

REGULATIONS FOR VISITING SCIENTISTS AND STUDENTS AT SISSA

TITLE 1 – GENERAL PROVISIONS

Article 1 (Scope and purpose)

1. In order to consolidate and strengthen its internationalization strategy, as well as to encourage interdisciplinarity and promote its research activities within a framework of collaboration, SISSA intends to promote exchanges and mobility among Italian and foreign scientists and researchers (referred to as Visiting Scientists) belonging to universities, Italian or foreign public or private research institutions, including on the basis of specific international agreements entered into with SISSA, who are invited to carry out scientific collaboration activities at the School, including evaluation sessions.
2. Furthermore, in order to enhance its role in doctoral training and, in general, to encourage talented students and young scholars to join the institution, SISSA also intends to promote the mobility and retention of master's and doctoral students, or equivalent, and talented young scientists (known as Visiting Students), who in any case hold a first-level degree or equivalent, for scientific collaborations, preparatory activities for doctoral studies and for the purpose of allowing them to benefit from its teaching and research programmes.
3. These Regulations govern the procedure for accepting Visiting Scientists and Visiting Students, as referred to in paragraphs 1 and 2 above.

TITLE 2 - PROCEDURE

Article 2 (Invitation procedure)

1. The stay of the Visiting Scientist/Student at a SISSA Scientific Area follows an invitation proposal by a professor of the Area, opened through a specific online procedure (Guest Registration Service), containing, among other things, the following information:
 - the scientist's personal details;
 - the institution to which he/she belongs/from which he/she comes;
 - the period of stay at SISSA;
 - the name of the SISSA scientific host;
 - any relevant agreement;

- the estimated costs associated with the visit, as referred to in Article 3 below;
- the budget funds to which the expenditure is charged.

The invitation is sent directly to the Visiting Scientist/Student, who accepts and confirms the details of the visit by completing the relevant forms and signing them.

2. Visiting Scientists/Students may benefit from the following facilities, if deemed necessary by the host:

- a) a workstation within the host institution, subject to availability as verified through the internal desk management procedure
- b) access to the School's IT resources (account activation) c) access to the School's facilities and library (badge activation).

Article 3 (Reimbursement of expenses and accident insurance coverage)

1. As a contribution to expenses, a daily lump sum reimbursement of up to €120.00 gross amount shall be paid to Visiting Scientists and up to €60.00 gross amount to Visiting Students for board and/or lodging expenses, as well as a flat-rate reimbursement for travel expenses, according to the distance from the place of work or from/to another place of origin if the distance is shorter, and based on current travel costs, according to the following parameters and limits:

- distance up to 750 km up to €500.00 gross
- distance up to 2000 km up to €1,000.00 gross
- distance greater than 2000 km up to €2,000.00 gross

2. The quantification of the lump-sum reimbursements referred to in paragraph 1 shall be determined by the scientific host or person in charge of funding on which the expense is charged, if different. For Visiting Scientists, the daily lump-sum reimbursement of €120.00 gross may be increased to €180.00 gross, upon justified request by the person in charge of funding.

3. Visiting Scientists/Students may opt for reimbursement of expenses on a per diem basis as an alternative to the lump-sum reimbursements referred to in paragraph 1, notifying the scientific contact person before the invitation procedure begins. In this case, expenses must be duly documented and reimbursed within the limits of the contribution provided for gross flat-rate reimbursements for travel expenses, while for board/lodging and other expenses, within the limits of the 'Mission Regulations' and with the exceptions indicated in the 'Regulations and procedures for compensation for conferences, seminars, evaluation sessions for external staff'. Within these limits, any accommodation

or travel expenses incurred directly by SISSA at the request of the Visiting Scientist/Student may also be included.

4. Lump sum and/or reimbursement on presentation of proofs of payment, if charged to external funds, may only be granted if compatible with the relevant funding programme.

5. SISSA shall provide accident insurance coverage, at its own expense, for the entire period of the Visiting Scientist's or Visiting Student's stay.

Article 4 (Final provisions)

1. Visiting Professors/Students must comply with all the School's organisational rules and the Code of Ethics.

2. These Regulations do not apply in the case of teaching assignments or conferences carried out for remuneration. In such cases, reference should be made to the relevant Regulations in force at SISSA.

3. For anything not covered by these Regulations, the legislative, statutory and regulatory provisions already in force shall apply.

4. These Regulations shall enter into force on the day following the issuance of the Director's Decree.

Issued with directorial decree 786/2025 on 08.10.2025