

## **REGULATIONS FOR THE MANAGEMENT OF ATTENDEES**

### **1. Requirements for the admission of attendees at the Fondazione Edmund Mach (FEM)**

The presence of visiting students, interns and staff, hereafter referred to as attendees, at FEM is only permitted subject to completion of the specific “attendance form”, appropriate accident insurance and TPL (third party liability) cover. Unless specifically indicated otherwise in understandings/framework agreements between FEM and the sending organisation, attendance at the institution is permitted to:

1. Italians: with accident insurance and TPL provided for and covered by the sending organisation.
2. Foreigners: with accident insurance and TPL provided for and covered by the sending organisation or, only in the event that the attendee is carrying out a curricular internship at FEM, with private accident insurance and TPL organised personally by the attendee and with a special certificate from the sending organisation identifying the training activities to be carried out.

If requested, the attendee must enclose the TPL (third party liability) insurance policy and accident insurance policy of the sending organisation (University, research centre, school etc.) covering his/her activities, together with the attendance form.

### **2. Attendance form**

The attendee must hand over the attendance form, duly completed and signed, to the FEM contact within and no later than 5 working days before his/her arrival. As an alternative to personal delivery, the form may be scanned and sent via electronic mail to the FEM contact. In any case, the signed, original form sent via electronic mail must be presented at the administration office of the centre/division to which the participant has been assigned on his/her arrival at FEM. In the case of students under the age of 18, the signature of the parent or legal tutor is required below the signature of the attendee.

### **3. FEM network services for the attendee**

The FEM contact, if s/he believes this to be appropriate, may offer the attendee the possibility of using FEM’s network services, understood as access to internet navigation, the relevant electronic folders on the server and a personal electronic mail box with the domain @fmach.it. Access to services takes place following completion of the “application to utilise network services” form, authorised by the director. Network services cannot be activated without simultaneous or previous presentation of the attendance form, which justifies activation.

### **4. Role of the FEM contact and documentation necessary**

The FEM contact:

- shall take responsibility for management of the attendance form, completing the section regarding the training project, checking that the form has been fully completed by the attendee and requesting the signature of the 3<sup>rd</sup> level (unit, platform, research group, office) and 2<sup>nd</sup> level (department, office) supervisor, handing over the form to the management/administration office of the assigned centre/department for authorisation by the 1<sup>st</sup> level supervisor (director or his/her delegate);
- if requested, shall take responsibility for management of the “application to utilise network services” form, asking the attendee to complete the form and handing it in to the management/administration office of the assigned centre/department, for authorisation by the 1<sup>st</sup> level supervisor (director or his/her delegate);
- for the period in which the attendee is present, shall take responsibility for managing the objectives, organisation of his/her presence at FEM and respect for institutional rules, the code of ethics and health and security rules, requesting the access badge specifying the buildings to which the attendee will have access if necessary (indicating this in the attendance form). The badge will be prepared within 2 working days and sent to the contact;
- shall promptly inform the relevant personnel office and the assigned centre/division if the attendee is no longer present or there are any relevant changes;
- on the request of the attendee, shall prepare the certificate of attendance (curricular or non-curricular).

### **5. Role of the management/administration office of the assigned centre/division**

Following the authorisation of the director (or his/her delegate), the management/administration office of the assigned centre/division:

- shall keep the original copy of the attendance form in its records and if applicable, the application to utilise network services;

- shall transmit a copy of the forms to the relevant personnel office by 3 working days before the beginning of the attendee's presence;
- shall deliver a copy of the attendance form to the attendee.

The forms shall be sent via electronic mail, exclusively to the address [ufficio.risorseumane@fmach.it](mailto:ufficio.risorseumane@fmach.it), giving as the object of the message "attendance form and/or application to utilise network services" followed by the "Surname and First Name" of the attendee.

In the event that the 3 working days in advance are not respected, the management/administration offices of the centre/division assigned will proceed to amend the attendance form, authorising the person to attend FEM after 2 working days, informing the FEM contact and the attendee via electronic mail, sending a copy to the relevant personnel office.

## **6. Relations with the relevant personnel office**

The attendee will be included in a special database of the relevant personnel office. This database is shared with the management/administration offices of the centres/divisions and with the office responsible for managing access to the meals service (currently the Administration Office, Treasury division). The management/administration offices of the centres/divisions shall have the task of checking that the name has not already been entered using different or preceding information.

If the attendee is under the age of 18, the relevant personnel office must request a certificate from the criminal records office for each new person taken on in the same group/office/department as the attendee, according to art. 25 bis of the DPR 313/2002, as provided for by legislative decree no. 39 of 2014, implementing directive 2011/93/EU, regarding the combating of abuse and sexual exploitation of minors and child pornography (see management note, record no. 2143 dated 4 April 2014),.

## **7. Access to the meals service co-funded by FEM**

The attendee shall have access to the meals service at the institution's cafeteria through use of the special top-up cafeteria card, only if the sending organisation does not provide for refunding of lunch expenses. The card will be issued by the office responsible for access to the meals service, subject to verification of the inclusion of the attendee's name in the specific database. Attendees shall have access to the service at the same rate as high school students without special concessions. The value currently funded by FEM is 2.24 Euro per meal, while the attendee must top up the card (using the special machine available at the student cafeteria and at the school) with the amount necessary to cover the full cost of the meal, currently 4.46 Euro per meal. At all events, access to the meals service is only permitted on days when the attendee is carrying out his/her activities at FEM.

## **8. Participation allowance**

Certain types of attendance (for example non-curricular internships) may provide for participation allowances for the attendee. For aspects relating to the allowance and relative funding, reference will be made to national and provincial legislation on the matter and to the indications in the agreement between the sending organisation and FEM. In the case of non-curricular internships or internships taking place outside academic programmes (for work experience), the request must be previously agreed with the relevant personnel office.

## **9. Obligations on termination of attendance**

On terminating the period of attendance, the attendee must return (if given to him/her):

- the cafeteria card to the relevant department managing access to the meals service, also in order to obtain a refund of any credit still present on the card;
- the badge giving access to buildings to the relevant personnel office.

## **10. Documentation**

The attendance form, the form requesting use of network services and these regulations are available on the FEMXME intranet, via the following link:

<https://sites.google.com/a/fmach.it/femxme/conoscere/invito-personale-esterno>