

Welcome to the BHMPI

A Guide for New Employees and Guest Fellows

The Bibliotheca Hertziana – Max Planck Institute for Art History welcomes you to Italy and wishes you all the best during your time here. These pages provide basic information you may need before you move to Italy and guidelines about fulfilling necessary formalities at the start of your stay here. The information will also help to introduce you to our institute.

***This document has been compiled by the representatives and does not constitute legal advice from the BHMPI. The advice given below is based on the accumulated experiences of the fellows.**

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Welcome to the BHMPI: Detailed Information

A Guide for New Employees and Guest Fellows

Before Arrival

General information can be found here: <https://www.agenziaentrate.gov.it/portale/web/english>

VISA Applications

Schengen Area/EU visa: A Schengen visa is an entry permit for non-EU nationals to make a short, temporary visit of up to 90 days in any 180-day period to a country in the Schengen area.

National (non Schengen) visa: must attend the Italian Consulate in your home country to attain.

- Check to see if you need a **Nullaosta:** a certificate issued by the Prefettura, an Italian government authority, that is required by some non-EU citizens to apply for an Italian visa.
- **Codice Fiscale:** You should ask for your Codice Fiscale (Tax Code) at your visa appointment in your home country to simplify the process once in Italy.

Accommodation

Notes before arrival: email your preferred accommodation (e.g. number of bedrooms, price, area) and ask to circulate among the internal Bibliotheca Hertziana mail.

***we are in the process of setting up a Group Message Board for accommodation**

Some websites that fellows have found helpful include:

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

<https://www.immobiliare.it/>

<https://www.idealista.it/>

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

You can also check online forums and social media.

Health Insurance

There are two basic situations that will occur during your stay:

1. If you are an EU citizen, you can access all public health services at the citizen rate.
2. If you are a non-EU citizen, then you can access the ER (Pronto Soccorso) for free, and all other services privately (this is more expensive)

Under certain conditions, you can access an Italian Health Insurance Card (Tessera Sanitaria).

For information on the Italian Health Card:

<https://www.agenziaentrate.gov.it/portale/italian-health-insurance-card-and-foreign-citizens>

***For accidents, the Max Planck Society has arranged accident insurance for its employees covering physical and mental health damage.**



For more details, please see the attachment or the OHB (Organisationshandbuch) under Group Accident Insurance on MAX, which you can access here:

<https://max.mpg.de/sites/bhmpi/Verwaltung/Personal/Seiten/FAQ%27s.aspx>

After Arrival: At the BHMPI

Welcome and Registration

Your first point of entry into life at the Hertziana is the Administration Office. Please make sure to stop there to complete your registration. Further information about your research group or department will be provided during the in-person onboarding process. You should receive your access card (tessera) at your initial meeting.

Using MAX

MAX is a centralized source of information for employees currently at the BHMPI. It contains detailed information to address or direct any questions you have about procedures at the institute. You will receive MAX login info after arrival: please make sure that you have had your account activated by the administration.

Steps to Access MAX

1. With this MAX login link, select the Bibliotheca Hertziana from the drop-down menu:
<https://max.mpg.de/>
2. Log in with your Hertziana email account and your Hertziana email account's password
 - a. Enter your personnel number or your e-mail address as a username.
 - b. Your password is the one you normally use for MPI services, but if that does not work, you can reset it under "Forgot your password". You will then receive an e-mail to your MPI's e-mail address. Please click on the link in the e-mail.

If you have double-checked that the administration has activated your account and you still cannot access MAX through these steps, please first inform the Human Resources Department personal@biblhertz.it. If access problems cannot be solved by the administration, we recommend to contact the IT Helpdesk of the Max Planck Society directly via email it-helpdesk@gv.mpg.de.

Useful Information Available in MAX

MAX includes important information on services particular to the BH: Executive Assistance, Research Departments, the Library, the Photographic Collection(s), Publications and Public Relations, Administration, IT, the DH Lab, the Art Collection, the Institute Archive, Facility Management, Representatives, Event Management, IB Protokolle, and the BH Newsletter Archive.

1. In the "**Vademecum**" section (under the Hertziana tab):
 - "Orientation Guide" provides information on: accessing Hertziana logins, contact information, holidays, office supplies, and other introductory information



- “Junior Scholars (Nachwuchs)” provides information on: various activities and meetings such as meeting with the director, labors, and shop talks (*more information on this is below*).

Library Access

It is highly recommended to attend a library tour; these are offered frequently in English and Italian. You must use your BH card (tessera) to enter the library after hours or through entrances other than the main entrance on Via Gregoriana.

Kubikat

Kubikat is the joint, online library catalogue between the Bibliotheca Hertziana – Max-Planck-Institut für Kunstgeschichte (BHR, Rome), Kunsthistorisches Institut in Florenz, Max-Planck-Institut (KHI, Florence), Zentralinstitut für Kunstgeschichte (BZI, Munich), and Deutsches Forum für Kunstgeschichte (DFK, Paris). Use it to search for needed materials available in the library.

Access: https://www.kubikat.org/discovery/search?vid=49MPG_KUBIKAT:VU1&lang=en

Fototeca

The Fototeca is located on the second floor of the Neubau. The collection contains over 1,300,000 photographs, negatives, and digital materials.

To view materials you can go to the Fototeca, the drawers are open access, but speak with or email the staff on the second floor if you have any questions about accessing or handling materials.

The Fototeca also offers guided tours, advertised through internal emails.

Access the online catalogue: <https://foto.biblhertz.it/>

Contact: fototeca@biblhertz.it

Rare Books

Rare books are held in a separate room on the first floor of the Neubau. They can be found through Kubikat.

To request a rare book, go to the Info Desk at the entrance.

Much of the collection has been digitized: <https://dlib.biblhertz.it/>

For more information: <https://www.biblhertz.it/en/library/rara-cultural-heritage>

Digital Tools and AI Resources

Researchers at the Hertziana have access to a range of digital tools that support research, study, and everyday academic work.

With your institutional email address, you can access the **Academic Cloud**, a highly valuable platform that provides a secure package of artificial intelligence tools. These include protected AI software, voice-to-text converters, and other applications designed to support academic research and professional workflows.

You are also encouraged to make use of the **Art Research image repository** (<https://artresearch.net/resource/start>), which allows for advanced iconographic and visual research across a wide range of art historical resources.



In addition, the Hertziana provides access to a **corporate DeepL account**, enabling more advanced translations, including the direct translation of PDF documents and longer or more complex texts.

Please note that the Hertziana regularly organizes **AI Forums**, which introduce newly available digital tools, software, and AI-based applications. Participation is strongly recommended, especially for new fellows, in order to stay informed about current and future resources.

Find Your Representatives/Confidential Assistants

On July 3rd 2024, five **employee representatives** (GER: Vertrauenspersonen) were elected. If you would like to contact the entire group, you can do so at the email address rp@biblhertz.it. However, you also have the option of contacting individual members. All members have the duty of confidentiality, whether as individuals or as a group. Please find current members and their contact details on the MAX intranet: <https://max.mpg.de/sites/bhmpi/Gewaehlte-Vertretungen/Seiten/employee-representations-home.aspx>

Further information on staff representation and local working agreements can be found here: <https://max.mpg.de/sites/bhmpi/Gewaehlte-Vertretungen/Seiten/employee-representations-home.aspx>

Other representatives and their responsibilities include:

- Please contact the **Equal Opportunity Officers** if you have concerns, ideas, or suggestions related to equal opportunities, diversity, and inclusion, please do not hesitate to reach out to them on their personal Hertziana addresses or gleichstellung@biblhertz.it. Further information can be found here: <https://www.biblhertz.it/de/equal-opportunities>
- In the event of suspected **scientific misconduct** or a violation of the rules of good scientific practice, there is an elected **ombudsperson** available for advice and, if necessary, a preliminary examination. Ombudspersons are independent of the institute's directorate and are obliged to maintain confidentiality. Please do not hesitate to reach out to them on the address ombudperson@biblhertz.it. Further information about the ombudsperson scheme at the Hertziana and at the MPG can be found here: [Ombudsperson](#)
- The Max Planck Society also has a "**Whistleblowing**" system in the case of non-scientific misconduct. English information can be found here: <https://ohb.mpg.de/Policies/MPG%20XI59%20en%201.2/Overview%20GWA60%20-%20Handling%20Non-Scientific%20Misconduct%20and%20the%20Reporting%20of%20It%20in%20the%20MPG.pdf>
- The institutes in Rome and Florence accepted the possibility of using an external reporting manager and appointed: Lawyer Alessandro Cuggiani, Lungotevere dei Mellini n. 7, 00193 Rome: www.legaliastudio.it.



Representative Fellows

You can find out who your current representatives are, and find their contact information, on the left side of the Junior Scholars page here:

<https://www.biblhertz.it/en/junior-scholars>

There are four representative fellows. Representative positions are elected and should last one year (12 months), but may roll over if there are no volunteers for representatives. Additionally, each representative is elected only until the end of their stay at the Hertziana, so if they leave before the 12 months are up, another representative must be elected.

- **Internal PhD rep:** works toward social cohesion among the fellows at the institute and acts as a spokesperson for colleagues
- **External PhD rep:** functions as a liaison between the institute at the Max Planck PhDNetwork, the network representing the interests of the PhD students of all 84 Max Planck Institutes. More information on PhDNet can be found here: <https://www.phdnet.mpg.de/home>
- **Internal Postdoc rep:** works toward social cohesion among the fellows at the institute and acts as a spokesperson for colleagues
- **External Postdoc rep:** functions as a liaison between the institute at the Max Planck PostdocNet, the network representing the interests of the PhD students of all 84 Max Planck Institutes. More information on PhDNet can be found here: <https://www.postdocnet.mpg.de/>.

Research Collaboration

Keeper is a virtual platform where you can collaboratively work on documents, powerpoints, etc. All collaboration with colleagues across the Hertziana should be conducted on Keeper, which is accessible here: <https://keeper.mpd.l.mpg.de/accounts/login/?next=/>.

Virtual Meeting Procedure

Please take your virtual meetings in the Villino in the room between the conference and piano room in the **Framery Box**. The meeting room (Sitzungssaal) in Palazzo Zuccari is not intended for online meetings.

Book the Framerybox here: <https://bookme.biblhertz.it/>.

Office Supplies

If needed, the Bibliotheca Hertziana can provide items such as pens, staplers, plastic sleeves, and scissors. See: [MAX > Hertziana > Administration > Procurement > Office Materials](#) for more information.

Useful Contacts

For technology issues, please contact Alexander Drummer Drummer@biblhertz.it. For repairs and maintenance, please contact manutenzione@biblhertz.it. For office furnishings, please contact Angelika Gabrielli, Gabrielli@biblhertz.it.



Permesso di Soggiorno (Residency Permit) Steps

Primo Ingresso [First Entrance] & Poste Italiane

This is very important. You must attend your first entrance meeting with an administrator from the Bibliotheca Hertziana (who will make the appointment for you). Then you must purchase the appropriate stamps (administration can assist you) and go to the post office to both submit and pay the fee for the Permesso di Soggiorno.

Questura

You will then receive an appointment date for your fingerprint appointment which will occur in person at Via Teofilo Patini, 23. **Tip:** Arrive well before your scheduled time slot to avoid long queues and to ensure entrance.

Fingerprint appointments are viewable here:

<https://www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx>

User ID and password are the ones on the Poste ricevuta (a small paper slip with a shiny sticker) that you receive at the post office. The password must be written without a hyphen.

Permesso di Soggiorno Access

After the Questura fingerprints, you will wait for the Permesso to be granted. You can check your status online (red = not yet processed; orange = processing; green = ready).

Tip: Do not worry if it is red within the first few weeks after your fingerprint appointment. You will receive the Permesso di Soggiorno from a Commissariato (a police station local to your residence) assigned to you at the Questura appointment.

Tip: In some instances you can travel back to your home country with the Poste slip (the receipt) but you must check with the authorities in Rome (at the Commissariato) and in your home country.

Here is the link for checking if one's Permesso is ready:

<https://questure.poliziadistato.it/stranieri/>

Permesso di Soggiorno Renewal

You can apply from 60 days before (up to the day before) the expiry of your Permesso.

Tip: You can go to any Post Office and ask for the "kit" with the forms for renewal (Richiesta di Rilascio/Rinnovo del Permesso/Carta di Soggiorno per Cittadini Stranieri) free of charge.

Required/Encouraged Activities and Events for Nachwuchs (Early Career Researchers)

Participating in most activities at the Bibliotheca Hertziana is encouraged, and all events are open to our internal and external fellows. Be sure to check your emails for optional events such as weekly writing groups, reading discussion groups, field seminars, etc.



Labor

The Nachwuchs (early career fellows) meet once a month in the meeting room (Sala riunioni in Palazzo Zuccari/Sitzungssaal) for ca. 2 hours in order to discuss organizational matters, scientific activities, training opportunities, work-related problems, or any other topic of concern. It allows direct discussion on scientific and organizational questions related to research at the institute without the presence of the directors. The meeting is hosted by the scientific assistants. The opportunity is given to members of the Nachwuchs to present and discuss results or work in progress.

Shop Talks

The Shop Talks allow members of the Nachwuchs to present research in progress to the whole scientific community of the institute including the directors. The 20-minute presentations are each followed by 20 to 30 minutes of collective discussion. A Shop Talk brings together a series of presentations. It takes place once per semester or more often if necessary. They are organized by the scientific assistants. Members of the Nachwuchs are strongly encouraged to present their work in good time on one such occasion.

Reading Groups

Reading Groups are organized by the Nachwuchs with the aim of delving into specific topics (e.g. "Mediality/Materiality", "Spatial Turn") through collective readings. These meetings usually take place in the meeting room (Sala riunioni) in Palazzo Zuccari. Proposals for new reading groups, as well as the next meetings of existing reading groups, are usually advertised during the Labor.

Site Visits and Study Trips

The Nachwuchs independently organize study trips and site visits to exhibitions or places of interest. Initiatives for site visits and study trips are advertised and discussed during the Labor. The organizers may apply to their departments for financial support. The guest professor should plan one excursion for the Nachwuchs if possible, which may receive the financial support of the Institute.

Optional Event Organization

You may propose research seminars (to invite guest speakers), workshops, or reading groups to your department or research group members during meetings, email your Assistenti, or request a meeting to discuss organization.

You may organize informal events (such as reading groups) at your leisure after gauging interest among your colleagues.

Conduct

- The Code of Conduct of the Max Planck Society:
<https://www.mpg.de/14172230/code-of-conduct.pdf>
- Rules for Good Scientific Practice:



<https://www.mpg.de/197494/rulesScientificPractice.pdf>

- General guidelines of the MPG:
<https://www.mpg.de/18156413/leitplancken.pdf>

Publishing

You are encouraged to submit essay manuscripts for publication to:

Römisches Jahrbuch der Bibliotheca Hertziana

<https://www.biblhertz.it/en/pub/roemisches-jahrbuch>

RIHA Journal

<https://www.biblhertz.it/en/pub/riha-journal>

The following series of publications appear in print: *Römische Studien der Bibliotheca Hertziana*, *Römische Forschungen der Bibliotheca Hertziana*, *Studi della Bibliotheca Hertziana*, *Quaderni della Bibliotheca Hertziana*, and *the Bellori Edition*, while the *HSAH* are published digitally.

For further information see: <https://www.biblhertz.it/en/publications>.

Social Media

You can follow the official BHMPI profiles on [Instagram](#), [Facebook](#), [Bluesky](#) and [Threads](#). If you wish to submit a proposal for a post, please contact Caterina Scholl:

caterina.scholl@biblhertz.it.

Acknowledgement & Project numbers

Each academic at the BHMPI must acknowledge the institutional support they have received. This should be done in the first or final footnote of any article or book chapter, or in a separate acknowledgements section, if applicable. This acknowledgement must include your project number.

Please ensure that the Publications Department has your project number, as it may not always be automatically available to them.

Some research departments or research groups may want you to mention their specific group in the acknowledgements. Discuss this with your lead.

Internal Fellows citation

The research for the present publication has been supported by the Bibliotheca Hertziana – Max Planck Institute for Art History [**Project Number**].

External/Visiting/Kress Fellows citation

Joint external funding example:

The research for the present publication has been supported jointly by [**XYZ Organization**] and the Bibliotheca Hertziana – Max Planck Institute for Art History [**Project Number**].

Kress Fellow's citation:

The research for the present publication has been supported jointly by the Samuel H. Kress Foundation and the Bibliotheca Hertziana – Max Planck Institute for Art History [Project Number].

Accessing Project numbers

Project numbers are generated by the administration, and are inserted into the contract that Fellows sign upon arrival. Fellows with external funding (Kress, Scherbarth etc.) should contact Susan Neumann and Ornella Rodengo who will generate an external fellows contract to enter the project number into the system.

PuRe

All publications produced during your stay at the Bibliotheca Hertziana must be reported to the library.

This includes:

- Any work published during your time at the Hertziana
- Work inspired by, or based on work you did at the Hertziana (that was published after your time)

and

- Any work which has been submitted to a journal but not yet published.

Please use the publication template (which is also regularly circulated with reminder e-mails to all institute members) and send it to pure@biblhertz.it, or enter the data directly into the [PuRe interface](#). For direct entry, you will receive login credentials via e-mail. Please share your project number as part of the credentials.

Please email the Librarian and Data Steward (Anna Wilkens anna.wilkens@biblhertz.it) to inform her of work you have published at the Hertziana so it can be added to your Hertziana website profile.

ORCID

We strongly encourage you to [create an ORCID iD](#) and add it to your PuRe profile. ORCID is an international 'ID' system for academics, which allows you to list achievements, fellowships and publications all in one place. It ensures that your research results are correctly attributed to you and improves the international visibility of your academic profile.



Research Report

Every three years, the Bibliotheca Hertziana – Max Planck Institute for Art History publishes a status report documenting the institute's research activities and events during the reporting period.

You can access the research report here: <https://www.biblhertz.it/de/status-reports>

This report is published before the meeting of the Scientific Advisory Board:
<https://www.biblhertz.it/de/scientific-advisory-board>.

Travelling for Research (vs. Leisure, Taking Time Off)

The Bibliotheca Hertziana / Max Planck Institute may be able to reimburse travel which is essential for research (Dienstreise; viaggio di lavoro, business trip). The institute has a specific system for reimbursement. There are specific rules to follow when booking a trip for research, **which you should read in a powerpoint on MAX** as soon as possible. However, different departments have different rules.

Some reminders:

The trip must be approved using the form (see the form [here](#)) by your department/group leader before you leave. Hotel receipts need to have the address of the Max Planck Institute (Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V. München, Hofgartenstraße 8, D-80539 München). Note there are specific rules for mixing personal and business travel in a single trip, as well as various restrictions on what kind of ticket can be bought, taxis, etc.

Initial requests for travel should be submitted via **email** to the administration. Requests (and receipts) for re-payment must be submitted, however, **physically** in paper form to the administration (Hauspost).

Vacation

Fellows with an Italian contract can request time off for vacation through the HR portal Zucchetti. Please take a good look at your contract to assess how many vacation days you have and make sure to use them before the end of your contract! **Fellows with a stipend** (not a contract) do not have any legal obligation to be at the institute and do not have to request vacation days.

You do not have to request time off for bank holidays. A list of all these days is available each year on MAX. Usually the library is closed during these days for its regular users.

Language Support

Hertziana employees who have been recognised as needing to learn or expand their knowledge of a foreign language (and this is generally the case for our scholars) may take language



courses at an institute of their choice at their respective level. **Please obtain written approval from your direct supervisor.**

Mail

Please regularly check the mailboxes behind the library's welcome desk for any incoming mail under your name (ground floor, to the right of the Via Gregoriana 30 entrance).

E-Mail

The Hertziana email address may only be used for institutional purposes. No mailing lists should be subscribed to with this address. After the end of the contract, the address remains active for a further 2 months.

Corporate Identity

Make sure to set-up your email signature in Outlook and to use the Bibliotheca Hertziana powerpoint design when presenting your research. The templates can be found on MAX here: https://max.mpg.de/sites/bhmpi/Redaktion-und-Kommunikation/Seiten/Corporate_identity_en.aspx

Contact the publications department when you have any questions about the use of these templates.

Living in Rome: Quick tips

Nearby Resources

Local Grocery

Nearest Supermarket: Todis, Via di Capo le Case, 7, 00187 Roma
(Panino available, pre-made lunches, etc.)

Local Restaurants

Gianfornaio (Via di S. Sebastianello, 6, 00187 Roma) grants 10% discount to Hertziana employees (just show your badge)

Local Pharmacy

We have concluded a cooperation agreement with the LAFARMACIA pharmacy near the Spanish Steps. <https://www.lafarmacia.it/trova-farmacia/piazza-di-spagna-roma>
House members and guests with a Hertziana name tag will now receive a 15% discount on all products, including over-the-counter medicines. Prescription medicines are excluded. Farmacia Trinità dei Monti S.A.S.

Piazza di Spagna, 30, 00187 Roma

Post Office

Ufficio Postale Poste Italiane



Piazza di San Silvestro, 19, 00187 Roma

Travel/Public Transport

Access Basic Public transport information here:

<https://www.atac.roma.it/en/utility/maps?r=2201>

Updates about public transportation (renovations, strikes, etc):

<https://www.atac.roma.it/tempo-reale>

Annual Pass Roma:

<https://www.atac.roma.it/en/tickets-and-passes/annual-roma>

Travel through Italy by train:

Trenitalia: <https://www.trenitalia.com/it.html>

Italo: <https://www.italotreno.com/it>

Opening a Bank Account

Short term stays: Opening a **bank account** can be difficult for short-term stay and is not recommended. We recommend using a Global Transfer Account (you can open one with online companies) and we suggest asking for advice from other fellows, as the Hertziana cannot legally advocate for one company or another.

Medical/Health

After hours (between 8pm–8am) and weekends: “guardia medica” (emergency medical basic assistance). Information available online, based on your residence.

The guardia medica provides assistance via phone and can arrange a visit if necessary. May require a tessera sanitaria.

For doctors’ appointments, with stated fees:

<https://www.miodottore.it/>

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

Pros: Possible to make an appointment for the next day. Simple to use. Reliable.

Cons: Not cheap. Potential language barriers.

Mental Health

Online therapy sessions at various price ranges can be found on several websites including:

<https://www.hiwellapp.com/it>

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

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

The Max Planck Society provides access to a dedicated cooperation program known as EMAP (Employee and Manager Assistance Program). Further information, including contact details, is available on their website: <https://www.fuerstenberg-institut.de/>

Telephone: 0800 387 78 36 (toll-free within Germany)



From outside Germany: +49 69 25738395

Email: coaching@fuerstenberg-institut.de

Through this program, MPG employees and their immediate family members may access professional coaching sessions and emergency counseling. These services are provided free of charge, strictly confidential, and cover a wide range of topics including mental health, workplace challenges, and personal development.

You can find more information on MAX for mental health here:

https://max.mpg.de/Service/Gesundheit-und-Sicherheit/Betriebliches-Gesundheitsmanagement/Pages/Mental-Health_EN.aspx

Recycling

There are recycling bins located in the kitchens, and *carta* recycling (cardboard/paper) in the printing rooms.

The Hertziana also collects electronic waste. You can bring it either to Alexander Drummer's office (IT), or ask Claudio Caucci (facility management) who is organizing the disposal.

For dead batteries: <https://www.amaroma.it/raccolta-differenziata/1384-contenitori-pile-e-batterie-scariche.html> (There is one located very close to the Barberini metro station).

Sustainability Note

Please recycle materials in the correct recycling bins and use air conditioning and heating responsibly. The Bibliotheca Hertziana is committed to reducing the ecological footprint of the Institute.

National Holidays

National holidays are found on the Bibliotheca Hertziana website.

During the month of August, many institutions and businesses (including real estate agencies) are closed in Italy. This can range from complete closure for the entire month to one or two weeks off. If you can, it is easier to arrange accommodation before the month of August (or after).

Leaving the BHMPI & Rome

Final Steps for the BHMPI (Off-Boarding)

Discuss the end of the contract with the head of your department or research group at an early stage. Be sure to request the steps for terminating the contract from your Department or Group.



Finalize the Report of Your Research Project

Please get in touch to your Department/Research Group's secretary to provide the materials for the year's research report. Then send to the relevant person in your Department/Group:

- A list of your scientific activities outside the Bibliotheca Hertziana, such as lectures (indicating place, date, institution, title of paper, title of the congress or workshop etc., names of the organizers) and your teachings, courses or seminars (indicating place, date, institution, title of the course) only for the period of the funding of your research project at the Bibliotheca Hertziana.
- A list of your scientific awards, honorific titles etc. received during the year.
- An abstract of your scientific project (max. 3200 characters incl. spaces for collaborators with long term contracts, i.e. more than 6 months; max. 1200 characters incl. spaces for collaborators with short term contracts, i.e. up to 6 months) which you pursue at the Bibliotheca Hertziana (in German, Italian or English; in the latter case the abstract should be written in American English). Please indicate the project number.
- A digital image (jpg 300 dpi, free of charge for copyright) to illustrate your project and submit information for the caption (author, title, date, place of conservation, source/author of the photo).

You can find a template for completing the report [here](#). The report of your research project will be published in the next Research Report or "Statusbericht" of the Bibliotheca Hertziana (see p. 11).

Please report your publications from the year of your arrival at the Institute until your departure to the Library via pure@biblhertz.it. If you have submitted them correctly, the information should be fetched automatically. The list should include your publications (books, articles, reviews, and online publications), but not "forthcoming" works. More information on how to report your publications can be found under the **PuRe** and **Orcid** sections on p. 11.

At the Hertziana, be sure to:

- Forward mail
- Return your badge to the portineria
- Return all library materials
- Empty your desk

Finally, you should write a farewell email to your colleagues as **you will lose access to your Hertziana email after 2 months**. Include any contact information that you are willing to share with your fellows so that they can stay in touch with you.

Please also send a copy of your farewell email directly to the Publication Department, as they may not always receive these messages otherwise.

Outside the Hertziana, be sure to:

- Cancel rental contract
- Cancel utilities
- Close your bank account

A welcome and advice column created by the Internal and External Representatives (2024-25): Alev Berberoğlu, Chiara Capulli, Rebecca Johnson, Kris Racaniello, Leendert Van der Miesen, Tommaso Zerbi with support from the Ombudsperson and Equal Opportunity Officers.

Updated by Internal and External Representatives (2025-) Gianlorenzo Chiaraluce; Damiana di Bonito; Alfie Robinson

****last edited January 28th 2026**