



**UNIVERSITÀ DEGLI STUDI
DELL'INSUBRIA**

REGULATIONS FOR “VISITING PROFESSORS”

*Issued with Decree no. 11203 of 27 March 2007
Latest amendments issued with Decree no. 15718 of 16 February 2010
Effective as of 7 March 2010*



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Chiaramente Insubria!

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REGULATIONS FOR “VISITING PROFESSORS”

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Article 1 - Visiting Professor - Definitions

1. A “visiting professor” is a professor from a foreign University, or distinguished Research Center, who is invited to the University of Insubria to hold a series of seminars (12 hours minimum) in the course of an appropriate visiting period at the University. “Visiting professors” should provide an important if not considerable contribution to the Master’s Degree courses and doctoral programs. “Visiting professors” also perform a “mediating” function with the research group of the University they come from and, therefore, represent an occasion to develop international Interuniversity Cooperation relations. Remuneration, which will be determined in relation to the effort, will be covered by the funds that the International Relations Committee allocates every year to the Faculties. Travel and accommodation expenses and any integration to the salary will be covered by the funds of the Faculty or by those available at the Department of the proponent professor. “Visiting professors” will have to fill out a course register, which will have to be signed by the Faculty’s project coordinator and by the Dean. Alternatively, the Faculty’s project coordinator will have to arrange for a report which synthetically documents the activity carried out by the “visiting professor”, which will have to be signed by the Dean of the Faculty.

Article 2 - Visiting Fellow - Definitions

1. A “visiting fellow” is a researcher or a professor from a foreign University, or distinguished Research Center, who is invited to the University of Insubria to carry out research activity without teaching commitments. “Visiting fellows” allow to reinforce the relations with the research group of the University they come from, thus facilitating the organization of mixed research groups. “Visiting fellows” will only have to participate in the research activities of the Department or Center to which they have been assigned, and to hold one or two seminars to present the results of their research. Visiting fellows are only entitled to a reimbursement of the travel and/or accommodation expenses, which may be covered by the funds which are allocated every year by the International Relations Committee, by the Faculty’s funds or by those available at the Department of the proponent professor.

Article 3 - Procedures

1. The International Relations Committee has to allocate all available funds and communicate to the Faculties the allocated amount for the current financial year, by February 28 of every year. The Faculties have to decide on the purpose of the funds to them allocated and on how to spend them, and communicate such decision to the International Relations Committee, by July 31 of every year. Should one or more Faculties decide not to use the entire allocated sum, the International Relations Committee will reserve their right to reallocate excess funds to the Faculties which put forward other proposals.
2. In compliance with the Resolution of the Faculty, the Rector’s Delegate for International Relations will formalize the invitation to the visiting professor and visiting fellow with a specific letter of assignment, which will specify the activity for which the addressee has been invited, the period, and the type (salary or expenses reimbursement) and amount of remuneration.