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).

Art. 2 – “Visiting Scientist” definition

1. The “Visiting Scientist” is either a Professor or external Researcher 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 to conduct research and/or educational activities within a Study Course, including seminars.

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

Art. 3 – Proposal and conferment of the status of “Visiting Professor” and “Visiting Researcher”

1. Visiting Scientists are to be conferred the status of Visiting Professor only when they are to be in charge of the entire gamut of educational activities of a course included in the University’s educational offer. In all other cases, he/she must be considered as a Visiting Researcher.

Art. 4 – Resolutions for the conferment of the status of “Visiting Professor” and “Visiting Researcher”
1. The hosting Departmental (or Interdepartmental) Board (or the Director of the Department where delegated by the Board) must submit a request to the Rector, by means of a specific resolution, to grant the visiting scholars the status of either “Visiting Professor” or “Visiting Researcher” for the University. Hereinafter the proposing body is to be referred to as “Proposing Structure”.

2. The aforementioned resolution must include:

   a) The indication and details of the relevant agreement, signed with the University or directly with the specific Proposing Structure (e.g. Erasmus+ agreement, framework agreement), where pertinent;

   b) The name of the International institution with which the scholar is affiliated;

   c) A description of the proposed scholar’s scientific and academic qualifications presented in a curriculum vitae, including his/her professional skills and experience, publications and other relevant information that completes the scholar’s academic and scientific profile;

   d) A description of the specific activities that the scholar is to carry out as well as the length of his/her period of stay at the University, also specifying, in case of educational activities, the type of teaching activity along with the Scientific disciplinary area of the related course, taking into consideration the pertinent “Manifesto degli studi” (Course fact sheet), Academic calendar and the consistency of the scholar’s scientific preparation both within the aforementioned pertinent Scientific disciplinary area and the type of educational activity that he/she is to carry out; or, in case of Research activity, the full description and details of the pertinent Research project; if the scholar has already been conferred the status of “Visiting Scientist”, a report on the activities that have already been carried out and on the impact of these activities on the University’s internationalization process must be included;

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

   f) The name of the Professor or Researcher in charge of the exchange at the Università degli Studi di Perugia, hereinafter referred to as “Academic in charge” (who must be an active Researcher as defined by the University regulations), as well as the commitment of the 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 tax deductions and other duties, borne both by the institution and the recipient (in the eventuality of cooperation with other structures);

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

3. All proposals submitted as per the preceding paragraph must be sent to the International Relations Area (Area relazioni internazionali). 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: October 31 – April 30.

Art. 5 – Selection Committee and conferment of the status of “Visiting Professor” or “Visiting Researcher”

1. The evaluation of the applications that include the request for a financial contribution by the University (in accordance with art. 4, 2nd paragraph, letter g), before being submitted to the Academic Senate and to the deliberation by the Board of Governors, is to be presented to a Selection Committee (“Visiting Committee”). The members of this committee, appointed by the Rector, are: The Rector himself, the Rector’s Deputy for International Affairs, the deputies in charge of the University’s Research Activity as well as two Professors, one for each University macro area, who must possess a high international scientific profile and who are to remain in charge for three years. The Committee can also include international experts as members.

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

   a. Resume (Curriculum Vitae) and international visibility of the Visiting Scientist;

   b. International relevance of the University, Research Center or Higher education institution to which the researcher belongs;

   c. Relevance of the activities that the Visiting Scientist is to carry out at the University and their expected impact on the University internationalization process;

   d. Whether or not co-financing by the hosting institution is provided for;
Art. 6 - Period of Visit at the University

1. The length of stay 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 shall be responsible for sending an invitation 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 Professors have to sign a document (Affiliation form, appendix no.1 of the present Regulations) that summarizes the mutual collaboration commitments and conditions.

4. Adequate information regarding both the presence and activity of the Visiting Professor at the University must be given and made available by the proposing structure to the community through the University website, especially regarding contacts with the academic community.

5. Throughout the entire stay, the Head of the proposing structure must ensure that the Visiting Professor is provided with adequate workspace and equipment to carry out the requested activities.

6. For informational purposes and evaluations, the University Administration will maintain a database of all Visiting Professors containing all the information regarding their activities as well as the corresponding results.

7. Within 15 days from the conclusion of the period of stay, whether or not funded by the University, the Academic in charge is to provide to the head of the proposing structure, a report, preferably in English, on the activities, as well as seminars and
research carried out by the Visiting Scientist and his contribution to the internationalization of the University.

The Head of the proposing structure forwards the report to the International Relations Area. The report is therefore presented to the Academic Senate and the Board of Governors.

Art. 7 - Visiting Scientists Rights and Obligations

1. The Visiting Scientist must conduct his/her work activities according to the teaching and/or research plan agreed upon with the proposing structure 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 pertaining 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 suitable 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. As for the applications for which a financial contribution is requested, the Committee will take its decision according to its budget as set forth in point g) of art.4, paragraph 2.

2. In any case, the reimbursement is granted in compliance with the provisions of the current "Regulation of Missions" of the University for non-employees of the University.

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 as course included into the Academic offer of the University, 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 determining compensation it has to be taken into account the Professor’s international prestige, ascertainable through publications and previous invitations and also by other scientific acknowledgements visible from the CV.

5. Where co-funding proposals exceed the available budget, they will be prioritized according to the following conditions:

a) the course is included in more than one degree and/or 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 Commission reserves the right to allocate funds for less than the maximum provided for by the budget, where nominations and/or the type of the proposed project do not meet the standards of excellence required or the type of activity does not justify the requested contribution.
Art. 9 - Final provisions

1. Given the current procedure foreseen in Article 3 of the present regulation, the status of Visiting Professor can be conferred by the Rector upon consent of the Academic Senate and the Board of Governors in accordance with the article 23, paragraph 3, of Law No. 240/2010.

2. For all matters not governed by the present regulations, the current laws, statutes and regulations in force will apply.
I, the undersigned, as a Visiting Scientist of the University of Perugia understand and agree to the following:

1) The University of 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 University of Perugia, I, the undersigned, commit myself to:
   a) carry out the research activities as agreed with the Host structure (Department, Inter-department);
   b) mention the University of Perugia among my affiliations, when results from research work executed in whole or in part at the University of Perugia are published, even after the conclusion of the visiting period.

3) In particular, Visiting Scientist working for another research institution, as well as professors with dual appointment should indicate both affiliations in publications. Institutional affiliation information must conform to the official University of Perugia quotation format: “Università degli Studi di Perugia”.

4) During the visit at the University of Perugia, the Visiting Scientist is 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 in finding an accommodation in Perugia by the Area Relazioni Internazionali;
   g) other facilities granted to the University of Perugia employees.

I hereby also authorize the University of Perugia to publish my contact details (i.e. name, surname and email address) in its official website.

Name of the Visiting Scientist ____________________________________________

For the University of Perugia
(Head of the Host Structure) ____________________________________________

Date_______________________________