

HOW TO HOST AT THE DIFA

VISITING PROFESSOR AND VISITING SCHOLAR

DEFINITIONS

- Scholar(s) **from outside the University** of high scientific **qualification** Belonging to universities, institutions and/or entities, both public and private
- from foreign countries
- stay at DIFA **from 15 days to 12 months**

VISITING PROFESSOR

Carries out teaching activities, including seminars, as part of the University's teaching, study or professionalizing courses

VISITING SCHOLAR

Carries out scientific collaboration activities consistent with the goals of the University's Strategic Plan

AND ALL THE OTHER GUESTS?

They are configured as:

International Guest: international guests invited for periods of less than 15 days

Visiting PhD students: are doctoral or postgraduate students, foreign or Italian, enrolled at foreign universities, invited to University Facilities to carry out a period of mobility, outside of international cooperation agreements or Unibo projects.

Conference speaker: are scholars or experts, foreign or Italian, of appropriate scientific qualification abroad who are given a conference/seminar assignment. Apply in advance here: <https://forms.office.com/r/qDupKQp4pk>

CONFERMENT OF VISITING TITLE

IDENTIFICATION

- DIFA FACULTY INVITATION ON THE BASIS OF FRAMEWORK AGREEMENTS/CONVENTIONS WITH FOREIGN UNIVERSITIES

- DIFA TEACHER INVITATION BASED ON SPECIFIC PROJECTS THAT FUND MOBILITY

- INVITATION OF DIFA/DECRETO VALIDATE ON OWN OR THIRD-PARTY FUNDS (e.g., Departmental Visiting Announcement)

Management decree is required to give the assignment (including for reimbursement)

PUBLIC SELECTION

→ - PUBLIC NOTICE/ADVISORY NOTICE/AGREEMENTS/CONVENTIONS WITH ENTITIES FROM FOREIGN COUNTRIES
SUBMIT REQUESTS WELL IN ADVANCE ON [VISITING.UNIBO.IT](https://visiting.unibo.it) APPLICATION

IDENTIFICATION

- New visiting professor/scholar request on visiting.unibo.it app State the activities to be carried out and the goals to be achieved Director's Decree
- Invitation letter signed by the applicant faculty member (download template from
- visiting.unibo.it application)

PUBLIC SELECTION

- Authorization of the Announcement/Notice (Departmental Council). State the activities to be carried out and the goals to be achieved Publication (>15 days) Approval of acts of the Director
- Entry on visiting.unibo.it application.

DETECTION WORKS

VISITING WITHOUT COST FOR DIFA.

For PhD, step no. 2 is not needed

1. Mobility registration in visiting.unibo.it
2. Check RCT+ accident insurance coverage (if not there, you charge the guest)
3. The request is approved by the Director.
4. Ability to generate invitation letter through visiting application.

VISITING WITH MERE REIMBURSEMENT AT THE FOOT OF THE LIST

(included in research projects)

N.B. The guest must complete the Reimbursement form.
external personnel, attaching the original supporting documentation according to the Missions Regulations. Reimbursements exceeding 77.47€ will be subtracted from the 2€ stamp.

In cases where the Visiting Visitor is included in a research project of the Department, there is no need to proceed with a call for applications, and a flat-rate reimbursement can be provided to cover travel expenses.

In order for such casuistry to be authorized, it is necessary that the reference person or entity be mentioned in the project on which the expenditure will insist or that such a connection can be inferred from the records on hand or from the invitation letter from the host teacher(s).

1. Guest INSERT in the application
visiting.unibo.it
2. INSURANCE VERIFICATION AND RELEVANCE WITH
RESEARCH PROJECT
3. DOWNLOAD Template invitation letter from the visiting
application, making explicit the
Link between visiting and project, indicate the costs that will be reimbursed
and the ceiling of reimbursement
4. TRANSMISSION signed letter to visiting putting in
ccdifa.missioniweb@unibo.it for
protocol and next steps.

IMPORTANT NEWS

LIMITATIONS

n. AFFILIATIONS

Max 2 assignments per academic year Max 3 in the three-year

period

Max 4 in the five-year period

[Exceptions for educational programming](#)

ACTIVITIES TO BE CARRIED OUT AND

FINAL REPORT

In the request, it is necessary to indicate the activities that will be carried out by the visiting and also the objectives to be achieved.

At the end of the period, the DIFA contact person uploads

a

Final report on application.

PATENTS AND INTELLECTUAL PROPERTY

The following apply: current regulations, University Regulations on IP, any existing agreements with the home institution.

Visiting Rights

1. adequate space and equipment → the applicant books independently via Apps access to laboratories administrative support possible attendance at CdS Council meetings institutional credentials for access to Wi-Fi and other online resources

DUTIES of the Visiting

carrying out agreed activities

health , accident and third-party liability insurance policy compliance with Italian immigration regulations preparation of a Final Report

compliance with University regulations, including the Code of Ethics and

work

safety*.

*SAFETY and TRAINING.

All visitors attending a space classified as a laboratory must take safety training.

Training is available online:

1. [Login to module 1 in english 'Safety general training' in e-learning mode](#)
2. [\(Login to module 2 in english - Safety specific 'training - low risk' in e-learning mode\)](#)

It will be the responsibility of the proposing teacher to report the situation to the Safety Officers of the Structure.

For computational labs: modules 1 and 2, for labs with specific risk: modules 1, 2 and 3.

If available, they can send the certificate for recognition of prior training to: difa.formazione@unibo.it

However, all visitors should be informed about the emergency plan and organizational chart by Facilities.

Reference legislation:

[Regulations on visiting professor and visiting scholar](#)

[OPERATIONAL GUIDE FOR THE ADMINISTRATIVE MANAGEMENT OF VISITING PROFESSORS AND VISITING SCHOLARS](#)

ABROAD

Art. 23 Law 240/2010 on assignment Art. 2222 Civil Code on collaboration contracts

For information:

mariaanna.mancino2@unibo.it
