



## REGULATIONS FOR VISITING SCHOLARS – UNIVERSITY OF THE REPUBLIC OF SAN MARINO (UNIRSM)

### Article 1 – Purpose and General Principles

The “Visiting Scholars” program of the University of the Republic of San Marino aims to promote international scientific cooperation, enhance the academic offerings, foster the expansion of its academic network, and support the development of research through the temporary engagement of external scholars.

These regulations are intended to ensure procedural uniformity and legal clarity concerning the status of Visiting Scholars, while also ensuring their institutional recognition and visibility.

The masculine gender used in this document to indicate individuals, positions, and legal statuses is intended to refer to both genders and serves solely to simplify the text.

### Article 2 – Definitions

For the purposes of this regulation, the following definitions apply:

- a. **Visiting Professor<sup>1</sup>:** An Italian or foreign professor with proven academic credentials, affiliated with a foreign university or institution, who is invited to carry out teaching activities (including seminars) at UNIRSM for a period ranging from a minimum of 15 days to a maximum of 6 months.
- b. **Visiting Researcher:** An Italian or foreign researcher with recognized scientific qualifications, affiliated with a foreign university or institution, who is invited to undertake collaborative research activities with UNIRSM faculty for a duration of 15 days to 6 months.
- c. **Visiting PhD Student:** A PhD student, enrolled at least in the second year of a doctoral program at an Italian or foreign university, who conducts a research stay at UNIRSM for a minimum duration of one month.

### Article 3 – Approval and Activation Procedures

1. Each application must be supported by a UNIRSM faculty member acting as a academic contact person, through a formal request to the relevant Department Council;
2. The request must be submitted to the Department Director and must include:
  - a. Updated CV of the Visiting Professor/Researcher/PhD Student;
  - b. Identity Document;
  - c. Home institution details;
  - d. Program of activities (teaching and/or research) to be carried out at the host Department and intended period of stay;
  - e. Research topic, motivations for the exchange, and the name of the academic advisor from the home institution, in the case of a Visiting PhD Student;
3. The Department Council reviews the request and decides whether to approve it. If approved:
  - a. The academic contact person prepares and sends the official invitation letter;

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<sup>1</sup> A Visiting Professor may also be invited within the framework of international mobility programs, including those under the Erasmus+ Programme, for a total of at least 8 hours of teaching activities to be carried out over the course of one week, or for the number of hours specified in the relevant agreement.



- b. The candidate returns a countersigned acceptance letter;
- c. The Department Council formalizes the intention to host the visiting scholar through a specific agreement signed by the Department Director;
- d. The partner institution returns the countersigned agreement;
- e. All documentation is forwarded to the International Relations Office, which coordinates with service centers (Student Office, Library, IT Services) to manage the necessary procedures;
- f. The International Relations Office provides support to the Department throughout the process.

#### **Article 4 – Administrative Costs and Support**

1. Unless otherwise specified in agreements with foreign institutions, the acceptance of Visiting Scholars is proposed by the Department Council. If any financial costs are involved, the proposal must be approved by the CDU with the favorable opinion of the Academic Senate;
2. The agreement, serving as the contractual basis between institutions, must include the general and descriptive information outlined in Article 3, paragraph 2, and must clearly state that:
  - a. Insurance coverage is the responsibility of the scholar's home institution or the scholar themselves;
  - b. Scholars from non-EU countries must independently manage visa and residence permit procedures, in accordance with the laws of the Republic of San Marino.
3. The Department guarantees the following:
  - a. A workstation;
  - b. Access to the library, laboratories, and university services;
  - c. A temporary institutional e-mail account;
  - d. Visiting status is conferred by a formal Act issued by the Department Director.
4. The following templates are attached to support these regulations:
  - a. Annex A – Sample Invitation Letter;
  - b. Annex B – Sample Agreement.

These templates must be used as the basis for formalizing Visiting Scholar appointments, with adjustments depending on the profile (Professor, Researcher, PhD Student) and the specifics terms of the agreement.

5. The International Relations Office ensures the issuance of an official certificate of attendance at the end of the visit.

#### **Article 5 – Monitoring and Recognition of Activities**

1. All activities carried out during the visit must be properly documented
2. The academic contact person is responsible for enhancing the experience through collaborative publications, seminars, and internal communications
3. At the end of the visit, the academic contact prepares a report on the activities undertaken, which is submitted to the Department Director
4. Visiting PhD Student must submit a final report on the study period to his academic contact person
5. Visiting Scholars are required to acknowledge the University of the Republic of San Marino (UNIRSM) in any research outputs resulting from their visit

#### **Article 6 – Rights and Duties**



1. Visiting Scholars are required to:
  - a. Fully comply with the UNIRSM Code of Ethics and all University Regulations;
  - b. Sign a confidentiality and intellectual property agreement regarding any sensitive information, data, or documents they may access during their stay;
  - c. Acknowledge the University Quality Policy document and commit to applying the policies and general guidelines defined by the University's governing bodies;
  - d. Comply with workplace health and safety regulations.
2. Visiting status does not grant access to permanent university staff positions nor does it guarantee financial compensation.

#### **Article 7 – Financial Coverage**

1. The University of the Republic of San Marino is not obligated to provide remuneration for activities carried out by Visiting Scholars;
2. Any form of financial support (e.g., for travel, accommodation, or a per diem allowance) may be granted as a lump-sum reimbursement, subject to the availability of University funds or specific projects of the Departments, Research Centers, or the International Relations Office.

#### **Article 8 – Approval and Final Provisions**

1. These Regulations are approved, and may be amended, by the Academic Senate following consultation with the University Council;
2. Once approved, the Regulations are enacted through a Rectoral Decree and published on the University's official website;
3. Any amendments to the University Statute that impact these Regulations are automatically incorporated and come into effect accordingly;
4. For any matters not addressed in these Regulations, reference is made to Delegated Decree No. 169 of 30 November 2023, titled "Institutional and Organizational Structure of the University of the Republic of San Marino," as well as to applicable legislation.