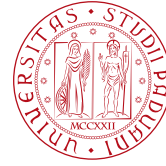


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DI PADOVA

DIPARTIMENTO DI INGEGNERIA INDUSTRIALE

REGULATIONS FOR GUESTS

(approved by the Department Council on March 28th, 2013)
(modified by the Department Council on February 27th, 2014)
(amended by the Department Giunta on March 7th, 2019)
(modified by the Department Council on November 14th, 2019)
(amended by the Department Giunta on May 6th, 2021)

1. General Provisions

The present Regulations regulate the terms and conditions of access to and use of the premises of the Department of Industrial Engineering for people holding the status of “**guest**”.

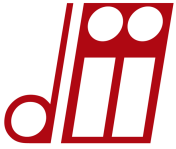
The status of “**guest**” can be recognized exclusively to single subjects not employed at the Department of Industrial Engineering who, thanks to their own qualifications, positively contribute to the institutional activities of the Department, so that their presence can be considered an added value for the Department.

The Regulations have been drawn up in compliance with the University “Regulations regulating the access to and use of the equipment and premises allocated to research activities”, issued with Rector's Decree no. 2965 dated October 13th, 2010. Moreover, the present Regulations implement the provisions of the Department “Access Regulations”: <https://www.dii.unipd.it/dipartimento/regolamenti>

2. Type of Users

The status of “**guest**” can be given to subjects belonging to the following categories:

- a. holders of teaching assignments in one of the Degree Programmes managed by the Department;
- b. retired Professors who are either supervisors of Bachelor/Master/Ph.D. theses not yet defended upon their retirement, or continuing research activity proven by publications in journals indexed in Scopus or the Web of Science together with other faculty of the Department, for a period not longer than one year;
- c. research and/or teaching personnel (Professors, Ph.D. students, grant beneficiaries, temporary research fellows, research collaborators) belonging to Universities, national or international bodies with which the Department has specific agreements or co-operation relationships in the field of research or teaching;
- d. staff of Spin-Offs created for a maximum of three years and with which the Department has specific agreements;
- e. *Visiting Scientists* formally invited by the Head of the Department;
- f. *Visiting Scholars* (Master / Ph.D. students, Postdoctoral researchers spending a limited period of time at DII for research reasons);



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- g. Professors belonging to other Departments of the University, proving their research activity with publications in journals indexed in Scopus or the Web of Science together with faculty of the Department of Industrial Engineering.

Note:

- a) persons requesting hospitality for a period of stay of less than 15 days will be considered as “visitors” with the time constraints for access to the Department provided for by the “Access Regulations”. They will not be issued an access card, they will not be allowed to carry out activities in the laboratories and they will not be assigned an office space.
- b) guests with periods of stay of less than one month will be accommodated in the office of the Professor requesting the hospitality.

3. Terms and Conditions

The DII on-line procedure foresees that a DII **Professor or researcher** (or the President of the relevant Degree Programme Board of Studies, in the case of holders of teaching assignments) submits a hospitality request on behalf of the applicant via webpage <https://www.dii.unipd.it/ospiti> and by uploading the programme of the activities to be carried out. The hospitality request must be first validated by the relevant Service and then approved by the Department Head subject to the prior approval of the Department’s Giunta.

Upon notification of the approval of his/her request, in order to finalize his/her “guest” status and get access to the Department premises, the applicant shall have to follow the procedure on the on-line platform *Persone DII* (<https://www.dii.unipd.it/servizi/accesso-al-dii>) and pay the ad-hoc insurance policy, in case he/she has no insurance coverage. The deposit slip can be downloaded from the same platform.

The working costs (telephone and internet fees, telephone charges, photocopies, ...) will fall on the teaching funds in the case of holders of teaching assignments, while they will fall on the cost elements indicated by the Professor of reference in all the other cases.

The status of “guest” entitles to access the Department and use its premises on the days and at the times foreseen by the Department “Access Regulations”, subject to prior acceptance of the conditions indicated in the procedure on the *Persone DII* on-line platform.

The Department binds itself to grant the guest (**only in the cases foreseen by the Access Regulations**) a workstation in a room usually shared with other people and a magnetic badge to access the premises at the foreseen times.

No workstation will be assigned to people allowed access the Department in the framework of agreements with Spin-Offs created for a maximum of three years (category (d)).

The status of “guest” has a validity of maximum one year and can be renewed upon the reference Professor’s request, except for category **b)**, for which hospitality not exceeding the period of one year is allowed.

The Department Head can revoke the status of “guest” at any time due to justified organizational needs of the Department or to justified serious reasons.

4. Access to Laboratories



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Should the applicant carry out activities in the Department teaching or research laboratories, he/she will have to comply with the provisions of the Department “Access Regulations”, including the foreseen safety training, pay the relevant insurance policy and undergo medical examinations in compliance with the Legislative Decree DL no. 81/2008.

5. Temporary Provisions

For anything not expressly provided for in the present Regulations, reference shall be made to the provisions of the University Regulations issued with Rector's Decree no. 2965 dated October 13th, 2010.

**Guidelines for DII faculty hosting extra-EU researchers
(for stays over 90 days)**

Case 1: if the guest is a **PhD student:**

1.1 from a partner University:

Before his / her arrival in Padua:

- a) ask the partner University and the candidate Visiting PhD student to follow the procedures and deadlines at <https://www.unipd.it/en/bilateral-agreements-students> ;
- b) the DII Professor of reference must submit a **hospitality request** on behalf of the Visiting PhD student via webpage <https://www.dii.unipd.it/servizi/servizi-web> ;
- c) after the approval of the Department's Giunta, the guest will receive an e-mail allowing him / her to submit a **request of access to the Department through a link to its access management platform.**

N.B.: the Visiting PhD student will have to apply for a **study (NOT research) VISA.**

1.2 from a non-partner University:

Before his / her arrival in Padua:

- a) ask him / her to **pre-enrol on-line through the University portal** (<https://www.universitaly.it/index.php/>) ;
- b) ask him / her to **register on the University “Visiting PhD” platform** (<https://apex.cca.unipd.it/pls/apex/f?p=391:1:::>) which will subsequently allow the upload of an invitation letter and the issue of his / her University badge;
- c) contact Ms. Ludovica Lembo (dottorato.dii@unipd.it , tel. 6784) for drafting the invitation letter and for info about accommodation;
- d) the DII Professor of reference must submit a **hospitality request** on behalf of the Visiting PhD student via webpage <https://www.dii.unipd.it/servizi/servizi-web> ;
- e) after the approval of the Department's Giunta, the guest will receive an e-mail allowing him / her to submit a **request of access to the Department through a link to its access management platform.**

After his / her arrival in Padua:

- f) the guest will have to go to Ms. Lembo's office to pick up his / her own University badge. Ms. Lembo will put him / her in touch with SAOS (the University Foreign Guests' Welcome Service) for the residency permit application.

N.B.: the Visiting PhD student will have to apply for a **study (NOT research) VISA.**



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Case 2: if the guest is a **Professor / researcher:**

Before his / her arrival in Padua:

- a) contact Ms. Ludovica Lembo (didattica.dii@unipd.it, tel. 6784) for drafting the **hosting agreement** (necessary to apply for the “Scientific research authorization”) and for info about accommodation;
- b) only after the issue of a “Scientific research authorization” by the local Immigration Desk (generally 2/3 months after the application), will the foreign Professor / researcher be able to go to an Italian Consulate to apply for a **research VISA**;
- c) the DII Professor of reference must submit a **hospitality request** on behalf of the Visiting Professor / researcher via webpage <https://www.dii.unipd.it/servizi/servizi-web>;
- d) after the approval of the Department’s Giunta, the guest will receive an e-mail allowing him / her to submit a **request of access to the Department through a link to its access management platform**.

After his / her arrival in Padua:

- e) the guest will have to go to Ms. Lembo’s office to pick up his / her own copy of the hosting agreement. Ms. Lembo will put him / her in touch with SAOS (the University Foreign Guests’ Welcome Service) for the residency permit application.

N.B.: NO invitation letters will be issued for spouses, partners or other family members of the Visiting PhD students / researchers. They will have to contact SAOS (saos@unipd.it) themselves for info about VISA and family reunion procedures.