

REGULATIONS GOVERNING PROCEDURES FOR NOTIFICATION AND AUTHORIZATION TO CARRY OUT EXTERNAL ACTIVITIES BY ACADEMIC PERSONNEL

Art. 1 - Scope

The present regulations govern procedures for the notification and authorization to carry out external activities by academic personnel.

Art. 2 - Activities considered authorized

The following activities are considered authorized: participation in examination boards/selection committees regarding competitions for academic positions, degree examinations and research projects convened by national and international universities and research institutions. It is however necessary to give prior notice to the Director of the School.

Art.3 - Activities for which authorization is not required

3.1 Full-time Professors and Researchers

Full-time professors and researchers, as long as their institutional duties are not affected, are allowed to freely carry out, and also receive remuneration for, the following activities:

- evaluation and refereeing activities (with no obligation to notify the School)
- lectures and seminars, on an occasional basis (with no obligation to notify to the School)
- organization of conferences and meetings (with no obligation to notify the School)
- scientific collaborations (with no obligation to notify the School)
- consultation work (prior notification is obligatory)
- scientific and cultural communication and popularization (with no obligation to notify the School)
- journalistic and publishing activities (with no obligation to notify the School)
- other activities similar to those above.

3.2 Part-time Professors and Researchers

Part-time professors and researchers can carry out freelance work, also on a continuous basis, as long as this does not involve a conflict of interest with the activities of the School.

Art. 4 - Activities for which authorization is required

4.1 Full-time Professors and Researchers

Full-time professors and researchers can also carry out, subject to the Director's authorization, teaching and research duties, institutional and managerial tasks, without employee status, in non-profit public or private bodies, as long as no conflict of interest exists with SISSA, and on condition that the activity is not detrimental to the teaching, scientific and managerial activities assigned by the School.

4.2 Part-time Professors and Researchers

Part-time professors and researchers may also carry out teaching and research activities in foreign universities and research organizations, subject to the Director's authorization, after having evaluated the compatibility of these activities with the fulfilment of their institutional duties.

In this case, in order to evaluate the research activities and on the basis of the recruitment policy of SISSA, the contribution of the person is considered in proportion to the duration and the amount of commitment dedicated to SISSA.

Art. 5 - Request for authorization

The request for authorization, when required, must be submitted to the Director at least ten working days before the start of the activity.

Art. 6 - Criteria for authorization

Authorization will be given if the external activity is considered not to be prevalent with respect to the institutional activities of the applicant, taking into account other external activities carried out previously or currently in progress, and in any case:

- a. does not cause, even if only seemingly, harm to the public image of the School and to the role of the applicant, also with regard to his/her field of research;
- b. can contribute to the establishment or reinforcement of contacts which are in the interests of the School;
- c. does not go against the financial interests of the School, while benefitting the organization commissioning the activity;
- d. the timing, modality and location of the external activity must be compatible with institutional commitments to the School;
- e. does not jeopardize research activity;
- f. does not jeopardize teaching activity;
- g. does not jeopardize any other institutional duty, and in particular attendance at governing board meetings.

Art. 7 – Evaluation of applications for authorization

Applications are evaluated and approved or rejected, and duly motivated, by the Director, and the outcome is subsequently communicated to the Academic Senate.

Art. 8 - General and final provisions

8.1 Should a professor/researcher carry out an activity without authorization or without prior communication, where required, the Director may judge negatively any future salary increases.

8.2 Holders of research contracts, PhD fellowships, or other fellowships or any kind of temporary contract, are required to request prior authorization from the Director for any external activity (as indicated in art. 5).

8.3 Should the holder of a research contract, or PhD fellowship or other fellowship or any kind of temporary contract carry out an activity without approval, the Director may order the suspension or the termination of the contract or the fellowship.