

## **Brief Guide to the Department for Visiting Scholars**

1. Visiting scholars spending a period of research or teaching at the Department of Modern Languages and Literatures are expected to follow the basic norms of behaviour illustrated both in the General Guide to the Use of the Department of Modern Languages and Literatures and in the Emergency Plan, available on the Department Website. In particular, visiting scholars are urged to abide by the conditions set out in paragraph 4 (article 2), 1 (article 3) and 2 (article 9) of the aforementioned General Guide and, in case of necessity, the Emergency Plan.
2. Visiting Scholars are required to fill in the Access form provided by the Secretary.
3. Visiting scholars are expected, if teaching, to follow the norms provided for the regular staff.
4. As concerns the use of the Departmental structures (library and seminar rooms, computer centre, etc.), visiting scholars are requested to follow both the norms illustrated in the General Guide to the Department and the ones included in this Brief Guide for Visiting Scholars. In particular:
  - a. As for the library and all its services and structures, visiting scholars are requested to follow the norms established by the library staff, and specifically those regarding the loan of library books or other material.
  - b. Visiting scholars are also requested to follow the norms regarding the use of the Computer centres and the directions given by the staff. Computers are available for research, e-mailing and printing of academic papers and research material; visiting scholars are expected to use the Computer centres only for academic reasons and should remember that any other use, including personal activities or browsing any illegal website, is strictly forbidden.
5. Seminar rooms used for lessons and seminars must be left in good order, doors or windows shut at the end of the lesson/seminar, and lights and any electronic equipment turned off. Visiting scholars are requested to adopt the same procedures for their personal rooms or any other space within the Department building, in order to avoid possible thefts or other damage, and wastage of electricity.
6. The Department is open from Monday to Friday from 8.00 am to 6.55 pm, and everyone must leave the Department by closing time. Anyone wishing to use the Department spaces later than 6.55 pm must have the written permission of the director of the

Department. Anyone remaining in the Department building after 6.55 pm should in case of necessity apply the norms included in the Emergency Plan (specifically the article 3bis), and respect the procedures set out in point 4 of this brief Guide.

7. Visiting scholars can ask for reimbursement of their research expenses when permitted by Department regulations and if arrangements in this sense have been made with dotto.ssa Chiara Albericci and signora Enza Gentile of the Administration. Any request, whether in the context of an exchange project or any other research project, must meet both the requirements established by the project involved and the norms of the Department. Any request not accompanied by sufficient documentation and the appropriate forms, or expenses not covered in the previous arrangements cannot be refunded.
8. Any expense for services requested, such as the coverage of the interlibrary loan charge, which is not subject to refunding, also applies to visiting scholars.
9. For any problem regarding the use of Department structures please contact, during office hours or by appointment, dottoressa Cristina Mattioli and signora Gentile for administrative or financial problems; dottor Paolo Albertazzi, for questions concerning the use of the library structures and services; and ingegnere Anna Pierantoni, for any problem regarding the Computer centres or access to the computer services). Appointments with staff members outside normal office hours for the public may be arranged by email or in writing, preferably at least 3 days before the aforementioned meeting.
10. The lack of observance of any of the basic norms of behaviour indicated in this Brief Guide or any other Guide and Emergency Plan of the Department will result in the penalties established by the Department and Italian law.