

## **PRACTICAL INFORMATION FOR FERNAND BRAUDEL FELLOWS**

**Academic Year 2026-2027**

## **PRACTICAL INFORMATION FOR FERNAND BRAUDEL FELLOWS**

**Responsible Unit:** Welcome Office, Academic Service

### **Aim of the instruction**

The aim of this document is to provide practical information for new members of the EUI, to help them to plan their arrival and stay in Florence.

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## Registration

On arrival, new fellows register with the Welcome Office at the Badia Fiesolana. During registration, we will provide you with your EUI card and other useful documents and information for your stay in Florence.

Please inform the Welcome Office ([welcome@eui.eu](mailto:welcome@eui.eu)) of the date and time of your arrival at the Institute as soon as you know it. Registration is arranged by appointment.

## **Grant and Taxation**

### **Grant**

The grant is indicated in the offer letter for the fellowship.

Fellows are normally paid directly by the Institute into their Florence bank account, or, if they so prefer, in their home bank account (see p. 8 on the EUI bank). Bank charges for payments to non-Italian accounts are at the expense of the fellow.

Before your arrival, we will send the request to register your bank details in the online platform, for the payment of your grant.

### **Taxation**

The fellowship is not taxed by the Institute. However, fellows are required to comply with any other tax provisions that may be applicable to them.

## European University Institute Card

### EUI Card

Upon registration, fellows receive a EUI identity card with their photograph and matriculation number. This is used to access the EUI campus, the Library, and it can be used in the canteens.

EUI cards are prepared prior to your arrival.

### Partner Cards

Postdoctoral fellows may apply for a EUI card for their partner. It grants partners access to the same buildings as the fellows, as well as access to the Library (without any print or photocopying quota). For further information, and to apply for a partner card, please consult the [EUI Partner Card page](#).

## Research Tools

### The ICT service

The ICT Service provides the information technology resources for the work and activities of the EUI members. The ICT offers and maintains a wide range of services, including: computing accounts with a EUI email address, personal cloud storage (OneDrive/SharePoint), support for personal devices, printing services, A/V equipment, on campus access via LAN and WiFi, as well as off campus intranet access via VPN. The ICT service also provides a wide range of research software for personal use.

For more information see <http://www.eui.eu/ICT-Flyer> or visit ICT's homepage <http://www.eui.eu/ICT>

### Library

The EUI Library supports the high-level research, teaching, and training activities of the EUI scholarly community, and aims to provide the best possible collections, services, and information tools in the social sciences and humanities, with a particular emphasis on Europe. The collection includes over a million print and electronic resources as well as licensed and open access data resources in Law, Economics, History and Civilisation, and Political and Social sciences.

Users have a range of services at their disposal: on-demand acquisition of books and e-books, generous lending policies, daily book delivery to the main EUI villas, document delivery, an online document conversion system, interlibrary loan, 200 workspaces, and numerous training sessions. All available Library services and resources are listed on the [Library website](#).

The Library organises many events, including [Library Research Skills sessions](#), designed to help manage the information needed for research.

### **Cadmus, EUI Research Repository and Open Access**

[Cadmus](#) is the EUI Research Repository collecting EUI members' academic publications and datasets during their time at the EUI and/or based on research carried out at the EUI. Cadmus also includes theses written by EUI researchers and publications from academic series sponsored by the EUI, such as working paper series. An increasing proportion of Cadmus is now in Open Access. Cadmus is searchable in and harvested by several European and international networks and portals.

### **Scholars' Hub (CALL)**

The EUI's Scholars' Hub equips students, early-career researchers, and the EUI scholarly community with [essential academic literacies and multilingual skills](#), in addition to [professional and career development resources](#). It includes the Centre for Academic Literacies and Languages (CALL), as well as teaching and learning professionals from across the EUI.

For more information, please contact us at [scholarshub@eui.eu](mailto:scholarshub@eui.eu).

## Facilities at the EUI

Fellows are given an office space by the Department that hosts them, but computing facilities may not be available. We strongly advise to bring a personal laptop.

Please note that fellows often share an office.

## Photocopying

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

## Bank

Grants are paid directly into the fellow's bank account (in Florence, or home bank account).

To open a bank account with the Italian bank Intesa San Paolo, please check our dedicated webpage: <https://www.eui.eu/en/services/accounting-service/bank-and-bancomat>. Please also be advised that there is a cashpoint/ATM machine near the Control Room in Badia Fiesolana.

If you choose to open an Italian bank account upon arrival, please give the details to the Welcome Office ([welcome@eui.eu](mailto:welcome@eui.eu)) as soon as possible after registration. This allows the administration to go ahead with the payment of your first grant. You will need a tax code (see section on codice fiscale, of the Life in Florence – Practical Information for EUI Newcomers booklet) to open a bank account.

## Coffee Bars and Canteens

The Coffee Bars and the Canteens are open from Monday to Friday, except on EUI holidays.

### Coffee Bars

Badia Fiesolana	08:30 – 18:00
Villa Schifanoia	08:30 – 15:30
Villa La Fonte	08:30 – 17:00
Villa Salviati	08:30 – 16:30
Palazzo Buontalenti	08.30 – 17.00

### Canteens

Badia Fiesolana	12:00 – 14:30
Villa Schifanoia	12:00 – 14:00
Villa La Fonte	12:00 – 14:00
Villa Salviati	12:00 – 14:00
Palazzo Buontalenti	12.00 – 14.00

## Fiasco Social Club

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

*Fiasco Social Club* is open every weeknight from 18:30 until late for all members of the Institute. It offers international beers, wines, and spirits. It is a good place to meet faculty, staff, fellows, and researchers.

*Fiasco Social Club* runs on a purely voluntary and non-profit basis (no volunteers no opening!). Every EUI member, be it researcher, faculty, or staff, can join the team and contribute to the functioning of the Club by volunteering to keep the common room open on a chosen weekday, or by organising events.

For more information, see

<https://www.eui.eu/ServicesAndAdmin/ExtracurricularActivities/Fiasco-Social-Club>

## **Newspapers**

The Library offers broad access to online news resources. Among individual subscriptions, the Library holds: The Economist, Financial Times, New York Times, Times Higher Education. EUI members also have access to news aggregators such as Factiva and Westlaw. All newspapers can be accessed via the Library catalogue <https://biblio.eui.eu/>

In addition, the Library subscribes to PressReader.com, which provides access to same-day editions of international publications such as Corriere della Sera, Le Figaro, Gazeta Wyborcza, The Guardian, I Kathimerini, Libération, El Mundo, El País, De Standaard, The Washington Post and many more.