

## **Guest - Researchers regulations**

Hellenic Institute of Byzantine and Post-Byzantine Studies in Venice

The Institute offers, for a fixed period of time and not exceeding one month, hospitality for researchers and scientists who wish to conduct research in the archives and libraries of the city of Venice. The topic of the research or collaboration may concern themes of history, literature, theology, history of art, as well as related humanities, during the Byzantine and post-Byzantine period.

Guests must contribute forty (40) euros for each overnight stay, which must be paid in advance upon their arrival in Venice. This amount covers the maintenance and cleaning needs of the rooms. There are no refunds for those who leave the room before the departure date.

Due to the limited number of rooms available at the Institute's guesthouse, researchers who cancel or postpone their stay are required to pay one night.

Researchers wishing to be hosted at the Institute must submit an application by May 31 of each year for the autumn semester and by August 31, respectively, for the spring semester of the following year. Requests for each period are sent to the President of the Hellenic Institute for approval.

The application must contain a documented description of the research, the documents to be searched in the libraries and archives of Venice and the estimated time for carrying out the research. In particular, postgraduate students and PhD students also submit a recommendation letter from the supervising professor, which should indicate the objectives of the ongoing research.

The Institute does not accept guests in the periods from December 20 to January 10, from the Saturday before Palm Sunday to the Wednesday after Easter (Orthodox and Catholic Easter) and from August 1 to 30.

Upon arrival, guests are required to fill in and hand in the register form found in each room of the guesthouse to the Secretariat of the Institute.

At the end of their stay, guests deliver a detailed report of the activities carried out to the Institute's Secretariat. They must then submit their research (articles, studies, independent works) to the Institute Library.

Researchers who do not fill in the registration form and do not submit their report on the activities carried out will not be able to be hosted again at the Institute.

The Institute cannot receive guests after 15:00 or on public holidays.