

Palazzo Anselmi, Lungargine del Piovego 1  
35131 Padova – Italy

[amministrazione.centrale@pec.unipd.it](mailto:amministrazione.centrale@pec.unipd.it)

C.F. 80006480281

P.IVA 00742430283

## **ANNEX 2: SERVICES FOR RESEARCH FELLOWSHIP RECIPIENTS**

### **SERVICES PROVIDED BY THE INTERNATIONAL RELATIONS DIVISION**

Scholars should contact the International Relations Division - Global Engagement Office, Admission & Welcome Unit, email: [unipd.rescuefund@unipd.it](mailto:unipd.rescuefund@unipd.it), for the following services:

- administrative support for the applications to the Call;
- Support in accommodation search (including short-term options for the initial months);
- mediation, where necessary, with institutional stakeholders such as Consulates/Embassies, Police Headquarters (*Questura*), Prefect's Office (*Prefettura*) concerning bureaucratic procedures for entering and residing in Italy (visas, residence permits, asylum applications);
- support during visa application and visa release procedures;
- support with administrative formalities upon arrival related to residence permit applications;
- help in identifying other complementary local services (e.g., legal advice, opening a SEPA bank account, etc.) and establishing contact with the relevant competent authorities.

### **SERVICES PROVIDED BY THE HOST DEPARTMENT/CENTRE**

Scholars should contact their host Department/Centre, for the following services:

- access to the Hosting Agreement (*Convenzione di Accoglienza*) required for the *Nulla Osta* and the grant award letter required for the issuance of the visa, residence permit, and/or work permit appropriate for the fellow;
- access to adequate health coverage either through registration with the National Health Service (SSN) or another appropriate form of health insurance, and support with the related administrative procedures;
- execution of the contract and monthly disbursement of the grant and provision of a timetable of scheduled payments;
- provision of a suitable physical space where the Scholar can continue their academic work throughout the duration of the fellowship, possibly in one of the Department/Centre buildings;
- assignment of an academic supervisor/mentor and a dedicated contact person from the technical and administrative staff to support the fellow throughout the duration of the research fellowship. The academic supervisor will provide brief reports on the scholar's activities during the fellowship and a brief evaluation of their visit;
- reception, integration, and orientation activities within the University, the Department, and the local community;
- any additional academic and professional resources, such as: providing access to facilities and libraries, organizing academic networking opportunities, support for publications, and inclusion in departmental and interdepartmental activities.