thesis requires language correction.
3. When the thesis supervisor concludes that the doctoral work and thesis progress justifies the establishment of an Examining Board, they shall, after consulting the researcher and any co-supervisor, propose the composition of the Examining Board to the Department. The researcher must not contact any external professor with regards to the board but can make their preferences known to the department.
4. The administrative assistant will send working copies of the thesis to the Examining Board members, with an official invitation letter from the Head of Department, specifying the deadline for submitting their reports.
5. All members of the Examining Board will be requested to submit their reports within two months of receipt of the thesis. When all reports have been submitted, the administrative assistant will forward them immediately to the candidate and the Examining Board members.
6. Once all the reports have been received, and provided they all conclude that the thesis is ready for defence, the administrative assistant can confirm the date and will send the final version of the thesis to the print-shop where the necessary copies will be printed.
7. Two copies will be sent to the Library. Of the two copies of the thesis sent to the Library, one may be consulted inside the Library by members of the Institute for two weeks prior to the defence. Once the degree has been awarded, one copy of the thesis will be bound and kept for archival purposes and the other will be made available to the general public.
8. At the defence, the candidate is requested to complete the "Authorisation to Publish form". Candidates are informed that signing



the form is obligatory and that no doctoral diploma will be issued by Academic Service until the form has been signed and received by the Department.

9. When Cadmus receives a copy of the Authorisation to Publish form, a PDF of the successfully defended thesis will be placed online in the institutional repository either with an embargo of four years or with immediate publication (according to whichever option the author has chosen).
10. When an author chooses the option of a four-year embargo, the thesis will be published online four years after the defence date (or after the PhD award date if different), unless the author previously communicates either: a) that the thesis has been published elsewhere; b) that the thesis can be published online with Cadmus before the expiry of the embargo.
11. After the defence, one copy will be sent to the European Court of Justice Library if the candidate has no objection. The researcher will then collect one copy after the defence. Copies cannot be posted or sent by courier to the researcher, unless the researcher personally organises and pays for such a service.

## **8.8. Subsidies for Publication**

For further information on subsidies for publication see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/PublishingSubsidies.aspx>.

The author is encouraged to seek commercial publication of the thesis as a book, in which case, they will have to find a publisher. Should the publisher require a subsidy for the editing, translating or indexing of the manuscript, or for the reproduction of photos, the author may request a subsidy from the Law Department, but subsidies are limited and printing costs cannot be covered. The request should be made to the Head of Department (via [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)) and include the terms of publication offered by the publisher.

### **8.8.1. Formal Requirements for Requesting a Subsidy**

If the subsidy request relates to the commercial publication of an EUI thesis, a written request must be sent to the Department within two years of the thesis defence date. The dossier should contain the following information:

- i. documentation provided by the Department: the thesis manuscript evaluation form, filled out by the President of the Examining Board at the time of the thesis defence;
- ii. documentation provided by the applicant:
  - a. a concrete proposal (which could be a contract) from a reputed publisher in the field to publish the manuscript, including any available review of the manuscript, the estimated costs, and time-frame for publication;
  - b. justification for the subsidy request (a letter explaining the need for a subsidy).

### 8.8.2. Procedures for Awarding the Subsidy

Once the book has been published, an original invoice specifying the work done (i.e. editing, indexing, etc.) should be sent to the Department. Two copies of the published book should be sent to the Department, which subsequently sends them to the Library secretariat.

The following need to be inserted into the published book:

- i. the logo and full name of the EUI;
- ii. a sentence mentioning the EUI subsidy (e.g. “This book has been published with a financial subsidy from the European University Institute”; “ouvrage publié avec une subvention financière de l’Institut Universitaire Européen”);
- iii. a sentence stating that the publication is based on an EUI thesis defended at the EUI, Department and year (e.g. “This publication is based on, or is a revised version of, an EUI PhD / LLM thesis”).

The subsidy will only be paid if the above-mentioned requirements have been fulfilled. Requests related to delays in publication and any change in the title of the publication must be submitted to the department



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## European University Institute

VILLA SALVIATI  
Via Bolognese 156  
50139 Firenze (FI)  
Italy

