

REGULATIONS AND PROCEDURES FOR REMUNERATION FOR CONFERENCES, SEMINARS AND EVALUATION SESSIONS FOR EXTERNAL STAFF

Article 1 – Scope of application

These Regulations are adopted to ensure the development of institutional research activities, including complementary activities of scientific dissemination, promotion and evaluation.

The Regulations govern the payment of fees to Italian and foreign experts and scientists in the context of:

- scientific, cultural and/or educational conferences/seminars organised by SISSA;
- evaluation sessions.

Article 2 – Assignment of tasks

The tasks referred to in Article 1 are assigned and authorised by the Area Coordinator or the Director of the Interdisciplinary Laboratory/IGAP/IFPU and the Person in charge of funds, using the remuneration/expense reimbursement form, which is countersigned by the person assigned for acceptance.

Article 3 – Remuneration and expense reimbursements

The minimum and maximum hourly rates for conferences/seminars and evaluation sessions are determined by the Board of Directors upon the recommendation of the School Senate.

The exact amount of the remuneration shall be determined by the host considering the type of activity, the scientific profile of the guest and the overall commitment required, including in terms of preparatory work.

About the nature of reimbursable expenses and the limits on reimbursement, reference shall be made to the SISSA Mission Regulations, except as indicated below.

The School may adopt a prepaid system to cover travel and accommodation expenses: in this case, expenses are paid directly by the School through affiliated travel agencies/accommodation facilities.

All the expenses not covered directly by SISSA including travel and accommodation, must be paid by the guest and documented by sending or delivering the originals of tickets and receipts to the relevant office. If an hourly fee is paid, the reimbursement of expenses is consequently taxed according to the law.

The reimbursement of travel expenses for guests of the School is provided for from/to their place of work or from/to their residence. In case of the reimbursement of travel expenses from/to a different location, this will be carried out only if the cost is lower than the rates set out in the 'Visiting Scientist and Student' regulations, to which reference should be made, and once the appropriateness of the expenditure has been assessed by the Fund Manager and the Coordinator.

Any changes to what was authorised when opening the invitation form must be adequately justified and will be assessed by the person in charge of funding, who may authorise them.

Article 4 – Authorisation for payment

The Area Coordinator or Director of the Interdisciplinary Laboratory/IGAP/IFPU and the person in charge of funds, subject to certification by the Host of the regular performance of the service, shall authorise the settlement of expenses for the activities referred to in Article 1 and thereby certify that the settlement is legitimate and regular and that it corresponds to the content of the authorisation.

Article 5 – Obligations of the guest

The guest, whether Italian or foreign, is obliged to communicate in writing to the School all personal data relating to their position and necessary for the payment of the amount due.

Article 6 – Incompatibility

The remuneration referred to in Article 1 may not be paid to professors, technical and administrative staff, doctoral students, or research staff at SISSA.

Article 7 – Entry into force

These Regulations shall enter into force on the date of issue indicated in the Directorial Decree adopting them and shall replace the Regulations approved by the SISSA Board of Directors with a resolution passed on 5 April 2011.

Issued with directorial decree 787/2025 on 08.10.2025