



**UNIVERSITY OF TRIESTE'S REGULATION  
ON VISITING PROFESSORS**

STUDENT COUNCIL	
ACADEMIC SENATE	17 February 2021; 15 July 2022; 21 May 2024
BOARD OF DIRECTORS	28 February 2021; 20 July 2022; 30 May 2024
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COMPETENT OFFICE	Development Cooperation and University Networks Unit

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*by the Office for General Affairs and Administrative Transparency*

**Article 1 – Objectives**

1. The University of Trieste, hereinafter referred to as the University, issues this Regulation on Visiting Professors (meaning both Visiting Lecturers and Visiting Researchers). The Regulation favours collaboration with highly qualified experts and scholars affiliated to foreign universities or research institutions for periods of teaching and/or research activity, and for the purposes of strengthening of networks and exchanges with institutes and research institutions in other countries. The Regulation aims to enhance teaching and research, also from an international perspective, in accordance with the principles of the European Charter for Researchers and in the context of the internationalisation of Italian universities.
2. According to the rules and conditions detailed in this Regulation, Visiting Professors are granted official status during their stay at the University, which means that they have specific rights and duties.
3. This Regulation establishes the procedure for offering a visiting professorship and awarding the relevant title. It also establishes the rules for hosting a Visiting Professor at the teaching and research facilities of the University.

**Article 2 – Definitions**

1. **Visiting Lecturer:** a highly qualified professional from outside the University, affiliated to a foreign university or research institution, who is invited, also on the basis of specific international agreements stipulated by the University, to carry out research or teaching activities. Teaching activities are understood to include lectures dedicated to bachelor's, master's, PhD or specialisation school students. A visiting lectureship must last no less than ten working days. The scheduled activities are to be carried out at the host department, i.e. the department which submitted the proposal. The selected professional will be awarded the title of **Visiting Lecturer**.  
A **Visiting Lecturer** may be, more specifically:
  - **University Visiting Lecturer:** a professional selected through a call issued by the University as a whole. The call shall regulate all details concerning the Visiting Lecturer's activities, funding and reporting. A University visiting lectureship, and the awarding of the title, can only be authorised by the academic bodies of the University of Trieste.



- **Departmental Visiting Lecturer:** a professional directly invited by the host department. Any funds to cover the Visiting Lecturer's activities shall be allocated within the host department's budget. The awarding of the title shall be authorised by the academic bodies of the University of Trieste.
- 2. **Visiting Researcher:** highly qualified professional from outside the University, affiliated to a foreign university or research institution, who is invited, also on the basis of specific international agreements stipulated by the University, to carry out research activities exclusively. The research activity is to be carried out at the host department, i.e. the department which submitted the proposal, and shall last no less than two months. The selected professional shall be awarded the title of **Visiting Researcher**. The awarding of the relevant title shall be authorised by the academic bodies of the University of Trieste.

### **Article 3 – Offer of a visiting professorship**

1. The awarding of the title of **Visiting Lecturer** or **Visiting Researcher** does not give the holder the right to teaching status at the University or the right to claim financial support from the University or the host department, including in relation to travel, food and accommodation costs.
2. Financial support for **University Visiting Lecturers** is set out in the relevant call for applications. Financial support for **Departmental Visiting Lecturers** is autonomously decided upon by the host department, which must allocate the necessary resources from its own budget.

In order to offer a position as **Departmental Visiting Lecturer** or as **Visiting Researcher**, the host department is required to follow the established procedure, which must be completed before the guest's arrival.

Proposals for awarding the title of **Departmental Visiting Lecturer** or **Visiting Researcher** are approved by the relevant department council. The minutes of the Department Council meeting must contain all the information listed in Annex A, which is an integral part of this Regulation. In particular:

- **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** shall 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 called to collaborate on an ongoing research project, this must be clearly stated in the minutes of the Department Council meeting.
3. The title of **Visiting Lecturer** or **Visiting Researcher** may be only awarded if the person is expressly invited by the department. Departments' proposals are subject to the evaluation of the University International Committee.

The Committee may meet remotely and evaluate proposals on the basis of the following criteria:

- a) reason for the proposal;
- b) curriculum vitae and international standing of the candidate;
- c) international standing of the candidate's university or research institution of origin;
- d) impact on the internationalisation of the University;
- e) relevance of the activity that the candidate is invited to carry out;
- f) duration of the candidate's activity at the University of Trieste.



4. Following evaluation by the University International Committee, proposals for the awarding of the title of **Visiting Lecturer** or **Visiting Researcher** are submitted to the academic bodies of the University of Trieste for approval.
5. The status of **Visiting Lecturer** or **Visiting Researcher** is recognised for the duration of the stay at the University.
6. The awarding of the title of **Visiting Lecturer** or **Visiting Researcher** must comply with the rules for the entry into Italy for EU and non-EU citizens.

#### **Article 4 – Awarding of titles**

1. The titles of **Visiting Lecturer** and **Visiting Researcher** are awarded by rectoral decree for the duration of the guest's stay.
2. At least 15 days before the Visiting Professor's arrival, the host department must confirm the start of activity to the relevant University office, which will carry out the administrative procedure necessary for the awarding of the title. The duration of the title may not exceed the duration established by the academic bodies.
3. When the Visiting Professor arrives, the host department must prepare an association agreement clearly stating the commitments of both parties. The agreement shall be signed by the Visiting Professor and countersigned by the head of the host department. A signed copy of this document must then be sent to the office in charge of visiting professorships.

#### **Article 5 – Insurance**

1. At least 15 days before their arrival, **Visiting Professors** must prove to the host department that they have an appropriate third-party liability insurance for the entire period of their stay;
2. The insurance policy must be submitted in Italian or English; if the policy is drafted in another language, a translation into Italian or English must be provided.
3. The host department shall verify the mandatory insurance requirements provided for by the current legislation and any additional requirements related to scheduled activities (e.g. access to laboratories, use of equipment, etc.). The department will do so with the help of the administration office in charge of insurance. In the case that the Visiting Professor has an insurance policy which does not meet the mandatory insurance requirements, the host department will inform the Visiting Professor of any necessary additional insurance.
4. The Visiting Professor must personally provide for the insurance required by the first paragraph of this article.

#### **Article 6 – Scheduled activities**

1. Visiting Professors carry out their activity in the facilities of the host department, following the agreed schedule.
2. Visiting Professors are subject to all the University's rules and undertake to comply with the provisions of the University's Statute, regulations and Code of Ethics and Conduct.
3. During the Visiting Professor's stay, the host department must ensure the availability of a dedicated workstation within its facilities as well as access to the University's IT resources and libraries.
4. **Visiting Professors** may participate in boards of examiners during course exams as well as final examination at the discretion of the host department.



5. At the end of their stay, the Visiting Professor shall submit a brief report on the activities they carried out at the host department. The contact within the host department shall countersign and integrate the report, highlighting the visit's contribution to the University's internationalisation programme. A copy of the final report will also be sent to the University's office in charge of visiting professorships.
6. If the Visiting Professor is unable to carry out all or part of the scheduled activities, they must immediately inform their contact within the host department, who must inform the department and the administration offices involved in the visit. The University International Committee shall therefore decide on the eventual awarding of the title and on a possible recalculation or withdrawal of any agreed financial compensation.
7. Any 'healthcare activities' to be carried out by a Visiting Professor in the medical area are regulated by a special agreement between the University and the hosting healthcare institution.

#### **Article 7 – Verification**

1. This Regulation will be subject to periodic review in order to verify that the associated administrative activities remain accurate, efficient and cost-effective.

#### **Article 8 – Final dispositions**

1. For all aspects not covered by this Regulation, the laws, statute and regulations in force apply.

Please remember that, even though an English translation of this document is available, only the Italian version is legally binding.