

PRACTICAL INFORMATION FOR JEAN MONNET FELLOWS

Academic Year 2025-2026

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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

Registration, distribution of general information, and welcome events take place on 2nd September 2025 at the Badia Fiesolana.

During registration, we provide you with your EUI card for access to EUI facilities, and give you general information about life at the EUI.

Details of registration day and events will be sent to you in the early Summer.

Please note that your grant will only be paid for the agreed duration of your fellowship. If you arrive after the formal start date of your fellowship, your grant will be proportionally reduced, and you should register individually at the Welcome Unit at the Badia Fiesolana.

Prior to your arrival you will be requested to register online and you will be required to upload some or all of the following:

- Your bank account details
- Relevant supporting documents for the payment of family allowances (i.e. proof of partner living in Florence; birth certificates of children)
- Proof of health insurance
- A copy of your doctoral degree certificate

Please note:

- **The beginning of your stay in Florence may prove expensive, given the cost of deposits for rental properties (usually 1-2 months' rent), and because it takes some time for the first instalment of your grant to be credited to your bank account. We advise you to bring sufficient money to cope with any extra costs.**
- **If you are planning to come with your own vehicle and to use it in Florence, please contact the Welcome Office (welcome@eui.eu) for more information regarding the current Italian legislation concerning this matter.**

Grant, Allowances, Taxation and Travel Expenses

Grant

The basic grant is €2,500 per month. If the duration of the fellowship is less than 12 months, no grant will be paid for the month of August.

The Institute normally pays the grants directly into the fellow's Florence bank account (see p. 10 on the EUI bank). Please note that some non-Italian banks may apply bank charges. If so, those will be at the expense of the fellow.

You will be required to provide your bank details, including IBAN (if applicable) and SWIFT/BIC codes for payment of your grant.

Should a fellow leave before the end of the fellowship (before 20th July), the grant will be accordingly reduced, and no grant will be paid for the month of August.

If a fellow benefits from other grants or salaries, this must be declared to the EUI and the EUI grant may be fixed at a lower rate, depending on the amount of the additional income. Supporting documentation (payslip) is requested.

Allowances

A household allowance of up to €300 per month is paid to fellows with a partner accompanying them to Florence, on the condition that the partner's income is less than €2,000 per month. The sum of income and allowance cannot exceed €2,000 per month (i.e., if the income is more than €1,700, the allowance will be paid only to top up to €2,000).

A dependent's allowance of €200 per month is paid for each dependent child if they live with the fellow in Florence.

Fellows are entitled to the allowances if they can declare that they are not receiving similar allowances from other sources, and upon presentation of relevant certificates (marriage or equivalent, birth certificate of child). A school or university certificate is required for dependent children in full-time education and over the age of 18. There is no allowance for dependent children over the age of 26.

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.

Travel Expenses

Fellows (but not their families) receive reimbursement for the incoming trip from their place of origin (the place from where the fellow travels to take up the fellowship) at the beginning of the fellowship, and for the outgoing trip to their destination at the end of the fellowship. Maximum reimbursement is €1,200 including both incoming and outgoing trips.

Reimbursement of your travel expenses will be made upon the presentation of your travel documents/tickets (showing the price paid). You will be asked to submit your claim via an online platform accessible with your EUI account. Once you arrive, you will receive an automatic message with a link to the platform, where you can submit your claim.

Reimbursement is made for first-class rail travel or economy-class air travel.

Travel by car is reimbursed with the equivalent of a first-class rail ticket (previous authorization is required). Only one-way tickets can be reimbursed, and, in case of a return ticket, only half of the ticket can be reimbursed on arrival.

N.B. If the cost of luggage is not included in the price of the plane ticket, the cost of 1 piece of luggage can be reimbursed.

Taxi costs cannot be reimbursed.

Reimbursement for the trip from Florence back to the hometown or place of employment is made after the formal end of the fellowship, i.e., after 31/08/2025, upon presentation of travel receipts and completion of the relevant online request. If the reimbursement of the return trip and/or the last grant payment is to be made on another bank account, the fellow must fill in a new bank details form in due course so as not to delay the payment.

Visa expenses

The visa application fees for the fellow can be reimbursed up to 250€ including travel to/from Embassy/consulate, on the basis of supporting documents. The visa applications fees for family members are not eligible for reimbursement.

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.

Partner Cards

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

Research Tools

The ICT service

The ICT Service provides the information technology resources for the work and activities of the EUI members. The ICT offers and maintains a wide range of services, including: computing accounts with a EUI email address, personal network storage area (G: drive), support for personal devices, printing services, 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 resources include over half a million books and almost 600,000 eBooks in Law, Economics, History and Civilisation, and Political and Social sciences. In addition, the Library provides access to an extensive collection of databases, full text eJournals, and working papers.

The Library also maintains a Data Portal for licensed and open access, micro and macro-datasets. The Library has the status of European Documentation Centre (EDC), an official depository of EU publications and documents.

Users have a range of services at their disposal: on-demand acquisition of books and eBooks, generous lending policies, daily book delivery service to the main EUI villas, document delivery, online document conversion system, interlibrary loan, 174 workspaces and numerous training sessions. Users can access the EUI network with their personal laptops via WiFi connections. You can read more about the available Library services and resources on the Library website including opening hours.

Please note that Library fines are charged for overdue items. It is your responsibility to manage your library borrowing and to renew or return your books on time.

The Library organises many events and training throughout the year including [Research Skills sessions](#), designed to help you manage the information you need for your research.

Cadmus, EUI Research Repository and Open Access

Cadmus is the EUI Research Repository. It contains EUI-members' academic publications and datasets issued during their time at the EUI and/or based on research carried out at the EUI. Cadmus also includes all publications from academic series sponsored by the EUI, such as working paper series and theses written by EUI researchers. Cadmus contains Open Access publications at an increasing proportion. Cadmus is searchable in, and harvested by, several European and international networks and portals.

All members of the EUI are required to submit their publications to cadmus@eui.eu and to add the full-text where possible; datasets should be submitted to resdata@eui.eu. EUI members should also connect their ORCID to Cadmus [<https://cadmus.eui.eu/ORCID/>] in order to allow for the automatic population of their ORCID profiles .

Every year the Library organises events at the EUI, in February, during the international Love Data Week and in October during the International Open Access Week.

Every year the Library organises events at the EUI for International Open Access Week in October.

Centre for Academic Literacies and Languages

The EUI Centre for Academic Literacies and Languages (CALL) provides multilingual academic literacies courses and workshops, language learning, and group and individual writing support in English, Italian, French, German and Spanish.

For more information on courses, timetables and contacts please see: <https://www.eui.eu/en/services/academic-service/language-centre>

Facilities at the EUI

Office space, personal computers

The Schuman Centre will provide office space and basic computing facilities.

For more info on logistic issues, please contact Sarah Bernstein (sarah.bernstein@eui.eu) of the Robert Schuman Centre for Advanced Studies. Please do not have any mail sent to you before your arrival.

Photocopying

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

Bank

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

There is a branch of the bank Intesa Sanpaolo at the Institute, located in the Bank Corridor (open Mon – Fri 8.45 – 13.00; Wed also 14.00 –16.00) and a Intesa Sanpaolo Bancomat (cashpoint / ATM machine) in the same corridor.

If you choose to open an Italian bank account upon arrival, please inform the Welcome Office as soon as possible after registration. This allows the administration to go ahead with the payment of your first grant. You will need a tax code (codice fiscale, see relevant section in 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), 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 the individual subscriptions, the Library holds: The Economist, Financial Times, New York Times, Times Higher Education. EUI members have also access to news aggregators such as Factiva, and Westlaw. Find them on the Library catalogue <https://biblio.eui.eu/>.

In addition to these, 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. More information is available on the Library website.

Representation

Fellows have their representatives in the Executive Committee, the Academic Council and the Research Council, and in other relevant EUI committees if needed (<https://www.eui.eu/About/Organization>).