



SAPIENZA
UNIVERSITÀ DI ROMA

GUIDELINES FOR FOREIGN DELEGATIONS

Visits from foreign students, institutions and universities are a significant opportunity to drive and develop the internationalization process. They are an opportunity to lay the foundations for new inter-institutional cooperation, including the signature of international agreements that define collaboration and exchanges in education and/or research in areas of mutual interest.

Requests from international delegations may be made through an application (available at: <http://www.uniroma1.it/incontri-internazionali>) or directly to the Secretary of the Rector, the Deputy Rectors or individual professors.

Types and Purpose of Visits

Visiting delegations may have different compositions and different purposes, depending on which they are classified into 4 categories (**levels**), As described below:

Level 1: Official Meetings with the Rector to promote Sapienza's activities, open debates with other universities in the international arena and create agreements for teaching and/or research in areas of mutual interest.

Applicants include: Rectors, Heads of State, Ministers, Ambassadors.

The presence of the highest academic authority is defined, subject to availability, in consultation with the Deputy Rectors and the Director for General Affairs.

The organization of meetings by the International Office involves the collaboration of various offices, including the Rector's Office, the Ceremonial Office and the Press Office. The International Office organises all meetings, in collaboration with the Rector's Office, is responsible for all contacts with visiting institutions, and prepares the invitations and the programme brochure.

The Press Office, if required, oversees promotion of the news to the media and on all internal communication channels.

Please note: the management of requests made directly to the Rector for courtesy visits by international authorities, is the sole responsibility of the Rector's Office.



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Level 2: Visits for the Exchange of Information on Academic Strategies to explore areas of common interest and debate on common research objectives and academic exchange.

Applicants include: Deputy Rectors, Delegates of foreign universities and/or scientific representatives of foreign embassies in Italy.

Deputy Rectors, in agreement with the Director for General Affairs, and the International Office, identify the teachers who are to represent Sapienza.

The International Office deals with the organization of the meetings, in collaboration with the Rector's Office, and is responsible for contacts with the visiting institutions and preparing invitations and brochures. Moreover, in agreement with the Deputy Rector of reference, the International Office prepares the documentation to be distributed to guests.

Level 3: Visits to Promote Scientific Cooperation generally addressed to specific disciplinary and/or targeted areas to define joint research programmes, education and mobility of teachers, researchers, postgraduate or doctoral students.

Applicants include: Delegates, Faculty Presidents, Directors of foreign universities.

The organization of the meetings depend on the Faculty or Department based on the subject area. Therefore, meetings, regardless of the initial request, are directed to the Faculty Presidents or Department Directors and managed by them directly or through their delegates.

The International Office, if required, can provide support for the organization, but it remains the prerogative of the host structures.

Level 4: Visits of Foreign Students who are interested in Sapienza's educational offer and cultural exchanges, also upon request from the agencies that select visits to universities around the world.

The meetings are organised by the HELLO office.

If the delegation is accompanied by teachers interested in mobility agreements and/or double/multiple title agreements, the International Office will participate in the organization of the meeting with the Deputy Rector for mobility and/or the delegates/representatives concerned.



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