

(PLEASE NOTE: This translation is not an official version of the call. In the event of any dispute, the Italian version of this call is deemed the authoritative version)

Regulations for the Visiting Scholars / Fellows Program of the University of Milan - Bicocca

ART. I

Principles and purposes

As part of the strategies to support the internationalization process, the "Visiting Scholars / Fellows" program of the University of Milan-Bicocca is issued, which aims to augment the presence of Italian and foreign guests in the University as part of educational projects and / or scientific subjects of common interest to the parties, make aware the departments of the importance of increasing the educational offer regarding the teaching of courses in English, check the impact of the presence of the guests on the University and on the individual Departments in scientific and educational terms, so as to increase the international reputation of the University.

ART. II

Definitions

The "Visiting Scholars / Fellows" Program of the University of Milan - Bicocca identifies the following figures:

- Honorary Fellow
- Visiting Professor
- Visiting Researcher
- Erasmus Professor and Researcher
- Joint Project Professor and Joint Post-doc Researcher
- Visiting Ph.D. Candidate

a) Honorary Fellow

The title of "Honorary Fellow" is directly attributed with provision of the Rector to distinguished guests who, even if they do not directly carry out research or academic teaching, have contributed to the development of specific programs and / or international and national projects, contributing to the prestige and reputation of the University.

The title is usually conferred on personalities of the world of culture, heads of state or representatives of the political world, prominent figures of civil society or the world of professions and the arts.

b) Visiting Professor

The title of "Visiting Professor" is assigned by a Department of the University of Milano-Bicocca to a guest who, in the institution he belongs to, holds a similar academic or scientific role, ie "full or associate professor". The Visiting Professor is usually a professor who, in addition to carrying out research activities, participates in the teaching of the Department where he is hosted, through seminars and / or courses.

The Visiting Professor is obliged to collaborate in the chosen Department for at least one month, even if not continuously, carrying out research and / or teaching activities for not less than 24 hours, ie 3 credits if he / she carries out teaching activities.

c) Visiting Researcher

The title of "Visiting Researcher" is assigned by a Department of the University of Milano-Bicocca to a guest who in the institution he belongs to covers a similar academic or scientific role, ie he/she is "lecturer or assistant professor".

The Visiting Researcher is normally a researcher who, in addition to carrying out research activities, participates in the teaching of the Department where he/she is hosted, through seminars and / or courses.

The Visiting Researcher is obliged to collaborate with the chosen Department for at least one month, even if not continuously, carrying out research and / or teaching activities for not less than 24 hours, ie 3 credits if he / she carries out didactic activities.

d) Erasmus Professor and Researcher

The title of "Erasmus Professor and Researcher" is assigned by a Department of the University of Milan-Bicocca to the European host, in relation to the role held in the institution of origin (full / associate professor or lecturer / assistant professor) and under the Erasmus Plus program which provides teaching activities of no less than 8 hours in total, in line with the directives indicated in the Community program.

The Head of the Internationalization Committee of the Department - in collaboration with the Erasmus managers of the various degree courses - is required to monitor the activities of the guests.

Since these are short visits by teachers, already agreed in bilateral agreements with European universities, the Department board limits itself to taking note of the communication from the interested colleague.

e) Joint Project Professor and Joint Post-doc Researcher

The title of "Joint Project Professor" and "Joint Post-doc Researcher" is assigned by a Department of the University of Milan-Bicocca to the guest in relation to the academic role held in the institution of origin, similarly to the above. To receive the title "Joint Post-doc Researcher", it is necessary to be at least post-doctoral researcher.

The Joint Project Professor and the Joint Post-doc Researcher is a teacher who normally makes short visits (not less than a week) to a department, in order to promote agreements, carry out seminars and conferences, contribute to the research activity, participate in the mission of delegations. He/She collaborates in research and cooperation activities carried out by professors and researchers at the University of Milan-Bicocca. For this reason the Department Council limits itself to taking note of the communication from the interested colleague.

f) Visiting Ph.D. Candidate

The title of "Visiting Ph.D. Candidate" is assigned by the Department to a PhD student who has passed at least the first year of the course at the university of origin and intends to spend a period of research at a PhD course at the University of Milan. -Bicocca, in order to develop their own research thesis. It can be free mover, or connected to Erasmus exchanges and existing framework agreements in the Department of reference.

The Visiting Ph.D. Candidates concerned must send a letter of request to the Director of the Department, or to the President of the PhD program or to any reference teacher; indicating interest in spending a period of research at the University of Milano-Bicocca, specifying the period of stay. This letter must be accompanied by the CV of the candidate, a description of the research in progress and a letter from the supervisor of the thesis. The application - supported by a teacher who will act as a reference for the guest and after careful evaluation - will be presented for approval to the Department board.

The "Visiting Ph.D. Candidate" is required to collaborate actively in the chosen doctorate for at least one month, participating in the activities proposed by the course and following any courses foreseen by the program.

The Visiting Ph.D. Candidate is obliged to make mention of his/her stay at the University of Milan-Bicocca in the doctoral thesis.

ART. III

How to become a Visiting Scholar / Fellow: procedures and activities

The nomination of a Visiting Scholar / Fellow must be supported by a lecturer of the University of Milan-Bicocca as part of an educational and / or scientific project of common interest. The internal teacher will act as a reference for the guest. The candidacy must be approved and approved by the Department Council, after a careful assessment of the request presented. The Visiting Scholar is linked to the same Department to which the proponent teacher belongs.

In case a professor / researcher intends to spend a sabbatical or research period at the University of Milan-Bicocca, he can directly forward his / her request to the Director / Director of the Department, or to a teacher with similar interests.

In order to be accepted, each Visiting Scholar / Fellow is required to present the following documentation to the Director or to the reference teacher: CV with list of publications, research and / or teaching program and indication of the chosen period of stay. Once the request has been verified at the scientific level and the availability of work stations, the presence of the guest is deliberated by the Department board concerned. After checking the necessary documentation presented by the host, the request is approved and an official invitation letter issued by the Director of the Department of reference is issued.

The Visiting Scholar / Fellow is invited to participate in the activities of the Department of reference, collaborating with colleagues and interacting with the students.

The Visiting Scholar / Fellow who is not a citizen of the European Union will receive a regular letter of invitation in line with the directives indicated by the diplomatic-consular representatives for the issue of the entry visa in Italy. The Visiting Scholar / Fellow will be responsible for verifying his position for obtaining a visa and acquiring a residence permit.

Only in the case of non-EU Visiting Scholars / Fellows who stay at the University of Milan-Bicocca for a period longer than 90 days, will the University be obliged to stipulate a welcome agreement at the local Prefecture, so that a "nulla osta" can be issued, which is preliminary to the issue of an entry visa in Italy. For the purposes of the hosting agreement, the Department by means of the referent teacher must guarantee adequate financial coverage of the guest, the cost of health insurance and the cost of the return trip for the Visiting Scholar / Fellow, pursuant to art. 27ter of the Single Text on Immigration.

If the Visiting Scholar / Fellow publishes a research article, deriving from his/her stay at the University of Milan-Bicocca, this occurrence must be recognized in the text produced.

To better enhance the presence and the scientific-didactic collaboration of the guests in the Department, the collaborative research will have to be published reporting the name of the Visiting Scholar / Fellow and of the professors / researchers of the University of Milano-Bicocca.

At the end of the stay at the University of Milano-Bicocca the Visiting Scholar / Fellow will receive an official attendance certificate, issued and signed by the Director of the Department of reference.

ART. IV

Services offered to Visiting Scholars

After the assignment of one of the above titles and the registration in the IRIS research management system, for the duration of the stay agreed at the University of Milano-Bicocca, the Department concerned offers the following services to the guest:

- Possibility of a workstation with access to telephone, computer and printer at the host department.
- Access to the library, canteens and laboratories of the University of Milan-Bicocca.
- Possibility to request a personal email.
- Possibility of requesting accommodation in University lodgings or other affiliated accommodation.

- Possibility to request an official attendance certificate at the University of Milan-Bicocca.

ART. V

Monitoring and development of the Visiting Scholars / Fellows program

The "Visiting Scholars / Fellows" program is advertised in English on the University of Milan-Bicocca website and is also disseminated through social media.

The information obtained from the minutes of the Department boards and relating to the Visiting Scholars / Fellows and their permanence are recorded in the research management of the University of Milan-Bicocca IRIS, in the Resource Management module set up by the staff already qualified for access. Registration allows you to monitor the duration of stays. The database also makes it possible to evaluate the work of the guests, starting from the citations collected and scientific contributions prepared in collaboration with the colleagues of the University of Milan-Bicocca.

The activities of the Visiting Scholars / Fellows are monitored by the teachers who act as teaching-scientific contacts at the University of Milan-Bicocca. They guarantee the circulation of information among the colleagues of the Department on the activities carried out by their guests, also through the site, and encourage their involvement for the development of further educational and scientific projects of common interest and for the drafting of joint publications.

Every year, each Department, through the referent teacher appointed in the University Internationalization Committee, has the data relating to Visiting Scholars / Fellows extracted from the IRIS database and proposes actions aimed at the loyalty of the guests, such as sending targeted communications and newsletters. Likewise he/she monitors compliance with departmental performance indicators required in the VQR reports of the National Agency for Evaluation of the University System and Research, and defines annually, in agreement with the Director of the Department of reference, the request of the financial resources necessary for an adequate development of the "Visiting Scholars / Fellows" program.

ART. VI

Final provisions

The provisions issued with the present program enter into force the day after the one in which they are registered with the Rectoral Decree and published on the University online register.