



ESTABLISHMENT OF A UNESCO CHAIR AT SAPIENZA

The establishment of the UNESCO Chair involves a double administrative process:

1. internal procedure of Sapienza;
2. UNESCO procedure.

Before proceeding with the establishment submission of the UNESCO Chair according to the UNESCO [Guidelines](#), it is necessary to complete the preliminary internal procedure of the University, which includes the following steps:

1. September-October: the proposing Department (or Faculty) must decide on the establishment of the Chair. The resolution includes the following points:
 - a) approval of the proposal of the new Chair;
 - b) availability to host the chair;
 - c) full financial self-sustainability of the Chair;
 - d) name of the proposed Chair holder.
2. September-October. The Department Director sends the establishment request of the Chair to the Rector, attaching:
 - a) the Department's resolution;
 - b) the workplan and budget according to the abovementioned UNESCO Guidelines.
3. November-December. The Scientific Cooperation and Networks Unit handles the preliminary phase, bringing the proposal for the activation of the UNESCO Chair to the attention of the University's Collegial Bodies.



Following approval, the Scientific Cooperation and Networks Unit sends an official notification to the Department Director and transmits a note, signed by the Rector, to the UNESCO office, proposing the agreement for the establishment of the new Chair.

4. The Chair holder contacts the National UNESCO Commission to submit the project preliminarily and can contact additional partner institutions to request letters of support for the initiative.

5. April. After receiving approval from the National Commission, the Chair holder can proceed with the official submission of the establishment request for the chair through the dedicated submission platform on the UNESCO website. This platform is open from April 1st to April 30th (23:59).

Before filling out the aforementioned form, it is necessary to activate the dedicated account on the UNESCO website at the following [link](#).

Once the account has been activated, the National Commission will proceed with the validation and will send the access link to the submission platform via email.

At this stage, you can proceed with the submission of the application and upload the required documents:

- a) completed application in English or French;
- b) letter from the head of the higher education institution (e.g. President, Rector, Vice-Chancellor) proposing the establishment of a UNESCO Chair or UNITWIN Network;



- c) letter of support from the National Commission for UNESCO, or from the official United Nations representative in the case of applications from countries that are not Member States of UNESCO;
- d) letter of support from partner institution(s) indicating their commitment to the project;
- e) curriculum Vitae of the proposed Chairholder(s) or Network Coordinator(s).

For technical issues, please contact unitwin@unesco.com.

The activation request must be submitted by April 30th of each year.

6. May-July. UNESCO evaluates the applications.

7. August-September. UNESCO communicates the evaluation results.

8. October-December. Negotiation and signing of the agreement take place (UNESCO Director General - Rector).



RENEWAL OF A UNESCO CHAIR AT SAPIENZA

The agreement between Sapienza and UNESCO for the establishment/renewal of the UNESCO Chair is valid for a four-year period from the date of signing.

Eight months before the expiration date of the agreement, the Chair holder must start Sapienza's internal procedure preliminary to the renewal request to be sent to UNESCO. This procedure includes the following phases:

- 1.** The Department (or Faculty) where the Chair is based must deliberate on the renewal of the agreement. The resolution includes the following points:
 - a) approval of the renewal proposal of the agreement;
 - b) availability to host the chair;
 - c) full financial self-sustainability of the Chair;
 - d) name the proposed Chair holder.

- 2.** The Department Director sends the request for renewal of the Chair to the the Rector, attaching:
 - a) Department resolution;
 - b) report on the four-year project;
 - c) future project and budget according to the UNESCO Guidelines.

- 3.** The Scientific Cooperation and Networks Unit manages the instructional phase, bringing the proposal for the renewal of the UNESCO Chair to the attention of the University's Collegial Bodies.



Following approval, the Scientific Cooperation and Networks Sector sends a specific notification to the Department Director and transmits a note to the UNESCO offices, signed by the Rector, proposing the renewal of the Chair's agreement.

4. The Chair holder receives from UNESCO offices the link to the dedicated platform where he must upload, within **six months** of the agreement's expiration, the necessary documentation for the renewal request of the Chair:

- a) report on the four-year project;
- b) future workplan;
- c) letter of support (by the Rector);
- d) National commission for UNESCO letters (optional).

5. Following the positive evaluation of the renewal request, UNESCO offices will send a specific communication to the Chair holder and transmit the four-year agreement, which will be signed by the UNESCO Director-General and the Rector.