PhD in Transnational Governance

Department of Political and Social Sciences
Scuola Normale Superiore

Dirpolis Institute
Scuola Superiore Sant'Anna

PhD Students’ Guide

Academic Year 2018-2019

Last update in November 2018
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This version of the PhD student guide only applies to PhD students enrolled in the XXXIV cycle of the PhD programme.
The Department of Political and Social Sciences
Scuola Normale Superiore

Overview

The Dean of the Department of Political and Social Sciences is Prof. Donatella della Porta.
You can find an updated list of emeritus professors, full professors, associate professors and assistant professors, post-doctoral researchers and PhD students here: https://en.sns.it/academics/department-political-and-social-sciences. Several research projects are carried out by the academic staff with the help of several post-doctoral fellows. Additionally, the Department hosts regularly visiting fellows at all different levels of seniority and from all regions of the world. Information on the application procedure can be found https://en.sns.it/

Research Centers

The Department of Political and Social Sciences hosts the research group Cosmos – Centre on Social Movement Studies directed by Prof. Donatella della Porta. Cosmos focuses on social movements as part of broader contentious politics. It promotes theoretically-driven empirical analyses on forms, dimensions, causes and impacts of social movements, in established democracies as well as authoritarian regimes. Particular attention is given to social movements as promoters of democratization processes. COSMOS activities are organized within five main clusters: 1) democracy and social movements; 2) socio-economic structures and contentious politics; 3) communication in political participation and mobilization; 4) movement parties in time and space; and 5) political violence. PhD students are strongly encouraged to participate in the conferences, talks, seminars and other activities related with the ongoing research. For more info on COSMOS, see here: www.cosmos.sns.it.

Facilities

Library

The Department is hosted in Palazzo Strozzi. The spaces open to PhD students, besides the three seminar rooms, include a Library with a reading room. General rules on the Scuola’s Library can be found here: http://biblio.sns.it/en. However, the users of the Department can address Florence staff any loan request as, for this activity only, the personnel has developed a procedure concerning the books collection of the Department. Through the library website it is possible to browse all SNS collections of books and online materials. Whenever a volume from a collection based at SNS-Pisa is needed, it is possible to ask for an internal inter-library loan. Moreover, PhD students can request access to the European University Institute library (https://www.eui.eu/Research/Library) and University of Florence library (http://www.sba.unifi.it/changelang-eng.html).
All PhD students will be assigned a box and a shelf in the library where they can leave their books.
For any further information, it is possible to write to: didattica.firenze@sns.it.
University dormitory at the residence “Aldo Capitini”

PhD students can also use the spaces located in the Residenza Aldo Capitini. Named after an influential SNS alumnus and peace activist, the Residenza also offers lodging opportunities for PhD students.

The PhD students who decide to stay at the Residenza will be assigned a single room with private bathroom and a monthly rate (€ 400,00-breakfasts included) will be deducted directly from the scholarship.

Relevant information about the lodging can be found at the weblink: https://www.sns.it/scuola/luoghi/collegi/residenza-universitaria-di-firenze.

Canteen

All PhD students can have lunch at the canteens of the University of Florence for free upon presentation of a badge released by the Azienda per il Diritto allo Studio Universitario (DSU).

In order to get the DSU badge, the students will have to go to the Dsu Office “Rilascio Tessere” located at the Casa dello Studente "Calamandrei", Viale Morgagni, 51 (it is the road leading to the main Hospital in Florence, "Careggi").

You can reach the office by bus n° 14 leaving from Florence central train station "Santa Maria Novella". The opening hours of the office are as follows:
From Monday to Friday: 10.am-01.00 p.m.
Tuesday and Thursday: 02.30 p.m.-04.30 p.m.

The students have to provide to the DSU office their SNS Student Card (badge), copy of the acceptance letter, copy of ID card/Passport.

Main administrative services

The two main administrative offices of the Department of Political and Social Sciences are the Servizio Eventi e Gestione del Polo and Servizio Attività Didattiche e Supporto alla Ricerca del Polo Fiorentino.

The offices are coordinated by Luca Tinucci: luca.tinucci@sns.it.

Servizio Eventi e Gestione del Polo

This service:
● organizes events on institutional funds and on EU funds in all their aspects;
● supports the Servizio Comunicazione e Relazioni Esterne in Pisa for the organization of meetings at the headquarters of Florence;
● manages the residence “Aldo Capitini” and more generally oversees the organization of the stay in Florence of the teaching staff, researcher and PhD students of the Scuola Normale Superiore;
● coordinates the organization and communications related to the canteen service of DSU (Azienda per il Diritto allo Studio Universitario) for those who are entitled to access those services;
● is in charge of registering all the incoming post and of the mail service;
● organizes the activities of the Front Office and takes care of the distribution of papers and office supplies to all the students and guests;
● is in charge of the general management and maintenance of the Florentine headquarters supporting the Area Servizi Patrimonio e Ospitalità in Pisa in keeping relations with the other organizations in Palazzo Strozzi (Florence City Council, Fondazione Palazzo Strozzi, Vieuxseux Cabinet and National Institute of Renaissance Studies).

Contacts:
Federica Codegone, in charge of the “Servizio”: federica.codegone@sns.it; 055 2673322
Alberta Bacchelli: alberta.bacchelli@sns.it; 055 2673345
Valentina Morozzi:valentina.morozzi@sns.it; 055 2673320

For general enquiries: eventiculturali.firenze@sns.it

Servizio attività didattiche e supporto alla ricerca del Polo fiorentino

This service:
● coordinates the teaching activities of the PhD programme in Political Science and Sociology, provides support to the research activities;
● coordinates the invitations to Academics for short and long stays;
● provides assistance to the Dean and to the Governing Bodies of the Department and of the PhD Programme;
● administers the students’ academic career: managing all the procedures related to the PhD admission, to the study plans and evaluations; international joint supervision of PhD thesis;
● supervisees the students’ off-site activities;
● coordinates all the visiting positions at the Department (students, researchers, professors);
● supports all bureaucratic procedures concerning all the foreign guests;
● manages the Department’s Library and the book loan for Florence users

Contacts:
Rossella Mondani, in charge of the “Servizio”: rossella.mondani@sns.it; 055 2673 318
Serenella Bertocci: serenella.bertocci@sns.it; 055 2673 317
Michela Cappellini: michela.cappellini@sns.it: 055 2673 319
Elisabetta Ranfagni: elisabetta.ranfagni@sns.it; 055 2673 302

For general enquiries: didattica.firenze@sns.it
The Department of Political and Social Sciences’ governing Bodies

The PhD Faculty Board (Collegio dei Docenti)
The PhD Faculty Board’s main task is to plan and to organize the doctoral Programme; it gathers at least twice a year.

The Department’s Faculty Committee (Consiglio di Dipartimento)
The Department’s Faculty Committee plans and organizes the teaching and research activities related to the PhD programme. It approves the students’ study plans, their dissertation research projects and the appointment of the supervisors.

Mobility Commission (Commissione Mobilità)
The Mobility Commission approves or rejects the students’ fund requests for their off-site activities.

PhD Students’ Representatives
- New Representatives to be appointed in November in the Department’s Faculty Committee
- Jacopo Custodi and Emanuele Nebbia Colomba in the Department’s Mobility Commission
- Beatrice Carella and Matteo Marenco, Ministers of the Department’s students, related to the fund for the Students’ cultural activities

Who is responsible for what in the Department of Political and Social Sciences

Head of Department
Donatella della Porta

Vice Head of Department
Mario Pianta

Director of Graduate Studies
Lorenzo Bosi

Mobility Commission
Manuela Moschella

Graduate Student Advisor
Alice Mattoni
The DIRPOLIS Institute
(Institute of Law, Politics and Development)
Scuola Superiore Sant’Anna

Overview

The DIRPOLIS Institute (Institute of Law, Politics and Development) is a research center devoted to interdisciplinary studies in the fields of law, economics and political sciences. Its core mission is to conduct innovative research by adopting a multidisciplinary approach to offer a comprehensive and multi-faceted representation of legal, social, economic and political phenomena. The Institute strives to provide scientifically sound and action-oriented bases to effective decision-making processes, at both private and public levels.

The Institute offers graduate and post-graduate courses built upon theoretical and applied research. It also organizes advanced-level training events aimed at professionals wishing to acquire new skills and knowledge in their respective fields of work. The Institute offers consultancy services for a wide range of international, national and regional entities. It actively disseminates the results of its research by organizing conferences, seminars, workshops and training courses, both in Italy and abroad.

The Dirpolis Governing Bodies

Director, Prof. Andrea de Guttry

Board, Andrea de Guttry, Alberto Di Martino, Anna Loretoni, Maria Gagliardi, Giuseppe Martinico, Luca Bardi.

Council, Andrea de Guttry, Alberto Di Martino, Anna Loretoni, Maria Gagliardi, Giuseppe Martinico, David Natali, Erica Palmerini, Alberto Pirri, Francesco Strazzari, Barbara Henry, Emanuele Rossi, Gianluigi Palombella, Giovanni Comandé, Andrea Bertolini, Chiara Certomà, Elena Vivaldi, Eloisa Cristiani, Paolo Carrozza, Emiliano Frediani, Emanuele Sommario, Gaetana Morgante, Stefano Del Corso, Stefan Collignon, Maria Grazia Alabrese, Massimiliano Malvicini, Luigi Cino.
The PhD programme in Transnational Governance

Overview

The PhD course in Transnational Governance is organized by the Scuola Normale Superiore in collaboration with the Sant’Anna School of Advanced Studies of Pisa. The course, which ends with a joint PHD degree certificate provided by the two Schools, combines structured teaching with close supervision activities by a dedicated faculty. The duration of the programme and its grants (4 grants for the academic year 2018-19) is four years.

The course provides major tools to understand conflict and transformation of the relationship between societies and institutions with a theoretical and analytical focus on the role of governance in addressing complex phenomena (including major problems linked to globalization and Europeanisation). Contemporary politics is increasingly characterized by processes that go beyond the traditional distinction between national and international spheres. By contrast, national and supranational actors and institutions interact through trans-national dynamics and forms of governance. These phenomena lead to key methodological, analytical and theoretical challenges to the more traditional approaches to political and social studies. The PHD deals with such challenges through a transnational perspective.

Through the lenses of political and social sciences and a multi-disciplinary approach open to the contributions of law and economic studies, the course focuses on institutions, actors and their dynamic interaction at European and global level with a specific attention to the supra-, trans-, and national level of governance. The teaching programme is based on two levels. The first level provides a common theoretical and methodological background inspired by political and social sciences (in particular, political science, international relations, EU studies and political philosophy). The second level provides a more specialized training for the analysis of transnational governance, with three specilised paths open to cross-fertilisation:

- **International relations and global security**, based on international relations studies, political philosophy and internal law teaching;
- **European and comparative politics and governance**, based on comparative political approach, EU studies and law;
- **Social and political movements**, based on comparative political and social studies.

The PHD course aims at training highly-skilled experts who can work in the field research (for academic institutions, think tanks and research centers), consultancy for international and national governmental and non-governmental organizations, and be involved in the global, European and national policymaking.

**PHD Faculty Board:** David Natali, Donatella della Porta, Manuela Caiani, Manuela Moschella, Anna Loretoni, Francesco Strazzari, Stefano Guzzini, Lucio Bacaro, Stijn Smismans.
Supervision

Upon arrival, the first year PhD students will be assigned a provisional supervisor to be confirmed by the beginning of the second Academic year, when the Department’s Faculty Committee may decide to appoint also a co-supervisor, after a proposal by the PhD student in agreement with the supervisor. Should both the supervisor and the co-supervisor be external to the Scuola Normale Superiore, it will be nominated a third supervisor, belonging to the Department of Political and Social Sciences.

In case PhD students experience any problems with their supervision, they might consult the Graduate Student Advisor. In exceptional case, supervisor and co-supervisor could be changed.

Language courses

Every year, the Scuola Normale Superiore organizes an Italian language course for foreign students. In Florence the course is performed by the Centro Linguistico of Florence University (CLA) thanks to a special agreement with the Scuola. It lasts 30 hours, spread out approximately over 10 weeks, and it is held at the Department by a highly qualified teacher. All PhD students are strongly encouraged to attend it as the knowledge of Italian is a plus in the management of everyday life.

Requirements

Course Requirements

According to the internal regulations of the Scuola Normale Superiore, PhD students must attend at least 150 hours of didactic activities and at least 3 annual courses lasting from a minimum of 40 to a maximum of 80 hours with a final examination.

The PhDs' Faculty Boards can however introduce additional requirements. In particular, the PhD students in Political Science and Sociology must meet all the requirements approved by the Faculty Committee of the Department of Political and Social Sciences as detailed in the following sections. The requirements for satisfactory participation of a course include an examination, whose characteristics are established by each respective professor.

PhD students are welcome to suggest ‘bottom up’ seminars as well as self-organized student seminars. Please, send proposals to the Coordinator of the PhD.

Additional Courses and Partnerships

It is possible, in agreement with the supervisor, to attend courses in other departments of the SNS or in other doctoral institutions. In particular, the SNS has a partnership with the
European University Institute in the field of political and social sciences. Info can be found at the link: [https://www.eui.eu/](https://www.eui.eu/).


**Residence requirements and leave of absence**

According to the SNS rules, PhD students must reside in Florence during the term times all along the 4 years they will receive a grant. Leave on missions for fieldwork and conferences need to be authorized. Leaves of absence for personal reasons are considered exceptional and have to be authorized by the Consiglio di Dipartimento.

1st Year PhD students

Introductory meetings

At the very beginning of each academic year the administrative staff, the Faculty of the Department of Political and Social Sciences, and the PhD students representatives meet the first year PhD students on separate occasions, in order to give them information on the organization of the Department of Political and Social Sciences, its activities, and the PhD programme.

Moreover, in Pisa the Director of the Scuola Normale Superiore welcomes all the new students on a day to be communicated by the Director's offices.

Requirements

Courses

During their first year, PhD students will attend compulsory courses (140 hours), plus research design seminars (20 hours) or optional modules (20 hours), for a total of 160 hours. The compulsory courses are divided as follow:

- 1st Term (1 November 2018 – 18 December 2018): 60 hours
- 2nd Term (15 January 2019 – 8 March 2019): 60 hours
- 3rd Term (1 April 2019 – 31 May 2019): 20 hours

At the beginning of the academic year, PhD students must discuss their coursework plan with their supervisors and are then required to upload it into the electronic platform SER.SE. (https://serse.sns.it/en) no later than 30 November 2018. The Department's Faculty Board will then evaluate and approve the coursework plan.

Research Design seminars

In addition to the regular courses, professors organize research seminars for PhD students working in their specific fields, generally in the 3rd Term. They are meant to work towards the preparation of the research proposal.

Term papers

PhD students must also write two term papers linked to the topic of the courses attended and passed during the academic year, but bridging them to the PhD student research interests. The term paper topic must be agreed with the course professors, who will then assess the paper. Both compulsory and non-compulsory courses are eligible for term papers, while research seminars are not.

Term papers should be between 5,000 and 6,000 words, references included.
Term papers must be delivered by: 31st January 2019 if linked to 1st Term courses; 31st March 2019, if linked to 2nd term course; 15th September 2019, if linked to other courses.

Admittance to the Second Year and PhD prospectus

Admission to the second year is subject to meeting the above-mentioned requirements. Additionally, PhD students will be asked to deliver two documents by June 30 or September 30: 1) the Activity report, that details all the activities developed during the first year (courses, conferences, publications etc.); 2) the PhD prospectus. Furthermore, the supervisor(s) of the PhD student will produce a short written assessment related to the work that the PhD student completed during the academic year.

The PhD prospectus should be of about 5000 words including the cover page, the table of contents and the references. It is a relevant first step towards the PhD students’ fieldwork and dissertation and should include the following elements:

- Research puzzle and research questions
- Critical literature review
- Theoretical framework
- Research design, case studies and methods
- Tentative chapter outline of the final dissertation
- References

PhD students must submit their Activity report and PhD prospectus no later than June 30 2019 (or 30 September as second alternative) to the provisional supervisor and co-supervisor.

A Commission, appropriately appointed according the PhD regulation, will evaluate the Activity report and the PhD prospectus, also taking into consideration the supervisor(s) short written assessment on the PhD student's work.

If the PhD students meet the above-mentioned requirements and their Activity report and PhD prospectus are evaluated positively, then they are admitted to a colloquium before the Commission. If the PhD students meet the requirements, but their PhD prospectus needs to be further elaborated, then they will be asked to resubmit it by September 30, 2019 at latest.

The colloquium will be held:

1) no later than July 31 2019, for all non EU students who need to comply with the procedures to renew their stay permit as well as for EU students who meets the above mentioned requirements by June 30 2018;
2) no later than October 31 2019 for all the other students, including those whose research prospectus had received a negative feedback in July.

A Commission will evaluate the study and research activities carried out during the year. It is composed by at least 3 members chosen among the components of the PhD Faculty Board, it is presided over by the Coordinator of the PhD course and is appointed by the
Department's Faculty Committee. The provisional supervisors can participate, if they wish, to the works of the Commission. The positive outcome of the colloquium determines the right to keep the scholarship and the passage to the following year.

During the colloquium, the Commission will give the PhD students some feedbacks and asks for clarifications based on the Activity report and the PhD prospectus. No presentation of the written reports is needed.
2nd Year PhD students

Requirements

Courses

During their second year, PhD students will attend courses for a total of 60 hours to be selected among the optional courses offered in the PhD programme.

At the beginning of the academic year, PhD students must discuss their coursework plan with their supervisors and are then required to upload it into the electronic platform SER.SE. (https://serse.sns.it/en) no later than 30 November 2018. The Department's Faculty Board will then evaluate and approve the coursework plan. The submission of the coursework plan for the academic year 2018/2019 is consequent to the evaluation of the didactic activities attended during the 1st year. Therefore, after logging in, students will find the invitation to answer an assessment questionnaire, available also in English.

Research Design seminars

In addition to the regular courses, professors organize research design seminars for PhD students working in their specific fields, generally in the 3rd Term. They function as supervisees colloquia in which research projects by PhD students are discussed in depth with their peers and supervisor/s.

Term papers

PhD students must also write one term paper linked to the topic of the courses attended during the academic year, but bridging it to the PhD student research interests. The term paper topic must be agreed with the course professors, who will then assess the paper. Optional courses are eligible for term papers, while research design seminars are not. Term papers should be between 5,000 and 6,000 words, references included. Term papers must be delivered by: 31st January 2019 if linked to 1st Term courses; 31st March 2019, if linked to 2nd term course; 15th September 2019, if linked to other courses.

Admittance to the Third Year

Admission to the third year is subject to meeting the above-mentioned requirements. Additionally, PhD students will be asked to deliver two documents by June 30 (or 30th September as second alternative): 1) the Activity report, that details all the activities developed during the second year (fieldwork progress, courses, conferences, publications etc.); 2) 1/3 of their PhD dissertation that will usually consist of 2 chapters. The chapters can be in a draft form. Furthermore, the supervisor(s) of the PhD student will produce a short written assessment related to the work that the PhD student completed during the academic year.
A Commission, appropriately appointed according the PhD regulation, will evaluate the Activity report and the PhD prospectus, also taking into consideration the supervisor(s) short written assessment on the PhD student’s work.

If the PhD students meet the above-mentioned requirements and their Activity report and 1/3 of the PhD dissertation are evaluated positively, then they are admitted to a colloquium before the Commission. If the PhD students meet the requirements, but their PhD prospectus needs to be further elaborated, then they will be asked to resubmit it by September 30 2019 at latest.

The colloquium will be held:

1) no later than July 31 2019, for all non EU students who need to comply with the procedures to renew their residency permit as well as for EU students who meets the above mentioned requirements by June 30 2018;

2) no later than October 31 2019 for all the other students, including those whose research prospectus had received a negative feedback in July.

A Commission will evaluate the study and research activities carried out during the year. It is composed by at least 3 members chosen among the components of the PhD Faculty Board, it is presided over by the Coordinator of the PhD course and is appointed by the Department’s Faculty Committee. The provisional supervisors can participate, if they wish, to the works of the Commission. The positive outcome of the colloquium determines the right to keep the scholarship and the passage to the following year.

During the colloquium, the Commission will give the PhD students some feedbacks and asks for clarifications based on the Activity report and the 1/3 of the PhD dissertation. No presentation of the written reports is needed.
3\textsuperscript{rd} Year PhD students

Requirements

During their third year, PhD students will attend courses for a total of 60 hours to be selected among all the optional courses and the research design seminars offered in the PhD programme.

At the beginning of the academic year, PhD students must discuss their coursework plan with their supervisors and are then required to upload it into the electronic platform SER.SE. (https://serse.sns.it/en) no later than 30 November 2018. The Department’s Faculty Board will then evaluate and approve the coursework plan.

The submission of the coursework plan for the academic year 2018/2019 is consequent to the evaluation of the didactic activities attended during the 2\textsuperscript{nd} year. Therefore, after logging in, students will find the invitation to answer an assessment questionnaire, available also in English.

Admittance to the 4th Year

Admission to the fourth year is subject to meeting the above-mentioned requirements. Additionally, PhD students will be asked to deliver two documents by June 30\textsuperscript{th} or 30th September as second alternative: 1) the Activity report, that details all the activities developed during the second year (courses, conferences etc.); 2) 2/3 of their PhD dissertation. Furthermore, the supervisor(s) of the PhD student will produce a short written assessment related to the work that the PhD student completed during the academic year.

A Commission, appropriately appointed according the PhD regulation, will evaluate the Activity report and the PhD prospectus, also taking into consideration the supervisor(s) short written assessment on the PhD student’s work.

If the PhD students meet the above-mentioned requirements and their Activity report and the 2/3 of their PhD dissertation are evaluated positively, then they are admitted to a colloquium before the Commission. If the PhD students meet the requirements, but their PhD prospectus needs to be further elaborated, then they will be asked to resubmit it by 30 September 2019 at latest.

The colloquium will be held:

1) no later than July 31 2019, for all non EU students who need to comply with the procedures to renew their stay permit as well as for EU students who meets the above mentioned requirements by June 30 2018;
2) no later than October 31 2019 for all the other students, including those whose research prospectus had received a negative feedback in July.

A Commission will evaluate the study and research activities carried out during the year. It is composed by at least 3 members chosen among the components of the PhD Faculty Board,
it is presided over by the Coordinator of the PhD course and is appointed by the Department’s Faculty Committee. The provisional supervisors can participate, if they wish, to the works of the Commission. The positive outcome of the colloquium determines the right to keep the scholarship and the passage to the following year.

During the colloquium, the Commission will give the PhD students some feedbacks and asks for clarifications based on the Activity report and the 2/3 of the PhD dissertation. No presentation of the written reports is needed.
4th Year PhD students and award of PhD degree

Requirements

During their fourth year, PhD students will attend courses for a total of 60 hours to be selected among all the optional courses and the research design seminars offered in the PhD programme.

At the beginning of the academic year, PhD students must discuss their coursework plan with their supervisors and are then required to upload it into the electronic platform SER.SE. (https://serse.sns.it/en) no later than 30 November 2018. The Department’s Faculty Board will then evaluate and approve the coursework plan.

The submission of the coursework plan for the academic year 2018/2019 is consequent to the evaluation of the didactic activities attended during the 3rd year. Therefore, after logging in, students will find the invitation to answer an assessment questionnaire, available also in English.

Award of PhD degree

To be awarded the Philosophiae Doctor title, students must pass a final exam, consisting in the oral defense of their doctorate thesis. The exam is normally held within six months before or after the conclusion of the PhD cycle. PhD students are anyway allowed to apply for admission to the final exam within two years from the end of the natural length of the doctorate programme; once this length of time comes to an end, they will no longer be able to apply and will lose their student status.

The thesis can be written either in English or in Italian. It is also possible to write it in a different language upon authorization of the Faculty Committee of the Department of Political and Social Sciences.

In order to start the overall process PhD students must submit their application to the “Servizio attività didattiche e di supporto alla ricerca del Polo fiorentino”. The application must be accompanied by the following documents: an extensive abstract in English of the thesis; a report on all the didactic and research activities carried out during the PhD period; a copy of any possible publications; and a copy of the thesis in electronic format.

Firstly, the Dean of the Department of Political and Social Sciences gathers the advice of the supervisors, including the external ones. Secondly, the Dean asks at least two high profile evaluators, external to the Scuola Normale Superiore, to write a preliminary relation on the originality and consistency of the candidate’s research. The evaluators assess whether to admit or not admit the candidate to the final exam and, should they think it necessary, they will demand a new draft of the thesis. Thirdly, all evaluations and opinions are transmitted to the Faculty Board of the PhD for a final evaluation. Should its outcome be positive, the PhD coordinator proposes to the Department’s Faculty Committee that the student is admitted to the final exam. However, the Faculty Board of the PhD might instead request a new draft of the thesis which, on the coordinator’s proposal, could be submitted for the second time to
the evaluators for new advice to be then transmitted again to the Department’s Faculty Committee. Should the Department’s Faculty Committee confirm a negative assessment, the candidate shall not be allowed to the defense and will lose his/her student status.

Once the student has submitted the application for the admission to the final defense, the “Servizio attività didattiche e di supporto alla ricerca del Polo fiorentino” will be in charge of the entire procedure and will:

- contact the external referees and gather their evaluations;
- call a meeting of the PhD’s Faculty Board first, and of the Department’s Faculty Committee then, in order to admit the candidate to the final exam;
- contact all the members of the Examination Board with all the relevant information;
- organize and coordinate the defense itself.

The Director of the Scuola appoints the Examination Board of the final exam. The board is composed by at least five members, usually two external professors and three internal members, and is chaired by a professor of the Scuola Normale Superiore. The supervisors, including the external ones and, normally, at least one of the external evaluators, are members of the Board. The oral examination will take place at the Scuola Normale Superiore, in Florence, is public and can be conducted in English. The aim of the oral examination is to ensure that the work of the PhD student meets the Scuola Normale Superiore’s degree standards. The defence lasts about two hours. The candidate is given 20 minutes to present the main argument of the thesis (the use of PPT is allowed). The external evaluators usually start the discussion of the thesis manuscript with the candidate, followed by the other members of the Board.

At the end of the defense, the Examination Board will either accept or reject the thesis, writing a short report. In case of acceptance, the Examination Board, or in any case the majority of its members, proposes to award the candidate with the title of Philosophiae Doctor, with or without laude.

The title of Philosophiae Doctor is formally awarded by the Director of the Scuola Normale Superiore.

Within 30 days from the examination, the Scuola Normale Superiore sends an electronic copy of the thesis to the database of the Italian Ministry of Education, University and Research. The PhD Faculty Board may also decide that some parts of the thesis are unpublishable as covered by patent owned by the Scuola. One copy is also deposited at the National Library in Florence and one at the National Library in Rome.
Courses calendar and topics in 2018-2019

Course materials
Materials and calendars are shared in the appropriate folders in G drive.

Terms and topics

Below is a scheme of the courses calendar and of the topics. More updated and complete information will be published in the PhD student folder circulated throughout the academic year.

1\textsuperscript{st} Term: 1 November 2018 – 18 December 2018

<table>
<thead>
<tr>
<th>Title</th>
<th>Prof.</th>
<th>Hours</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Introduction to Theories in the Social Sciences I: Democracy and Society</td>
<td>Donatella della Porta</td>
<td>20</td>
<td>Compulsory 1\textsuperscript{st} Year</td>
</tr>
<tr>
<td>Advanced Introduction to Theories in the Social Sciences II: Institutional Change and Stability</td>
<td>Manuela Moschella</td>
<td>20</td>
<td>Compulsory 1\textsuperscript{st} Year</td>
</tr>
<tr>
<td>Theories in IR, EU studies and Political Philosophy</td>
<td>David Natali</td>
<td>20</td>
<td>Compulsory 1\textsuperscript{st} Year</td>
</tr>
<tr>
<td>The politics of globalization: Domestic Politics and International Cooperation</td>
<td>Manuela Moschella</td>
<td>20</td>
<td>Optional</td>
</tr>
</tbody>
</table>

2\textsuperscript{nd} Term: 15 January 2019 – 8 March 2019

<table>
<thead>
<tr>
<th>Title</th>
<th>Prof.</th>
<th>Hours</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methodologies for the Social Sciences II: Quantitative methods</td>
<td>Mattia Guidi</td>
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<td>Manuela Caiani</td>
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<td>Francesco Strazzari</td>
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<td>Methodological Practice in Social Movement Research</td>
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<td>The Political Economy of Inequality</td>
<td>Mario Pianta</td>
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<tr>
<td>Movement Parties in Times and space</td>
<td>Lorenzo Mosca</td>
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<td>Collective Action Outcomes</td>
<td>Lorenzo Bosi</td>
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<tr>
<td>Platform Capitalism and the New Worker Movements</td>
<td>Loris Caruso</td>
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<td>Postcolonial Citizenship and Violence in the Middle East</td>
<td>Benoit Challand</td>
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3rd Term: 1 April 2019 – 31 May 2019

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<td>Populism, Populisms in Europe</td>
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<td>European Economy</td>
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<tr>
<td>European Social and Economic Politics: a Policy Analysis Approach</td>
<td>David Natali</td>
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</table>

Research design seminars are scheduled later on during the year.
Important deadlines

Common deadlines

30 November 2018 – Coursework plan uploaded in the SER.SE platform

30 November 2018 - Funding requests for research activities taking place between January 1 and April 30

31 January 2019 - Delivery of Term Papers related to 1st Term courses

31 March 2019- Delivery of Term Papers related to 2nd Term courses

31 March 2019 - Funding requests for research activities taking place between May 1 and August 31

30 June 2019 - Delivery of Term Papers related to 3rd Term courses

20 July 2019 - Funding requests for research activities taking place between September 1 and December 31

15th September 2019 – Delivery of Term Papers related to 3rd Term courses

1st Year PhD students’ deadlines

30 June 2019 – Delivery of the Activity report and the PhD prospectus

30 September 2019 – Resubmission of the PhD prospectus, if asked by the faculty committee

2nd Year PhD students’ deadlines

30 June 2019 – Delivery of the Activity report and 1/3 of the PhD dissertation

30 September 2019 – Resubmission of the 1/3 of the PhD dissertation, if asked by the faculty committee

3rd Year PhD students’ deadlines

30 June 2019 – Delivery of the Activity report and 2/3 of the PhD dissertation

30 September 2019 – Resubmission of the 2/3 of the PhD dissertation, if asked by the faculty committee
Off-site research and study activities

Overview

The students of the Ph.D. courses may apply for contribution to pursue their study and research activities in Italy and abroad. Their requests are judged by a special Committee called ‘Commissione Mobilità’ which decides about the funding for off-site activities. This note sets out the general principles that informs about the decisions of the members of the Mobility Committee (the Committee) in allocating the mobility funds to the PhD students at the Department of Political and Social Sciences.

These principles are set for equity and transparency purposes. Students should keep them well in mind while planning their research in order to prioritize their activities for the academic year. The Committee will apply the following principles not as a prescriptive checklist. Rather, the Committee will exercise judgment in order to take into account each students’ conditions and past requests, and overall funding requests.

Please note that you have in any case to inform your supervisor and the administration also when missions does not involve any costs.

Funding needs and priorities

The Committee (Commissione Mobilità) will ascertain students’ funding needs based on the stage in their PhD program. Funding needs are normally higher for students in intermediate-advanced stage because of fieldwork activities or outreach activities related to the findings of the dissertation.

The Committee will prioritize the funding of activities that are necessary for the completion of the PhD program. These activities include those related to the collection of interviews, documents and other material that provide support to the thesis’ arguments. The Committee’s judgment will be based on the content of the dissertation and the motivations provided by the student and his/her supervisor.

The Committee will fund participation to international conferences where students present papers directly connected to the PhD thesis. The Committee’s judgment will be based on the topic of the proposed paper, the prestige and level of professionalization of the conference.

The Committee will fund visiting periods in foreign universities and research centers based on the prestige of the hosting institution and the match between the students’ research and the expertise of the hosting institutions.

The Committee will fund participation to summer schools and winter schools if the courses there provided are specialized courses that are not provided within the Department or that the Department cannot provide within a reasonable timeframe.
When to apply

The Committee (Commissione Mobilità) will meet on a regular basis in the first week of December, April and in the last week of July. This means that students will have three windows per year to submit their funding requests according to the following calendar:

- November 30: For research activities taking place between January 1 and April 30;
- March 31: For research activities taking place between May 1 and August 31;
- July 20: For research activities taking place between September 1 and December 31.

This calendar will help the Committee to have a systemic, collective view of the funding requests and will allow students enough time to plan their activities.

Students should present funding requests only for the periods covered by each window – i.e. funding requests presented by November 30 should cover research activities taking place between January 1 and April 30 only. However, students are required to provide information on whether they plan to request further funds in the next windows and provide information on the amount of funding needs. This information should be provided in the email through which supporting material for the funding request is submitted.

If the student does not provide information or if unexpected needs arise, she/he will be nonetheless allowed to submit future funding requests in the same academic year. However, students are strongly encouraged to make long-term plans.

Before departure

The student should apply for authorization and financial support of the SNS ("contributo didattico aggiuntivo") to carry out off-site study and/or research activities, through the form "Richiesta di autorizzazione contributi per attività di studio e ricerca fuori sede". The form must provide all relevant information to the bodies empowered to authorize the activities and define the contribution. Additional documentation describing in detail the activity (e.g. external training programs that a student wishes to attend, presentation of host organizations, etc ...) may be attached to the form. The activity must be authorized by the Coordinator of the Ph.D. course for the I year students and by the Relatore from the II year onwards. If the Relatore doesn’t belong to SNS, also the Supervisor must authorize the off-site activity.

The application must be submitted, anyway, at least 30 days before the beginning of the activities. If applications are not submitted by the three windows deadline, the authorization to carry out the activity may be granted but the requested contribution may not be guaranteed.

The application form, completed and signed by the student, must be accompanied by a written authorization of the Coordinator or the Relatore (and Supervisor if necessary), also via e-mail, and submitted in PDF format to didattica.firenze@sns.it.

The application must contain the following information:
- the **place** where the activity will be carried out;
- the **length of stay** (number of days or months);
- the **reasons** (with full description of the activity to be carried out);
- an **estimate of travel expenses** (the choice of the least expensive means of transport and reduced rates will be positively evaluated);
- an **estimate of accommodation and meal costs** (to be determined separately);
- a statement specifying the amount of any **other funding** provided to the applicant by other institutions for the activity to which the application relates.

**Advances and reimbursements**

All the costs incurred during **off-site activities lasting less than one month** are refunded at the end of the mobility period, when the student submits the request for reimbursement of expenses: so, no money advance (anticipo) is provide. Only in case of expensive costs to be paid before the departure (e.g. high travel expenses, registration fees, and so on) the student may ask for an advance, explaining - in a detailed written note - the reasons why. **If the off-site activity lasts more than one month**, the student will receive the grant in monthly installments: the first one about 10 days before the beginning of the activity, if it’s possible, the last one at the end of it, if still due.

At the end of the activity, students are required to provide a statement attesting that the activity has been carried out and all the original documentation for expenditures, failing which the sums possibly paid in advance by the SNS will be recovered.

**Reimbursement will be made on the basis of the actual cost incurred** resulting from the submitted documents. **In any case, the reimbursement will not exceed the maximum contribution granted.**

Other funding sources are available through the SNS network (Erasmus, Exchange students programme, Fondo Giovani and other mobility funds), students should apply for them before asking funding to the Mobility Committee.

**In case of renunciation**

Students may renounce an activity within 3 months after the authorization has been granted by the Committee: in this case, costs incurred by students are not refundable. Renouncing becomes an obligation if the Committee authorizes the funding for participation to a conference when the student still does not have any information on whether the paper has been accepted.

**At the end of the activity (within 30 days after the return)**

At the end of the activity, students are required to submit the request for reimbursement of expenses using the appropriate form. Even if the increase of the scholarship covered all the expenses, students are required to submit travel documents or other documentation showing the actual dates of start and end of the activity. If the reimbursement request is not received
by the competent SNS office within 30 days after the end of the activity, the amounts already paid will be recovered.

The refund against receipts/invoices is done solely for expenses authorized in advance and only upon submission of the original documentation, in accordance with the reimbursement practices commonly followed by the SNS, as provided for in these guidelines. Hence, the student requesting a refund of expenses against receipts/invoices must deliver within 30 days from the end of the activity:

1. The report on the activity and the request for reimbursement. For this purpose, please use the form provided. It is in Excel format and consists of two sheets: one contains the request and the report, the other one the list of supporting documentation for expenditures. Please note that this form must be signed by the applicant and by the Coordinator for acknowledgment.

2. The originals of all supporting documents having fiscal validity neatly stapled on A4 sheets and divided by date and type of expense. Any document not included in the provided Excel sheet will not be considered.

**Documentation of expenditures**

The documentation of expenses must be original and allow to identify the recipient of the amount, the date, the amount paid and the purpose of the expenditure. The documentation must also be fiscally valid and can consist of invoices or receipts. Incomplete or illegible documents will not be considered. **Credit card receipts are not valid.**

If the original documentation is in a foreign language other than English, French, Spanish or German, the applicant must submit under their responsibility a note in Italian specifying the expenditures for which reimbursement is sought.

The submission of the original documentation is not required if it is stolen or lost, in which case it must result from a report to the competent authorities. The reimbursement of expenses is based on the criterion of coincidence with the period of the authorized activity. In case of long journeys, the day before the start and the day following the end of the activity. Any additional days will be considered only in relation to the length of the journey or in case of documented affordability or documented lack of flights on the dates set.

The costs incurred in foreign currency shall be refunded at the exchange rate of the trip period, calculating the average exchange rate for trips lasting more than 5 days.

Only the expenses related to the applicant can be refunded. If a receipt refers to the expenses incurred by several students, only one will submit the original document and apply for the refund of one’s share while others will request the payment of their shares by submitting a copy of the receipt and clearly indicating the name of the colleague who presented the original.
Travel expenses

Travel expenses are refundable if the place of departure is the seat of the SNS, or other locations where the student may be for other off-site activities duly authorized, or the residence of the student, if more cost-effective: in the latter case, the student must show, through screenshots, that the trip from/to their hometown is cheaper than the one from/to Florence (same dates).

Economy class air tickets, second class train tickets (or upper class train tickets if the person proves that there is no additional cost compared to the second class) and local transport fares, even in the form of a pass, are refundable. Only in cases of absence of alternative means documented by the applicant, the SNS may reimburse taxi or personal vehicle expenses. Personal vehicles can be used only in Italy and a prior authorization must be requested through the appropriate form.

Reimbursement of travel costs is made upon submission of the ticket and, in the case of air travel, also of the boarding pass. Travel documents issued in electronic format according to common business practices (electronic ticket, electronic boarding pass etc...) are equivalent to the original.

In the case of travel tickets that do not show the amount paid (for example, inclusive tour rates), the invoice or receipt of the travel agency that issued the ticket must be enclosed, with details of all the services included in the price paid.
As for taxi costs, in the absence of a receipt, the proof of expenditure must contain in any case the date, the vehicle identity code, the indication of the route, the amount paid and must be signed by the taxi driver.

Costs of accommodation

The accommodation expenses (hotel or similar accommodation) are refundable, with the exception of any extra charge (e.g. telephone, minibar, special hotel services). For long stays and if anyway more cost-effective, an apartment, boarding school or residence rental expense is eligible for reimbursement, as long as documented by valid receipts. Housing costs may include, in addition to accommodation, breakfast, half board and full board. In these cases, the expenditure limits for meals are consequently reduced.

Meals expenses

Breakfast, lunch and dinner throughout the day are refundable up to a maximum of 30 euro, also taking into account the possible availability of a kitchen. This limit is halved in the days when the period of activity lasts less than eight hours. Supermarkets receipts are eligible for reimbursement provided that any costs relating to products not clearly recognizable as food are clearly separated out and relate only to expenses incurred by the applicant. Gratuities, whether they are clearly shown only in a credit card receipt or explicitly indicated by a sales receipt, cannot be refunded.
Expenses for educational activities outside SNS

Students of Ph.D. programs based in Florence may apply for reimbursement of travel expenses incurred in attending the courses scheduled at the SNS seat in Pisa, provided that these courses are duly included in their study plans.

Other expenses

If approved in advance and regularly documented, specific expenses closely related to the off-site activity may also be reimbursed: both registration fees for training activities or seminars and expenses for access to cultural institutions or events which are the subject of the off-site activity fall into this type of expenditures.

Health Insurance abroad

Before leaving Italy, you are requested to get, in due time, all the information you might need to have health assistance abroad.

Before going to any EU country, please go to the nearest ASL office and ask if your ‘health card’ is valid. If not you have to ask them for the TEAM (Tessera Europea di Assicurazione Malattie): the EU Health card, which will guarantee medical assistance in EU countries, Switzerland, Iceland, Norway, Liechtenstein and other countries that have signed particular agreements with Italy.

If you go to a non-EU country, you have to consult the Italian Health Ministry webpage: http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=italiani
and fill the two spaces ‘Se parto per’ and ‘Motivo del viaggio’: the website will tell you what to do.

If the Country where you are going has not signed an agreement with the Italian Government or if the health coverage abroad seems unsatisfactory, you should consider the possibility to buy a private health insurance policy.
Other practical information

CODICE FISCALE
First of all, we suggest you to apply for the Codice fiscale as soon as possible. You have to go to the “Agenzia delle Entrate” (the closest office to Palazzo Strozzi is in via Santa Caterina da Siena, 23). Do not forget to bring with you your ID and, just in case, the Scuola’s invitation letter. The office is open in the morning – it will not take long. You will be issued a temporary Codice Fiscale, the card will be sent to your home address in Florence.

ISCRIZIONE ANAGRAFICA (“SPORTELLO IMMIGRAZIONE” OF THE MUNICIPALITY OF FLORENCE)
The "Iscrizione Anagrafica" is necessary for foreign students when their stay exceeds 3 months. You are therefore invited to apply for it at the “Sportello Immigrazione” (Immigration Desk) of the Municipality of Florence.
Contact details:
Address: Villa Pallini, Via Baracca, 150/P
Phone (info on the procedure): +39 055-2767078
Fax: +39 055 2767052
E-mail: immigr@comune.fi.it
Skype: immigr.comunefirenze

Office hours: Monday and Friday, 9.00 - 12.15; Wednesday 9.00 - 12.45; Tuesday and Thursday 9.00 - 12.15 and 14.00 - 16.45 (Please note that you can get your number to stand in line only from 9.00 to 15 minutes before closing time and from 14.00 to 15 minutes before closing time (Tuesday and Thursday only).

HEALTH COVERAGE
In this regard, EU citizens have 3 options.

a) If you choose to transfer your health insurance from your country to Italy, first of all you have to apply for “temporary residence” (“residenza temporanea”) in Florence at the “Sportello Immigrazione” of the Municipality of Florence (see above). Please note that you will need to submit an "S1" form to the Ufficio Immigrazione of the Azienda Sanitaria di Firenze (Immigration office of the local Healthcare Agency). This can be done via e-mail (iscrizioni.volontarie@asf.toscana.it). Further steps may be required to complete the procedure. Please note that the S1 form shall be provided by your national healthcare authority;

b) If you don’t want to transfer your national health insurance from your country to Italy, you can use your European Health Insurance Card issued by your national health insurance provider. As a general rule, this free card gives you access to medically necessary, state-provided healthcare during your stay in any of the EU countries (including Italy) under the same conditions and at the same cost as people insured in that country (more information available on the following page: http://ec.europa.eu/social/main.jsp?catId=559&langId=en);

c) If for some reasons you don’t have any health insurance in your country, you can register with the Italian National Health Service (Servizio Sanitario Nazionale). To this end, you need first of all the “codice fiscale temporaneo” issued by the Agenzia delle Entrate. Then you must apply for the “volunteer registration” ("iscrizione volontaria") with the Italian National
Health Service. You can do this online by writing to: (iscrizioni.volontarie@asf.toscana.it).

**Please remember to provide:**

- your “codice fiscale” (see above);
- scan of a valid ID;
- scan of the receipt of payment for your registration with the National Health Service (Servizio Sanitario Nazionale – SSN). To this regard, please note that the annual registration fee for students with no dependant family members is € 149.77 to be paid at any post office. Please note that the “voluntary registration” refers to the calendar year (1 January – 31 December) and cannot be split up. Therefore, if you want to be covered for the rest of 2018 and for 2019, you have to submit two separate applications. The application for the year 2019 can be submitted to the ASL from January 2019;
  - you are required to provide the name of a "medico di base"/"medico di medicina generale" (General Practitioner). To do so, you can use the search tool available on the website of the Azienda Sanitaria di Firenze - ASF ([http://wiasf.cupmet-fi.it/ASFWeb/MMG/mmgRicercaMedici.do](http://wiasf.cupmet-fi.it/ASFWeb/MMG/mmgRicercaMedici.do)). Please note that you should select "Medicina Generale" and then choose a district ("ambito territoriale"). If you select the option "Firenze Quartiere 1" you will get information (address, office hours, contact information) on General Practices located in the city center;
- scan of the invitation letter sent by SNS.

We suggest you mention in the message that you are a Ph.D. student enrolled in the Scuola Normale Superiore/Department of Political and Social Sciences, Florence (Dipartimento di Scienze Politico-sociali, Firenze).

Please note that SNS will reimburse all the expenditures related to your registration with the SSN. To this end, you will need to submit the request form that you find in your welcome folder and the payment receipt for your registration with the SSN.

**INPS REGISTRATION**

Ph.D. grants are subject to social security contributions. Therefore, within the month of November you have to register with the INPS (Istituto Italiano per la Previdenza Sociale, the Italian social welfare institution) under the category “gestione separata”.

**How to register**

First of all, you have to request a special personal code (PIN). To this end, the options are:

- Going to an INPS office with a valid ID and your Italian tax code (“codice fiscale”): the easier office for you to reach is located in Viale Belfiore, 28/A.
- Calling the numbers 803164 (toll-free number for landline calls) or 06164164 (only cell phones, telephone charges applied by your service provider). Please note that the INPS Contact Center provides information in various languages, including English, French, German and Arabic;
- Following the on-line procedure which, unfortunately, seems to be only in Italian (https://serviziweb2.inps.it/RichiestaPin/jsp/menu.jsp?bi=32&link=Il+PIN+online)

Once you have your PIN, you can proceed with the actual registration as follows:
- You can go to institutions that provide tax assistance and that are linked to Italian trade unions (so-called “Patronati” and “CAAF”) or contact an accountant (the latter option could be quite expensive);
- You can follow the on-line procedure which, again, seems to be only in Italian (https://serviziweb2.inps.it/RichiestaPin/jsp/menu.jsp?bi=32&link=Il+PIN+online);
- You can call the INPS Contact Center (details above). Please note that before calling you must log into the INPS site: this first entry will result in an automatic conversion of your 16-digit PIN in an 8-digit one that you will need to complete the registration via the INPS Contact Center.

Regardless of the method chosen, we advise foreign students to indicate the address of the SNS/Florence (Scuola Normale Superiore, Palazzo Strozzi, Piazza Strozzi, 50123 - Firenze) as their mailing address to receive any document related to the registration procedure.

**DSU TAX (tassa regionale per il Diritto allo Studio Universitario)**
This is a compulsory regional tax to be paid every academic year by university students (tassa regionale per il Diritto allo Studio Universitario) to the Azienda Regionale per il Diritto allo Studio (Regional Agency for the Right to Higher Education - http://www.dsu.toscana.it/).
The amount of the DSU tax for the academic year 2018/2019 is € 140.00.
Students are required to submit to the Scuola (Servizio attività didattiche e supporto alla ricerca del Polo) the receipt attesting the payment of the tax or the submission of the application to the Azienda Regionale provided by the DSU Call for application for the academic year 2018/2019 (see the section “Additional information for Italian students”).
Please note that the deadline is 15 November 2018.
The payment has to be done at this link:
The Scuola will refund the tax if due and paid. Reimbursement for Italian students will be possible only if they have complied with the DSU tax exemption rules (see the section “Additional information for Italian students”).

**Additional information for Italian students**
If certain financial conditions are met, Italian students may be exempt from paying the tax. DSU tax exemption requirements and rules are stated in the Call for applications for DSU study grants and accommodation for the academic year 2018/2019 available at the following link:
Eligible students are required to submit their applications for DSU study grants in compliance with the rules of the DSU Call mentioned above (please refer to the following page: http://borsedsu.leonet.it/).
Please note that:
- the deadline to apply is 15 November 2018, at 1.00 pm
- you will need your ISEE certificate to submit your application (Indicatore Situazione Economica Equivalente)
Applicants who will be declared ineligible by the Azienda Regionale per il Diritto allo Studio as well as Students who do not meet the requirements provided by the DSU Call for applications mentioned above, must pay the tax and are entitled to submit their claim for reimbursement to the Scuola (see below).

Reimbursement procedure
Please note that you will need to submit the following documents to the Servizio attività didattiche e supporto alla ricerca del Polo:

- reimbursement form
- receipt of payment
- ISEE certificate (only for Italian students).