



Hauser Global Law School Program

# European University Institute Florence, Italy

Exchange Program Information Package  
2010-2011



Hauser Global Law School Program  
New York University School of Law  
245 Sullivan Street, Suite 340  
New York, NY 10012

Tel: 212 998 6691; Fax: 212 995 4656

E-mail: [lawglobal@exchange.law.nyu.edu](mailto:lawglobal@exchange.law.nyu.edu)

<http://www.law.nyu.edu/global/intlprograms/studyabroadprograms/index.htm>

We are pleased you are interested in New York University School of Law's overseas exchange program with the European University Institute (EUI) in Florence, Italy. This package gives a general description of the program as well as details about some of its more important aspects. The information in this pack was taken from a variety of sources made available by EUI, such as their website – [www.eui.eu](http://www.eui.eu), handbooks, and other informational guides. Carefully review this information before deciding whether to apply.

Please plan to attend an information session. If you can't attend, or if you have additional questions about the program, please feel free to stop by the Hauser Global Law School Program Office (FH 340) to speak with Christine Jensch, Coordinator for Global Visitors and Exchange Programs.

## **Important Application Dates**

<b>January 21</b>	NYU application deadline
<b>Mid-January-Mid-February</b>	Applicants screened
<b>Mid-late February</b>	Selections made
<b>March 12</b>	EUI application deadline

## **I. Program Description and Information**

### **A. About the Program**

Up to two NYU Law students may study at The European University Institute per fall semester. The program is open to second- and third-year students only who have spent at least one full-year at NYU School of Law. First-year students cannot participate.

EUI's curriculum is organized around seminars. Seminars meet twice a week for two hours per session over the course of 10 weeks. Typically NYU students take 4 seminars and write a final seminar paper in lieu of a written exam. NYU students may earn up to 12 credits per semester towards their JD degree.

### **B. The European University Institute**

The European University Institute (EUI) was set up in 1972 by the six founding Member States of the European Communities to provide advanced academic training to PhD students and to promote research at the highest level, and opened its doors to the first research students in 1976.

It carries out research in a European perspective (basic research, comparative research and Community research) in history, law, economics, political and social science.

Its full-time teaching staff, fellows and research students are recruited from all countries of the European Union and elsewhere. It welcomes research students for periods of one to four years who wish to study for the Institute's doctorate (normally four years) or take the LL.M. in comparative, European and international law, as well as post-doctoral fellows.

The Department of Law is best described as being "European and international in its character, comparative in its approach and contextual in its methods". They are definitely "European" through and through, not specifically for biological reasons, but in their devotion to European problems and the European scholarly scene.

Most, if not all, postgraduate and research legal institutes in Europe are very international in terms of the composition of the staff and the student body but none are probably as diverse as the Law Department of the EUI. If there ever were a truly cosmopolitan centre of legal postgraduate education and research, it would be the Law Department at the EUI. A small faculty of 14, composed of professors of nine nationalities, the administrative staff of six people from five countries, and the student body having over a hundred researchers from no fewer than twenty-two countries. These people bring with them the expertise, intellectual habits and expectations embedded in diverse legal and educational cultures and enrich us all in the process.

The Department of Law also embraces the precept that legal scholarship is at its best when pursued in an interdisciplinary manner, in dialogue with, and using the tools borrowed from other academic disciplines, thereby displaying sufficient sensitivity to the broader context - political, economic, cultural etc - in which legal phenomena take place.

### **C. The City of Florence**

Famous for centuries as one of the main centers of art and learning in Italy, Florence is now important not only for its collection of art, its museums, and its architecture, but also as the commercial and administrative capital of Tuscany. The city, with approximately 500,000 inhabitants, is extremely active with regards to music, theatre, cinema, sports and recreation. There are, for example, two resident orchestras, and several music festivals are held each year.

Walking around the streets of Florence is like taking a walk through medieval Italy. At every turn there is an architectural marvel to behold, such as the iconic Cathedral di Santa Maria del Fiore, more popularly known as Il Duomo ("The House"), its adjacent

Campanile (bell tower), and its Baptistry. As the birthplace of the renaissance, a pilgrimage to one of the greatest art museums of the world, Gli Uffizi is a must for every visitor. Scattered throughout the city are numerous churches and equally impressive museums and galleries that also house important pieces art by the greatest renaissance painters and sculptures of Italy. Throngs of visitors crowd the streets and piazzas of Florence year-round to take in its sights and indulge in *La Dolce Vita*. One of the most common past-times in Florence is La Passagiata, a pre-dinner stroll through town to build up one's appetite for a hearty Tuscan dinner. And of course, no meal would be complete without a scoop or two of gelato.

When you need a little peace and quiet, the surrounding countryside is dotted with impossibly preserved historic towns such as San Gimignano, Lucca, Assisi, Orvieto, and Siena. You are also in the heart of wine country and may wish to indulge in a tour of this great chianti region. Additionally, the seaside is just over an hour's drive away and in the winter, there is also skiing at Abetone or Corno alle Scale, about 80 km N.W. of Florence.

## D. Program Dates

Semester dates for fall 2010 are not available at

<http://www.eui.eu/Documents/ServicesAdmin/AcademicService/CurrentAcademicCalendar.pdf>

August 25	Student registration
August 30	Start of fall semester
December 17	End of fall semester

## E. Courses

Course information for Fall 2010 is not available yet. For a list of seminars currently being taught at EUI, visit <http://www.eui.eu/SeminarsAndEvents/Index.aspx>

## F. Evaluation and Grades

All courses will be graded in the first instance by The European University Institute faculty in accordance with their grading system. However, because grading standards between NYU School of LAW and The European University Institute may differ, a direct translation to NYU School of Law's letter grading system can be quite difficult. Therefore, participating NYU students will, upon successfully completing a course, receive a designation of "pass/fail" for the course on their transcripts. **All students must receive the equivalent of a letter grade C in order to receive credit for the class.**

**ACCEPTANCE OF ANY CREDIT OR GRADE FOR ANY COURSE TAKEN IN THE PROGRAM IS SUBJECT TO DETERMINATION BY NEW YORK UNIVERSITY SCHOOL OF LAW.** We expect, however, that all credits earned at EUI will count towards New York University School of Law credits.

## G. Program Cancellation Policies

We expect the program to go forward as planned and anticipate no obstacles to implementation. However, in the highly unlikely event that the entire program has to be canceled, students selected for the program will be informed immediately by telephone, email, or in person, and notices of cancellation will be posted on the Hauser Global Law School Program website. In addition, individual meetings will be arranged with any student who wishes one. If in the even more unlikely event that the Program is canceled after students have arrived in Florence, Christine Jensch, Coordinator for Global Visitors and Exchange Programs, will contact all participating students by telephone, if possible, or by email. Should particular courses be canceled or rescheduled, students selected for the program will be informed by email, telephone, or in person to the extent that we are made aware of these changes.

# II. EUI Staff and Facilities

## A. Academic Service Staff

The Academic Service Staff provides students with all the assistance they may need from the time they are selected, through registration to the moment they finish the program. Some examples of the responsibilities of the Academic Service include: accident and health insurance, welfare, information on academic, cultural, social and sporting activities. Students may address the Academic Service for all material questions regarding their arrival and stay in Florence.

In addition, the Academic Service is responsible for the practical organisation of the Academic Council, the Executive Committee (Heads of Departments), the Admissions Committee meetings and the May meeting of the Grants Committee, and the twice-yearly Research Council and High Council.

The **Head of Service** is **Dr. Andreas FRIJDAL**

Tel: ++39 055 4685 373 or 4685 379

Email: [andreas.frijdal@iue.it](mailto:andreas.frijdal@iue.it)

**Head of Student Administration Unit, Ken Hulley**, administers the international exchange programs, inter-university and institutional co-operation and provides assistance with student health and counseling services.

Tel: ++ 39 055 4685 322

Email: [ken.hulley@iue.it](mailto:ken.hulley@iue.it)

**Grants & Welfare Officer, Françoise Thauvin**, deals with Student health insurance, other general rights, accidents, claims and contacts with insurance companies and provides advice on health services and counseling.

Tel: ++39 055 4685 371

Email: [francoise.thauvin@iue.it](mailto:francoise.thauvin@iue.it)

**Exchange Programmes Officer Linda Gilbert**, manages the USA-EUI exchange programs for visiting students, including registration.

Tel: ++39 055 468 5361

Email: [linda.gilbert@eui.eu](mailto:linda.gilbert@eui.eu)

**Admissions Officer, Michela Menicagli**, coordinates and processes applications for for research students, fellows and professors and assists with residence permits ("carta d'identità")

Tel: ++39 055 4685 309

Email: [michela.menicagli@iue.it](mailto:michela.menicagli@iue.it)

**The postal address is:**

European University Institute

Academic Service

Via dei Roccettini, 9

50014 San Domenico di Fiesole

Italy

Fax: ++39 055 685 444

## **B. Academic Facilities**

Research at the Institute is supported by a first-class library and a team of experienced librarians and information specialists.

The collections contain over 3,000 current journals, over 70,000 working papers and approximately half a million books on law, economics, history and the social sciences, with European issues being particularly well represented. Most of the Library's holdings are on open access.

The EUI Library offers a wide range of user services: book acquisition; a generous loan policy; fast document delivery services; interlibrary loans; extensive electronic access to digital text and data resources; remote login; photocopying, downloading and printing; reference services; laptop access to EUI network from fixed network access points; wireless access; and help with creating a 'personal virtual library'.

The Library provides full information on all its resources on the Library webpage <http://www.eui.eu/LIB/> including the possibility for researchers to use databases, to request the purchase of books or periodicals and to order materials by Interlibrary loan. During the months of September-November introductory courses to the Library, specialized courses on the use of specific electronic resources and library documentation courses will be organized. For information on the law collection and the legal databases, journals, Internet resources and instruction courses, please consult the **Law Reference Desk** at <http://www.eui.eu/LIB/Guides/Law/Index.shtml>

## **III. Preparing for Your Trip**

### **A. Anticipated Tuition, Fees and Living Costs**

Florence is considered to be one of the more expensive Italian cities and two factors which certainly have an impact on the cost of living are the city's importance as a tourist centre almost the whole year round and the lack of housing for its resident population.

Transport and service costs are comparable to those in the rest of Italy, but property to rent, hotels, restaurants, food and clothing are generally more expensive than in other cities.

The following table shows what might be the **typical monthly expenses** for essential services and commodities for a person occupying a single room in a flat-share situation in Florence. €1 is approximately US\$1.40.

Rent/month	€400
Electricity/month	€30
Gas & Heating	€40
Bus pass	€30
Supermarket, food, drink, essentials	€220
EUI lunches	€60
Breakfast/coffee bar	€50
Shoes, clothing	€60
Other expenses	€80
Leisure	€200

Inexpensive meals can be had on the EUI campus for €3. To live comfortably you will probably need about €1,000 – €1,200/month.

## B. Student Housing and Living Arrangements

The Housing Office provides information for members of the EUI on long and short-term accommodation in the private and commercial market in and around Florence. For more info about housing, visit <http://www.eui.eu/ServicesAndAdmin/Housing/Index.aspx>

### Contact

Giovanni Ugolini  
 Badia Fiesolana  
 European University Institute  
 via dei Roccettini, 9  
 I-50014 San Domenico di Fiesole  
 ITALY  
 Tel. : +39 055 4685218  
 Fax : +39 055 4685344  
 Email: [housing.office@eui.eu](mailto:housing.office@eui.eu)

### Overview of offers & prices

Rooms with landlords or families with monthly rent generally all-inclusive at €400–500

1-room studio flats, with kitchenette and bathroom, for 1 person or a couple, €650–750

2-room flats (1 bedroom, separate kitchen and bathroom), €750–850

3-room flats (1 bedroom, living room, kitchen and bathroom), which can become 2 bedrooms, kitchen and bathroom), €850–950

4-room flats (2 bedrooms, living room, kitchen, bathroom, which can become a 3-person flat, e.g. if the living room is used as a bedroom, €950–1,200

5+-room flats/houses, i.e. at least 3 bedrooms, living room, kitchen and bathroom for 3–4 people, €1,300–1,500,

Prices generally refer to rents for furnished accommodation, with or without utility costs (gas, electricity, water)

## C. Visa and Residence Permit Information

### Visa

All applicants require the following documentation, in original and photocopy (except for the application form)

- Visa application form to be signed by the applicant in the presence of the Consular Officer
- One recent passport size photograph (full face, front view, color)
- Passport valid three months after the last date of stay in Italy, plus a photocopy of all pages with pertinent information (photo, name, date of birth, expiration date, name change, etc.).
- Proof of permanent residence in the US, green card, valid US long term visa.
- Round trip flight itinerary. If entering Italy by other means, Eurorail tickets, car rental or ferry reservations. The reservations must reflect the name on the passport, and specify the exact border and date of entry into Italy.
- CURRENT ENROLLMENT letter stating that the applicant is fully enrolled for the current academic year, or already enrolled for the following semester, containing anticipated graduation date, major etc. of the university you are attending
- LETTER OF ACCEPTANCE in Italian, addressed to this Consulate from the host institution in Italy, or the Italian branch of the US academic institution, indicating the name of the student, the dates and address of the program, if the University will provide full health insurance conforming to the Italian standards, etc.
- Proof of HEALTH INSURANCE coverage, should the letter of acceptance in Italian not provide it, please present a letter on insurance company letterhead containing name, full policy number, and signature, guaranteeing unlimited worldwide coverage and that the Italian health provider will be paid directly for services rendered. Should the health insurance provider refuse to state this the student has the option of purchasing coverage from any Italian insurance company. If the insurance has already been purchased, proof of policy payment must be presented, if not the student can fill out the affidavit of insurance in which he/she commits to buy a special insurance policy with INA-ASSITALIA.
- For students financially dependent on their parents: Notarized Affidavit of support from the parents stating that they will assume full financial responsibility for their son/daughter during the stay in Italy.

- A recently dated Bank letter (Bank statements will not be accepted) on letterhead, signed by a Bank official indicating account number and the exact balance. A minimum of \$1,000.00 per each month of stay is required.
- If the minimum \$1,000.00 per each month of stay is not met, and the applicant is a recipient of financial aid, a letter from the Financial Aid Office or Advisor, stating the semester costs, the amount of aid, etc. must be submitted along with the proof of funds.

Please be advised that the Consular Office may request any additional documentation at its discretion. Each consulate has its own hours and procedures for applying for a visa. Do read all the information on their website before applying.

There are Italian consulates located throughout the US - Washington D.C., Detroit, New York, Boston, Chicago, Houston, Los Angeles, Miami, Philadelphia, San Francisco, and honorary consulates in Kansas City, Denver, St. Paul, and St. Louis. Each consulate is designed to service a particular part of the country. Based on your state of residence, be sure to make your application to the appropriate consulate.

### **Permesso di Soggiorno (Residence Permit)**

As a visiting exchange student, you will be required to obtain this permit from the central Police Headquarters (Questura) in Florence within 3 days of your arrival. You will need to bring with you:

- their passport (and visa, where applicable)
- 3 photographs
- proof of your status at EUI (copy of your certificate of registration from the Academic Service)
- Marca da bollo or a special duty stamp costing 10 Euro from main tobacconists (applicable only to non-EU citizens)
- proof of medical insurance

For the application for the *permesso di soggiorno*, note that you will first deposit your request with the police. In return, you will be given a slip of paper to show that your file has been submitted. Then, approximately 4 to 6 weeks later, you must return to pick up the actual *permesso di soggiorno*.

### **Codice Fiscale (Tax Number)**

During your stay in Florence, you will certainly have to get, sooner rather than later, a *Codice Fiscale* or tax-code number. It is, in fact, obligatory for all citizens, whether Italian or foreign, to have this number, even though you may not be subject to Italian taxes. You will need a *Codice Fiscale* for

- opening a bank account
- signing any official contract, e.g. the lease for a flat (if the lease is going to be registered)
- taking out an Italian insurance policy
- taking up employment of any kind
- signing contracts with the gas, electric and telephone companies (including mobile phones)

To obtain your tax-code number, simply go to the provincial tax office in Florence (Ufficio Imposte) with your passport or national identity card and ask for a *Codice Fiscale*. You will be given a card with your number.

## **D. Health Insurance**

All research students and postdoctorate fellows admitted to the Institute **must have** adequate medical insurance for the duration of their stay. This may be by means of a private or state/national insurance cover which will be checked when the research student or fellow registers at the beginning of the academic year.

If you are insured through NYU's Student Health Insurance, you are covered for emergencies when traveling more than 100 miles from your campus address through Assist America. Do carry your Assist America card with you when traveling. In case you do get into an emergency, you are to contact Assist America to arrange all medical services. You will not be reimbursed for any services that are not arranged through Assist America. Reimbursement is the same as the NYU-sponsored Basic plan of 80%/20% co-insurance. For more information, visit [http://www.chickering.com/stu\\_conn/travel\\_assistance.aspx](http://www.chickering.com/stu_conn/travel_assistance.aspx).

It is possible to waive your NYU Student Health Insurance. In order to do this, you must have an insurance policy that is comparable to NYU's Basic plan. For more information, visit <http://www.nyu.edu/shc/about/how.to.enroll.waive.html> or contact NYU Student Health Insurance Services at 212-443-1020. **Your waiver will not be processed until Student Health Insurance Services confirms that your insurance plan meets the University's criteria.** To avoid being obligated to pay for two health insurance plans, please do not purchase another health insurance plan before it is approved by Student Health Insurance Services.

For anyone who cannot or who does not subscribe to a national or private insurance scheme, the Institute has a collective medical insurance policy taken out with an international broker, **VanBreda International**. The policy is valid world-wide and costs €32.40 per month per adult and there is a three month minimum purchase.

In broad terms, this is an indemnity policy where you pay for medical services are reimbursed by VanBreda. Reimbursement ranges from 80-100% with a maximum pay-out for each service, depending on the service and circumstance. For more information, visit <http://www.iue.it/Servac/PracticalInformation/StudentServices/VanBredaInfo.shtml>.

### Accident Insurance

All research students are covered world-wide against the risks of accident by a second, additional, collective policy that the Institute has taken out (with Vanbreda International). It has to be underlined that this is a complementary cover, and that it comes into operation only after the insured's principal health insurance cover (be it the Vanbreda health insurance scheme mentioned above or any other public/private scheme) has reimbursed its part of the medical expenses incurred.

It must also be noted that the dependants of research students are NOT eligible for this accident insurance cover. They are advised to take out a suitable accident insurance cover in their country of residence that will be valid for the entire duration of their stay in Italy.

For full details on the EUI/Vanbreda scheme, a health insurance booklet is available in Academic Service. Apart from the Accident Policy (automatically applied by the EUI for all research students), other supplementary policies to the Vanbreda basic health insurance policy are also available, e.g. further hospital and surgery cover and a more global policy for use in the USA. These are all at the research student's or Fellow's own cost.

### General Practitioners/Specialists at the EUI

During term time, at the Badia, two doctors (one general practitioner - a GP, and one specialist - a gynaecologist) are available for consultation. Both doctors may be consulted **by appointment only**, by phoning them in advance.

On Wednesdays from 10:30a.m. to 12:30p.m., Dr. Stephen Kerr (GP) is available **by appointment**. Dr Kerr was trained in Britain and he is now registered in Italy. A general practitioner, he has experience in various fields, including urology, paediatrics, obstetrics & gynaecology and psychiatry. He speaks English and has a good knowledge of Italian.

Also on Wednesdays **by appointment only** from 8.45 to 10.30a.m is Dr. Maria Rosa Scibilia Vielmo, a specialist in gynaecology. Dr. Scibilia trained in Italy and has been involved with the Italian national health system for several years. She speaks Italian, French, English, Dutch and some German.

### E. Provision for Students with Disabilities

If you are interested in the program and will need some special assistance due to a disability, please speak with Christine Jensch, Coordinator for Global Visitors and Exchange Programs, who will contact EUI to obtain information about the availability of needed services.

### F. Resources for Living, Studying and Traveling in Italy

Below are websites you can get more information about living, studying and traveling in Italy.

<http://www.informacittafirenze.it/>

<http://www.studentsville.it/>

<http://www.florenceforfun.org/index.php>

#### Student Travel Agencies

When buying your flight, you should consider using a student travel agent. Not only might you get a better price, you may also get a more flexible ticket that allows cancellation or date changes. The fees for these are often less than other agents or the airline itself.

*STA Travel*. There are branches around the city and all over the world. Also online at [www.statravel.com](http://www.statravel.com)

*Travel CUTS*. There is an office on MacDougal Street. Also online at [www.travelcuts.com](http://www.travelcuts.com)

[www.studentuniverse.com](http://www.studentuniverse.com). Online only. You do not need an ISIC card to purchase products from this site. You must have an active university email address.

#### Getting Around

There is a small airport in Florence though most travelers fly through Pisa, which is a 30 minute train ride away.

#### *Budget airlines from Florence*

[http://www.meridiana.it/IG/pages/home\\_en.aspx](http://www.meridiana.it/IG/pages/home_en.aspx)

<http://www.airdolomiti.it/>

<http://www.transavia.com>

<http://www.airdolomiti.it/>

#### *Budget airlines from Pisa*

<http://www.easyjet.com/en/book/index.asp>

<http://www.ryanair.com/site/EN/>

<http://www.vueling.com/EN/index.php>

Most national carriers have changed their fare structure to compete with the budget airlines. You may be able to get a reasonable airfare using those airlines. Bear in mind that many budget airlines often use an airport that is further away than the city's main airport, and you may incur additional expenses when traveling to the city centre.

*By train*

<http://www.eurail.com>

<http://www.raileurope.com/us/index.htm>

<http://www.ferroviedellostato.it/>

*By Bus*

<http://www.eurolines.com>

#### Student Discounts

*International Student Identity Card.* This is the only internationally recognized student identity card. It is available at student travel agencies. An ISIC card costs \$22 and is valid for a calendar year. ISIC cards purchased in September are valid through the following calendar year. With an ISIC card, you can get discounts on flights, tour packages, entry to attractions, and more. Visit [www.isic.org](http://www.isic.org) to find out what discounts are available in the country you are going to.

## IV. Semester Follow-Up

Please note that all NYU School of Law students selected to participate in a study abroad program will be requested to submit to the Hauser Global Law School Program upon completion of their studies abroad:

- A one or two-page report evaluating their experiences in the program
- A Student Questionnaire Form at the end of their studies to be used to provide a resource for future students interested in the program with The European University Institute.

## V. How to Apply

If you decide to apply to the Exchange Program at the European University Institute, you must complete a written NYU application available from the Hauser Global Law School Program website:

<http://www.law.nyu.edu/global/intlprograms/studyabroadprograms/applicationprocedures/index.htm>

In screening applicants, we will look for such things as a strong academic record, serious interest in international and comparative law, and experience with different cultures and overseas travel. The timetable for the application process is as follows:

<b>January 21</b>	NYU Application deadline
<b>Mid-January to Mid-February</b>	Applicants screened
<b>Mid-late February</b>	Selections made and applicants notified
<b>March 12</b>	EUI application deadline

If you are nominated by NYU to participate in the exchange program with the European University Institute, you will be given their application to complete and submit to the Hauser Office by **March 12, 2010**. We will then forward your application to EUI where it will be considered for admission. Should you be accepted by EUI, you will receive an acceptance letter and instructions for obtaining your visa.

## VI. Additional Information

One of the resources we offer to our students to provide further information on our exchange programs is a collection of questionnaires that have been completed by our past students about their experiences while studying at each of our partner institutions. If you are interested in looking at these questionnaires, please feel free to stop by our office (Furman Hall, Suite 340) between the hours of 9 AM and 5 PM.

Additionally, we maintain a list of past students at each program who have indicated their willingness to speak with interested students about their experiences while abroad. Should you be interested in receiving a copy of this document, please either stop by our office or send us an email at: [law.global@nyu.edu](mailto:law.global@nyu.edu).