



UNIVERSITY REGULATIONS FOR THE SELECTION OF VISITING PROFESSORS AND VISITING RESEARCHERS.

Art. 1 – Objective

1. The Università degli Studi di Perugia – hereinafter referred to as “University” – is determined to develop the quality of both its research activity and the educational offer within its structures. To this end, it aims at reinforcing the international quality of its educational offer as well as improving its network of cooperation by favoring and supporting incoming exchanges of Academics from other Universities, prestigious foreign Research Centers and higher education institutions possessing both high scientific standards and an internationally noteworthy *Curriculum (Visiting Scientist)*, for Educational activities (*Visiting Professor*) or Research activities (*Visiting Researcher*).

Art. 2 – *Visiting Scientist* definition

1. The *Visiting Scientist* is a renowned scholar, whose scientific excellence is recognized internationally. He/she must work in a foreign University, Research Center or higher education institution and, based on specific international agreements with the University, he/she must have been invited by the University to conduct research and/or educational activities, including seminars, within a Study or PhD Course.

2. Exceptionally, the *Visiting Scientist* can be a tenured scholar working in another Italian University, Research Center or higher education institution under the condition that he/she possesses an excellent internationally recognized scientific profile.

Art. 3 – Conferment of the title of *Visiting Professor* and *Visiting Researcher*

1. A *Visiting Scientist* is conferred

- the title of *Visiting Professor*, only when he/she is to be in charge of the entire gamut of educational activities of a course or module included in the University's educational offer or part of a course or module of at least 18 hours, or a cycle of lessons within a PhD course of at least 18 hours;

- the title of *Visiting Researcher*, when during the period of his/her stay, he/she carries out research activity in collaboration with the University researchers, with the aim of producing co-authored publications, presentations of joint project proposals in response to international competitive calls, agreement outlines for research collaboration, agreement outlines for joint Phd's and/or cotutelles and any other type of activity regarding the research sector.

Art. 4 – Proposal for the conferment of the title of *Visiting Professor/Visiting Researcher*

1. The hosting Department/Centre of the University (hereinafter the Proposing Structure) must submit a request to the Rector, by means of a specific University Council resolution or decree of the Director, the name of the scholar to whom to attribute the title of *Visiting Professor* or *Visiting Researcher*.

2. The proposal, motivated on the basis of the criteria in comma 2 of the successive art. 5, must include:

- a) The name of the Scholar;
- b) The name and venue of the International institution with which the scholar is affiliated;
- c) The *curriculum vitae* and the list of publications of the scholar;
- d) The description of the scientific qualifications, the professional competences and any other relevant information that completes the scholar's academic and scientific profile;
- e) The name of the Professor/Researcher in charge of the exchange at the Università degli Studi di Perugia, hereinafter referred to as *Host Scientist*;
- f) The *curriculum vitae* of the *Host Scientist*;
- g) The indication of existing agreements/conventions between the University or the Proposing Structure and the Scholar's Institution (e.g. Erasmus Agreement, Framework Agreement for Research and/or Education, etc.);

h) The duration of the scholar's visit at the University, consistent with what has been established in Art. 6, comma 1 of the present Regulation;

i) The indication whether the aim of the visit is for Educational or Research activities:

- in the case of Educational activities, the type of teaching activity along with the Scientific disciplinary area of the related course have to be specified, taking into consideration the “Manifesto degli Studi” (Course fact sheet), the Academic calendar and the consistency of the scholar’s scientific preparation both with the pertinent scientific disciplinary area and the type of educational activity to be carried out;

- in the case of Research activities, the detailed description of the pertinent Research project;

j) In the case that the scholar has already been conferred the status of *Visiting Professor/Researcher* in another occasion, a report on the previous visit must be included according to the art. 6 comma 6 of the present Regulation;

k) The letter of acceptance of the invitation, duly signed by the *Visiting Scientist*;

l) The possible request for a financial contribution by the University to be paid from funds that are annually determined in its balance sheet for this purpose;

m) The possible commitment of the Proposing Structure to duly reimburse, either entirely or partially, the visiting scholar’s travel, food and accommodation expenses and to bear the potential compensation costs, including withholding tax and other duties, borne both by the institution and the recipient (in the eventuality of cooperation with other structures); in the case that the Department/Centre does not cover all the expenditure, the co-funded part requested to the University must be specified.

3. All proposals addressed to the Rector must be submitted:

- to the Area Relazioni Internazionali (International Relations Area) and, for their information, to the Ripartizione Didattica (Education Division) in the case of a *Visiting Professor*;

- to the International Relations Area and, for their information, to the Area Progettazione, Valorizzazione della Ricerca (Project and Research Promotion Area) in the case of a *Visiting Researcher*.

4. To ensure the regularity and continuity of the visiting scholars’ periods

of stay, compatibly with the time required to complete the necessary procedures to allocate the University funds, all applications must be submitted within the following deadlines:

- for the *Visiting Professors* who come to carry out the educational activities of a course or module included in the University's educational offer or part of a course or module of at least 18 hours: October 31;
- for the *Visiting Researchers* and the *Visiting Professors* who come to carry out teaching activities of at least 18 hours within a PhD course: October 31 and June 30.

If the proposal for the conferment of the title of *Visiting Professor* for a teaching activity of a course or module, or part of a course or module is approved, in order to insert such activity in the University's educational offer for the following academic year, the Proposing Structure shall inform the Education Division by the 31 January of the current year.

Art. 5 – Selection Committee and conferment of the title of *Visiting Professor or Visiting Researcher*

1. The proposals of the conferment of the title of *Visiting Professor/Visiting Researcher* that include the request for a financial contribution by the University, in accordance with art. 4, comma 2, letter 1, before being submitted to the Academic Senate and to the deliberation by the Administrative Council, has to be evaluated by a University Committee (*Visiting Scientist Committee*). The members of this committee, appointed by the Rector, are:

The Rector himself, the Rector's Deputies for International Affairs, Research and Teaching as well as two Professors, with a high international scientific profile, one for the Scientific Areas 01-09 , and one for the Scientific Areas 10-14. The Committee is to remain in charge for three years. The Committee can also include international experts as members. In the case of a proposal, which nominates a member of the *Visiting Scientist Committee* as a *Host Scientist*, he/she will not participate in the evaluation of the said proposal.

2. The proposals are to be evaluated according to the following criteria:

- a. *Curriculum Vitae* and international visibility of the *Visiting Scientist*;
- b. International relevance of the University, Research Center or Higher Education Institution to which the Scientist belongs;

- c. Relevance of the activities that the *Visiting Scientist* is to carry out at the University;
- d. Congruence of the visiting scholar's length of stay and its expected impact on the University internationalization process;
- e. Co-funding of the hosting institution;
- f. *Curriculum vitae* of the *Host Scientist*.

3. The committee also verifies the congruity of the funding/co-funding proposals and the amount to be allocated, in consideration of budget availability.

4. Where co-funding proposals exceed the available budget, the committee will prioritize them according to the following conditions:

- a) the course is included in more than one degree and/or the number of students involved;
- b) international recognition of the *Visiting Professor*;
- c) interdisciplinary nature, where more than one department is involved, and where there is the possibility of multiple co-financing;
- d) involvement of the *Visiting Professor* in projects and research activity in collaboration with other Università degli Studi di Perugia professors.

5. The evaluation and approval of proposals that do not require co-funding by the University is carried out by the Academic Senate, according to Art. 5, comma 2.

6. The status of *Visiting Professor* or that of *Visiting Researcher* is conferred by the Rector and is valid for the entire duration of the corresponding activities to be carried out at the University.

Art. 6 - Period of Visit at the University

1. The length of stay of the *Visiting Scientist* cannot be longer than 12 months or shorter than 5 working days.

Only for *Visiting Professors*, the length of stay cannot be shorter than 1 month.

2. The Head of the Proposing Structure, upon approval of the proposal by the competent Structures, shall be responsible for sending an invitation to the *Visiting Scientist* and formalizing the conferment of the status, as provided for by University regulations governing external individuals in

force at the time, and will ensure that all laws and regulations regarding the entry of non EU citizens are respected.

3. Upon arrival at the University, the *Visiting Scientist* will have to sign a document of affiliation (Affiliation form, annex B of the present Regulations) that summarizes the mutual collaboration commitments and conditions.

4. Adequate evidence and information regarding both the presence and activity of the *Visiting Scientist* at the University must be given and made available, by also including the publication of the *curriculum vitae*, on the University website.

5. Throughout the entire stay, the Head of the Proposing Structure, together with the *Host Scientist* must ensure that the *Visiting Professor* is provided with adequate workspace and equipment to carry out the requested activities.

6. Within 30 days from the conclusion of the period of stay, the *Host Scientist* is to provide to the Head of the Proposing Structure, a report on the activities carried out by the *Visiting Scientist* and his/her contribution to the internationalization of the University.

The Head of the Proposing Structure forwards the report, which is addressed to the Rector, to:

- the **Ripartizione Didattica** (Education Division) and to the International Relations Area for their information in the case of a *Visiting Professor*;

- the **Area Progettazione, Valorizzazione Della Ricerca** (Project and Research Valorization Area) and to the International Relations Area for their information in the case of a *Visiting Researcher*.

7. For informational purposes and evaluations:

- the University Administration will maintain a database of all *Visiting Scientists* containing all the information and the results of the activities carried out, and curated by the International Relations Area;

- in the case of a *Visiting Researcher*, the Area Progettazione, Valorizzazione della Ricerca will provide for an internal *ex post* monitoring, on a yearly basis, of collaborative research activities carried

out during the stay, with the aim of verifying the results in terms of efforts and success in project partnerships and co-authored publications.

Art. 7 - Rights and Obligations of the *Visiting Scientist*

1. The *Visiting Scientist* must carry out his/her work activities according to the teaching and/or research plan agreed upon with the Proposing Structure, and also upon indications of the *Host Scientist*, and respect all internal rules regarding safety in the workplace, security of databases, ethical code, as well as administrative and accounting organization procedures.

At the end of his/her activity, the *Visiting Scientist* must present all the documentation required by the regulations regarding the reporting of project activities. Delivering all the required documents is also a prerequisite for reimbursements and compensations, if due.

2. During his/her stay, the *Visiting Scientist* is provided with:

- a) a workplace inside the area of the Host Structure;
- b) accident insurance coverage;
- c) adequate support and information regarding the permit of stay;
- d) access to the IT facilities of the University;
- e) access to University libraries;
- f) reduced rates for University cafeterias and accommodation services provided by the authorized regional authorities.

3. The Visiting Professor may take part, as a member, in examination committees, including final examination committees where degrees are granted.

Art. 8 - Reimbursement of expenses and possible compensations

1. For the reimbursement of expenses incurred by the *Visiting Scientist*, the following procedures apply, as set forth in the table in Annex A of the present Regulation:

- a) the reimbursement of the travel expenses is granted in compliance with art. 5 and 6 of the "Regulation of Missions" of the University. To this end, the *Visiting Scientist* is considered on the same salary grade from I-IV of a full Professor. In the case of air travel superior to 4,000 kilometers and for *Visiting Scientists* older than 65 years of age or with more than 35 years of academic seniority, the committee can propose to consider the *Visiting Scientist* as a full Professor with a higher salary grade. The distance will be

calculated with the “Distance Calculator” used by the European Commission for the Erasmus Programme;

b) for the first 15 days of the stay, the food and accommodation expenses shall be reimbursed as provided by art. 7 of the above mentioned Regulation or upon request of the interested party, on a flat-rate basis in accordance with Art. 9 of the same Regulation, considering Italy belonging to Group C of the countries in the Table of the D.M. 23.03.2011;

c) from the 16th day till the 60th day of the stay, the food and accommodation expenses shall be reimbursed only on a flat-rate basis. The daily allowance is calculated by reducing by a third the flat-rate reimbursement as determined in Art. 8, comma 1, letter b) of the present Regulation;

d) after the 61st day of the stay, the food and accommodation expenses are reimbursed as a flat-rate amount as determined in Art. 8, comma 1, letter c) exclusively for the *Visiting Professor* who carries out teaching activities covering the entire course or module included in the Academic offer of the University, over a period in which there is a need for the professor's presence in order to carry out lessons and examinations, and receive students. The stay shall not, in any case, be protracted for longer than 150 days.

2. In the case, whereby a *Visiting Scientist* has to be absent from the place of work, for personal reasons, he/she must inform the *Host Scientist*. The allowance for those days of absence shall not be reimbursed.

3. If the invited person comes from a University that has a mobility funding agreement with the Università degli Studi di Perugia (e.g. Erasmus Staff Mobility for Teaching), the reimbursement is to cover the part exceeding the received funds in compliance with that agreement.

4. Any compensation is awarded only to the *Visiting Professor* who is to be in charge of a course in compliance with the existing European legal framework and on the basis of a proper comparison with similar assignments awarded by other European universities, in accordance with the University's Regulations. In determining compensation, the Professor's international prestige has to be taken into account and ascertained through publications and previous invitations to universities other than his/her own and also by other scientific acknowledgements visible from the *Curriculum Vitae*. Compensation must be paid together with the

reimbursement as specified in the previous commas.

5. For taxation purposes, where a double tax avoidance agreement is in force between Italy and the *Visiting Scientist's* country of residence, the latter may request its application by presenting the appropriate documentation.

Art. 9 - Final provisions

1. For all matters not governed by the present Regulations, the current laws, statutes and regulations in force will apply.

Annex A

Maximum Reimbursement Amounts for travel expenses

Economy Class (Business Class only in cases of air travel superior to 4,000 kilometers and for academic seniority greater than 35 years or persons older than 65 years of age)

Maximum Reimbursement Amounts for food and accommodation

Food up to EUR 60

Accommodation in 3-star hotel

Flat rate daily allowance for first 15 days of stay (D.M 23.03.2011)

EUR 120

Flat rate daily allowance from the 16th day till the 60th day of stay

EUR 80

Flat rate daily allowance from the 60th day till the 150th day of stay

EUR 80, if the *Visiting Professor* carries teaching activities for a course or module for the entire period in which the professor's presence is necessary in order to carry out said activities

EUR 0, in all other cases

Annex B



Università degli Studi di Perugia - AFFILIATION FORM for *Visiting Scientists*

I, the undersigned, as a Visiting Scientist of the Università degli Studi di Perugia, understand and agree to the following:

- 1) The Università degli Studi di Perugia promotes the visit of highly qualified professors, researchers and scholars, belonging to non-Italian universities, research or higher education institutions.
- 2) During my visit at the Università degli Studi di Perugia, I commit myself to:
 - a) carry out the activities as agreed with the Host structure (Department, Inter- department);
 - b) mention the Università degli Studi di Perugia among my affiliations, when results from research work executed in whole or in part at the Università degli Studi di Perugia are published, even after the conclusion of the visiting period.
- 3) As a Visiting Scientist working for another research institution, as well as professor with dual appointment, I will indicate both affiliations in the above-mentioned publications. Institutional affiliation information will conform to the official Università degli Studi di Perugia quotation format: "Università degli Studi di Perugia".
- 4) During my stay at the Università degli Studi di Perugia, I will be guaranteed:
 - a) workplace inside the Host structure;
 - b) access to the computer facilities of the University;
 - c) access to University libraries;
 - d) support and information from the Central Administration offices regarding the procedures for obtaining a stay permit;
 - e) accident insurance;
 - f) support by the Area Relazioni Internazionali to find an accommodation in Perugia;
 - g) other facilities granted to the Università degli Studi di Perugia employees.

I hereby also authorize the Università degli Studi di Perugia to publish my *curriculum vitae* and

contact details (i.e. name, surname and email address) in its official website.

I hereby also authorize the Università degli Studi di Perugia to publish my *curriculum vitae* and contact details (i.e. name, surname and email address) in its official website.

Signature of the Visiting Scientist _____

Signature of the Head of the Host Structure
at the Università degli Studi di Perugia _____

Date _____