The Welcome Guide to the Department of Political and Social Sciences

For the Students and all the Guests of the Scuola Normale Superiore in Florence

POLO FIORENTINO

November 2018
A Welcome Guide for the Students and all the Guests of the Department of Political and Social Sciences

The institutional aim of the Scuola Normale Superiore is to promote the development of culture, teaching and research in the Hard Sciences and the Humanities, to which the Social Sciences have been recently added. The Scuola promotes cooperation among institutions of higher learning in different countries and encourages the reciprocal exchange of teachers, researchers and students, offering them hospitality. In 2013, the Scuola added other premises in Palazzo Strozzi, Florence, where the Department of Political and Social Sciences is based and runs its academic programmes along with cultural events, workshops and seminars.
PLACES AND SERVICES

Palazzo Strozzi

Palazzo Strozzi (https://www.palazzostrozzi.org/?lang=en) can be seen as a microcosm of the whole city – and one of its most captivating expressions. Situated between Piazza Strozzi and via Tornabuoni in the heart of Florence, Palazzo Strozzi is one of the finest examples of Renaissance domestic architecture. Since the Second World War the Palazzo has been Florence’s largest temporary exhibition space, run by the Fondazione Palazzo Strozzi, whose headquarters are located on the second floor of the Palazzo itself. The Palace hosts also other cultural institutions of the highest profile: the Gabinetto Scientifico Letterario Vieusseux (http://www.vieusseux.it/), the Istituto Nazionale di Studi sul Rinascimento (http://www.insr.it/) and the Department of Political and Social Sciences of the Scuola Normale Superiore (https://www.sns.it/dipartimento-di-scienze-politico-sociali).

The Department of Political and Social Sciences

The Department of Political and Social Sciences occupies the entire 5th floor of the Palazzo and the first mezzanine landings.

On the fifth floor there are the two main administrative offices (a brief description will follow down below), the conference hall “l’Altana”, the classrooms, the library, the pc room as well as the Faculty and researchers’ offices.

At the mezzanine floors, there are the Auditing Service and some of the Researchers’ offices (on the left and on the right of the inner courtyard Coffee place).

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 attività didattiche e supporto alla ricerca del Polo fiorentino (rooms n. 15-16)

This service:

• coordinates the activities of the PhD and MA programmes;
• 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 programmes admission, to the study plans and evaluations, to the international joint supervision of the PhD thesis;
• supervises 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: rossella.mondani@sns.it; +39 055 2673 318
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Michela Cappellini: michela.cappellini@sns.it; +39 055 2673 319
Elisabetta Ranfagni: elisabetta.ranfagni@sns.it; +39 055 2673 323
For general enquiries: didattica.firenze@sns.it

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For general enquiries: didattica.firenze@sns.it
Servizio Eventi e Gestione del Polo (room n. 17)

This Service:
- organizes events (such as conferences and lectures) in all their aspects;
- manages the residence “Aldo Capitini” (see the dedicated paragraph) and more generally oversees the organization of the stay in Florence of the teaching staff, guests, researcher and students of the School;
- coordinates the organization and communications related to the canteen service of DSU (Azienda per il Diritto allo Studio Universitario-https://www.dsu.toscana.it/) for those who are entitled to access those services;
- is in charge of the registered and regular mail service (Monday to Friday, 10am-3pm);
- is in charge to sign out the study rooms of the Scuola and the conference room l’Altana;
- 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.

Contacts:
Federica Codegone, in charge: federica.codegone@sns.it, +39 055 2673322
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Valentina Morozzi: valentina.morozzi@sns.it, +39 055 2683320
For general enquiries: eventiculturali.firenze@sns.it

Front Office
The Department is open Monday to Friday, 8am-8pm. The Front Office Staff is in charge of opening and closing the premises. Besides, they check the access to the Department, welcome and direct all the incoming guests and set up the common spaces for seminars, lectures, conferences and courses.

Wi-fi at the Department
A wireless connection is available in all the areas of the Department in Florence. All registered guests of the Scuola can connect using their own portable PC and authenticate themselves with login and password. Credentials will be given to our guests at their arrival together with this guide.

SNS Helpdesk Service
In case you need any assistance regarding your institutional email or for any computer issue, you may contact SNS helpdesk service, see link: https://helpdesk.sns.it/hc/en-us/restricted?return_to=https%3A%2F%2Fhelpdesk.sns.it%2Fhc%2Fen-us
or, in alternative, ask for assistance to the Servizio Eventi e Gestione del Polo.

Residence “Aldo Capitini”
The Florentine University Residence “Aldo Capitini”, located in Viale Corsica, 100, can accommodate up to 24 students/guests of the Scuola in 24 mini-lodgings, 3 of which are equipped for disabled people. The residence also has some common areas for leisure, for breakfast and for laundry use.
To reach the Residence from Central Station Santa Maria Novella:

- by tram (T1 Careggi-Ospedale): the tram stop is in Alamanni street, the stop of arrival is the last one in Via Vittorio Emanuele II, ID FM 9028, Piazza Dalmazia is just on the front, then walk for about 500,00 mt, see the route to follow: https://goo.gl/maps/2Q3LxFS4FSS2
- by bus n. 23 (towards the “Nuova Scuola Carabinieri”): the bus stop is in front of the main entrance of the Station (Stazione Scalette) and the name of the nearest bus stop to the residence is: Massaio-Ponte di Mezzo (http://www.ataf.net/en/timetables-and-routes/timetables-and-routes/line-23.aspx?idC=180&id=0&Linea=23&LN=en-US)

See www.ataf.net for any information on bus services in Florence.

To reach the Residence from the Airport:
reach Florence Central Station Santa Maria Novella and then the Residence by tram or by bus (see above).

The Scuola Normale Superiore in Palazzo Strozzi can be reached by taking the same bus n. 23 towards the centre of Florence.

At the following link you can find all information about the residence rates and the related guidelines: https://www.sns.it/scuola/luoghi/collegi/residenza-universitaria-di-firenze.

The CUG (Committee for equal opportunities and welfare)
The Committee for equal opportunities and welfare (“Comitato Unico di Garanzia” - CUG) plans and carries out actions aimed at ensuring and promoting equal opportunities and welfare in the workplace, overcoming all forms of discrimination based on race, gender, sexual orientation, disability or religion.

If you need assistance or you are victim of any kind of discrimination at the Scuola, you can contact the CUG by e-mail cug@sns.it for advice: any information is considered strictly private and confidential.

For more details about the Committee, please see the following link: https://en.sns.it/about-sns/mission-and-governance/committee-equal-opportunities-and-welfare

Studying and Researching at the Department of Political and Social Sciences

The PhD programme in Political Science and Sociology
The PhD course in Political Science and Sociology of the Scuola Normale Superiore builds upon a methodologically pluralist approach and a multidisciplinary nature, combining structured teaching with close supervision activities by a dedicated faculty. The duration of the programme and of its grants is of four years. The main research areas are organized around the following topics:

Democracy and social movements. In this area, sociological and political science competences converge around political sociology, which bridges the two disciplines through its main focus on the reciprocal influence of political and social transformations. Social movements, civil society, participative democracy, political violence, new media and conflicts are the main concepts addressed in the teaching and research activities. In the best European tradition, the methodological approach will be sensitive to the historical, institutional and cultural specificities, but also oriented to the development of theory.

Comparative and international political economy. This area is oriented towards the comparative study of the political and sociological foundations of domestic and international economic systems, rules and institutions. This area encourages empirical investigations of the interactions between domestic and international forces as well as between states and non-state actors with the view to explain how different political systems devise public policies to achieve economic growth, employment, and stable economic transactions. Main research areas include the study of institutions of economic regulation (international organizations, central banks, independent regulatory agencies), and global and EU economic governance-related issues.

Comparative politics and society. This area is oriented towards the comparative analysis of a set of major politico-institutional processes, focusing on the interactions between political parties, interest groups, civil society and public opinion. Classical comparative analysis, based on cross-national comparison, is backed up by the study of processes which are territorially multilevel, such as Europeanization and globalization, in the political – but also economic, social, and cultural – spheres.

The PhD programme in Transnational Governance
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 Ph.D. 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 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 problems linked to globalization and Europeanisation). Contemporary politics is increasingly characterized by processes that go beyond the traditional distinction between national and international spheres. National and supranational actors and institutions interact through transnational 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 Ph.D. programme deals with such challenges in 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 (sub-)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 specific thematic areas open to cross-fertilisation: International relations, global economy and security; European and comparative politics and governance; Political movements and Trans-national civil society. The three thematic areas will be addressed through the lenses of political science, sociology, political philosophy, law, and economics. The Ph.D. programme aims at training scholars and highly-skilled experts who can work in academic institutions, think tanks and research centers, as well as in policy consultancy for international governmental and non-governmental organizations.

MA Undergraduate programme

The Department offers also an MA programme for Bachelor graduates, in collaboration with the Scuola Superiore Sant’Anna and Florence University. The courses, held by both SNS and the SSSA’s Faculty, focuses on political and sociological studies, such as Political Science and International Relations (SPS/04), General Sociology (SPS/07), Economic Sociology (SPS/09) and Political Sociology (SPS/11). The programme has an interdisciplinary vocation and thoroughly deals with some core subjects like: theories on democracies and on public space; transnational Governance, with a particular attention to the society’s players, to its multi-cultural aspects and to the processes of radicalization and de-relocalization.

Once selected, the Department’s students must enroll at Florence University and attend one the following MA degree programmes: International Relations and European Studies (LM-52/LM-90); Politics, Institutions and Markets (LM-62); Sociology and Social Research (LM-88).

Language courses

Every year, the Scuola Normale Superiore organizes an Italian language course for the 1st year foreign students. It lasts 30 hours, spread out approximately over 10 weeks, and it is held at the Department by a highly qualified teacher. All foreign students are strongly encouraged to attend it as the knowledge of Italian is a plus in the management of everyday life.

Research projects

The Scuola invests considerable resources in research activities, including the setting up of temporary structures to support them. To this end, the Department of Political and Social Sciences can rely on three important research groups.

The Centre on Social Movement Studies (COSMOS) is a research network that 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. For further information: http://cosmos.sns.it/.

The FIG Working Group - Florence Working Group on Intersectionality and Gender focuses on gender and also seeks to give ample space to exploring intersectionality, i.e. how gender is entangled with other forms of order, exploitation, power, identity, and distinction. For further information: https://www.sns.it/ricerca/centri-e-gruppi-di-ricerca/gruppi-di-ricerca/fig-working-group-florence-working-group-intersectionality-and-gender.
Libraries and book loan

The main seat of the Scuola's Library is in Pisa. However, at the Department there is a section specialising in the fields of politics and social sciences where books are available for reading and loan. All information about the Library services can be found at the link: http://biblilo.sns.it/.

After checking the availability and locating a book through the function “Search” of the above mentioned link, it is possible to borrow books ALSO in Florence.

At the Department of Political and Social Sciences, the book loan service is available Monday to Friday, 9.30am-3.30pm.

Users can contact the staff in charge of the Department's Library (Serenella Bertocci, Michela Cappellini, Giulia Gambacciani) by sending an email to: didattica.firenze@sns.it.

Below are some general rules:

Book loan

It is necessary to have an SNS badge, which is released by the offices in Pisa.

It is possible to borrow a maximum of 10 books for 2 months. Some books are allowed only to the overnight and/or Sunday loan: in this case, they must be returned by 11am of the first useful day.

Books return

It is very important to respect the deadline, in order not to be temporarily excluded from the book loan service. Unless the book has been reserved by someone else, it is possible to extend the loan for one month longer.

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

The Department's students can find all relevant information in the Students' Guide.

Main bureaucratic fulfillments for foreigners

Codice Fiscale (Tax identification number)

The tax identification number (Codice Fiscale) is similar to a Social Security Number and it is required in Italy for all sort of procedures (e.g. receiving a fee or asking for a refund, applying for a resident permit, opening a bank account, applying for the National Health Service card, renting a flat, applying for a fixed telephone line, buying a mobile phone's SIM card, etc.). The tax code is issued immediately and free of charge: the request may be submitted personally to the local tax office branch of the Italian Revenue Agency (Agenzia delle Entrate), Via santa Caterina d'Alessandria, 23. EU/EEA citizens must bring a valid passport or another form of ID; non EU/EEA citizens must bring the passport with a valid visa (if requested) and a copy of it (clearly showing personal data and visa) and/or the residence permit.

Alternatively, it is possible to apply for the tax code to the Italian consular authorities in the country of residence. For further information, please visit the Agenzia delle Entrate website: https://www.agenziaentrate.gov.it/wps/portal/english/

Iscrizione anagrafica (“Sportello Immigrazione” of the Municipality of Florence)

The “Iscrizione Anagrafica” is necessary when the stay exceeds 3 months. It is possible 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

All foreigner guests are invited to get all the relevant advice concerning health coverage before leaving their own country.

The Department’s students can find all useful information in the Students’ Guide

Opening a Bank Account

At the moment the School has no specific agreement with banks. Near Palazzo Strozzi you can find branches of the main Italian and International Bank Institutes: terms and conditions vary from bank to bank. If you decide to open a bank account, an Italian tax code (see above) is needed.

We suggest you to contact the banks directly and collect the relevant information, considering that each institute can offer different solutions.

Florence at a glance

Florence is a Unesco world heritage and it is the capital of the Renaissance, which rose to economic and cultural pre-eminence under the Medici in the 15th and 16th centuries. Florence attracts a high proportion of international travelers to Italy. The city is an active centre of art and culture, and organizes periodical exhibitions and art festivals.

How to get to Florence

By Train

The Train service in Italy is managed by Trenitalia (www.trenitalia.com) and Italo (www.italotreno.it).

Three are the main stations in Florence:

- Santa Maria Novella: the central one, 5 minutes walking distance from Palazzo Strozzi, and surely the most important, as the majority of the trains transit over there.
- Campo di Marte: the second in order of importance and a must-pass for all the South Italy destinations.
- Firenze Rifredi: another important exchange station for local and regional trains.

By Plane

Florence has its own airport named “Amerigo Vespucci” which is connected to the Central Station, Santa Maria Novella, by a shuttle service called Volainbus, available just outside the main entrance of the station. All information can be found here: http://www.ataf.net/it/orari-e-percorsi/orari-e-linee/linea-volainbus.aspx?idC=180&idO=0&Linea=Volainbus

The airport “Galileo Galilei” is located in Pisa and it is connected to Florence by a number of bus services:


and trains: www.trenitalia.com

By Car

If you decide to reach Florence by car on the pay-toll motorway, you have several exit possibilities, depending on which part of Florence you need to go to and on where you are travelling from: Firenze Nord; Firenze Scandicci; Firenze Impruneta, Firenze Sud; Firenze Signa.

Tolls for the motorway can be paid cash or by Viacard (a pre-paid card that you can get at Punto Blu offices https://www.telepass.com/it/rete-vendita/punto-blu).

More detailed information can be found here: http://www.autostrade.it/it/home
Travelling from Florence

Florence is among the best places where to live and to work in Italy and, thanks to its geographic position, it is well connected with the other major cities of Italy.

Milan, Rome, Naples and Venice are just a couple of hours away on the high speed rail from the station of Santa Maria Novella. You can find information on timetables and fares on the train services websites: www.trenitalia.it and http://www.italotreno.it.

Florence is served also by a number of national and international coach companies, offering solutions on short and long distances at convenient rates. Below are listed just some of them:

Sita: http://www.sitabus.it/firenze-santa-maria-novella-i-collegamenti/
Flixbus: https://www.flixbus.it/autobus/firenze

Getting around the city

The Bus is probably the most used and affordable way of getting around the city. The service is managed by Ataf. You can buy tickets at the service point n. 8 in Central Station Santa Maria Novella, at the automatic machines, by sending a sms to number 4880105 using an italian SIM card or directly on the bus: in this last case the ticket price is slightly higher (2,00€ instead of 1,50€ when this document was being drawn up) and we highly recommend to have with you the exact amount requested.

All information can be found here: http://www.ataf.net/it/ataf.aspx?idC=2&LN=it-IT.

In most recent times, Florence has been provided with a tramway network system, whose works are still in progress. At the moment, Line 1 runs from Scandicci Villa Costanza parking to the main public hospital of the city (Careggi) and Line 2 runs from Florence Airport to the central railway station.

Complete information is available at the following links:
http://www.gestramvia.com/

If you plan to visit the city by car, remember that the entire historic centre of Florence (approximately the part located within the 19th century ring-roads or “viali”) is a ‘Zona a Traffico Limitato’ (ZTL) or restricted traffic zone. Special rules govern access to, as well as transit through and parking in this zone. Bicycles, electric vehicles, motorcycles and scooters are permitted the entrance.

Signing up for an annual Car sharing service is probably the best option for long term residents wishing to have access to a car without the trouble of parking and insurance. All information at the link:
http://en.comune.firenze.it/administration/mobility/florence_by_car.html

The Bike sharing (http://en.comune.firenze.it/administration/mobility/florence_by_bike.html) is a recently implemented service by Florence Municipality: it allows to share a bike all over the city area and to drop it off anywhere when you no longer need it. It is very cheap and represents a valid alternative to the traditional bike rental. Please visit also the website: https://mobike.com/global/2

Life in Florence

Florence Municipality is divided into 5 main Districts, each with its own peculiarities, services and activities. Further information is to be found at the link http://en.comune.fi.it/administration/municipality/districts.htm - it may help decide which neighborhood suits one's needs better.

In order to get all updated information about every aspect of living in Florence we strongly advise you to visit the official tourist website of the Municipality: http://www.firenzeturismo.it/en/informazioni-utili-2.html

The city has a very lively cultural and night life as, for sure, it is not lacking of museums, exhibitions, concerts, happenings and cultural meetings.

Accommodation in Florence

Florence offers different solutions according to your needs and budget. Information about accommodation can be found at this weblink of the official tourist website (http://www.firenzeturismo.it/en/):
or at the below listed pages, for long term stays:
Housinganywhere (international housing platform) https://housinganywhere.com/
Also the Florence Housing Service of ARDSU (Azienda Regionale per il Diritto allo Studio) can make their dormitories available to external guests at affordable prices. All information at the link: https://www.dsu.toscana.it/servizi/residenze/foresteria/.

Restaurants and Students’ canteens in Florence

The Florentine's site of the Scuola has a fantastic location in the city centre. Hosted in Palazzo Strozzi, it is in fact only at a 5 minutes walking distance from the Duomo, and its surroundings are full of restaurants of any kind and price.

Upon presentation of the DSU badge (a card released by Tuscany's “Azienda per il Diritto allo Studio Universitario”), the Department's visiting and post-doc students can benefit from the Canteens of the University of Florence at very convenient rates, while meals will be free for the Department's Students. In
order to get the DSU badge, it is necessary to go to the DSU's Office “Rilascio Tessere” located at the Casa dello Studente “Calamandrei”, in Viale Morgagni, 51 (it is the road leading to the main Hospital in Florence, “Careggi”), provided with: the Scuola's student card and acceptance letter, and copy of ID card/passport. The office is reachable by tramway Line 1, stop: Morgagni - Università.

The opening hours of the office are:

Monday to Friday: 10.am-1 p.m.
Tuesday and Thursday: 2.30 p.m.-4.30 p.m.

All information about the DSU canteen's circuit can be checked here: http://www.dsu.toscana.it/servizi/ristorazione/

**Public Holidays**

1 January (New Year's Day)
6 January (Epiphany)
Easter
Easter Monday
25 April (Liberation Day)
1 May (International Workers’ Day)
2 June (Republic Day)
24 June (St John's day, Patron of Florence)
15 August (Assumption Day)
1 November (All Saints)
8 December (Immaculate Conception)
25 December (Christmas)
26 December (Saint Stephen’s Day)

**Urgent Medical Assistance**

In the unlucky event you need immediate health and medical assistance, please take note that 118 is the national emergency number, operating 24 hours per day.