Researching at the Department of Political and Social Sciences
A practical guide to the premises and facilities
1. PREMISES AND STAFF

The Department of Political and Social Sciences is one of the three academic branches of the Scuola Normale Superiore and is located in Palazzo Strozzi, Florence. On the 5th floor, which is entirely occupied by the Department, there are the conference hall “l’Altana”, the classrooms, the library, the pc room and also the professors and researchers’ offices. The postdoc fellows and staff’s rooms are located both on the 5th floor and 1st mezzanine floor.

The Department’s opening hours are the following:

Monday-Friday, 8 am-8 pm

Contacts

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Dean
Prof. Donatella Della Porta
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Vice-Dean
Prof. Mario Pianta
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Research Centres and Groups:

Centre on Social Movement Studies (COSMOS)

Director
Prof. Donatella Della Porta
Website:
http://cosmos.sns.it/

Administrative offices:

Area Polo Fiorentino (APF):

APF Manager:
Luca Tinucci

Servizio attività didattiche e supporto alla ricerca del Polo
Palazzo Strozzi – 5th floor

This Service is in charge of coordinating the teaching activities and provides support to the research activities carried out at the Department. Besides, it gives assistance to the Dean with regard to her institutional duties, and to the management of the Department’s Faculty Board.

Staff:
Rossella Mondani (Person in charge)
Serenella Bertocci
Michela Cappellini
Gianluca Cini
Elisabetta Ranfagni
Servizio eventi e gestione del Polo
Palazzo Strozzi – 5th floor
This Service carries out secretarial tasks for the Dean of the Department and the Faculty members and, in cooperation with the Servizio comunicazione e relazioni esterne, is in charge of organizing institutional activities and some of the seminars held at the Department. It is also responsible for the management and the coordination of the hospitality and accommodation services for the teaching staff and the students of the Department in close cooperation with the “Servizio ristorazione, collegi e ospitalità”. Lastly, it is in charge of the logistic activities and of the internal mail system of the Department.

Staff:
Federica Codegone (Person in charge)
Alberta Bacchelli
Valentina Morozzi
E-mail: eventiculturali.firenze@sns.it

For any information about the offices based in Pisa, please refer to the organisation chart (https://www.sns.it/sites/default/files/documenti/14-09-2018/org_ammne_centrale_14.09.18.pdf) and to the “Contact Search” tool available on the website of the Scuola (https://www.sns.it/it/people).

2. SERVICES AND OPPORTUNITIES

SNS card

The SNS card is necessary in order to benefit from certain services offered by the Scuola, e.g. access to the Library and to the canteen in Pisa as well as to the book loan (see the section “Libraries and book loan”). Besides, it can be used to access the Department during its opening hours (8 am-8 pm).

With regard to the card issuing, please contact the Servizio attività didattiche e supporto alla ricerca. The card is released upon providing a passport size colour photo.

Postdoc Fellows’ access to the students’ canteens in Florence

The postdoc fellows of the Department can access the Florentine students’ canteens run by
the Azienda della Regione Toscana per il Diritto allo Studio Universitario (DSU Toscana).

To this purpose, it is required a card released by the following offices of DSU Toscana upon submission of one’s SNS card and a valid ID:

- Servizio Sportello Unico - Viale Morgagni, n.51 at the Residenza universitaria "Calamandrei"
- Servizio Sportello Unico - Via Miele, n. 3 at the Residenza universitaria "Caponnetto"

To know the opening hours of the above offices and for further information about the service (costs, canteens’ addresses etc.) please check the relevant section of the DSU Toscana website (https://www.dsu.toscana.it/servizi/ristorazione/)

For administrative support from the Scuola, please contact the Servizio eventi e gestione del Polo (eventiculturali.firenze@sns.it).

**SNS informa – Sistema informativo di Ateneo**

The main purpose of the webpage “SNS Informa” (http://informa.sns.it/informa/) is to provide information on several topics of interest for the Scuola’s community. Notes, calls and further information are also available on this page. Besides, it is possible to find several links to other internal or external webpages such as, in particular, the section concerning the Scuola’s regulations (“Comunicazione interna”) and the list of the internal links, leading to the main on-line services offered by the Scuola (pay slip, UGOV, Help Desk service, Sportello Servizi di Segreteria della Scuola Normale Superiore – Ser.se).

It is possible to contribute to the contents of the webpage “SNS Informa”, in case these concern issues of general interest or related to the Scuola’s Services. To this end, please send an e-mail to informa@sns.it, mentioning in the subject field “Segnalazione ad Informa”, together with a summary of the content and the source of the information (in case there is one). The proposals will be evaluated before an eventual publication; they can concern information, updating, events, documents, newsletters, deeds, etc., anything useful to share that could improve the SNS services and work.
**SNS account and technical support for the services supplied by the Digital strategies Staff**

The use of digital services at the Scuola Normale needs authentication through the institutional account @sns.it, which is activated for all those who are formally engaged with the Scuola. With the exception of homonymy cases, the account is name.surname@sns.it and, thanks to the use of integrated systems, it allows enabled users to access the various services of the Scuola - such as e-mail, wifi (including Eduroam), pay slip, Ser.Se portal and Virtual Private Network (VPN) – using the same log-in username and password.

The e-mail service of the Scuola is supplied through the Google Apps for Education platform. The Scuola supplies all its users with the applications and services included in this platform: Calendar, Groups, Drive, etc. The e-mail account is usually disabled one year after the end of the last formal engagement with the Scuola. Once the account is disabled, all the messages are deleted. It is advisable to make a copy of the e-mail box, forwarding the messages to another account.

A Help Desk service (https://helpdesk.sns.it) is available for assistance on the hardware, software and on the other services supplied by the Digital strategies staff (Area Strategie Digitali) of the Scuola.

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1 The Area Strategie Digitali (Digital strategies Staff) of the Scuola Normale Superiore manages the IT resources and supplies services and technical support to IT activities of the Scuola in the field of research, teaching and administration. It is the result of the synergy between the Servizio infrastrutture informatiche (SII) and the Servizio sistemi informativi (SSI).

2 Eduroam (Education Roaming) provides a safe wifi access to mobile University and Research staff all over the world. Guest users visiting an organization participating in the Eduroam initiative (as the Scuola Normale) can access the local wireless network (WLAN) through the same wifi profile and set of credentials provided by their home institution without the need for guest account management. For example, SNS users visiting another participating institution can use their SNS credentials to access the Host institution’s Eduroam network. For further information please refer to the website of the SNS IT service (Servizi informatici di Ateneo - Area Strategie Digitali (https://ict.sns.it/it).

3 It is recommended to refer to Gmail online support service before starting the procedure.

4 The access by ticket is possible through any web browser (for example Internet Explorer, Chrome, Firefox, Opera, Safari), in different ways if you have or not log-in SNS credentials.
To ease internal communication, the Scuola has created a number of mailing lists, one for each personnel group ([https://ict.sns.it/it/service/mail/institutionallist](https://ict.sns.it/it/service/mail/institutionallist)). In case you have not been included into your mailing list/s, please contact the “Servizio attività didattiche e supporto alla ricerca” (Didactic services office) based in Florence or the Help Desk, following the previous instructions.

For further information about the services of the Area Strategie Digitali, please see the site [https://ict.sns.it/](https://ict.sns.it/)

**Personal data in the web page of the Department of Political and Social Sciences**

At the link [https://www.sns.it/en/people-department-of-political-and-social-sciences](https://www.sns.it/en/people-department-of-political-and-social-sciences) it is possible to view the Department’s researchers and the postdocs’ profiles, including information concerning their CVs, contact details, research interests and eventual publications.

Any information related to CVs, research interests and other activities carried out at the Department can be notified to sitosns@sns.it using the appropriate forms. Please refer to the same address to advise any correction or integration.

**SNS business cards**

Professors, short and long term researchers, postdoc fellows and students of the Department can ask for their SNS business cards.

To this end, it is necessary to provide the following data to the Servizio attività didattiche e supporto alla ricerca del Polo:

- name and surname
- academic role
- contact numbers (landline and/or mobile)
- fax machine
- e-mail @sns
- quantity

**Libraries and book loan**

You need your SNS card to enter the library in Pisa. All the information about the library service is available at the webpage [http://biblio.sns.it/](http://biblio.sns.it/). There is a library also in the Florentine premises of the Scuola, accessible also without the badge. It is possi-
able to book books following the instructions below.

**General information**

- **Book loan**

  If you have an SNS badge you can loan books in our library.

  You can borrow up to 10 books for 2 months: the loan can be extended for one month longer.

  In case of books excluded from the loan (excepting those mentioned at art. 5 of the Library Regulations), it is possible to resort to the evening/Sunday loan: books must be returned the day after, by 11 a.m.. Also in this case you can borrow a maximum of 10 books.

- **Books return**

  Everyone is kindly requested to respect the deadline of the book loan, not to be excluded from the book loan service. Unless the borrowed book has been reserved by someone else, it is possible to extend the loan for one more month.

- **Newly arrived books**

  Newly arrived books are displayed for 15 days.

- **Inter-library book loan**

  Inter-library book loan is managed only by the Library in Pisa. Requests must be sent to: ill@sns.it

**Book loan procedure at the Department of Political and Social Sciences**

Staff in charge: Serenella Bertocci, Michela Cappellini

Contact email address: didattica.firenze@sns.it

Opening hours: Monday to Friday, 9.30-15.30

- **How to search a book**

  From the Homepage of the Library website http://biblio.sns.it/ click on “Search” in order to search a book and to check its availability and feasibility to the loan.

- **Book loan**

  Requests must be sent to didattica.firenze@sns.it. In the message users are requested to indicate clearly the title, the author and the book allocation. Requests sent within 12pm will be met by 3.30 of the same day. Requests sent after 12pm will be met by the end
of the following day. The staff in charge will inform when to collect the item/s.

- **How to return books**

  Books must be returned by the due date only to the staff in charge.

- **How to reserve books**

  Users can reserve books by accessing their profile from the Search page of the Library website. The staff is available for any questions.

  For any further information, users are invited to check the link: [http://biblio.sns.it/orarieservizi/](http://biblio.sns.it/orarieservizi/)

**Books purchase**

The Scuola encourages to advance proposals to purchase new books. This is possible through the on-line form available at the page: [http://venti2bib.sns.it/form/proposta_acquisti](http://venti2bib.sns.it/form/proposta_acquisti).

**Off-site activities**

The Scuola’s regulation on the off-site activities ([https://www.sns.it/sites/default/files/normativa/31-10-2017/regmissionida01112017web.pdf](https://www.sns.it/sites/default/files/normativa/31-10-2017/regmissionida01112017web.pdf)) allows the Scuola’s Faculty, researchers, and other subjects affiliated with the Scuola (including post-doc fellows) to carry out their activities also outside the usual work premises. In this case, it is necessary the authorization of the manager of those funds that will cover the costs.

Expenses are refunded on an analytical basis. These include all travel, accommodation, meals and any costs met during the off-site activity, provided that all expenditures are duly documented.

The procedure to obtain the authorization, and then to claim the refund can be entirely managed by the users through the service “Sportello Servizi di Segreteria” of the Scuola Normale Superiore – Ser.se ([https://serse.sns.it/it/](https://serse.sns.it/it/)).

Refund claims shall be submitted, together with all the necessary documents, within 45 days from the end of the off-site activity. In case of paper documents, these shall be sent to the “Ufficio Missioni” together with the authorization and the refund claim form (both can be downloaded from Ser.se).
The Service in charge of paying off the refunds is the “Servizio bilancio e contabilità”. For any information, you are invited to send an email to: aba.personale@sns.it.

**Purchases with research funds**

Full professors, permanent and temporary research fellows, post doc fellows and other subjects affiliated to the Scuola can request to purchase goods and services using the funds related to a specific research project.

The authorisation of the purchase must come from the manager of the funds and the Servizio ricerca e trasferimento (SRT) shall validate it.

The purchase request consists in filling the appropriate form, available on the platform Ses.se (https://serse.sns.it/it). It is possible to log in the portal through the ID and password used to enter the SNS email. At the page https://ict.sns.it/it/service/software/serse it is possible to view the guidelines for filling the above mentioned form.

For any information and support, please contact the Servizio attività didattiche e supporto alla ricerca.

**Direct purchase of goods and services carried out notwithstanding the ordinary procedure**

As communicated in a note by the Manager of the Area Didattica, Ricerca and Approvvigionamenti, the Faculty, research and post-doc fellows, and other subjects affiliated to the Scuola, can directly purchase goods and services when the ordinary procedure does not guarantee the completion of the activity in due time. The subjects will then be refunded by the Scuola. This procedure is possible to purchase just the following services:

- Editing/reviewing and publishing on specializing journals, including any related activities;
- Bibliographic material bought at a reasonable cost during the off site activity, if it is strictly necessary; reproduction and binding, as long as the service is meant for the Scuola.

In order to get the refund, please note that:

- Goods and services must be related to the relevant study and research activities and their cost shall be inferior to €1.000,00;
It is necessary to explain the reasons for purchasing notwithstanding the ordinary procedure. To this regard, the Manager has clarified that this kind of purchase may be allowed in the following cases:

- When publications are highly useful during the off-site activity period and in the place where it is being carried out, due to the scientific context or because, in that moment, it is easier and cheaper to find them;
- When the choice of the service to purchase, of the provider and of the price does not require the authorization of the office neither does it need to be done through a public selection;
- When direct purchases are quicker and guarantee the full execution of the activity;

Cost covering must be verified;

The purchase shall be authorized by the fund manager (in case he or she is other than the applicant) and by the Manager of the Area Didattica, Ricerca and Approvvigionamenti;

The expenditure shall be duly documented.

For any information, please contact the Servizio attività didattiche e supporto alla ricerca.

**Financing opportunities for research activities**

On the Scuola’s website there is a section managed by the Servizio ricerca e trasferimento tecnologico, called “Opportunità e Finanziamenti” ([https://www.sns.it/ricerca/opportunità-e-finanziamenti](https://www.sns.it/ricerca/opportunità-e-finanziamenti)), which aims to inform about the opportunities to finance the research projects of the Scuola Normale.

In the section “Tutti I bandi” it is possible to find calls issued by other institutions and calls of the Scuola. For the first ones it is available a summary description containing all the references to the official source; for the second ones, it is possible to find: the pdf text of the call, the attachments and the application form.

Besides, it is possible to spot a specific call by visiting the pages dedicated to the single funding programmes through the following sub-sections:

- “Finanziamenti internazionali: Unione Europea” ("Internazio-
nal funds of the European Union”)

- “Finanziamenti internazionali”
  (“International funds”)
- “Finanziamenti europei” (European funds)
- “Finanziamenti di Ateneo” (the Scuola Normale Superiore’s funds)

Among the in-depth contents of the section “Opportunità e Finanziamenti”, are the links to the Scuola’s regulations, including those related to the financing of the research activities (“Regolamenti per la ricerca”) and to a page dedicated to the procedure for submitting finanncing requests to external subjects.

For any information about the content of the section “Opportunità e Finanziamenti”, you are invited to contact the Servizio ricerca and trasferimento tecnologico, at the following email addresses:

- ricerca@sns.it
  (for the Scuola’s, national and extra-European research programmes)
- ricercaeuropea@sns.it
  (for European programmes)