*NB: La presente lettera di incarico in lingua inglese non deve essere sottoscritta ma è fornita solamente al fine di facilitare la comprensione di quanto contenuto nella lettera di incarico in lingua italiana che resta l’unico documento ufficiale.*

*Please note: This letter of assignment in English does not have to be signed. It has been provided solely for the purpose of facilitating the understanding of what is stated in the letter of assignment in Italian which is the official one.*

Urbino, ….

To the kind attention of Prof.

Name Surname

Address

**SUBJECT: Visiting** **Professor/Researcher – Letter of assignment of teaching/research activity**

Dear Prof./Dr. ….,

I hereby inform you that, by Rectoral Decree n. …. of DD/MM/YYYY, you were granted the status of Visiting Professor/Researcher at the University of Urbino Carlo Bo, Department of …., from DD/MM/YYYY to DD/MM/YYYY.

Therefore, on the basis of the above-mentioned Decree, you will be required to carry out:

* N. …. hours of teaching…
* The research project titled “*TITLE*”

This activity / These activities is/are free of charge. You will have right to the reimbursement of your documented travel and subsistence expenses, until a maximum amount of € …, provided that you have delivered to the Department the final report of your activities and the attained results, countersigned by your academic contact, Prof. …. / At the end of your stay, you will have to deliver to the Department the final report of your activities and of the attained results, countersigned by your academic contact, Prof. ….

Costs related to this contract will be charged on the authorised budget 2024, item COAN CA.04.40.07.03.03 - Compensi e soggiorno a visiting professor, esperti e relatori convegni - UA.A.AMM.RELINT.

The University provides a private insurance coverage against accidents and third-party liability at its own expense.

Under penalty of termination of this contract, you are required to comply with the University of Urbino Code of Ethics, published with Rectoral Decree n. 571/2013 of 30/12/2013 ([link](http://www.uniurb.it/it/cdocs/CWEB/2518-CWEB-30122013131511-cweb.pdf): https://www.uniurb.it/it/cdocs/CWEB/2518-CWEB-30122013131511-cweb.pdf), and with the Employees’ Code of Conduct published with Rectoral Decree 37/2014 of 27/01/2014 ([link](http://www.uniurb.it/it/cdocs/CWEB/2571-CWEB-11022014151021-cweb.pdf): https://www.uniurb.it/it/cdocs/CWEB/2571-CWEB-11022014151021-cweb.pdf), available on the institutional website under the section Regolamenti/ Regolamenti generali.

For what concerns the treatment of personal data, please refer to the leaflet provided in compliance with art. 13 of the General Data Protection Regulation (Regulation (EU) 2016/679, GDPR), available at the following link:

<https://blog.uniurb.it/wp-content/files_mf/1559222086UniurbInformativasultrattamentodeidatipersonalicollaboratori.pdf> .

I kindly ask you to return the present letter of assignment in two copies, duly signed, for acceptance.

Kind regards,

The Rector

Prof. Giorgio Calcagnini

For acceptance

I undersigned …, born in … on …, being resident in CITY/address/country, Italian Fiscal Code (if any) …, by signing this contract accepts it in full and unconditionally, and declares to be aware of all the acts and regulations of the University of Urbino Carlo Bo mentioned in it, for having directly looked over them.

Date, DD/MM/YYYY

Signature

…………………………………………..

Prof.