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REGULATIONS FOR VISITING ACADEMICS OF THE LIBERA UNIVERSITÀ DI LINGUE E COMUNICAZIONE IULM

With these Regulations, the *Libera Università di Lingue e Comunicazione IULM* (IULM University) establishes the procedures for conferring the title of Visiting Academic and for carrying out the related activities, recognising their importance and role in fostering the University's cultural and scientific development at an international level.

Art. 1 – Definition of Visiting Academic

1. For the purposes of these Regulations, the following categories shall apply:
 - a) Visiting Professor;
 - b) Visiting Researcher;
 - c) Visiting Scholar.
2. **Visiting Professor** means an Italian or foreign scholar of high scientific standing belonging to a foreign university or institution, called upon to carry out teaching activities, including examinations and degree examinations, as part of the courses of study.
Visiting Researcher means an Italian or foreign scholar of high scientific standing belonging to a foreign university or body, called upon to carry out research activities;
Visiting Scholar means a PhD student, fellowship student, or foreign scholar who intends to spend a period of study and/or research at IULM.

Art. 2 – Invitation procedures

1. Proposals for issuing an invitation to a **Visiting Professor** must be made by a tenured professor or researcher from the University and forwarded to the Dean of the Faculty to which they belong. Once the proposal has been approved by the Faculty Council, it shall be forwarded to the Academic Senate and the Board of Governors for the passing of the required resolutions.

Proposals for issuing an invitation to a **Visiting Researcher** must be made by a tenured professor or researcher from the University and forwarded to the Director of the Department to which they belong. Once the proposal has been approved by the Department Council, the Director shall forward it to the Academic Senate and the Board of Governors for the passing of the required resolutions.

Proposals for issuing an invitation to a **Visiting Scholar** must be forwarded to the Academic Senate by the Faculty Council or Department in the case of fellowships, and by the Teaching Board of a PhD course in the case of a PhD student.

2. The proposals approved by the competent bodies must be submitted to the Academic Senate by 28 February and 30 September each year. The relative resolutions shall be passed by the Academic Senate in March and October and the Visiting Academics may begin their period of residence at the University - subject to conferment of the appointment or, in the case of the Visiting Scholar, of the letter of invitation - within 12 months of the aforementioned resolutions.
3. The proposals must specify:
 - a) any agreement that may have been stipulated between IULM University and the Visiting Academic's home university;
 - b) the scholar's personal details and the name of the home institution;



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- c) the scholar's scientific qualification, curriculum vitae, professional skills and any other element that allows a full evaluation of their academic and scientific profile;
- d) a description of the teaching, training and research activities to be carried out by the scholar within the established timeframe;
- e) the duration of the visit to the University, normally not less than 30 days;
- f) the commitment of the office to bear the full cost (directly or in collaboration with other offices) of any reimbursement of documented travel, board and lodging expenses or lump-sum reimbursement, including tax withholding and charges borne by the University and by the Visiting Academic;
- g) the name of the internal contact teacher.

4. Following the approval of the proposals by the Academic Senate, the Rector shall issue a formal invitation from the University to the Visiting Academic, which the latter shall sign for acceptance.

Art. 3 – Remuneration, reimbursement of expenses and insurance cover

1. The status of Visiting Professor, Visiting Researcher and Visiting Scholar does not confer entitlement to remuneration and/or reimbursement of expenses (travel and accommodation) by the host institution, unless the funding required to support them is explicitly provided for in the letter of invitation.
2. The University may budget for funding to support Visiting Professors or Visiting Researchers. These contributions will be granted by specific resolution of the Board of Governors and within the limits of the available budget.
3. The proposing/host offices may, however, contribute to the Visiting Academic's travel and accommodation expenses from their own funds.

Art. 4 – Communication

1. Adequate documentation and information shall be provided on the University website concerning the presence and activities of the Visiting Academics. For information and evaluation purposes, a register of Visiting Academics shall be set up at the University, containing all the information and results of the activities carried out.

Art. 5 – Final report

1. At the end of the period of stay at the University, and in order to capitalise on the scientific collaboration with the guests, the research carried out in collaboration must be published with the names of the Visiting Academic and the University teachers/researchers. Every year the Department will have the data on Visiting Researchers and Visiting Scholars extracted from the Library's IRIS database, also for ANVUR and Research Quality Assessment (VQR) purposes.
2. The Visiting Academic must draw up a report on the activities carried out. The report must be delivered to the Faculty in the case of Visiting Professors or to the Department in the case of Visiting Researchers and Visiting Scholars, to be then forwarded to the Academic Senate. In the event that the Visiting Professor's stay is of the same duration as the course, the electronic register of lessons must be completed in place of the report.



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Art. 6 – Rights and obligations of the Visiting Academic

1. Upon arrival at the University, the Visiting Academic shall sign a document summarising their mutual commitments (*Affiliation form*) and the conditions of collaboration.
2. The duration of the stay of Visiting Professors and Visiting Researchers is between thirty days and twenty-four months.
 - 2.1 For the entry of non-EU citizens into Italy, in the event of a stay of more than three months, there is an obligation to activate the procedures laid down for the issue of a residence permit. To this end, in the event that no remuneration is due, it is necessary for the Visiting Academic to prove that they have the financial resources to stay in Italy.
3. Visiting academics shall comply with the programme of teaching or research activities agreed with the University contact person.
4. Visiting academics shall comply with all the University's internal provisions, including those concerning health and safety in the workplace.
5. Visiting academics shall be in possession of the Italian tax code.
6. Visiting academics shall provide proof of health, third party liability and accident insurance cover (the costs of health insurance cover are to be borne by the Visiting Academic).
7. In the case of Visiting Professors, the obligations arising from the assignment of a teaching appointment will be specified in the assignment contract signed by the Visiting Professor.
8. For the entire period of their stay, the University shall provide the Visiting Academic with adequate space and equipment to carry out the predefined activities.
9. During the Visiting Academic's period of stay the following shall be guaranteed:
 - a) a work station;
 - b) insurance cover within the limits stipulated by the University's insurance policies;
 - c) assistance and support from the Administration offices for the purposes of residence permit procedures;
 - d) access to the University's IT resources;
 - e) access to the Library.

Art. 7 – Affiliation

1. Visiting Academics, even if they teach several courses, shall be affiliated to a single Department.
2. Visiting Academics shall be affiliated to the Department of the proposing teacher/researcher.

Art. 8 – Outgoing Visiting Academics

1. As part of its internationalisation strategy, the University encourages the mobility of its professors and researchers (Outgoing Visiting Academics) who wish to carry out teaching and/or research activities at universities abroad.
2. The duration of the stay cannot be less than 30 days or more than 180 days. The stay abroad must normally be continuous, without interruptions, except for documented personal and family reasons and without prejudice to interruptions for scientific reasons or for the need to be present at the home institution for activities that cannot be postponed and/or scheduled for reasons related to the institutional commitments of the person concerned.



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In both cases, the interruption of the stay abroad must be communicated to the Rector and to the Dean of the respective Faculty.

3. Requests are approved by the Academic Senate, subject to the favorable opinion of the Faculty Council of the faculty to which the applicant belongs, which must take into account the fulfillment of academic duties. Requests must include the following information:
 - a) the destination university or university institution;
 - b) the activity to be carried out at the foreign institution;
 - c) the period of stay.
4. The invitation/acceptance letters from the host institution must specify the subject of the activity to be carried out and the period of stay, and must be sent to the respective Faculty Office before the start of the period abroad.
5. The teacher remains in active service and must ensure the fulfilment of their academic obligations, such as participation in Faculty and Department Council meetings, teaching courses, examinations and student services.
6. The outgoing mobility of professors and researchers shall not incur any costs for the IULM University budget.

Art. 9 – Transitory and final provisions

For all matters not expressly provided for by these Regulations, reference shall be made to the relevant legislation in force and to the University Regulations.