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REGULATIONS FOR VISITING PROFESSORS AND VISITING SCHOLARS

By Rectoral Decree n. 642 dated 24/10/2012, modified with Rectoral Decree n. 271 dated 02/04/2013 and modified with Rectoral Decree n. 184 dated 22/03/2016 and modified with Rectoral Decree n. 1115 of 17/11/2020.

Art. 1 -Objective

1. Ca' Foscari University of Venice, herein referred to as the "University", recognizes the role of Visiting Professor and of Visiting Scholar as outlined in this document and the importance of this role in furthering the University's cultural and scientific presence internationally. To this end, the University aims to ensure consistency in all its procedures and guarantee the juridical position of this role and also provide the Visiting Professor (or Visiting Scholar) the highest possible visibility through the institution.

2. In particular, this document sets forth the rules and regulations of the selection process of highly qualified Italian and non-Italian experts and scholars possessing a notable scientific or professional curriculum. Issues relating to their permanence at the teaching and scientific structures of the University are also covered.

These professors and scholars, based on specific international agreements stipulated by the University, have been invited to take part in the following activities:

a) teaching activities in accordance with art. 23 paragraph 1 of law no. 240/2010, and/or seminar-type activities within a course of study (Visiting Professor);

b) research activities as well as any type of seminar activity (Visiting Scholar);

3. According to the procedures and conditions set forth in this document, the status of Visiting Professor (or Visiting Scholar) implies being recognized as having certain rights and obligations within the University and is granted for the entire duration of the professor's stay.

Art. 2 -Procedures for recognition of qualifications

1. The contracts for teaching activities in accordance with art. 23 paragraph 1 of law no. 240/2010, are stipulated by the Rector or his or her delegate, upon a favourable opinion of the University Evaluation Board, acting on a proposal from the teaching or research reference structure as described in the following paragraphs.

2. The host department board shall make specific proposals and identify the professors and/or experts to be granted the title of Visiting Professor or Visiting Scholar to the University.

3. The proposal must contain:

a) details of the current agreement (where already in place) with the University or proposing structure;

b) the name of the institution where the scholar is affiliated;

c) a description of the candidate's academic qualifications presented in a curriculum vitae, including professional skills and experience, publications and any other information that completes the scholar's academic/scientific profile.;

d) a description of the specific activities that the Scholar will carry out and the length of the period of stay at the University. Where teaching and classroom activities are foreseen as part of this mandate, the type of teaching activity must be explicitly stated, while taking into consideration the academic calendar and relative area of study. If research activities are contemplated, the research project in question should be listed in detail;

e) the name of the internal professor who will act as a "point of reference";

f) in the event the student does not receive any compensation connected to other relationships with the University, the Structure commits to bear (directly or in partnership with other structures) all costs related to refunds of expenses related to food, lodging, travel, and transport, or to pay a lump sum including refundable withholdings and taxes to be borne by the University and the recipient. The calculation of the lump sum is suggested and justified by the Structure, after hearing the opinion of the scientific advisor and/or the owner of the funds to which the expense is charged, if different from the scientific advisor, based on the expenses estimated by the Visiting Professor/Scholar according to the following criteria:

l) refund for travel expenses:

distance between the place of work and the Visiting Professor/Scholar's location

- up to 750 km: EUR 500.00

- up to 2.000 km: EUR 800.00

- up to 3.000 km: EUR 1,200.00

- more than 3000 km: EUR 1,500.00

II) subsistence:
per diem EUR 100.

Any derogations to the above-mentioned criteria, if reasonably justified, shall be subject to specific resolution of the Board of the Structure;

g) any potential requests for financial contribution from the funds annually allotted by the University budget for this purpose.

4. The Visiting Professor/Scholar can receive compensation for professional assignments or because of the ratification of freelance contracts regarding didactics and research.

5. Under the conditions indicated in this document, the title of Visiting Professor (or Visiting Scholar) will be officially granted with a document issued by the Rector. The title is recognized for the entire duration of activities at the University.

Art. 3 -Period of visit at the University

1. Depending on the type of activity to be carried out, the length of stay cannot be shorter than 30 days or longer than 24 months. The contract ratified with the Visiting Professor for educational activity pursuant to Article 23 of Law 240/2010 will have a contract duration equal to the academic year with possibility of renewal according to the relevant provisions of the University Regulation.

2. The head of the proposing structure shall be responsible for sending an invitation and formalizing the granting of the title, as provided for by University regulations in place at the time and will ensure that all laws and regulations regarding the entry of non-EU citizens are respected.

3. Upon arrival at the University, the Visiting Professor/Scholar will have to sign a document (Affiliation form) which summarizes the mutual commitments and conditions of collaboration.

4. Information regarding the presence and activity of the Visiting Professor/Scholar at the University must be adequately given and made available to the community through the University website especially regarding hours for receiving students and contact with the academic community.

5. Throughout the entire stay, the host structure must ensure that the Visiting Professor/Scholar has adequate workspace and equipment to complete the activity requested.

6. For informational purposes and evaluation, the University Administration will maintain a database of all Visiting Professors/Scholars containing all the information regarding their work and activities as well as their results.

7. Within three months of the conclusion of the period of stay, the director of the host structure will provide to the Human Resources Office -Office for Academic Staff and the Linguistic Assistants and Experts Staff a report on the teaching activities, seminars and research carried out by the Visiting Professor/Scholar.

Art. 4 -Rights and Obligations of Visiting Professors (Visiting Scholars)

1. The Visiting Professor/Scholar is required to conduct his/her activities according to the teaching (and/or research) plan agreed upon with the host structure and respect all internal rules regarding safety in the workplace, security of databases, the Ethical and Conduct Code, and administrative and accounting organization. If the Visiting Professor/Scholar is committed to teaching activities, these must be outlined in the register and submitted to the Head of the host structure. If the activities regard research, a report of the findings must be submitted to the Head of the host structure at the end of the period of stay at the University.

2. The Visiting Professor/Scholar may participate in the Board meetings of the host structure during the entire duration of the stay, but may only have an advisory vote. The Visiting Professor/Scholar may also take part in the examination committees, including final examination committees where degrees are granted.

3. During his/her visit, the Visiting Professor/Scholar is guaranteed:

a) a workplace inside the area of the host structure;

b) an insurance coverage within the limits provided for in the existing legislation and in the University insurance policies;

c) support and information from the University regarding the permit of stay;

d) access to the computer facilities of the University;

e) access to the University libraries;

f) discounted or subsidized fees for the canteen and accommodation services provided by the authorized regional authorities.

Art. 5 -Final provisions

1. For all matters not governed by these regulations, the current laws, statutes and regulations in force will apply.