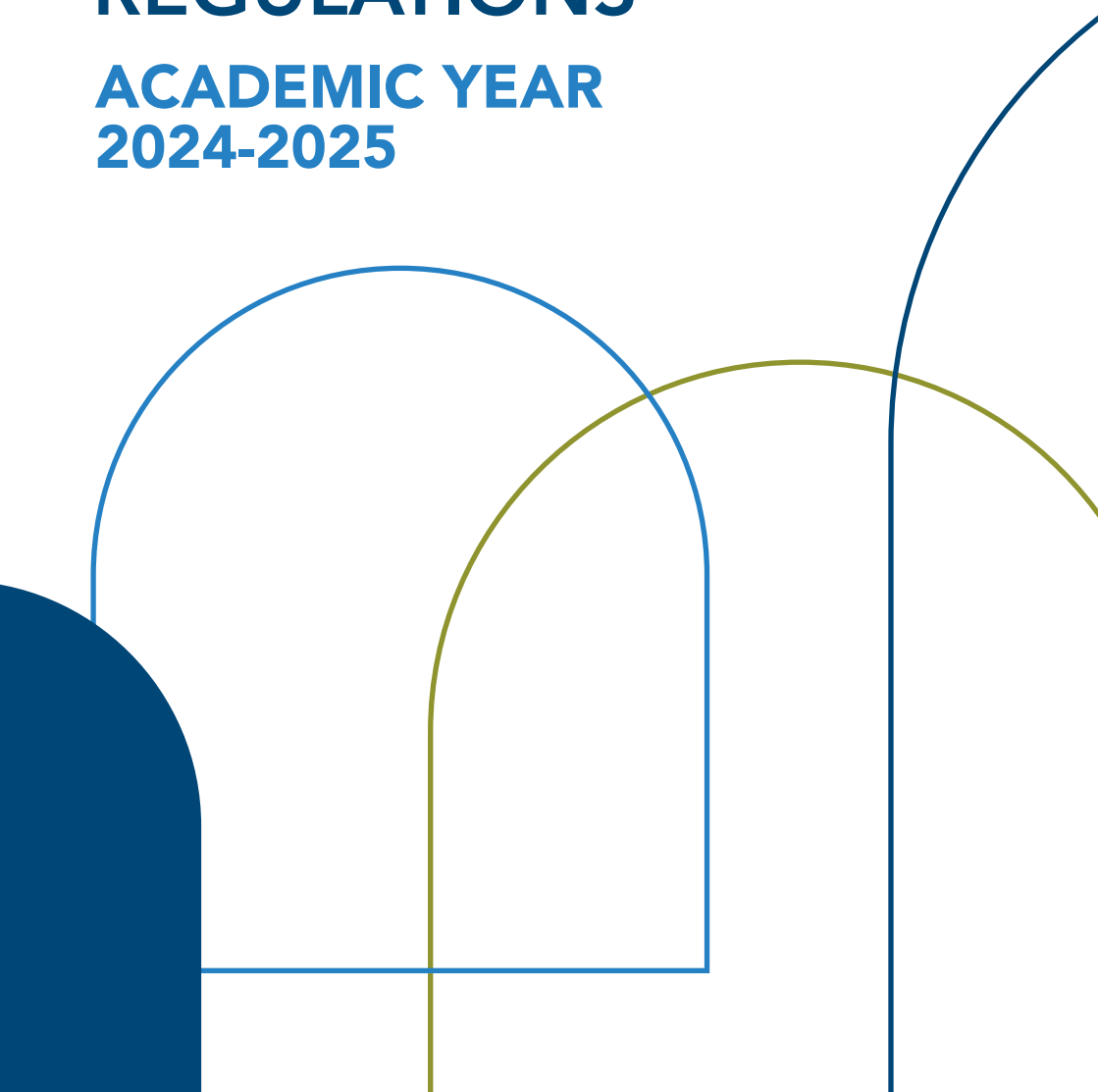


# RESEARCHERS' GUIDE & DEPARTMENTAL REGULATIONS

ACADEMIC YEAR  
2024-2025



# Welcome to the Law Department

Dear PhD Researchers, Dear LLM Students,

You have decided to dedicate your future to research in law. Congratulations.

And you have considered that the EUI Law department was the right place for this. Thank you.

As a former colleague of the Law department likes to say, doing a PhD or LLM at the EUI means this: your first job is your research project, your second job is your research project, your third job is your research project.

The good news is that the EUI Law department is designed to help you do your job. This Guide explains how and why. In the next pages, you will find information on how the Law Department works, the requirements and structure of the PhD and LLM programmes, and general introductory information about the EUI. Of course, you will have more opportunities to become acquainted with the Law department through informal conversations with your supervisor, colleagues and peer researchers.

The Researchers' Guide and Departmental Regulations provides general information on the organisation of the Law Department and the academic year; the PhD and LLM programmes, including yearly course requirements; rules, forms and obligations. Virtually all the information you require has been made publicly available in this Guide and the website (which is constantly updated). We strongly encourage you to consult both. In case of unclear or conflicting rules with the recently revised Academic Rules and Regulations for the Doctoral and Master's Programmes, the revised Academic Rules take priority and should be followed.

In addition to this Guide, you should consult the departmental documents that appear online at:

<https://www.eui.eu/DepartmentsAndCentres/Law/RulesForms>.

These documents are directly related to your position in the Law Department. In particular, consult the teaching programme and the recommendations for the first meeting between supervisor and researcher.

A number of documents issued by the EUI are indispensable for your understanding of how the Law Department operates. You should read this Guide in conjunction with these documents:

- Academic Rules and Regulations for the Doctoral and Master of Research Programmes:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>

- Doctoral Supervision at the EUI: A Code of Practice:

<https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/CodeofPracticeSupervisionNov031.pdf>

- Code of Ethics in Academic Research:

<https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/CodeofEthicsinAcademicResearch.pdf>

Information on the procedure to request an Ethics Review of a particular project can be found at:

<https://www.eui.eu/ServicesAndAdmin/DeanOfStudies/Procedure-to-request-an-Ethics-Review-by-the-EUI-Ethics-Committee>

This Guide can be consulted online at:

<https://www.eui.eu/DepartmentsAndCentres/Law/RulesForms>

The Director of Graduate Studies, Professor Mathias Siems, holds the overall responsibility for any matters related to the course of study, including (but not limited to) issues of supervision, seminar and course attendance, admission to successive years and fulfilment of requirements. Professor Arnulf Becker Lorca is the LLM/first-year programme Coordinator.

This Guide contains the formal requirements of the LLM and PhD programmes. However, the life of the Institute is also based on discussions and debates that take place outside the taught programme: you are encouraged to attend departmental faculty seminars and conferences organised at the EUI and to take part in informal and inter-departmental activities organised by colleagues and researchers. Particularly important here is the possibility of organising informal working groups of researchers, postdoctoral fellows and faculty. We seek to foster a scholarly environment where the regular interchange of ideas is facilitated.

All new researchers are required to attend the following **introductory meetings** at the beginning of the year:

- **Wednesday, 4 September 2024, 11:00 – 12:30, Badia Theatre:**  
Presentation by Law Library Information Specialist, Valentina Spiga – for new Law Researchers, Fellows and MW Fellows.

- **Monday, 23 September 2024, Tuesday, 24 September 2024, Wednesday, 25 September 2024, and Thursday, 26 September 2024, Villa Salviati – Sala del Consiglio:** full introduction to the Law Department for all new researchers, exchange students, fellows and visitors. Followed by the Law Department's Opening of the Academic Year & Inaugural Panel Discussion.
- **Friday, 27 September 2024, 13:30-15:00, Villa Salviati – Sala del Consiglio:** Legal Research Training - Legal resources in the Library: how to find them, how to use them.
- **Thursday, 3 October 2024, 13:30-15:00, Villa Salviati – Sala degli Stemmi:** Legal Research Training – Plagiarism and originality in academia – tools, tips and Turnitin.
- **Thursday, 10 October 2024, Villa Salviati – Sala degli Stemmi: Legal Research Training:** Citing and managing legal sources – Zotero for lawyers

The full programme of the introductory meetings is available here:

<https://www.eui.eu/en/academic-units/department-of-law/research-and-teaching-at-the-department-of-law/llm-first-year-programme>

The Law Department is situated in Villa Salviati, a short - but steep - walk or shuttle away from the Badia and the Library. Details of its location and maps are on the [EUI website](#). Villa Salviati contains wonderfully light and attractive workspaces for researchers, for your use which I hope will provide a pleasant work environment for everyone. All Law professors spend time in their office in Salviati.

I wish all of you a productive and elevating stay at the Law department.



Professor Nicolas Petit  
Head of the Law Department

## LAW DEPARTMENT CONTACT DETAILS

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Tel: +39.055.4686 (+ ext.)

**Website:** <https://www.eui.eu/DepartmentsAndCentres/Law>

**E-mail:** [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu); [\(firstname.family name\)@eui.eu](mailto:(firstname.family name)@eui.eu)

**Main EUI Address:**

Badia Fiesolana  
Via dei Roccettini, 9  
I-50014 San Domenico di Fiesole

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# PART 1 – THE LAW DEPARTMENT

## 1. Departmental Profile

### 1.1. People

Please check the regularly updated list of professors, staff and visitors working in or associated with the Department at:

<http://www.eui.eu/DepartmentsAndCentres/Law/People/Index.aspx>

### 1.2. Calendar of Departmental Activities 2024-2025

Please note that the departmental calendar may be subject to change throughout the year. The most up-to-date version can be found at: <https://www.eui.eu/en/academic-units/department-of-law/departmental-calendar>

For the full EUI academic calendar see:

<http://www.eui.eu/ServicesAndAdmin/AcademicService/AcademicCalendar.aspx>

### 1.3. Researcher Representatives

For Law Researcher Representatives for 2024, see:

<https://www.eui.eu/About/Organization/ResearcherReps#DepartmentofLaw>

Every department has four Researcher Representatives, or 'Reps', who represent the interests of all researchers on both departmental and institutional levels. Researcher Reps are elected by researchers. Researchers interested in becoming Researcher Reps should consult their supervisor beforehand to ensure they can balance the thesis workload with the responsibilities of a Researcher Rep.

The tasks of the Reps include participation in the monthly meetings of the Law Department. At the institutional level, the Reps participate in working groups and committees (Doctoral Programme Committee, ICT-Library Committee, Ethics Committee, Housing User Group among others). Reps

represent the EUI researcher community in the governing and managing bodies of the EUI, including the Executive Committee and the Academic Council, where they have voting rights. Reps play a further role in selection committees for new Chairs and the EUI President.

Researcher Reps are members of the Social and Welfare Fund, which is managed by a Panel composed of four elected Reps (one from each department) and the two members of the Academic Service responsible for welfare issues (the Academic Administrator and the Grants and Welfare Officer). For information about the SWF please go to:

<https://www.eui.eu/About/Organization/Committees/WelfareandSocialFundCommittee>

For more information on the EUI Researcher Reps' see:

<https://www.eui.eu/About/Organization/ResearcherReps>

Each Researcher Rep will receive a financial compensation equivalent to the monthly amount of the EUI 4th-year grant (excluding allowances) per year in office (maximum two months). Researcher Reps can have an extension of submission deadlines for written work by one month, as set out by the Academic Rules and Regulations. This extension can be requested only once and does not prolong the student's status in the doctoral programme. It is foreseen at the end of the second, third or fourth year, following the end of the representative's mandate. For further information about Researcher Representative financial compensation, please contact the Grant Officer in the Academic Service.

### 1.3.1. Peer Mentoring Scheme

Since the 2021-2022 academic year, the Law Reps have been experimenting with the roll-out of a peer mentoring scheme for first-year researchers. The scheme is designed to pair first-year researchers and more experienced researchers and has two objectives:

- 1) provide orientation on day-to-day matters (e.g., dealing with administrative procedures at the grant authority level/EUI level/Florence level, socialising, places and people at the EUI and in Florence...);
- 2) provide orientation on academic matters (e.g., courses and seminars, supervisory relationships, conferences, papers and deadlines, academic-related worries and anxieties...).

The Law Reps will give more information about the implementation of the scheme in August and during the September Programme.

#### **1.4. Working Groups**

For information on Working Groups (WG) see:

<http://www.eui.eu/DepartmentsAndCentres/Law/ResearchAndTeaching/WorkingGroups/Index.aspx>

Alongside weekly courses, informal WGs may be established on the initiative of interested researchers on a departmental or inter-departmental basis. A list of the Law Department's active WGs is published on the website at the above link.

WGs organise academic activities. As their name suggest, the goal of WGs is to promote group work on research in application of the scientific method. In practice, working group organise meetings in which their members and guest speakers discuss, debate, and develop their research.

Presentations in WGs can be taken into account for second and third-year researchers as a way of fulfilling the Department's research presentation requirement, provided the supervisor attends and approves the presentation. Please see Part 2, Sections 5 & 6 of this Guide for further details on the presentation requirement.

Many WG exist that span a broad range of research interests in Law. The creation of a WG is conditional on proof of a gap filling problem, and must follow the guidelines on the Law Department website (see the link above), first checking if a group already exists in the relevant field to discuss potential collaborations. Make sure you have the support of at least one Law professor working on the topic and then inform [LAWWorkingGroups@eui.eu](mailto:LAWWorkingGroups@eui.eu) for approval at the departmental meeting.

#### **1.5. The European Journal of Legal Studies (EJLS)**

The EJLS, founded in 2007 and based at the European University Institute, is a researcher-led, open-access journal. The EJLS aims to provide a platform to promote emerging and established legal scholars working in the fields of European law, international law, comparative law, and legal theory.

The Journal is:

- an open-access publication – this provides readers with full free access to all EJLS publications and provides authors with the widest possible audience when publishing their work. The EJLS issues are also published on CADMUS, the repository of EUI publications, and HeinOnline;
- a peer-reviewed publication – submissions go through a rigorous procedure of double-blind peer-review, involving the EUI's entire scientific community (professors, fellows, researchers, as well as alumni). Our external editors now also include a group of selected researchers from other universities specialised in Empirical Studies;
- a platform supporting and promoting high-quality and innovative young legal scholarship – in particular, the EJLS encourages submissions by young researchers at the start of their academic careers as well as emerging scholars;
- a researcher-led journal – managerial and editorial work is carried out independently by graduate researchers at the EUI, with the invaluable assistance of its Departmental Advisory Board, comprising a number of renowned professors from the Law Department;
- a multilingual journal – the EJLS is committed to linguistic diversity by publishing articles in any language within the linguistic competence of Board Members to help ensure a wide dissemination of scholarly work;
- the Department provides logistical and financial support to the EJLS in recognition of its aims and of the benefits for the EUI. The Academy of European Law and the Law Department from time to time run joint initiatives, such as conferences and symposia in collaboration with the EJLS.

Taking part in the EJLS is an extremely rewarding and formative activity and it is encouraged and supported by the professors of the Law Department. It is open to all doctoral researchers in the Law Department.

For further information, take a look at the EJLS website at <http://ejls.eui.eu/>.

If you are interested in participating, discuss this with your supervisor and send an email to the EJLS board at [ejls@eui.eu](mailto:ejls@eui.eu).

## 2. Organisation of Studies

### 2.1. Student Status: Five-Year Maximum of Registration

Student status is automatically granted to all researchers in the LLM programme for 13 months and to all PhD researchers for a maximum of 60 months/5 years. Those with student status may participate in all EUI activities and benefit from all facilities (library, computing facilities etc.). The right to submit the thesis is also dependent upon the student status.

No extension of PhD student status beyond the normal five-year limit, and therefore **no submission of a thesis after five years** is allowed, except on the basis of extenuating circumstances of a personal or professional nature which have interfered with a record of good progress and have caused unforeseen delay. In order for the Entrance Board to make a decision on whether to grant an extension in such cases, and if so, for what period of time, before the end of the five-year period the Board must receive (i) evidence of any such extenuating circumstances, (ii) evidence of the current state of progress of the thesis, and (iii) a detailed plan for completion and submission within a specified period of time. Requests should be sent for approval to the Director of Graduate Studies, together with the supervisor's support (with a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)).

LLM researchers who, for good reasons and with the support of their supervisors, request an extension of their student status beyond 13 months, should submit this request to the Director of Graduate Studies (with a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)) by the second week of September.

Departmental approval should be presented in a timely manner to the Entrance Board for a final decision. See Article 11.3 [Academic Rules and Regulations for the Doctoral and Master of Research Programmes](#).

Some types of absence from the EUI and/or involvement in activities other than thesis-related research do not count towards the calculation of the 60 months/5 years. Please refer to Chapter 12 of the [EUI Academic rules](#) for a full list of these.

### 2.2. Residence Requirements

In accordance with EUI rules, all researchers must reside in Florence or its immediate surroundings and be present during the period of seminar and teaching activities (term time) for the duration of the PhD and LLM programmes if there is no force majeure, such as lockdowns or travel bans. Exceptional absences of more than one week require the written consent of

the Department, see 2.4 below. In 2024-2025, the third term ends on 13 June.

### 2.3. Medical Conditions and Other Exceptional Circumstances

In most cases, illness or other exceptional circumstances that hinder researchers' progress can be addressed by granting an extension of the respective departmental deadlines (such as the February/May paper, one-quarter, and two-thirds deadlines) within the same academic year. The procedure for such a request is set by the Law Department: please see Part 2, section 1.2 of this guide for details.

Researchers should discuss with their supervisors whether such an extension is sufficient or whether they may want to request a leave of absence or intermission of their studies according to chapter 12 of the [EUI's Academic Rules](#) (and the Director of Graduate Studies of the Law Department is also happy to provide advice). In the latter case, the researcher should follow the [EUI guidance for Leaves of Absence and Parental Allowance](#) and submit a reasoned request to the Entrance Board ([Entrance.Board@eui.eu](mailto:Entrance.Board@eui.eu)) with a medical certificate by a recognised medical practitioner sent to Daniela Attorre ([daniela.attorre@eui.eu](mailto:daniela.attorre@eui.eu)) only.

In addition, the EUI has special rules in place to support researchers who have long-term physical, mental or sensory impairments which may hinder their full and effective participation within the EUI on an equal basis with others, consolidated in the [EUI Policy on Disability and Educational Needs](#). Researchers are invited to register their needs and discuss possible accommodations with the Academic Administrator from the EUI's Academic Service, Office of the Dean of Graduate Studies.

### 2.4. Leaves of Absence

For information on Leaves of Absence see:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> (Chapter 12)

- Apart from *de minimis* periods [e.g., no longer than one week per term], researchers must obtain the written permission of the supervisor and the Director of Graduate Studies to be absent from the Institute during term time and any time during the year, including time spent on mission. Requests should provide appropriate

information about the purpose and length of the period of absence. Requests should be sent to the Director of Graduate Studies, include the support of the supervisor, with a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu).

- For absences of more than one month, the same procedure applies but the request will also be forwarded by the Department to the Entrance Board for approval. There is no special form to be completed. Requests must be made **at least one week before the Departmental Meeting** takes place, which precedes the proposed leave period. For the Departmental Meeting dates, please refer to the [departmental calendar](#).
- More than one prolonged departure within a 12-month period will not be permitted, and accumulation of absences will be discouraged. This includes U.S. exchange programmes and traineeships/stages.
- The maximum overall period of leave for which any combination of these is permitted is normally 18 months.

The EUI does not permit leaves of absence in order to follow degree courses in other universities during the EUI PhD programme.

During all leaves of absence, a researcher must confirm contact details with their supervisor's administrative assistant and arrange to have their pigeonhole regularly checked and emptied.



## 2.5. Exchange Programmes and Traineeships

### 2.5.1. General Information

The Law Department participates in several exchange programmes with leading European and non-European universities, as well as in traineeships at the European Fundamental Rights Agency and the European Court of Human Rights. As the list of exchanges and traineeships may be subject to change, researchers should consult the following website for up-to-date information:

<https://www.eui.eu/en/services/academic-service/international-mobility/exchange-programmes/exchange-programmes-for-lawyers>

These exchange programmes are centrally administered by the International Mobility Officer ([International.Mobility@eui.eu](mailto:International.Mobility@eui.eu)). In addition, researchers can reach out to the Law Department's Exchange Coordinator (at present: Prof Sergio Puig) for any questions that concern specifically the Law Department.

An introductory meeting will be held on **4 October 2024** at 14:00 in Sala degli Stemmi with the International Mobility Officer of the Academic Service and the Law Department's Exchange Coordinator. All researchers interested in applying to one of the exchange programmes should attend this meeting.

Please note that the Department does not support more than one prolonged departure within a twelve-month period. For participation in the exchange programmes, no tuition fees will be charged. Whether additional funding is provided depends on the partner university (see link above for each of the partner universities). Researchers wishing to apply for an exchange at the universities listed on the website above may only do so by following the procedures set out in section 2.5.3, below. These procedures do not preclude researchers from seeking a visiting position at other universities. In these latter cases, researchers need to consult with their supervisors and, if the application is successful, submit a leave of absence application (see 2.4 above) to the Law Department.

### 2.5.2. US Exchange Programmes in Particular

The Law Department participates in a number of exchange programmes with leading universities in the US. The arrangement with all universities is reciprocal and involves no tuition fees being charged. In addition, successful applicants will receive a lump sum (at present: €4,000) to support additional expenses. Currently, funded programmes exist for New York University,

University of Wisconsin, University of Michigan Law School and Fordham Law School. Researchers interested in a US exchange should consult the general website of the International Mobility Officer (see 2.5.1, above) for the most up-to-date information about US partner universities and funding arrangements.

For the NYU exchange programme, please note that visiting PhD students are required to take courses. These courses can count towards EUI credits and thus the NYU exchange is encouraged to be pursued in the second year of the EUI PhD. Normally, EUI researchers visit NYU for one term following the same application procedure as for the other exchanges (see 2.5.3, below). However, they can also apply to the year-long exchange programme, namely the Visiting Doctoral Researcher (VDR) programme, which is specially designed for PhD researchers. Participation in an ongoing doctoral seminar and a host of other activities are features of this exchange. Applications for the VDR programme are to be made directly to NYU Law School, further information available on the NYU Law School website.

It is also possible for researchers to apply directly to other US law schools for a visiting scholar position. Please note that US law schools which are not among the partner universities typically charge significant fees for being a visiting scholar. To cover these fees and living expenses, researchers can apply for external funding, for example from Fulbright (notably the Fulbright Schuman Program). They can also apply for the EUI lump sum (at present €4,000, see above) to partially cover at least some of the costs through an application following the procedure outlined in 2.5.3, below.

### 2.5.3. Departmental Selection Procedure

Both application and selection take place in the academic year preceding the planned departure. All first, second and third researchers from the PhD programme are eligible to apply, the exchange visit thus taking place within the second, third, or fourth year of study. Due to the large number of applicants (notably with respect to the US exchanges), researchers are encouraged to consider indicating further universities as second or third choice.

The details of the application process, including the required documents and deadlines, are found on the website of the International Mobility Officer:

<https://www.eui.eu/en/services/academic-service/international-mobility/exchange-programmes/application-process>

Researchers applying to be considered for more than one university should clearly state their order of preference on the form. They should also add in the respective fields if there are different reasons for choosing one or the other universities mentioned in their application.

Applications will be evaluated and ranked by a departmental committee composed of three professors (normally the Director of Graduate Studies, the Law Department's Exchange Coordinator and one further faculty member), and a Researcher Rep as an observer.

In the evaluation and ranking of the applications, the committee will take into account the following criteria: (i) relevance of the proposed activity for the research, (ii) quality of the proposed activity, (iii) suitability of the selected host institution and (iv) personal benefit of the proposed exchange to the applicant. Second-year applicants will generally be given preference over first-year and third-year applicants. However, for the NYU exchange, first-year applicants will generally be given preference over applicants from other years (see section 2.5.2, above).

On the basis of the Selection Committee's recommendations, the Law Department will make the final selection and ranking that is to be sent to the EUI's Entrance Board (EB) which meets in mid/late January. The researchers who are selected or ranked at the departmental level, and who are to be recommended to the EUI Entrance Board, will then have to submit their applications to the Academic Service in compliance with the general deadline. Once the EB has approved the requests, the selected researchers then have to apply to the relevant exchange partner. Once applications have been approved by the Entrance Board and host university, researchers are expected to be fully committed to the exchange and withdrawals will only be accepted in exceptional circumstances.

## **2.6. Research Missions and ESR Funding**

### **2.6.1 Research Missions**

The Department has a limited allocation to support researcher missions and not all requests can be funded. For budgetary reasons, it is necessary to limit the maximum sum granted to a Law researcher in any calendar year (January-December). The maximum amount in the 2024 calendar year is €850, but this may be subject to change each year. Funding may be requested for one or more missions on fixed reimbursement rates, but the overall limit of €850 may not be exceeded. Funds are allocated only where the supervisor confirms that the mission is indispensable or very useful.

Should a mission be funded by another source (such as an external research project), please refer to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) for guidance on the procedure.

Due to financial limits and to ensure a fair allocation of funds, the following guidelines should help researchers and their supervisors to assess the appropriateness of requests. First, second, third and fourth-year researchers (including LLM researchers) are eligible to apply for mission funds subject to the criteria set out below. Please note that first-year and LLM researchers are not eligible to apply for the first term. The Department does not fund missions for students who are on a leave of absence, *stagiaire*, another funded mission or exchange programme, or those who have already submitted the final thesis. It does not provide funds for language courses.

The objective of all missions is to enable researchers to carry out research which is directly related to their Doctoral/Master's thesis. It is important that the mission should provide an additional and specific intellectual benefit to the researcher over and above that which is available at the EUI (in the Library, via conferences organised at the Institute, etc.).

Such 'added-value' will be most likely to exist where:

- the researcher is invited to present her/his research at a conference;
- the mission would enable the pursuit of research on a subject which is insufficiently developed in the existing literature, which is difficult to access through the literature alone, or for which the necessary literature is not easily available through the EUI Library;
- the mission enables the researcher to meet individuals who are likely to be able to help them directly to further their doctoral research (as an external supervisor, as a specialist or practitioner directly concerned with the topic of the research, as a useful contact for the purposes of empirical research, as someone working on related or complementary subjects, etc.).

Details on the procedure for a mission order request can be found at: <http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/Research-Missions.aspx>

## 2.6.2 ESR Funding

The EUI provides competitive funding for Early-Stage Researchers (ESRs), which includes both PhD researchers and Max-Weber Fellows. The call for applications is launched in early autumn and will then be made available at <https://www.eui.eu/en/private/funding-opportunities>

Researchers will also receive an email once the call for applications is available.

The ultimate decision about the ESR funding is made at the EUI level. However, as the shortlist is prepared by departmental committees, the Law Department can provide the following guidance to potential applicants:

- The main cases where funding is supported are those where applicants ask to conduct empirical research that is essential for their PhD project. Applicants are asked to explain this in detail, also considering means to reduce the funding requested (eg, conducting some interviews via zoom or skype).
- In some case, we also support funding for researchers who plan to spend some time at a university or other academic institution; however, this needs to be justified very well (ie ESR funding is usually not available for ordinary academic exchanges).
- Other justifications are not per se excluded (eg, funds to attend workshops or summer schools, to organise events at the EUI, to present research elsewhere); yet, given the competitiveness of the ESR funding, often these applications are not successful.
- We always receive more applications for funds than available. Thus, we usually cap the amount of funding any individual applicant can receive; it is therefore unlikely that more than €2500 funding will be available for any individual applicant.
- We give preference for funding researchers making use of these funds in years 2 to 4 of their studies (not years 1 or 5).
- Researchers should discuss any plans for ESR funding applications with their supervisors.

## 2.7. Supervision

Doctoral supervision is the core activity of the EUI. This is specified in Chapter 10 of the Academic Rules and Regulations and the EUI Code of Practice on Doctoral Supervision, with further information provided on the website of the EUI's Dean of Graduate Studies:

<https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/CodeofPracticeSupervisionNov031.pdf>

<https://www.eui.eu/ServicesAndAdmin/DeanOfStudies/DoctoralSupervisionEUI>

In addition, the Law Researcher Reps, in consultation with the faculty members, have produced Guidelines on the First Meetings between Supervisor and Researcher:

<https://www.eui.eu/Documents/DepartmentsCentres/Law/RulesAndForms/InitialMeetings-between-Supervisor-and-Researcher.pdf>

On arrival at the Institute in late August, every researcher should already have been informed of the identity of their provisional supervisor, who can be contacted to discuss research plans and the possibilities of supervision. The final choice of supervisor is made by the Department on the basis of agreement between the relevant professor and researcher. The final list of supervisors will be approved by the Department at its October departmental meeting. A change of thesis topic still remains possible after that date, but all changes must be agreed by the researcher and the supervisor and recorded on the Personal Research Plan (PRP) (to be submitted to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)).

The supervisor will counsel and guide the researcher throughout the PhD/LLM programme. Researchers are welcome to contact any other professor in the EUI to discuss their research, but they will formally report to only one supervisor within the Department. If, however, the researcher's supervisor leaves the Department prior to the researcher completing his/her thesis, an additional internal professorial advisor will be appointed to the researcher.

Researchers will have an opportunity at the end of each year to complete a survey on supervision. It is important that researchers use this opportunity to provide feedback (be it positive or negative). The Academic Service

consolidates all feedback for each professor and shares it, in an anonymised form, with the professor, the Head of Department and the EUI's Dean of Graduate Studies.

The Law Department's Director of Graduate Studies, Professor Mathias Siems, holds the overall responsibility for any matters related to the course of study, including (but not limited to) issues of supervision, seminar and course attendance, admission to successive years and fulfilment of requirements. If you are experiencing problems related to any of the above which cannot be solved by your supervisor or the Departmental Coordinator, you should contact him. The Director of Graduate Studies will involve the Head of Department, if necessary. Everything will be treated as strictly confidential.

### 2.7.1. External Co-Supervisors

In exceptional circumstances, if the expertise required to supervise a thesis is not fully available within the Department, in the second or third year of the programme an external co-supervisor may be appointed either from another EUI Department or from outside the EUI.

Any PhD or LLM researcher seeking an external co-supervisor should discuss the matter with the internal supervisor who, if in agreement, will seek the approval of the Department at one of its monthly meetings. The Head of Department will then send an official invitation to act as a co-supervisor to the external professor. Researchers are not expected to contact the prospective external co-supervisors themselves. External co-supervisors will not be directly involved in decisions on May Papers or other decisions on progression to subsequent years of the programme, as these will be made by the supervising professor in the Department.

### 2.7.2. Internal Professorial Advisors

When a researcher's original supervisor leaves the Institute, arrangements will be made either:

- a) to appoint a new internal supervisor (either as sole supervisor, or as co-supervisor together with the departing professor); or,
- b) in cases where the decision is made to retain the departing supervisor as sole supervisor, to appoint an additional internal professorial advisor from the current full-time staff to provide the researcher with an ongoing point of contact with the life and work of the Department. The internal professorial advisor will not be expected to provide

supervision. Instead, the role will be to ensure that the welfare and administrative needs of the researcher are looked after.

## 2.8. Written Submissions

**Submissions will be made via email or uploaded to the EUI's e-learning platform, Brightspace**, with further details being communicated during the academic year. Researchers should consult directly with their supervisors on whether they prefer to receive in addition hard-copy submissions.

When submitting work for formal evaluation, researchers must also complete and submit the '*Declaration to accompany the submission of written work (LAW LLM/PhD programmes)*'. The purpose of this declaration is twofold: on the one hand it specifies the researcher's rights as an author; on the other, it sets out the researcher's duties as an author. Researchers must sign this in order to confirm that they have read and understood the rules and regulations pertaining to written work submitted at the EUI. The declaration can be downloaded at:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/Index.aspx>

### 2.8.1. Anti-plagiarism software – Turnitin

For information on Turnitin, visit:

<https://www.turnitin.com/>.

In addition to the declaration discussed above, all submissions of final draft theses (LLM & PhD) must be accompanied by an Originality Report generated by the anti-plagiarism software, Turnitin.

Supervisors will be responsible for checking the Turnitin Originality Report and will let the members of the examining board know that a Turnitin Originality Report has been received and checked.

If minor or ambivalent instances of plagiarism are found, the Head of Department will be informed. If major plagiarism has been detected, the Principal or the Dean will be informed and will then consider whether to submit the case to the EUI Ethics Committee.

Prior to submitting the thesis, all researchers have the option to submit work to the EUI Originality Check in Turnitin. This is useful for checking citations in draft papers. The reports generated in this section are visible only to the individual researcher and are not subject to review by his/her supervisor.



## 2.9. Research Assistantships and Small Jobs

For information on research assistantships and small jobs see:

<http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> Article 12.5

Within the framework of the Institute, research students normally in receipt of a national, project-funded or EUI grant may take up either small jobs or research assistantships. The Department of Law allows a maximum number of 200 hours per academic year.

Small jobs, which researchers may take up at the EUI during the academic year and which are paid on an hourly basis up to a maximum number of hours stipulated by the Italian legislation, may be carried out by all categories of researchers, including first- and second-year students. It should be noted that these do not fall under the category of research assistantships.

Research assistantships may be carried out by (a) researchers who are in their third year of registration, (b) fourth-year researchers who have submitted the final draft of their thesis, and (c) fourth and fifth-year researchers. More specifically, the rules concerning intermission on grounds of research assistantships can be found on Chapter 12.5 of the [EUI Academic Rules and Regulations](#).

Prior consent of supervisor: in the case of research assistant tasks and academic collaboration contracts, the supervisor must give prior consent before a researcher may be contracted. Similarly, for small jobs, it constitutes good practice if the researcher consults his or her supervisor before accepting a contract.

For full details of the terms and conditions related to research assistantships and small jobs, please refer to the [EUI Academic Rules and Regulations](#) (Article 12.5).

## 2.10. Linguistic Diversity

The Law Department attaches particular importance to the maintenance and encouragement of linguistic diversity in all of its activities. It therefore encourages both professors and researchers to use languages other than English whenever they can. Everything possible should be done to encourage such diversity.

The writing of theses in languages other than English can be considered wherever this is desired by the researcher and appropriate supervision is available.

### **3. Institutional Support**

#### **3.1. Centre for Academic Literacies and Languages: Courses and Text Revision Services**

For information about the Centre for Academic Literacies and Language see:

[www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx](http://www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx)

The majority of seminars at the Institute are given in English. Knowledge of Italian is very important for practical and social life in Florence and therefore researchers are recommended to attend Italian language courses from the beginning of their stay at the EUI. To this end, the Centre for Academic Literacies and Language offers pre-sessional intensive courses in September, with these becoming less intensive throughout the academic year. Besides English and Italian, the Centre for Academic Literacies and Language offers courses from A1-C2 level in French, German and Spanish. For information on additional languages (such as Arabic, Dutch, etc), see the Centre webpages.

In order to allow researchers to have access to the international academic milieu, the Department stresses the importance of strong English academic writing skills. The Centre for Academic Literacies and Language organises courses, a text revision service, and language assessment tests to help researchers and fellows use the language effectively and, therefore, to reach the high standard necessary to write a doctoral thesis in English. In close cooperation with the Department, the Centre will identify researchers who have more difficulties and target them with special programmes and intensive courses. Researchers who fail to follow the courses indicated by the Centre cannot benefit from text revision services for their academic work and may be unable to gain admission to subsequent years of the doctoral programme.

The Centre for Academic Literacies and Language also organises public-speaking courses for those who wish to improve their presentation skills.

All information about learning languages at the EUI is available online (see the above link). Researchers who enrol for a language course must attend

regularly. Certificates of attendance and/or progress reports will be provided at the end of the course.

<https://www.eui.eu/Documents/ServicesAdmin/LanguageCentre/EUI-PolicyAcademicWriting-CorrectionServices.pdf>

### 3.1.1. Text Revision Service

For information on the Text Revision Service see:

<https://www.eui.eu/ServicesAndAdmin/LanguageCentre/Other-services/Text-Revision-Editing-Service/EUI-Researchers-Text-Revision>

Text revision is available; however, researchers must have successfully completed and fulfilled the obligations for language classes in order to be eligible.

A text revision service is offered to researchers for:

- seminar papers;
- February and May Papers;
- second-year chapters (max. 20 pages);
- articles, conference papers, working papers, etc., at the discretion of the English Unit of the Centre for Academic Literacies and Language.

Following the correction of each paper, there is a tutorial. The aim of the tutorial is to:

1. clarify any doubts or questions with the correction or problem areas that have emerged in the text;
2. develop strategies for continued learning;
3. provide exercises and/or discuss areas for further language revision;
4. assist in setting up a plan for the next phase of the writing process.

To use the text revision service, researchers must have followed at least 80% of an academic writing course or have been exempted from academic writing courses.

### 3.1.2. Thesis Language Correction Service

For information on the Thesis Correction Service see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/ThesisLanguageCorrection.aspx>

Supervisors will confirm whether language correction is needed on a thesis. The amount allocated for contribution of correction will be up to a maximum of €500.

In order to initiate the assessment procedure, researchers should send an electronic copy of the final draft in Word to the supervisor and their administrative assistant.

When assessing whether the final draft is ready for defence, the supervisor must report one of the following to both the researcher and the administrative assistant:

1. thesis needs no language correction
2. thesis needs language correction

If the supervisor determines that the thesis needs language correction, then upon approval by the Head of Department, €5 will be allocated per 1000 words (excluding bibliography and data annexes) up to a maximum of 100,000 words (maximum contribution of €500). **Any additional cost for language correction of theses with a word count greater than 100,000 must be paid by the researcher.** Corrections must be carried out within 4 weeks after submission to the corrector.

Following the assessment, a corrector should be selected from the Centre for Academic Literacies and Language [List of Correctors](#). One can also contact someone who is not on the list of correctors, but s/he must be approved by the English Unit before they begin to work on the text. Once a corrector is selected, the researcher should:

- complete and sign the [Standard Agreement form](#) with the corrector, stating that the thesis will be corrected within a maximum of four weeks;
- submit the Standard Agreement form to their supervisor's administrative assistant for approval by the Head of Department;
- once the correction has been completed satisfactorily, inform the administrative assistant and pay the corrector;

- submit proof of payment to the corrector to the administrative assistant, who will then arrange for reimbursement.

Once the corrector has returned the corrected draft, the researcher will be asked to report on the quality of the correction through a short questionnaire with pre-formulated statements.

Consistently negative assessments will be used by the Language Centre to disqualify individual correctors. The Language Centre can indicate correctors with particularly positive feedback. Language correctors who systematically fail to deliver corrections in time or who charge higher rates will be taken off the list of approved correctors.

For language corrections of earlier drafts, and revisions in response to jury reports following submission of the final draft, researchers can use the [List of Correctors](#) provided by the Language Centre, but they will have to pay themselves for these services according to the rates specified above.

For the language correction of LLM theses, if the supervisor considers that the LLM thesis needs language revision, a corrector should be selected by the candidate from the Language Centre's [List of Correctors](#). The researcher can also contact someone who is not on the list of correctors, but s/he must be approved by the English Unit before they begin work on the text. Once a corrector is selected, the candidate should follow the same procedure as above.

€5 will be allocated per 1000 words (excluding bibliography and data annexes) up to a maximum of 35,000 words (maximum contribution of €175).

## 4. Library

Dr Valentina Spiga ([valentina.spiga@eui.eu](mailto:valentina.spiga@eui.eu)) is the Law Information Specialist. The Library provides full information on all its resources on the Library website at <http://www.eui.eu/Research/Library/Index.aspx>, including the possibility for researchers to use databases, to request the purchase of books and to order materials by interlibrary loan.

During the months of September-November, introductory courses to the Library and specialised courses on the use of specific electronic resources will be organised. For information on the Law collection and the legal databases, journals, internet resources and instruction courses, please consult the Library's **Law Research Guide** at:

<http://www.eui.eu/Research/Library/ResearchGuides/Law/Index.aspx>

## 5. Psychological Support and Wellbeing Service

For information on the EUI Psychological Support and Wellbeing Service see:

<http://www.eui.eu/ServicesAndAdmin/AcademicService/CounsellingandWellbeingService/Index.aspx>

The EUI Psychological Support and Wellbeing Service is open to researchers and fellows, partners and staff. With total respect for values, choices and lifestyle, it offers a professional and friendly space to talk about any concerns, issues or difficulties that get in the way of achieving goals or enjoying life. The Service is completely confidential and is free of charge. Counselling takes place in the 'Sala Medica'. The building is located at the end of the garden path starting at the lower loggia of the Badia Fiesolana.

To make an appointment, please send an email to the [psychologicalsupport@eui.eu](mailto:psychologicalsupport@eui.eu) or email/call a member of the team directly.

## PART 2 – LLM and PhD Programmes in LAW

### 1. General information

#### 1.1. Law Department Seminars

The Law Department seminars cover a range of themes and reflect the diversity of our faculty expertise and researchers' interests. They will provide researchers with general academic skills, ranging from reading and interpreting primary sources to building up academic literacy by introducing them to cutting-edge literature, both old and new. The taught programme has not been codified in a mandatory curriculum. Therefore, researchers enjoy freedom in the planning of their studies, subject to the agreement of their supervisor. Researchers are expected to take an active role in all seminars offered; convenors expect that researchers have carried out the required readings and that researchers participate actively in seminar discussions. Each professor can also specify additional requirements for the seminars for which they are responsible.

Participation in each seminar is limited on a first-come, first-served basis. Visiting students, fellows and exchange students are counted separately. Enrolment is only accepted during the enrolment period and no later than the final deadline (30 September 2024). All seminar materials are made available to registered participants on [Brightspace](#). More information can be found here:

<https://www.eui.eu/DepartmentsAndCentres/academic-catalogue/Law-courses>

Although some short seminars and workshops may be offered, the third term is essentially dedicated to writing the LLM thesis or a substantial paper relating to the doctoral project on the basis of which admission to the next year is decided.

It is possible to attend a seminar in another department and obtain credits in that seminar. The credits obtained will be those in force in the Law Department. When inserting a seminar from another department in the Personal Research Plan, please specify the number of hours.

Researchers may also participate in one of the courses offered by partners' universities within CIVICA. Please see further details here:

<https://www.eui.eu/ServicesAndAdmin/External-Relations/CIVICA>

Finally, [researcher-taught introductory seminars](#) may be offered by researchers of the Law Department. First and second-year researchers, as well as LLM researchers, can gain up to 6 credits by attending maximum two of the researcher-taught seminars in each academic year; they can also register for and attend further researcher-taught seminars without gaining credits. Teaching researchers of seminars with three or less teachers gain 6 credits per seminar; if there are four or more teaching researchers, each of them gains 3 credits per seminar. The Department launches a call in April/May. Researchers who are interested in teaching a seminar in the subsequent academic year could contact [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) for further details.

In order to obtain credits, researchers are required to attend 80% of all sessions of each seminar and they are responsible for ensuring that they register their presence on the attendance lists circulated at each session. If there is a legitimate reason (e.g., illness, research mission) for not attending a specific session, the researcher must inform the administration by email to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) and include the written approval of the absence from the professor organising the seminar. This should be done before the session takes place (or immediately afterwards in cases of sudden ill health).

## **1.2. Submission Deadlines and Extensions**

The LLM/PhD Programme includes various deadlines that are explained in the following sections, notably the deadline for the February paper for LLM and first-Year PhD researchers (2.5.1), the deadline for the LLM thesis for LLM researchers (3.2), the deadline for the May paper for first-year PhD researchers (4.2.1) and the one-quarter and two-third submission deadlines for second and third-year PhD researchers (5 and 6). These are strict deadlines, always at noon on the day of the deadline.

In the event that researchers will not be able to meet a deadline, they should consult with their supervisors about the possibility of asking for an extension due to extenuating circumstances. The reasoned extension request should be sent to the Director of Graduate Studies with a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu). It should state that the supervisor has been consulted, and it should usually be sent at least three days before the deadline. We strongly discourage last minute requests.



For information on the deadlines for the submission of the PhD/LLM thesis and the PhD defence please see 2.1 of Part 1, as well as 8.1 of Part 2.

## 2. Common Requirements for the LLM Programme and the First Year of the PhD Programme

### 2.1. General Information

The LLM/First-Year PhD Programme aims to provide LLM and doctoral researchers with opportunities for intensive engagement with permanent and visiting faculty in order to assist in the iterative development of their research design and enhance scholarly literacy. At the opening of the academic year, there are four days of intensive orientation, including an introduction to faculty and basic issues such as the researcher-supervisor relationship and a session on research methods and traditions of legal thought in research. In December, every LLM/first-year researcher will participate in a workshop with faculty and fellows to discuss the researcher's Research Question. In February, all researchers will present their February Papers at the Peer Feedback Workshop and will give and receive peer feedback on their papers. Throughout the academic year, the Law Department will offer seminars that expose researchers to a variety of intellectual approaches to the advanced study of law. This section explains the common requirements for the LLM Programme and the First Year of the PhD Programme in detail. In addition, LLM researchers should consult Section 3, below, for information on the LLM thesis, and first-year PhD researchers should consult Section 4, below, for information on the May Paper.

### 2.2. Personal Research Plan

By **1 October 2024 at 12:00 (noon)**, every LLM/first-year researcher has to complete, in consultation with their (provisional) supervisor, a Personal Research Plan (PRP), which:

- i. identifies the working title and a general profile of the LLM/PhD research project;
- ii. specifies the seminars the researcher will follow as part of their programme in order to earn credits; and
- iii. specifies any classes on foreign language or academic skills the researcher aims to take.

The PRP form is available at:

<https://www.eui.eu/en/academic-units/department-of-law/research-and-teaching-at-the-department-of-law/llm-first-year-programme>

It should be filled in by the researcher and approved by the supervisor and submitted to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu). For this purpose, please cc the supervisor in this email. Any future changes to the PRP must be registered on a new PRP form, which will replace the previous one and be sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu). It is the researcher's responsibility to have these changes registered. NB: December, February, and May paper workshop schedules will be based on the titles and descriptions as registered. The same applies for mentions on the EUI website. Minor changes to the thesis working title may be communicated for amendment at any time by sending an email to [LawAdmin@EUI.eu](mailto:LawAdmin@EUI.eu).

## 2.3. Credits and Seminars

### 2.3.1. General Requirements

All LLM researchers have to earn a minimum of 49 credits by way of gaining 28 credits through participation in the compulsory elements (see 2.3.2) and at least 21 further seminar credits (see 2.3.3).

All PhD researchers must earn 70 credits in the first two years by way of gaining 28 credits through participation in the compulsory elements (see 2.3.2) and at least 42 further seminar credits (see 2.3.3) over the first two years. PhD researchers will gain at least 21 credits of these 42 seminar credits in the first year and the remaining credits in the second year (and if researchers want to gain more than 21 credits in the first year, they should discuss this with their supervisors prior to submitting the PRP form).

### 2.3.2. Compulsory Elements

LLM and first-year PhD researchers will automatically receive 28 credits by way of participating in the following of the LLM/First-Year programme:

- Participation in Induction Programme, , submission of December Paper and participation in the December workshop, submission of February Paper and participation in the February workshop  
9 credits
- May Paper (for first-year-PhD researchers)  
or LLM Thesis (for LLM researchers):  
19 credits

### 2.3.3. Further Seminar Credits

LLM and first-year PhD researchers gain further credits by participating in seminars, as agreed with their supervisors in their Personal Research Plan. These seminars are typically one of the following types:

- 18-20 hour seminars of 8-10 sessions each: 6 credits
- Short 8-10 hour seminars of 4-5 sessions each: 3 credits
- Academy of European Law 2-week summer school: 6 credits
- Department of Law summer school: 6 credits
- Credited intensive workshops: 3 credits

It is possible to attend a researcher-taught seminar at the Law Department, a seminar in another department or a seminar within the CIVICA network and obtain credits in that seminar. Please see Section 1, above, for details.

The Law Department offers substantive law as well as methodology seminars. It is strongly recommended that LLM and first-year and second-year PhD researchers choose a good number of seminars that provide them with the opportunity to deepen their knowledge on topics of research methodology and skills.

The full list of seminars is available at

<https://www.eui.eu/DepartmentsAndCentres/academic-catalogue/Law-courses>

## 2.4. December Paper and Workshop

### 2.4.1. Research Question Statement ('December Paper')

The formulation of a research question is a critical juncture in any LLM/PhD project. It is an analytically compact statement of the inquiry, which will guide the research and reading, shape methodological choices and assist in defining the sources and data needed. A good research question is one which can build upon an existing literature but still hold the promise of saying something novel or innovative.

The Research Question Statement (also known as 'December Paper') is a short document of one page (maximum 500 words), that gives the reader an understanding of the subject of the inquiry, why it is an interesting and relevant question to answer from a scholarly point of view, and an idea of

how one could possibly answer the question. No bibliographic references will be required for this statement.

All LLM and first-year PhD researchers are required to submit the Research Question Statement no later than 12:00 (noon) on **29 November 2024** to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu). The statements will then be distributed to all participants of the groups of the Research Question Workshop (each group consisting of one professor, one/two Max Weber Fellows, and other LLM and first-year PhD researchers).

#### 2.4.2. Research Question Workshop

On **9 December 2024**, the researchers will participate in a mandatory one-day workshop where they will be divided into groups and present their proposed research question to receive feedback from professors, Max Weber Fellows and other researchers.

Each researcher will begin with a five-minute presentation. This will be followed, first, by comments by the other members of the group (peers), and, then, by questions and feedback by the allocated Max Weber Fellow. The professors will chair the groups and will also offer advice and guidance on the research question. The aim of the workshop is not only for researchers to get feedback on their own December Paper, but also to actively engage with the projects of their peers, who may or may not be working in the same field. Helpful comments may relate not only to the originality of the research question, but also to its viability (too wide, too narrow) and to the most suitable method(s) to be employed. The workshop should emphatically not be understood as an assessment or examination, and is therefore fundamentally different from the May Paper defence. It rather provides an opportunity for all participants to test their tentative ideas, to train their presentation and discussion skills, and – especially – to receive valuable feedback on their research questions.

### 2.5. February Paper and Workshop

#### 2.5.1. Thesis-Related Paper ('February Paper')

The February Paper is a thesis-related paper of 4,000 to 6,500 words (including footnotes). Its rationale is to enable researchers to write and get feedback on a text that will then become part of the LLM thesis (for LLM researchers) or the May Paper (for PhD researchers). In preparation for the February Paper, researchers should therefore consult the text that is provided below (namely section 3.2 for the LLM thesis and section 4.2.1 for

the May Paper). Usually, the February Paper will include (i) a revised version of the one-page Research Question Statement, followed by a brief discussion that explains the relationship of the project to the existing literature and (ii) a further substantive text, which can either discuss the entire PhD/LLM project or be about a specific chapter of the thesis.

All LLM and first-year PhD researchers are required to submit the February Paper by 12:00 (noon), on **13 February 2025**, by e-mail to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) (for extension requests see 1.2 above). The papers will then be distributed to all participants of the groups of the Peer Feedback Workshop via a shared folder. Each group will consist of one professor, one/two Max Weber Fellows and other LLM and first-year PhD researchers.

### 2.5.2. Peer Feedback Workshop

In anticipation of the Peer Feedback Workshop, each researcher will be assigned a principal discussant from their respective group. The discussant is required to prepare written comments in advance of the workshop and make them available in the group's shared folder at least 24 hours before the workshop. There is no prescribed form for these comments (e.g., they can be a text, bullet points, or comments in the Paper). The folders will be accessible to all participants of the group who can also provide feedback on the other Papers in advance of the workshop.

The researchers will then discuss the February Paper at the Peer Feedback Workshop on **27 February 2025**, chaired by a professor of the Law Department. Each part will start with a five-minute presentation by the author of the paper, followed by comments by the principal discussant and other researchers. The Max Weber Fellows will also offer advice and guidance on the style, method and substance of the Papers.

Thus, the overall aim of this structured peer feedback workshop is twofold: (i) to develop skills in careful engagement with scholarly argument and the conventions of civil and constructive criticism, which are essential to scholarly life; (ii) to provide feedback and the opportunity to carefully evaluate how to present and substantiate arguments. Therefore, this workshop, too, should not be misunderstood as an assessment (contrary to the May Paper defence).

## 3. The One-Year LLM Degree (Legum Magister)

### 3.1. General Information

Since 1984, the EUI has offered law students a one-year programme leading to the degree of *Master in Comparative, European and International Laws (LLM)*. LLM researchers, counselled and supervised by a professor in the Department, participate in departmental seminars along with the PhD researchers. They write an LLM thesis which is the basis for the conferral of the degree.

The main requirements concerning the PRP, credits/seminars, the December and February Papers, and workshops are those described in Section 2 above, under [Common Requirements for the LLM Programme and the First Year of the PhD Programme](#). The following will focus exclusively on the LLM thesis.

### 3.2. Guidance on the LLM Thesis

An LLM thesis is based on the formulation and discussion of a clear research question; it demonstrates command of the relevant literature in the field of the thesis and answers the research question through a relevant methodology and with a line of argument that is developed throughout the thesis. Furthermore, it demonstrates the ability to conduct systematic research and to document the use of both primary sources and academic literature. We expect that many LLM theses are of sufficient quality to be accepted for publication in law journals.

The deadline for submission of the final version of the LLM thesis is 12:00 (noon), on 1 October 2025, i.e., of the year following admission to the Institute (for requests to extend the student status and thus the submission deadline see 2.1 of Part 1, above). A later revision of the text will only be allowed if specifically required by the examining committee. EUI computing rights and library access will continue until the beginning of October. Please leave your full forwarding address with the supervisor's administrative assistant and the Alumni Officer before you leave the Institute.

The final version of the LLM thesis should be submitted to the supervisor's administrative assistant (with a copy to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)) as one single PDF file. It should be accompanied by the Originality Report produced by the Turnitin anti-plagiarism software (see Written Submissions, Part 1, Section 2.8.). It will be sent to the EUI Print Shop, where 3 bound copies will be

made (1 for the researcher and 2 for the Library after the degree is awarded).

All LLM theses should be between 25,000 and 35,000 words, including footnotes, unless specified otherwise by the supervisor. The thesis must include a cover page and a table of contents, the text must be properly footnoted, and a bibliography must be supplied. The EUI has no prescribed house style for footnotes and referencing, and researchers should consult their supervisor on the referencing style that is most suitable, but any chosen style should be followed consistently. The EUI template for the cover page must be used. It can be found at:

<https://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/LLM-Theses>

The LLM thesis may be written in any language agreed with the supervisor. If language correction of the thesis is required, please contact the supervisor's administrative assistant regarding the procedure. LLM theses which have been submitted for language correction should specify this on the first inside page of the thesis.

### 3.3. Examination and Publication of the Thesis

Each thesis will be examined by a committee of three consisting of the supervisor and two readers appointed by the Department. The deadline for the final decision of the committee is **14 November 2025**. The LLM is ungraded. The committee may recommend:

- a) that the thesis be accepted as satisfying the requirements of the LLM;
- c) that the thesis be rejected as not satisfying the requirements of the LLM;
- d) that the thesis be revised or rewritten and resubmitted for examination.

Positive recommendations are confirmed by the Head of Department and forwarded to the Academic Service. With respect to negative recommendations or recommendations to revise and resubmit, decisions are taken by the Department at its first meeting following the submission of the examining committee's reports. If the Department recommends revision and resubmission, then the thesis must be resubmitted within six months at the latest after the Department's decision was taken. If the Department makes a negative decision, an appeal may be launched on non-academic grounds where provided for in the [EUI Academic Rules and Regulations](#) (see Chapter 17).

Concerning the publication of the LLM thesis, the [EUI Academic Rules and Regulations](#) last amended by Academic Council Decision N° 1 of 15 June 2016 state at Article 9.13.:

In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published.

Theses can be published on paper or in electronic format with an external publisher or in the open access electronic EUI repository ([Cadmus](#)). In the latter case, the copyright remains with the author. If the author decides not to agree to publication of the thesis in the EUI repository but fails to publish it with an external publisher within four years after the defence or has no firm indication of proximate publication, the EUI will automatically acquire the right to publish the thesis in the EUI repository. These conditions shall be accepted by the author of the thesis in a signed agreement.

### 3.4. Transfer from LLM to PhD

LLM researchers may apply to transfer to the doctoral programme. Admission to the doctoral programme is subject to the same conditions that apply to other candidates. In particular, it should be noted that places are limited, that entry is competitive and that there is no guarantee that a place in the PhD programme will be obtained.

A notification that the LLM researcher intends to apply for transfer must be communicated in writing to the Department ([LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)) by 12:00 (noon) on **8 January 2025**. The EUI application form (submitted by all PhD applicants to the Institute) must be completed online by the final EUI deadline for applications (31 January 2025), together with a research proposal. The only difference in the procedure is that a researcher applying to transfer must submit one reference letter from the supervisor. The second reference should, preferably, be from an external referee.

Applicants who wish to transfer to the PhD programme will be considered for a grant along with the new candidates from their own country applying to enter the doctoral programme. Their eligibility for admission with grant to the PhD programme can therefore be finally approved only when the results of the candidate interviews are decided by the Entrance Board in mid-April. When applying, applicants should take into consideration that if they are accepted onto the programme, they will be expected to submit a May Paper by 9 May 2025, instead of the LLM thesis, which is due on 1 October 2025. Their actual admission will depend upon successful completion of the first-



year programme, i.e., May Paper and other seminar requirements, which will be judged on the same basis as researchers already in the PhD programme. If the May Paper is satisfactory and all other seminar requirements have been fulfilled, admission to the second year follows and the researcher will be awarded the degree of *Master in Comparative, European and International Laws (LLM)*.

## 4. First Year of the Doctorate in Law

### 4.1. General Information

The Law Department offers a four-year programme leading to the doctorate in Law. The first year of the doctoral programme also leads to the conferring of the *Master in Comparative, European and International Laws (LLM)*. Researchers who benefit from four years of grant will have four years to present their PhD at the Institute and a fifth year during which the defence may take place.

Researchers are encouraged to attend these defences during the first years of their PhD programme. Researchers should consult their supervisor for advice.

The main [first-year requirements](#) concerning the Personal Research Plan, credits/seminars, and the December and February Papers and workshops are those of Section 2 above, under [Common Requirements for the LLM Programme and the First Year of the PhD Programme](#). The following will thus focus exclusively on the May Paper.

### 4.2. May Paper and May Paper Defence

#### 4.2.1. Guidance on the May Paper

All first-year PhD researchers are required to submit: by 12:00 (noon), on **2 May 2025**, a May Paper by uploading it to Brightspace (for extension requests see 1.2 above). When submitting the May Paper, researchers must also complete and attach the 'Declaration to accompany the submission of written work' (see Part 1 Section 2.8 of this guide). Once the submission has taken place no additional documents can be submitted.

If a researcher submits the May Paper after the deadline and without a justification for an extension, the supervisor and the readers will only submit a report stating whether or not the Paper meets the requirements for the May

Paper without substantive feedback. The defence will still take place as scheduled.

The May Paper is composed of two elements: (i) an outline of the thesis and (ii) a thesis chapter. It effectively incorporates earlier work (December and February Papers), updated and revised in the light of the feedback received from the supervisor, fellows, professors, and peers. The total length of the May Paper **should be between 12,000 and 16,000 words**, including footnotes and any annexes. The word count does not include the cover page or table of contents. It includes the bibliography if the researcher is using the APA citation style; but please note that a bibliography is not needed if complete references for the sources are already included in the footnotes of the May Paper.

The bulk of the submission is a chapter of the thesis (or an alternative extended piece of work as agreed with the supervisor, for example an introduction to the thesis or an extended outline of its anticipated main argument). Note that there is no expectation that the thesis chapter presented is chapter 1 of the thesis; researchers will decide, in consultation with the supervisor, which segment of the thesis would best be presented in the first year.

The first element of the May Paper is also important (and in practice, it often forms about 1/4 of the May Paper). In this part of the May Paper, the researcher should identify the research question of the thesis and any sub-questions, as well as the research method(s) to be employed in answering the research question (and sub-questions), and should explain how the thesis seeks to contribute to the literature. It should also provide an outline of the thesis. This should include an indicative list of chapters but it is vital that it should also contain a clear narrative that explains how the argument of the thesis will be developed.

In assessing the two elements of the May Paper, a panel of three readers will be looking for the following qualities:

- identification and clear formulation of a research question and an explanation of how this will contribute to the literature;
- a relatively comprehensive review of the sources and literature in the field of the thesis generally and of the May Paper in particular;
- a well-elaborated and explained methodology for approaching and answering the research question, as well as any sub-questions, that match(es) the skills of the researcher and the profile of the Department;

- a distinctive argument in the chapter, with careful treatment of sources, opposing viewpoints and positions, and sophisticated engagement with the arguments relevant to the question; the ability to distinguish those arguments which are essential and those which are peripheral; and the ability to make the research choices necessary for a sufficiently focused thesis.

It follows from the above that the examination is, in large part, an assessment of work in progress and an evaluation of the researcher's potential to submit a good thesis (that is, a thesis that makes a contribution to knowledge) in the time allocated. The basis upon which that potential is demonstrated is the satisfaction for the examiners that the points above have been achieved.

#### 4.2.2. May Paper Defence

All first-year PhD researchers are required to defend their May Papers before a panel of three readers. The second reader of the paper is normally someone whose research interests are close to the work under consideration (based on the PRP as registered; on researchers' responsibility for timely registration of any changes, see above, section 2.2); the third reader is allocated without consideration of expertise in the subject matter of the work under consideration. The third reader should submit a written report if the supervisor or second reader requests it.

In 2025, the May Paper Defences will take place between **26 and 28 May**. Researchers will receive the two (or three) reports at least two full working days prior to the defence. During the defence, researchers will be given five minutes to present their Paper and then be required to answer questions from the panel. The total duration of the defence will be around 30 minutes.

In their written substantive reports, and during the defence, members of the assessment panel will decide if the quality of the work provided fulfils the first-year requirements. Shortly after the defence, the researcher will receive an email from Law Administration on the recommendation of the panel to the Department and upon approval, to the Entrance Board. The recommendation may consist of either:

- a) admission to the second year (with written reports by the supervisor and second reader, to include the input of the other panel members on how best to proceed);
- b) if not fully convinced of the quality of the candidate and the potential of the project, the panel may decide to propose resubmission of the

Paper by **31 August 2025** and deferral of the decision on admission to the second year until September 2025;

- c) passage from the PhD to the LLM programme with a report written by the supervisor explaining the decision and giving concrete advice on how to turn the May Paper into a successful LLM thesis by the beginning of October 2025;
- d) negative decision.

Please note that the panel may recommend a resubmission after the defence even if the written reports were positive.

Researchers who are asked to resubmit the May Paper will have received at least two reports that provide actionable feedback and comments. In addition, they should seek a meeting with their supervisor immediately after they have been notified that they must resubmit. During this meeting the supervisor and the researcher should agree on a timetable for supervision and feedback during the summer months, taking into consideration the respective timetables.

The deadline for the resubmission is **31 August 2025**. After the submission the first and second reader should submit a written report. The third reader should submit a written report if either the supervisor or the second reader requests it. The committee sends its recommendation to the Department. A decision will be reached by the Department in September 2025.

Researchers who have fulfilled all the first-year requirements and proceed to the second year of the PhD programme will receive the degree of *Master in Comparative, European and International Laws (LLM)*.

A researcher may appeal on non-academic grounds against the recommendation of the Department, where provided for in the [EUI Academic Rules and Regulations](#) (see Chapter 17). The notice of intention to appeal must be submitted in writing within 7 days of notification of the decision (including the date of notification). Grounds of appeal must be submitted in writing within 14 days of notification of the decision (including the date of notification). The appeal must be submitted to the Director of Graduate Studies (copying the Departmental Coordinator, Eleonora Masella and the Academic Administrator,). If the appeal mentions a medical condition, the medical certificate must be submitted only to Daniela Attorre to protect the privacy of the appellant. The appeal needs to be first examined by the Law Department (through an exceptional departmental meeting in restricted session) that includes all professors. If the Department accepts the appeal and decides to allow the researcher a second chance to complete the

requirements a resubmission can be allowed. If the Department rejects the appeal, it will be examined by the Graduate Programme Appeals Committee.

Recommendations will be communicated to the researchers in writing at least one week before the Entrance Board.

A researcher requested to resubmit a May Paper by 31 August 2025 but who is not then admitted to the second year of the PhD programme may in exceptional circumstances be offered the chance of turning the May Paper into an LLM thesis with an extended deadline of 15 December 2025.

### 4.3. Transfer from PhD to LLM

In exceptional circumstances, a request to change from PhD to LLM may still be made in the first year up to 5 June 2025, so that any grant thus freed could be reallocated to an incoming researcher by the Entrance Board. In order to change programme, a reasoned request must be made in writing to the Head of Department with the written approval of the supervisor. A decision will be taken at the next departmental meeting (the last meeting in **2025 is on 18 June**). If the request is approved by the Department, the researcher will have to present the final text of the LLM thesis by 12:00 (noon), on 1 October 2025, i.e. in the year following admission (thirteen months in total) in the same way as all other LLM researchers. There will be no postponement of this deadline on grounds of the transfer to the LLM programme.

## 5. Second Year

Second-year researchers should present their research once during that academic year with their supervisors attending their presentations. This needs to be done before the second week of June (otherwise admission to the following year will be conditional on the fulfilment of this requirement in the remaining weeks of the academic year) and researchers are encouraged to fulfil this requirement already in the first months of the calendar year. The presentation can be done in a researcher-led initiative such as a working group event. Professors may also run a set of research colloquia to facilitate the fulfilment of this requirement. Researchers and their supervisors should identify the expected format and timing in the Personal Research Plan. If, for good reasons, the presentation requirement or the requirement of the supervisor's participation cannot be fulfilled, researchers can request an exemption from the Director of Graduate Studies.

Second-year researchers will usually complete 21 seminar credits during the second year in order to ensure that they meet the requirement of 42 seminar credits over the first two years of the programme (see Section 2.3.1 above). The credits can be obtained, *mutatis mutandis*, as per the guidance provided under Section 2.3.3 above.

Second-year researchers who participate in a stage/internship or who for any other reason have a suspension of grant during their second year, and who for that reason cannot attend a seminar in each term, will have to comply with the remainder of their obligations during the third year. Residence requirements and guidelines for leaves of absence apply also to second-year researchers (see Part 1, Sections 2.2. and 2.3.).

By 12:00 (noon) on **11 October 2024**, all second-year Law researchers must have discussed with their supervisors a new **Personal Research Plan** to include a projection of the work required to be able to comply with the one-quarter thesis requirement (see below). It should be sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu), with the supervisor in cc (further information at: <https://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/SecondYearRequirements>) By 12:00 (noon) on **15 April 2025**, all second-year researchers must show that they have completed at least one-quarter of the work required for the PhD thesis (for extension requests see 1.2 above). Please check if your supervisor requires a hard copy. If so, please submit it to the relevant administrative assistant. In all cases, one electronic copy should also be sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu), accompanied by the written work declaration (see Part 1, Section 2.8. - Written Submissions).

On the basis of this work, the supervisor will be required to report to the Department on the progress made, stating whether admission to the third year is recommended or not. The Department will inform the Entrance Board of the recommendations at its June departmental meeting, which may be positive, postponed to September, or negative.

Postponement of recommendation of passage to the third year may be made where doubts are raised as to the level of achievement in the second-year activities. The supervisor will inform the researcher of what additional work is required. The work must be resubmitted by 31 August 2025. If the supervisor considers that the resubmitted text is still unsatisfactory, a second reader will be appointed among the professors before a final decision is reached. In case of disagreement between the first and the second reader, a third reader will be appointed. If a negative decision is taken, an appeal may be heard and examined on non-academic grounds where provided for in the [EUI Academic Rules and Regulations](#) (see Chapter 17).

## 6. Third Year

Third-year researchers should present their research once during the academic year. They should discuss with their supervisors when and how this presentation will take place.

Third-year researchers must earn 6 credits by participating in one 20-hour seminar during the year, either in the Law Department or in another Department, or two short 8-10-hour seminars. Exceptions to this requirement may be made if researchers, in agreement with their supervisor and the Director of Graduate Studies, propose an appropriate alternative, which might include attendance at, participation in, or organisation of other events, such as workshops or conferences.

By 12:00 (noon) on **11 October 2024**, third-year researchers are required to present a **Progress Report and PhD work plan** directly to their supervisors in which they will report on their progress towards completing two-thirds of the thesis. Please note that this is not the same as the October progress report which is an electronic questionnaire submitted to the Dean of Graduate Studies. For more information on that, please refer to the Academic Rules and Regulations (Chapter 7).

By the same date, they must also have discussed with their supervisors a new **Personal Research Plan** to include a projection of the work required to be able to comply with the two-thirds thesis requirement (see link below), as well as the third-year presentation and seminar requirements. It should be sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu), with the supervisor in copy. It can be found at

<https://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/ThirdYearRequirements>

### 6.1. Entitlement to the Fourth-Year Completion Grant

For a general overview of the fourth-year completion grant refer to EUI Academic Rules and Regulations for the Doctoral and Master's Programmes at <http://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>.

In principle, all researchers at the end of their third year may apply for a fourth-year EUI completion grant which is payable in two 6-month instalments. The grant is subject to conditions which link payment to thesis

completion by the end of the fourth year. The first 6-month instalment of the completion grant will be paid to all researchers satisfying the third-year requirements, i.e., to all those who have successfully completed two-thirds of the thesis by the end of the third year. The term 6-month instalment refers to the entitlement of a researcher to receive the monthly grant payment for the first and/or the second six months of registration in the fourth year.

### Application for the fourth-year EUI completion grant

By the end of the 33rd month of registration (normally this will be May), researchers wishing to obtain the completion grant must apply for it by submitting a request to their Department, presenting evidence that they have made the requisite progress. In cases where the requisite progress cannot be clearly demonstrated at that stage, the researcher may resubmit evidence of progress by the end of the 36th month of registration (normally this will be by 31 August).

By 12:00 (noon) **21 May 2025**, evidence of the two-thirds work must be submitted (for extension requests see 1.2 above). Please check whether your supervisor requires a hard copy. If so, please submit it to the relevant administrative assistant. In all cases, one electronic copy should also be sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu), accompanied by the written work declaration available on the website of the Department.

In addition, by **21 May 2025**, all third-year researchers must write by email to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) to indicate whether they wish to receive the fourth-year grant (either from the EUI or from another source) or not (some may be taking up employment, some may be requesting other funding, etc.). Even if they have a delayed two-thirds submission date, they must provide this information by 21 May 2025.

## 6.2. Two-Thirds Requirement and First Instalment of Grant

Approval of the first instalment of the fourth-year grant by the Entrance Board in June will be based on a recommendation from the Department. The relevant departmental recommendation must be communicated in writing by the Department to the researcher no later than one week before the Entrance Board meeting at which the decision is taken. This communication may include a written report or any other document relevant to the recommendation.



The recommendation of the Department to the Entrance Board on entitlement to the grant upon passage to the fourth year can be a) positive, b) postponement of the decision to September, or c) negative. The Entrance Board, upon receiving the recommendation from the Department, shall make the final decision about payment of the first instalment of the grant.

### Positive decision

Researchers who are awarded, and then decide to take up the completion grant, will be required to sign a written commitment that they shall submit the final draft of their thesis within 48 months of registration. In this article, the final draft is the text that the researcher submits to the supervisor with the intention of defending it before an examining board and that has been accepted as such by the supervisor.

### Postponement of decision

The Department may recommend postponement of the decision to September. In such a case, the Department shall clearly state in its recommendation what additional work the researcher is required to carry out over the summer months. This work shall be submitted before 31 August.

The researcher's grant shall be extended until the end of the month in which the final decision concerning admission is taken by the Entrance Board. For example, where the Department recommends postponement of the decision to September, the researcher's grant will be paid until the end of September.

### Negative decision

Where a negative decision is approved in June, the researcher is not entitled to any part of the first instalment of the grant. They will nevertheless maintain researcher status during the fourth year and may still qualify for the full second instalment of the grant (6 months) by satisfying the end of fourth year requirement of submitting the final draft, that is, the text that the researcher submits to the supervisor with the intention of defending the thesis before an examining board, and that the supervisor has accepted as such.

Where a negative decision is approved in September, the researcher is entitled to keep the grant received for September but no other part of the first instalment. They maintain fourth-year researcher status and may still qualify for the full second instalment of the grant (6 months) by satisfying the end-of-fourth-year requirement of submitting the final draft, that is, the text that the

researcher submits to the supervisor with the intention of defending the thesis before an examining board, and that the supervisor has accepted as such.

## Right of appeal

Researchers may appeal on non-academic grounds against the recommendation of the Department, the appeal proceedings follow the same procedure as outlined in section 4.2.2 above, where provided for in the [EUI Academic Rules and Regulations](#) (see Chapter 17).

## 7. Fourth Year

For researchers in receipt of the completion grant, the residence requirements also apply fully throughout the fourth year.

### 7.1. Award of the Second Instalment of the Completion Grant

The second instalment of the completion grant, which is for six months, is payable once the supervisor and the researcher have agreed towards the end of the first instalment of the grant (i.e. between the 41st and 42nd month of registration – normally between the end of January and end of February) that a final draft of the thesis will be completed and submitted by the 48th month of registration. To this end, the supervisor and researcher will certify to the Department and Entrance Board that the thesis is on track for completion by the end of the fourth year of registration. By 12:00 (noon) on Thursday, **9 January 2025**, fourth years (including those with delayed deadlines due to intermission) should confirm via [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) that they wish to receive the 2nd instalment of the fourth-year grant. In addition, researchers should also indicate at this stage if they will request a subsidy for language correction.

In order for the second instalment of the grant to be paid on time, supervisors should confirm to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) by **3 February 2025** that the thesis is on track for completion by the end of the fourth year of registration. This confirmation should be sent via email, with the supervisee in copy. The recommendation will be communicated to the Entrance Board so that the second instalment may be paid without interruption. If a fourth-year researcher has delayed deadlines due to a previous intermission, then

this deadline for confirmation will also be delayed according to the length of the intermission.

If by mid-year it is impossible to certify that the thesis is on track for completion by the end of the fourth year, such certification may be postponed to a later stage. As long as the certification occurs within the fourth year (i.e. within 48 months), the second instalment will be awarded. Of course, payment of the grant will be delayed in such a case. Eligibility for the second instalment of the grant ceases after 48 months of registration.

In cases where the supervisor and researcher cannot reach agreement on a joint certification to the Department and Entrance Board within this period of 48 months, the Department shall appoint a second reader. If the original decision is confirmed, the researcher loses the right to the second instalment of the grant but is entitled to appeal on non-academic grounds.

## 8. PhD Theses

Please note that a doctorate which has been prepared in the EUI's PhD programme **must be defended at the EUI**. It may **not** be proposed for defence at any other university, unless a derogation is granted by the President with the consent of the Executive Committee.

### 8.1. Timing of Defence

The public defence of the thesis should take place **within 11 months of submission of the final draft**. The date when the supervisor and any co-supervisor have accepted the thesis as ready for defence shall count as the thesis submission date. After the submission date, the Department shall send the manuscript without further delay to the other members of the Examining Board. The Department shall schedule the defence no later than nine months after the delivery of the jury reports, except where an extension for resubmission has been granted to the researcher or where unforeseen delays have occurred due to the late delivery of the reports or the unavailability of members of the Examining Board. The Department shall, in such cases, make a reasoned request for an extension of the nine-month limit for scheduling the defence to the Dean of Graduate Studies.

For details on Examination Board Reports and Scheduling of Defence please refer to:

## 8.2. Submitting the Final Thesis and 300-word Summary

The researcher shall submit the final version of the thesis (i.e. the version to be printed, bound and sent to the examining board members), together with a 300-word summary to the supervisor and the administrative assistant. The thesis should be accompanied by the receipt of the originality report produced by the anti-plagiarism software: [Turnitin](#).

For the submission deadline (and possible extension requests) please see the section on the student status in 2.1 of Part 1, above.

## 8.3. Assessment of Drafts

The supervisor (and any co-supervisor) shall inform the researcher within a month whether they accept the thesis as ready for defence. The supervisor is asked to decide on one of the following options:

- The thesis can be sent to the Examining Board as submitted
- The thesis needs to be revised before submission
- The thesis needs language correction

For a detailed consultation on the procedure of the defence please refer to: <https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> - Article 9.5

## 8.4. Examining Board

The thesis shall be defended before the Examining Board.

The composition of the Examining Board is proposed by the supervisor to the Director of Graduate Studies, and the final decision is taken by the Executive Committee of the Academic Council. Researchers are therefore not permitted to contact any external professor concerning the possibility of their becoming a member of the Examining Board. Such contact should only be made by the supervisor, the supervisor's administrative assistant or the Head of Department.

For details on the composition of the Examining Board please consult: <https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf> - Article 9.7.

## **8.5. The Thesis Defence**

The defence shall last a maximum of two hours, and include:

- presentation of the thesis by the candidate, lasting approximately 20 minutes;
- comments and questions by members of the Examining Board, which must be confined to the candidate's research topic;
- a general discussion, in which all those attending the defence may participate unless otherwise decided by the Chair.

For further details on the thesis defence, please refer to Articles 9.9 - 9.18 of the EUI Academic Rules and Regulations for the Doctoral Programme: <https://www.eui.eu/Documents/ServicesAdmin/DeanOfStudies/EUI-RulesRegs.pdf>.

## **8.6. Publication of the Thesis**

The EUI Academic Rules and Regulations for the Doctoral Programme last amended by Academic Council Decision N° 1 of 15 June 2016 state at Article 9.13.:

In accordance with Convention Article 14 (1), theses approved by an Examining Board must be published.

Theses can be published on paper or in electronic format, with an external publisher or in the open access electronic EUI repository Cadmus. In the latter case, the copyright remains with the author. If the author decides not to agree to the publication of the thesis in the EUI repository but fails to publish it with an external publisher within four years after the defence or has no firm indication of proximate publication, the EUI will automatically acquire the right to publish the thesis in the EUI repository. These conditions shall be accepted by the author of the thesis in a signed agreement.

## 8.7. Practical Information on the Thesis Defence Procedure

The thesis should be **approximately 80,000 to 100,000 words** long, including footnotes. The maximum length of the thesis is 150,000 words, including footnotes but excluding the bibliography and possible annexes. A thesis submission must include a word count so that submissions over 150,000 words will not be processed. **Exemptions will not be granted unless a longer thesis is necessary for academic positions in a particular country (in this case, a request should be approved by the supervisor and sent to [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu) at least three months prior to the submission of the thesis).** Contributions for language correction from the Law Department, however, shall be calculated according to word count up to a maximum of 100,000 words. Additional correction costs for theses with a higher word count must be paid by the researcher. For formatting and compulsory EUI templates for the external and internal cover pages, please see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/GuidelinesForThesisPreparation.aspx>

The thesis may be written in any language that is known to the supervisor and another professor of the Department, with the approval of the supervisor, and it needs not be in the same language as the first-year May Paper or any intermediary draft. If language correction of the thesis is required, the language corrector should receive the final thesis in good time as they will need four weeks for language correction. Please see:

<https://www.eui.eu/ServicesAndAdmin/LanguageCentre/Other-services/Text-Revision-Editing-Service/ThesisEditingProcedure>

Please contact the **Centre for Academic Literacies and Languages**

for further details. Theses that have been submitted for language correction should specify this on the first inside page of the final version. Please see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/GuidelinesForThesisPreparation.aspx>

The Law Department has the following procedure for preparing defences, in compliance with the EUI Rules and Regulations for the Doctoral Programme:

1. The researcher must give the final version of the thesis (including the 300-word summary, the '*Declaration to accompany the submission of*

*written work LAW LLM/PhD programmes'* and an Originality Report produced by the Turnitin anti-plagiarism application (see Written Submissions Part 1, 2.8.) to their supervisor and their administrative assistant.

2. When the thesis supervisor concludes that the doctoral work and thesis progress justify the establishment of an Examining Board, they shall, after consulting the researcher and any co-supervisor, propose the composition of the Examining Board to the Department. The researcher must not contact any external professor with regards to the board but can make their preferences known to the Department.
3. When assessing whether the final version of the thesis is ready for submission, the supervisor must confirm with both the researcher and the administrative assistant whether or not the thesis requires language correction.
4. When the supervisor, or any co-supervisor, consider the thesis as ready for defence, the administrative assistant will send working copies of the thesis to the Examining Board members, specifying the deadline for submitting their reports.
5. All members of the Examining Board will be requested to submit their reports within two months of receipt of the thesis. When all reports have been submitted, the administrative assistant will forward them immediately to the candidate and the Examining Board members.
6. Once all the reports have been received, and provided they all conclude that the thesis is ready for defence, the administrative assistant can confirm the date and will send the final version of the thesis to the EUI Print Shop where the necessary copies will be printed.
7. Two copies will be sent to the Library. Of the two copies of the thesis sent to the Library, one may be consulted inside the Library by members of the Institute for two weeks prior to the defence. Once the degree has been awarded, one copy of the thesis will be bound and kept for archival purposes and the other will be made available to the general public.
8. At the defence, the candidate is requested to complete the "Authorisation to Publish form". Candidates are informed that signing the form is obligatory and that no doctoral diploma will be issued by Academic Service until the form has been signed and received by the Department.

9. When Cadmus receives a copy of the Authorisation to Publish form, a PDF of the successfully defended thesis will be placed online in the institutional repository either with an embargo of four years or with immediate publication (according to whichever option the author has chosen).
10. When an author chooses the option of a four-year embargo, the thesis will be published online four years after the defence date (or after the PhD award date if different), unless the author previously communicates either: a) that the thesis has been published elsewhere; b) that the thesis can be published online with Cadmus before the expiry of the embargo.
11. After the defence, one copy will be sent to the European Court of Justice Library if the candidate has no objection. The researcher will then collect one copy after the defence. Copies cannot be posted or sent by courier to the researcher, unless the researcher personally organises and pays for such a service.

## **8.8. Subsidies for Publication**

For further information on subsidies for publication see:

<http://www.eui.eu/DepartmentsAndCentres/Law/RulesForms/PublishingSubsidies.aspx>.

The author is encouraged to seek commercial publication of the thesis as a book, in which case, they will have to find a publisher. Should the publisher require a subsidy for the editing, translating or indexing of the manuscript, or for the reproduction of photos, the author may request a subsidy from the Law Department, but subsidies are limited and printing costs cannot be covered. The request should be made to the Head of Department (via [LawAdmin@eui.eu](mailto:LawAdmin@eui.eu)) and include the terms of publication offered by the publisher.

### **8.8.1. Formal Requirements for Requesting a Subsidy**

If the subsidy request relates to the commercial publication of an EUI thesis, a written request must be sent to the Department within two years of the thesis defence date. The dossier should contain the following information:

- i. documentation provided by the applicant:



- a. a concrete proposal (which could be a contract) from a reputed publisher in the field to publish the manuscript, including any available review of the manuscript, the estimated costs, and time frame for publication;
- b. justification for the subsidy request (a letter explaining the need for a subsidy).

### 8.8.2. Procedures for Awarding the Subsidy

Once the book has been published, an original invoice specifying the work done (i.e., editing, indexing, etc.) should be sent to the Department. Two copies of the published book should be sent to the Department, which subsequently sends them to the Library secretariat.

The following need to be inserted into the published book:

- i. the logo and full name of the EUI;
- ii. a sentence mentioning the EUI subsidy (e.g., “This book has been published with a financial subsidy from the European University Institute”);
- iii. a sentence stating that the publication is based on an EUI thesis defended at the EUI, Department and year (e.g., “This publication is based on, or is a revised version of, an EUI PhD / LLM thesis”).

The subsidy will only be paid if the above-mentioned requirements have been fulfilled. Requests related to delays in publication and any change in the title of the publication must be submitted to the Department.



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