Visits and Proposals
International Visitors

• Sapienza University of Rome considers visits by international delegations an excellent resource to develop meaningful and interesting cultural exchanges and welcomes delegations from around the world.

• We welcome personalities from universities and academies, higher education institutions and organisations, and representatives from foreign governamental institutions to create new cultural and scientific collaborations and to enhance international exchanges.
Academic Delegations at Sapienza

• The foreign delegations visiting Sapienza University of Rome come from around the world and address issues in different fields of research, including: medicine and surgery, economics, linguistics, legal subjects, engineering, etc.

• The meeting organization are projected from international Office but the welcome procedure is projected by Protocol Office
Academic Delegations at Sapienza

• Ministries, Consulates and Embassies of foreign countries frequently propose scientific visits of delegations to our university.

• The purposes of these visits are to exchange experiences and ideas, discuss potential future collaborations, sign bilateral agreements for cultural and scientific cooperation and hold speeches, seminars or workshops.
How do we receive visit requests from international delegations?

a. Visit requests received via e-mail;

b. Visit requests received on-line. On the Sapienza web site there is a FORM that must be completed and submitted; (http://www.uniroma1.it/internazionale/default.php)

c. Visit requests received directly by the Rector’s Office;

d. Visit requests received directly by the Rector’s Delegates, who are responsible for academic international relations in different geographical areas, countries and continents;

e. Visit requests received from by Sapienza professors, who have connections with other foreign professors or PhD students.
The Rector of Sapienza University, in collaboration with the Director of the International Office, has developed guidelines to regularize, standardize and facilitate the administrative procedures to ensure the effective performance of the meeting. Foreign delegations’ visits at Sapienza and the meetings with the Rector are supervised by the Deputy Rector for International Relations and in the case of specific goals by the Delegates for the specific geographic areas.

The president of Singapore Tony Tan with his delegation, composed by Parliament members, meeting professors and students of sapienza.
1. **Official Meetings with the Rector of Sapienza University**

- **Objectives**: to evaluate the activities of Sapienza University, promote international relations with other institutions and sign agreements in didactics and/or research of mutual interest.

- **Requested by**: Rectors, Presidents, Minister and Ambassadors.

- **International Office**: organizes meetings in collaboration with the Rector’s Office, keeps in contact with visiting institutions and organises the visit.
Guidelines for Visits by International Delegations

2. Delegations interested in scientific research or in students’ mobility

• **Objectives**: to exchange information on academic strategies, explore fields of mutual interest and promote scientific exchange and dialogue between institutions.

• **Requested by**: Deputy Rectors, Delegates from foreign Universities, Scientific attachés of foreign embassies in Italy.

• The Professors, who represent Sapienza University in the meeting, are selected by the Deputy Rectors, in agreement with the Councillor for General Affairs and the support of the International Relations Office.

• **International Office**: organizes meetings in collaboration with the Rector’s Office, keeps in contact with visiting institutions and organises the visit.
Guidelines for Visits by International Delegations

3. **Delegations interested in specific disciplinary fields aiming to establish scientific collaboration**

- **Objectives**: define didactic and research programmes and the mobility of professors, researchers, and doctorate students.

- **Requested by**: Deputy Rectors, Heads of a Faculty, Rectors of foreign Universities.

- **International Office**: if requested, the office can provide support in the organization of the meeting

The President Tony Tan in delegation visiting SNN-Lab to establish scientific collaboration.
4. **Visits by foreign students**

- Target: students who are interested to learn about courses and possibilities for cultural exchanges.

- In this case, meetings will be organized by the Sapienza welcome office. The Sapienza Welcome Desk is a service of reception and information dedicated to all foreigners interested in studying, carrying out research or internships at Sapienza University of Rome or visiting the University.
Visits and Proposals
International Visitors

• After the visit, the International Relations Office will publish news about the meetings, any agreements signed and international events, seminars, round tables and workshops held at Sapienza University of Rome.

• All the visits are regularly published on the web page of the International Relations Office with all pertinent materials and photos:  http://www.uniroma1.it/internazionale/incontri/incontri_internazionali
BEST PRACTICES

Organization of International Visits by Academic Delegations to Sapienza Università di Roma
BEST PRACTICES

1. Analyse international collaboration requests and organize the programme, taking into consideration the persons that will participate and the objective of the visit.

2. Create a bridge and assure communication between relevant parties to help plan further collaboration and sign international bilateral agreements or begin new projects.

3. Develop good relations within international partners, selecting the best academics and scientists for every type of meeting.
4. Determine, following the meaning, who will be responsible for the collaboration to assure further cooperation and the project’s development.

5. Collaborate with all relevant offices for the organization of the international visit: the Protocol Office welcomes international delegations and the Rector’s Secretary follows administrative issues, the Communications Office, etc.
Example of a Brochure for International Meetings (side1)

Meeting Objectives:

To share good practices in the organization of international academic ceremonies, visits and other events.

Sapienza Campus Map
Senate Hall
Rectorate Building CU001 (first floor)
Piazzale Aldo Moro, 5
Rome

Organization:
Giuliana De Luca, International Relations Office

Martina Sbarge, Student Assistant, International Relations Office

Protocol Office

SWEDISH UNIVERSITIES AND PARTICIPANTS

Eldinga Tekniska Högskola
Chalmers
Göteborgs universitet
Göteborgs universitet
Handelshögskolan i Stockholm
Handelshögskolan i Stockholm
Handelshögskolan i Stockholm
Högskolan i Borås
Högskolan i Göteborg
Högskolan i Skövde
Jönköping University
Karlstads universitet
Karlstads universitet
Karlstads universitet
Karolinska Institutet
Karolinska Institutet
Karolinska Institutet
Royal Institute of Technology, KTH
Linnaeus universitet
Lunds universitet
Lunds universitet
Lunds universitet
Lund university
Malmö universitet
Malmö universitet
Malmö universitet
Mittuniversitetet
Örebro universitet
University of Agricultural Sciences, SLU
University of Agricultural Sciences, SLU
Stockholms universitet
Stockholms universitet
Umeå universitet
Uppsala universitet
Uppsala universitet
Uppsala universitet

Elizabeth Pernild
Catharina Asztalos Popovic
Ulfas Callahan
Maia Linnar
Helena Krist-Ahrén
Ulf Hansen
Samantha Eriksson
Johannes Zander
Jonas Kågström
Pernilla Klingeberg
Lennart Watzen
Helena Persson
Maria Roos
Maria Kull
Karla Eriksson-Vonsen
Maria Larsson
Ylva Blomberg
Anne Almlöf
Camilla Smedberg
Annika Bleberg
Carin Bremer
Charlotte Stenmark-Restold
Maria Blad
Daniel Hansson
Magnus Lindqvist
Sigurd Almström
Lena Stenmark
Magnus Hansson
Jenny Stågbäck
Fia Schultz
Anne Helgesser Sandberg
Ingrid Märti
Charlotte Wikberg
Gabriella Almqvist
Jakob Fåld
Per Stellan

Sapienza Meets a Delegation of Swedish University Protocol Offices

“EXCHANGE OF GOOD PRACTICES IN PROTOCOL PROCEDURES FOR INTERNATIONAL ACTIVITIES”

March 13, 2018
9.00 am

Sapienza University of Rome
Senate Hall
Rectorate Building CU001
Piazzale Aldo Moro, 5 - Rome

Edit by Giuliana De Luca International Relations Office Delegations Visits 07/05/2018 Pagina 15
09.00 - 09.30 WELCOME
Sapienza video presentation

Bruno Botta, Deputy Rector for Internationalization, Sapienza University of Rome
Luciano Saso, Deputy Rector for International Networks and Erasmus Coordinator, Sapienza University of Rome
Maria Ester Scappini, Director of International Office, Sapienza University of Rome
Annie Blomberg, Deputy Chief of Protocol, Lund University

9.30 - 10.15 SESSION I (chaired by Luciano Saso)
“International Academic Ceremonies”

Sapienza University of Rome
Donatella Cadili, Head of Protocol Office, International Academic Ceremonies
Francesca Paradisi, Sapienza Rome Foundation: We Give Excellence a Future
Loredana Trotta, New University Theatre: Sapienza Music and European Network of University Orchestras
Danny Cialli, Sapienza Press Office: International Meetings: aspects of graphic and communications

Swedish Universities
Carin Brides, Chief of Protocol, Lund University: Lund University, 550 years of Traditions and Ceremonies
Jenny Silaghi, Academy Steward, University of Agricultural Sciences, SLU: Academic Ceremonies at a University with a Unique Role in Swedish Society
Jonas Klages, Associate Professor & Chief of Protocol, University of Gothenburg: University of Gothenburg - The Challenges of Trying to be Traditional at a Young and Small University

DISCUSSION

10.15 - 11.00 SESSION II (chaired by Luciano Saso)
“International Delegation Visits”

Sapienza University of Rome
Giovanni Maria Vianello, Head of International Agreements Unit: International Cooperation Agreements - Our Experience across the World
Giuliana De Luca, Organization of International Academic Delegation Visits: Good Practices and Procedures

DISCUSSION

11.00 - 11.30 Coffee break

11.30 - 12.15 SESSION III (chaired by Luciano Saso)
“International Student Events”

Sapienza University of Rome
Tiziana De Mattei, Head of Erasmus Unit: Feel Welcome at Sapienza - StudentLife
Daniela Magrini, Head of International Cooperation Unit for Development: UNICA Student Conference

DISCUSSION

12.15 - 12.30 VISIT TO THE SAPIENZA AULA MAGNA
“The Restoration of the “Renaissance and the Sciences” by Mario Revoltella”

Presentation by Elisa Billi, Department of Art History
Official Photo with a Delegation

Delegation from Beijing University of Chinese Medicine (BUCM)
Welcome Ceremony

The rector of the Real Colegio Mayor de San Bartolomé y Santiago, prof. José Luis Pérez-Serrabona González with the deputy rector for internationalization of Sapienza, prof. Bruno Botta and the deputy rector for international networks and erasmus coordinator of Sapienza, Prof. Luciano Saso.
Round Table

Round table with the delegations of Universidad Autónoma de Ciudad Juárez - Mexico
The rector of Sapienza University of Rome, Prof. Eugenio Gaudio and the president of BUICM – Beijing University of Chinese Medicine, prof. XU Anlong signing the International agreement.
Academic Delegation Visits 2017

- **Europe**: Spain, France
- **Asia**: China, Russia, Vietnam
- **North America**: Mexico, USA, Cuba
- **Middle East and Africa**: South Africa
- **South America**: Colombia
- **Total Visits**: 19
Academic Delegation Visits 2016

Summary from January 2016 until December 2016

Europe: Belgium, Spain, Croatia, Russia, United Kingdom, Cipro, Macedonia, France
Asia: Korea, Singapore, China, Thailand, India
North America: Mexico, USA, Cuba
South America: Argentina, Chile, Colombia, Bolivia, Brazil
Middle East and Africa: Lebanon, Iran, Azerbaijan, Uzbekistan, Kazakhstan, Afghanistan
Asia and Oceania: Australia

Total visit: 44
THANK YOU FOR YOUR ATTENTION

International Office

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