

**Courtesy translation: in case of discrepancy between the Italian language original text and the English language translation, the Italian version shall prevail.  
(Rector's decree number 26 25.01.2024)**

## **Regulations for Visiting Professors, Visiting Researchers and Visiting Fellows**

### **Art. 1 – Purpose of the call**

1. With these Regulations, the University of Bari Aldo Moro, hereinafter referred to as the "University", recognising the importance and role of Visiting Professors or Visiting Researchers, for the cultural and scientific development of the University in the international arena, intends to ensure uniformity of procedures and certainty of the legal positions to be attributed to these positions, as well as to ensure maximum institutional visibility.
2. In particular, these Regulations govern the selection and permanence at the teaching and scientific structures of the University, of Italian and foreign experts and scholars of recognized scientific qualification, belonging to non-Italian universities, research or higher education institutions, who, also based on specific international agreements stipulated by the University, are called upon to carry out research activities in the University itself, teaching and/or training activities, including seminars, as part of a course of study, a PhD course or a School of Specialization.
3. These Regulations also govern the procedures for the selection of Italian and foreign scholars and personalities in possession of a recognized scientific qualification called Visiting Fellows, called upon to collaborate with the teaching and scientific structures of the University.
4. According to the terms and conditions described in these Regulations, the Visiting Visitor is granted a special status during his/her stay, understood as the ownership of rights and duties within the University.

### **Art. 2 – Department Decrees on the proposal and recognition of the title of Visiting Professor, Visiting Researcher**

1. The Council of the host departmental structure identifies, on the proposal of the professors of the Department, with a specific resolution, the scholars/experts to whom the title of Visiting Professor or Visiting Researcher of the University is attributed. The Department Council will define an order of priority among the names identified, in line with the internationalization objectives of the Department itself, considering the following elements, to be included in a specific resolution:
  - a. indication of the agreement/convention stipulated with the University or with the structure itself, if any;
  - b. indication of any scientific collaboration and/or research projects in place with the proposed scholar.
  - c. the name and evaluation of the international institution to which the scholar belongs.
  - d. the description of the scientific qualification of the proposed scholar, through evidence curriculum vitae, professional skills, publications, and any other information that ensures a complete representation of the scholar's educational and scientific profile;
  - e. a description of the specific activity to be carried out by the scholar and the period of stay at the University, with specification, in the case of teaching activities, of the type of training activity to be entrusted, also taking into account the academic calendar, the relevant scientific sectors and, in the case of research activities, the reference research project;
  - f. name of the course or teaching unit in a foreign language and the relevant Degree

- Programme, included in the SUA form, to be entrusted to the Visiting Professor.
- g. request for a financial contribution from the University.
  - h. any commitment of the structure, and/or of any other structures that collaborate in the initiative, to take charge in whole or in part of any reimbursement of travel, board, and lodging expenses and any compensation, including withholdings and contributions to be paid by the institution and the recipient.

In the Department lists, priority must be given to Visiting Professors who are entrusted with a course or teaching unit in a foreign language included in the SUA form.

2. During the stay, the scholar must be engaged in teaching and/or research activities. When preparing the Educational Offer, the proposing department may establish that one or more courses can be entrusted to the Visiting Professor; In this case, the assignment will be formalized in the specific module.

The research activity can be carried out in the framework of common projects between the host Department and the Visiting. The scholar's stay at the University of Bari Aldo Moro must last at least 10 working days, not necessarily consecutive.

The University encourages longer stays, for a staying not less than not less 2 months, even if not consecutive in the year, with a premium share of the University funding, to be allocated to those Visiting Professors (*long term*) who will be entrusted, with a formal assignment, a course completely delivered in a foreign language and included in the SUA form. These teachers will also be able to carry out the exam sessions remotely, in telematic (online) mode.

3. For the assignment of the University contribution, an internal call is issued, in line with the educational and scientific needs of the University and with the financial availability.
4. The proposals referred to in paragraph 1 of this Article, for which the Departments request financial contribution from the University, should be addressed to the Research, Third Mission and Internationalization Department, Internationalization Section.
5. A special commission, appointed by the Rector's Decree, will meet to assess the eligibility for funding of the proposals submitted by the Departments. If the requests for funding exceed the available budget, the Commission will allocate the budget proportionally among the departments, according to the eligible applications received for each requesting department, possibly also considering the size of the Department in terms of the student population and the size of the Department in terms of teaching staff.

However, a minimum share of the University budget will be guaranteed to each Department.

6. Once the conditions indicated in these Regulations have been verified, the title of Visiting Professor/Visiting Researcher is assigned by the Director of the proposing structure, and communicated to the Director General, the Rector, and the Research, Third Mission and Internationalization Directorate, Internationalization Section, for inclusion in the Registry of Visiting Professors, Researchers, Fellows referred to in paragraph 6 of Article 4 of these Regulations. The relative status is recognized for the entire duration of the activity to be carried out at the University.

### **Art. 3 - Recognition of the title of Visiting Fellow**

1. The Council of the host departmental structure identifies, on the proposal of the professors of the Department, with a specific resolution, the scholars/experts to whom the title of Visiting Fellow is attributed.
2. During the stay, the scholar must be engaged in teaching and/or research activities.
3. The title is awarded by the Director of the proposing structure (School/Department), with his own provision and communicated to the Director General, the Rector and the Research, Third Mission and Internationalization Directorate, Internationalization Section for the purpose of inclusion in the registry of Visiting Professors, Researchers, Fellows, referred to in paragraph 6 of Article 4 of these Regulations. The relative status is recognized for the entire duration of the activity to be carried out at the University.

### **Art. 4 - Period of stay at the University.**

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Subject: reformulation of the Visiting Professor/Researcher/Fellow regulation

1. Depending on the type of activities to be carried out, the period of stay cannot be less than 10 working days, even if not consecutive, and not more than 24 months. Only in the case of Visiting Fellows, there is no minimum period of stay.
2. The Head of the proposing structure (Department) will send a specific letter of invitation, if requested, and subsequently formalize the assignment in the forms provided for by the current University Regulations on assignments to external parties and in compliance with the rules for the entry into Italy of non-EU citizens.
3. Upon arrival at the University, Visiting Professors, Researchers, and Fellows will sign an affiliation form, which summarizes their mutual commitments and the conditions of collaboration.
4. The presence and activity of the Visiting Professor, Researcher, Fellow in the University must be adequately highlighted and informed on the University website.
5. For the entire period of stay, the person in charge of the host structure must ensure that the Visiting Professor, Researcher, Fellow has adequate space and equipment to carry out the activities requested by him/her.
6. A registry of Visiting Professors, Researchers, Fellows is established in the University Administration, and published on the University website.
7. Within three months of the end of the period of stay, the Director of the host structure will send to the Research, Third Mission and Internationalization Directorate, Internationalization Section, a report on the teaching, seminar and research activities carried out by the Visiting Professor, Researcher, Fellow.

#### **Art. 5 - Rights and Obligations related to the title**

1. The Visiting Professor, Researcher, Fellow is required to carry out his/her teaching and/or research activities according to the teaching and/or research program agreed with the host structure and to comply with the internal provisions on the safety of workplaces and databases, the Code of Ethics and administrative and accounting organization.  
At the end of the period of stay, the Visiting Professor, Researcher, Fellow submits to the host structure, together with the reference professor, a report on the activities carried out and the research carried out.
2. The Visiting Professor, Researcher, Fellow may participate, with an advisory vote only, in the meetings of the Board of the host structure for the period of stay. They can also be part of the examination committees and the final examination for the achievement of the degree also by participating with the help of tools for remote communication.
3. During the period of stay, the Visiting Professor, Researcher, Fellow will be guaranteed:
  - a. a workstation within the host facility;
  - b. accident insurance cover;
  - c. assistance and information support from the offices of the University Administration.
  - d. access to the University's IT resources.
  - e. access to the University's libraries.
4. The Visiting Professor, Researcher, Fellow must have adequate health coverage. The European Health Insurance Card (EHIC) makes it easier for citizens of the 27 Member States of the European Union and Iceland, Liechtenstein, Norway and Switzerland to access medical treatment more easily during their stays abroad. The card gives you access to public health services and urgent health services in the host country (doctors, pharmacies, hospitals or clinics) in the same way as residents.  
Non-European citizens:  
The costs for health insurance coverage are borne by the Visiting Professor/Researcher, who will have to evaluate the extension of the validity of his/her health insurance in Italy.

#### **Art. 6 - Final and transitional provisions**

1. Notwithstanding the procedure provided for in Art. 2 of these Regulations, within the framework of international cooperation agreements stipulated by the University, the title of Visiting Researcher/Professor may be awarded by Rector's Decree and communicated to the Research, Research, Third Mission and Internationalization Directorate – Internationalization Section  
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Third Mission and Internationalization Department, Internationalization Section, for inclusion in the registry of Visiting Professors, Researchers, Fellows.

2. Pursuant to the provisions of Art. 3 and 5 of the "Regulations for the assignment of teaching and supplementary teaching assignments by assignment or by contracts pursuant to Art. 23 of Law 240/2010 and subsequent amendments, referred to in D.R. 05.06.2019 n. 2674, in order to encourage the internationalization of the educational offer, teaching assignments, in compliance with the provisions of Art. 2 paragraph 4 above, to Visiting Professors may also be assigned through direct conferral by the Director of the competent teaching structure, if the remuneration provided falls within the parameters approved by the Board of Directors according to Art. 23, paragraph 2, of Law 240/10 or the assignment is carried out free of charge.
3. For all aspects not governed by these Regulations, the laws, statutes, and regulations in force shall apply.
4. These Regulations come into force from the date of issuance of the Rector's Decree of adoption.