

ANNEX A

This annex indicates all requirements for the minutes of the Department Council meeting concerning visiting researchers and departmental visiting lecturers; requirements for University visiting professors are regulated by the relevant call.

The minutes of the Department Council meeting must contain the following information which is required for submitting the proposal to the academic bodies for approval.

VISITING PROFESSOR'S PROFILE

- a) the candidate's personal details;
- b) the proposed title to be awarded;
- c) the reason for the proposal;
- d) the candidate's curriculum vitae and international standing:
 - description of the candidate's exceptional academic record and international standing, with details of their publications and any information deemed useful to describe the candidate's profile (the candidate's CV must be attached to the minutes);
 - consistency of the candidate's academic profile with the research/educational activities the candidate will carry out at the host department;
 - if the candidate has been already awarded a visiting professorship in the past, a description of the activities carried out and their impact on the host department and the University;
- e) international relevance of the candidate's university or institution of origin and any agreement/convention in force with the University of Trieste;
- f) impact on the University's internationalisation programme.

SCHEDULED ACTIVITIES

- a) description of the scheduled activities and of their relevance:
 - **for teaching activities:** the host department must indicate the type of activity and the period in which it will be carried out. The subject of the lectures must fall within the University of Trieste's educational plan and academic calendar as well as within the academic discipline of the course which the Visiting Lecturer will contribute to. The name of the contact within the host department must also be indicated;
 - **for research activities:** the host department must give the title of the research project complete with a brief description, highlight the consistency of the Visiting Researcher's profile with the research activities of the host department and indicate the name of the contact within the department itself. If the Visiting Researcher is invited to collaborate on a research project already in progress, this must be clearly stated in the minutes of the Department Council.

only visiting professors in medicine:

indication of any 'healthcare activities' to be scheduled and reference to the agreement between the University and the hosting healthcare institution, if any.

FURTHER INFORMATION

a) period of the visit at the University;

b) name of the contact within the host department;

(d) the commitment of the Department to ensure:

- a dedicated workstation within the host department's facilities;
- the availability of all necessary equipment;
- assistance and advice for residence permit procedures, in cooperation with the relevant University administrative services.

FUNDING THE SCHEME

The minutes of the Department Council meeting must also indicate whether or not the position for which it requests the visiting professorship will receive financial support from the department itself.