

## ***Visiting Professors: FAQs - Frequently asked questions***

### **1. What are the internal regulations concerning the role of Visiting Professor?**

- Regulations regarding *Visiting Professors*, issued with D.R. n 1586 of 10 December 2019
- Public notice for University funding towards a *Visiting Professor's* stay.

### **2. How can one qualify to be a Visiting Professor?**

The *Visiting Professor* can participate in examination committees and co-supervise theses.

### **3. What is the minimum / maximum length of stay?**

Minimum 30 consecutive days – Maximum 1 year.

### **4. How is the title of Visiting Professor conferred?**

Having verified the requirements referred to in Article 2, paragraph 1, of these Regulations, the title of Visiting Professor is conferred by the Director of the hosting Department by means of a specific provision, subject to resolution of the Department Council.

The provision must contain:

- a) the personal details of the scholar and the institution to which they belong;
- b) the Curriculum Vitae attached;
- c) the indication of the period of stay at the University;
- d) the description of the activities that the scholar will have to carry out;
- e) the name of the professor
- f) the name of the professor promoting the invitation who also assumes the role of a point of contact for the guest;
- g) the availability of a specific workstation;
- h) the possible availability in the Department of the financial resources to be allocated to the aforementioned activities.

The title is awarded for the entire duration of the stay at the University.

### **5. Where can one get all the forms and information?**

Please visit the page Home> university> around-world> visiting-professors and the intranet page

### **6. What services are guaranteed to the Visiting Professor?**

- adequate support relating to the procedures for entry in Italy;
- an adequate workstation within the Department, as well as any spaces and equipment for carrying out the agreed activities;

- insurance coverage for accidents and civil liability;
- access to online databases;
- access to the University libraries;
- an e-mail account;
- access to university canteens;
- support to find accommodation

### **7. What are the obligations of a Visiting Professor?**

- carry out his or her activities according to the didactic and/or research program agreed with the Department;
- submit to the Department, at the end of his or her stay, the documentation relating to the activity carried out;
- possess adequate health insurance valid that covers Italy.

### **8. What does the host Department have to do?**

#### Before the arrival of the Visiting Professor:

- guarantee an adequate workstation within the Department, as well as any spaces and equipment necessary to carry out the activities agreed upon;
- identify the contact person at the host department for the activities that will be carried out by the scholar;
- make sure that the scholar is in possession of an insurance policy that guarantees adequate health coverage in Italy, before the commencement of their stay at the University of Florence;
- formalize the invitation to the scholar in compliance with the University regulations and the rules for entry and stay in Italy.

#### During the Visiting Professor's stay:

- to verify, during the entire period of stay, the Visiting Professor's compliance with the expected obligations;
- ensure access to the facilities as per the agreement.

#### At the end of the Visiting Professor's stay:

- send the President a report on the activities performed by all Visiting Professors by 31 January of each year

### **9. What does the Office for International Relations have to do?**

- take care of the issue of the notice of implementation of the Regulations concerning the Visiting Professor and the related forms and disseminate them through the appropriate information channels;
- provide support and advice to the applicants and the departments presenting the proposals;
- provide adequate support to comply with the entry procedures in Italy;
- verify the completeness and compliance of the proposals received with the requisites provided for by the public notice;
- to support the preliminary commission for the evaluation of the proposals received;

- prepare the preliminary investigation for the adoption by the Academic Senate of the decision to confer the title of Visiting Professor;
- communicate the outcome of the assessment to the requesting departments and the reporting requirements;
- set up a specific database containing information on the permanence of scholars and the results of the activities carried out.

#### **10. When is it necessary to apply for a visa?**

The entry visa to Italy is required for citizens coming from countries other than EU/EEA or Switzerland both for short (less than 90 days) and long stays (over 90 days). Citizens from some countries are exempt. More information on the webpage [unifi.it/en/university/work-us/international-academics](#)

#### **11. When is it necessary to obtain a resident permit?**

Citizens coming from countries other than the EU / EEA or Switzerland in addition to a visa, need to apply for a resident permit if their stay is longer than 90 days. The permit must be requested within 8 working days of entry into Italy. More information on the page [unifi.it/en/university/work-us/international-academics](#)