



GENERAL RULES FOR VISITING FELLOWS

This information sheet is sent to Visiting Fellows upon their nomination. Visiting Fellows are requested to read it carefully, and to inform in writing the Institute's Director about their acceptance of the Fellowship conditions described below.

1. Appointed Visiting Fellows are kindly requested to inform in writing the Institute's Director and coordinator whether they are able to accept the Fellowship within 15 days from receiving official notice of their election.
2. Visiting Fellows are requested to confirm arrival and departure dates to/from Bologna at least 30 days in advance.
3. The Institute is not able to change the assigned period of Fellowship. Rooms availability is limited and Fellows occupy the rooms in sequence.
4. The Institute of Advanced Studies provides Visiting Fellows with accommodation suitable for two people at Terzo Millennio, Via Pietro Miliani 7, 40132 Bologna. Special needs (particularly in the case of Visiting Fellows accompanied by children) should be discussed well in advance with the Terzo Millennio management. Accommodation at 3M consists of a mini-apartment with private bathroom, kitchen completely equipped, telephone, television, wireless Internet connection and linen. All University libraries are available on-line through the Institute's Internet connection. A weekly service of room cleaning and linen change is provided. Four computer and printing facilities are available on the ground floor of the residence.
5. Visiting Fellows are encouraged to participate in all IAS activity organized during their stay.
6. Visiting Fellows are kindly requested to inform the IAS Director and coordinator in case of absence from the residence or earlier departure.
7. Visiting Fellows are kindly requested to comply with the rules of the residence in which they are lodged.
8. All Visitors of the Institute of Advanced Studies and all Visiting Fellows' guests are requested to report to the Reception Office upon their arrival.
9. The Institute of Advanced Studies does not cover the cost of external accommodation.
10. Visiting Fellows wishing to use external accommodation are kindly requested to inform the Institute's Secretary at least 30 days in advance. No reimbursement in these cases is foreseen.
11. Visiting Fellows are requested to report to the management of the University Residence any fault or damage in the apartment allocated to them. They are urged to do so as soon as possible, and preferably within 24 hours after arrival.
12. Visiting Fellows cannot assign to others the apartment allocated to them.
13. Fellows must register before their arrival in Bologna, sending by e-mail or fax a specific form they will receive and a copy of passport to the Institute administration.
14. It is responsibility of the Visiting Fellow to hold an adequate health and accident insurance during the stay in Bologna (where it is necessary a temporary insurance can be taken out at the insurance office of the University of Bologna).



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
ISTITUTO DI STUDI SUPERIORI
ISTITUTO DI STUDI AVANZATI



- 15 Fellows receive the payment from IAS administration possibly as soon as they arrive at the Institute by a bank transfer.
- 16 The Terzo Millennio residence provides Fellows with free Internet connection, the residence is equipped with a local network. Telephone calls are charged to Visiting Fellows.
Fellows are able at the Universities facilities to access the AlmaWifi network of the University of Bologna. The account will be provided by their hosting department.
- 17 The Director of the Institute of Advanced Studies is pleased to provide Visiting Fellows with letters of introduction to libraries and other research facilities in Bologna or elsewhere.
- 18 Fellows shall give during their Fellowship a general lecture at the Institute. This lecture has to be addressed to a not specialized audience, therefore it has to be simple enough to be understood from scholars and students in different fields
- 19 Fellows are kindly invited to participate in the events organized by the Institute (lectures, conferences, workshops etc.) during their stay. Dates and venues are available on the ISA website.
- 20 The Director and coordinator welcome suggestions to improve the Institute's facilities, and to enhance the Institute's academic profile.