



## UNIVERSITÀ DEGLI STUDI DI ROMA "FORO ITALICO"

### **UNIVERSITY POLICY ON VISITING PROFESSOR/VISITING RESEARCHER MAY 2015**

#### **Art. 1 – Purposes and Definitions**

1. This policy is implemented in order to promote the internationalization of the University's academic and research structures. It defines provisions and procedures related to the appointment as well as stay of Italian or foreign scholars, experts, professors, employed or appointed at another research or higher education institution or organization abroad, who are invited to collaborate (compatibly with the financial resources made available for this aim) in teaching or research activities at our University, for a period which should normally be no less than 15 days, as Visiting Professor /Visiting Researcher.

#### **Art. 2 – Appointing Procedures**

1. The University, also on the basis of agreements with international institutions, shall recruit candidates through the following procedures:
  - a. Direct appointment of highly qualified international scholars, wherever in the so-called "declared nominations" it is explicitly indicated the name of the person to be invited;
  - b. Issuing of an open recruitment call, indicating specific scientific and curricular profile of the person to be invited.
2. Proposals for appointment as per point a), should be submitted, by one or more academics of the University, to the Department Board for approval. In the request form shall be indicated:
  - Personal details of the academic whom the teaching task should be conferred on;
  - Candidate's home institution;
  - International agreement/convention between institutions, if any;
  - Description of scientific and academic profile of the candidate, by presenting his/her *curriculum vitae*, pointing out his/her academic area and field, listing his/her publications, his/her competences and any other information detailing his/her profile;
  - Description of specific activities the academic should carry out;
  - Candidate's work period at the University;
  - Name of referent academic staff in the University;
  - Any foreseen salary or reimbursement of incurred expenses and evidence of available funds.

Once approval of request has been finalized with specific deliberation of the Department, candidacy is sent to the General Affairs and International Relations Management, which shall then forward it to the Rector. The Rector, by his own deliberation, shall afterwards confer relevant appointment.

3. Concerning the recruitment as per point b), the academic proponent shall ask the Department Board to start a selection procedure, enclosing a form with the following information:
  - Description of scientific and academic profile of the candidate, pointing out required academic area and field, competences and any other useful information for selection purposes;
  - International agreement/convention between institutions, if any;
  - Description of specific activities the academic should carry out;

- Candidate's work period at the University;;
- Name of referent academic staff in the University;
- Any foreseen salary or reimbursement of incurred expenses and evidence of available funds.

Upon call's deadline, the Rector shall appoint a specific Committee to evaluate received applications and to determine a ranking list. Selection's results are then sent to the General Affairs and International Relations Management, which shall then forward them to the Rector. The Rector, by his own deliberation, shall afterwards confer relevant appointment.

4. Necessary condition for starting any Visiting position is that the following services are guaranteed by the University:
  - Appropriate workstation and access to internet;
  - A personal ID to connect to the University network/server;
  - A personal institutional email account;
  - Insurance coverage for third party liability and against accident;
  - Access to University's areas, facilities and library;
  - Access to the University's canteen.
5. Communication about Visiting status is made to both the person concerned and to his/her own institution.

### **Art. 3 – Rights and Obligations of Visiting Professor/Researcher**

1. Once the Visiting Professor/Researcher receives the invitation letter, he/she will organize his/her activity according to the plan agreed with the referent academic person in the hosting institution. The Visiting Professor/Researcher shall keep a register on the activities carried out and respect internal (general safety) security rules. At the end of his/her period, the Visiting Professor/Researcher shall present to the Department Board a detailed report on the activity performed, countersigned by the referent academic person.
2. The Institution, during the whole work period, shall guarantee the Visiting Professor/Researcher all services as per point 2.4.

### **Art. 4 – Remuneration**

1. The Visiting Professor is entitled to receive either reimbursement of expenses or a compensation subject to applicable deductions and contributions to be paid by the University and by the recipient, to be determined on the basis of available funds in the University.
2. The University can determine, annually, the resources allocated to the Visiting Professors/Researchers, by deliberation of the Board of Directors, and inform the Department, who will then start relevant selection procedures.
3. Priority will be given to finance stay of foreign academics who are members of the Faculty of Doctoral Studies, since, as reported in the National Agency for Quality Assurance in Higher Education and Research (ANVUR) document on "Evaluation of Doctoral courses", it represents a basic indicator for the evaluation of the very same course.

### **Art. 5– Implementation**

1. This policy is referred to for selection procedure of Visiting Professor/Visiting Researcher starting after its entry into force. Once completed all required procedures, present policy shall enter into force from the date of Rector's Decree and can be subject to revision.