

UNIVERSITY OF TRIESTE REGULATION REGARDING VISITING ACADEMICS

Article 1 – SCOPE

1. In order to strengthen and enhance international teaching and research, and in line with the principles of the "European Charter for Researchers" and the internationalisation of Higher Education Institutions, the University of Trieste, referred to below as "University", with a view to strengthening its networks and collaboration with Research Institutes and bodies in other countries, will apply the following Regulation regarding Visiting Academics (Visiting Professors and/or Visiting Researchers), to high-profile Italian or international experts and scholars from a foreign University or scientific Institution or body undertaking teaching and/or research activities at the University.
2. According to the terms and conditions described in this Regulation, a Visiting Academic is granted a position and status as bearer of rights and duties within the University of Trieste for the duration of his/her stay.
3. This Regulation also covers the procedure for the activation of the position, the award of the title, any envisaged funding, and the academic's stay at the teaching and scientific facilities of the University of Trieste.

Article 2 – DEFINITIONS

1. The Visiting Academic is a high-profile Italian or international lecturer or researcher from a foreign University, scientific Institutions or body who is invited to carry out teaching activities as part of a university course of study and/or research activities within a research project, also based on specific international agreements signed by the University of Trieste.
2. He/She will be granted the title of Visiting Professor, if he/she carries out teaching activities or Visiting Researcher in the case of research activities.

Article 3 – PERIOD OF STAY

- 1. Visiting Professor – VP.** The period of stay at the University of Trieste is of a minimum of 10 working days. The activity will be conducted in the Department which submitted the proposal.
- 2. Visiting Researcher – VR.** The research activity as well as any seminar work will be conducted in the Department which submitted the proposal and will have a minimum duration of two months.

Article 4 – ACTIVATION OF THE POSITION

1. The award of the title does not give right of access to positions within the University of Trieste and does not determine any automatic financial support from the University or the Department, even with regard to travel, board and lodging expenses. However, the Department may itself decide to grant financial support from its own budget.
2. Proposals to award the title of Visiting Professor or Visiting Researcher must be submitted by the Departments to the competent administrative office of the University before the arrival of the Academic and by 31 January and 30 June of each year.

3. Proposals are presented by Departments by means of a specific decision of the Departmental Board and submitted for approval by the Academic Bodies of the University of Trieste, which will decide on the basis of the following criteria:

- (a) motivation;
- b) curriculum vitae and international reputation of the Academic;
- c) international reputation of the University, scientific Institution or body of origin;
- d) importance of the activity that the Academic is invited to conduct;
- e) duration of the activity at the University of Trieste;
- f) impact on the University's internationalisation process.

4. Following approval by the Academic Bodies, the position will be awarded by a Rectoral Decree, regardless of whether financial support has been approved for the position.

5. Should the Academic Bodies decide to provide financial support for a Visiting Academic's work, and only in those cases where the Department has decided to provide such support, a Committee appointed by the Rector will be set up and meet every six months to examine all the proposals received within the deadlines specified in section 2 of this Article. The Committee will rank proposals on the basis of academic excellence and the availability of funds and will allocate a sum to each position. The Committee's decision will then be submitted for the approval by the Academic Bodies of the University, together with the request to award the position. The amount allocated by the Academic Bodies will then be transferred to the Department, which must use it for the agreed purpose.

6. The Visiting Professor or Visiting Researcher will be entitled to his/her status and position for the duration of the work to be conducted at the University of Trieste.

7. The title of Visiting Professor or Visiting Researcher is awarded in compliance with the rules and regulations governing EU and non-EU citizens' entry into Italy.

Article 5 – AWARD OF THE TITLE

1. If all conditions are satisfied, the title of Visiting Professor or Visiting Researcher is granted by the Rector of the University of Trieste by Rectoral Decree for the duration of the Academic's stay at the University.

2. The competent office draws up the provision awarding the title and the Affiliation document specifying the mutual commitments of the parties, which will be signed both by the Rector and the Academic upon this latter's arrival.

Article 6 - ACTIVITIES

1. In signing the Affiliation document specifying the mutual responsibilities, the Visiting Academic commits him/herself to the Department and the University.

2. The Visiting Academic conducts his/her work in the host Department in accordance with the agreed teaching and/or research program.

3. The Visiting Academic is required to comply with the University's internal regulations on safety in the workplace and database security, and agrees to observe the provisions of the Statute, Regulations and Code of Ethics and Conduct of the University.

4. During the period of stay, the Department agrees to provide the Visiting Academic with a workstation in the host facility, as well as access to the University's computer resources and libraries. If envisaged by current regulations or prior commitments, the Department must verify with the University Office responsible for insurance whether insurance coverage related to specific activities to be conducted (e.g. access to laboratories, use of equipment, etc. ...) is available, and will inform the Visiting Academic regarding the need for any insurance coverage at his/her own expense.

Should it be necessary to proceed with the activation of new insurance coverage or the extension of the existing policies at the University's expense, the respective financial liability will be borne by the Department.

5. The Visiting Professor can be a member of the examination boards for final examinations and degrees, if so decided by the host Department.

6. At the end of the period, the Visiting Academic will submit a report to the Department on the work conducted, which will be counter-signed and supplemented by the academic member of Department responsible for the visit, who will also highlight the contribution that the visit has made to the University's process of internationalisation. A copy of the final report will also be sent to the university office competent for Visiting Academics.

7. If the Visiting Academic is unable to conduct in full or in part the planned activities, he/she must immediately inform the academic member of Department responsible for the visit. The latter must then contact the Department and the University administrative office involved in the organisation of Visiting Academics' visits, which will also assess the re-calculation or cancellation of any sums granted.

8. Any "health support activities" envisaged for Visiting Academics in Medicine, will be regulated by a specific agreement between the University and the health authority.

9. To activate the correct welcome procedure, the Department must first consult the competent University offices.

10. If the Department envisages financial support for the activities of the Visiting Academic, this will be provided in accordance with Italian law and University of Trieste Regulations. Teaching activities will be granted according to Article 23 of Italian Law 240/2010 and paid according to the terms of this law and those adopted by the University of Trieste in this respect.

Article 7 – REVIEW

Within 18 months of the effective date, this Regulation will be subject to review, and the Governing Bodies of the University of Trieste will have the right to propose and make updates, amendments and/or supplementary arrangements.

Article 8 – TRANSITIONAL AND FINAL PROVISIONS

1. For all aspects not envisaged by this Regulation, the legislative, statutory and regulatory provisions in force shall apply.

2. The present Regulation shall come into force from the first day after the date of its official publication.

(The original Italian language text shall prevail over the English version.)