



THE RECTOR

- CONSIDERING** the Statute of Autonomy of IULM University (Libera Università di Lingue e Comunicazione IULM), published in the Gazzetta Ufficiale della Repubblica Italiana no. 59 of 12 March 1998, as amended;
- CONSIDERING** the University's Academic Regulations, issued by Rector's Decree no. 11738 of 18 September 2001, as amended;
- CONSIDERING** the University's Regulations for Research Doctorates, issued by Rector's Decree no. 16908 of 30 October 2014, as amended;
- CONSIDERING** the University's Regulations for University Master's Degrees issued by Rector's Decree no. 12115 of 26 March 2002, as amended;
- CONSIDERING** the Regulations for the awarding of contracts for teaching activities issued by Rector's Decree no. 15746 of 5 April 2011, pursuant to Article 23 of Law no. 240 of 30 December 2010, as amended;
- CONSIDERING** the Regulations for the awarding of research fellowships, issued by Rector's Decree no. 15748 of 5 April 2011, as amended;
- CONSIDERING** the Regulations for Administration, Finance and Control issued by Rector's Decree no. 16103 of 20 February 2012, as amended;
- CONSIDERING** the Regulations regarding the establishment and functioning of the IULM University Research Centres issued by Rector's Decree no. 17890 of 25 July 2017, as amended;
- CONSIDERING** the Regulations for the establishment, functioning and management of the Departments of IULM University issued by Rector's Decree no. 17929 of 10 October 2017, as amended;
- CONSIDERING** the Fellowship Regulations of IULM University issued by Rector's Decree no. 18261 of 17 July 2018;
- CONSIDERING** the resolutions adopted by the Academic Senate at its meetings on 28 September 2021 and 21 April 2022;
- CONSIDERING** the resolution adopted by the Board of Governors at its meeting on 27 April 2022

DECREES

Art. 1

The *Fellowship Regulations of Libera Università di Lingue e Comunicazione IULM* referred to in the preamble are hereby repealed and replaced as per the text attached to this Decree, of which it becomes an integral part.



Art. 2

The *Regulations of Visiting Academics of Libera Università di Lingue e Comunicazione IULM* are hereby issued and shall enter into force as of the date of this Decree.

THE RECTOR
Prof. Gian Battista CANOVA

Milan, 18th May 2022

Reg.to al n. 19716



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;



- 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.



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. To comply with the programme of teaching or research activities agreed with the University contact person.
4. To comply with all the University's internal provisions, including those concerning health and safety in the workplace.
5. To be in possession of the Italian tax code.
6. To 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 – Transitory and final provisions

1. During the initial implementation phase, the deadline for submitting the proposals approved by the competent Bodies for forwarding to the Academic Senate referred to in Article 2, paragraph 1, shall be 30 June 2022.
2. 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.