
	HUMANITAS UNIVERSITY PROCEDURE “Humanitas University Affiliation Policy”	Code HU-29
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Synopsis of changes	Extension to students and revision of references	
Proposer	Scientific Documentation Centre	M. Tedeschi/A. Mapelli
Verified	CEO	G. Ferrari
Verified	Rector	L.M. Terracciano
Approved	Academic Senate	20/10/2023

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1. PURPOSE

The purpose of this document is to promote, consolidate and encourage the visibility of Humanitas University Community publications in the scientific world through the proper identification of its affiliation; in ORCID, Research ID and Scopus Author ID profiles as well as updating institutional repositories. Proper identification of Humanitas University affiliation has a significant impact not only for the individual author but also in terms of monitoring the University's institutional activities and increasing its visibility both nationally and internationally.

2. SCOPE OF APPLICATION

This policy applies to the entire Humanitas University Community, which includes all university staff, students and partners of Humanitas University (professors, researchers, technical and administrative staff, research fellows, doctoral students, residents, Adjunct Professors, Visiting Professors, Students and in general all scholars falling into the categories set out in Art. 18, para. 5, of Law no. 240/2010).

3. GENERAL PRINCIPLES AND RESPONSIBILITIES

The responsibility for proper affiliation, for complying with this policy, for maintaining ORCID profiles, monitoring Researcher ID and Scopus Author ID profiles, and for updating institutional repositories lies with each individual author.


4. RESEARCHER PROFILES

Researcher profiles are required to retrieve and utilise papers for bibliometric analysis, as they are unique identifiers for correct recognition within citation databases. All authors must have and properly monitor the following ID codes:

4.1 ORCID ID (Open Researcher and Contributor ID)

ORCID is an alphanumeric code for the unique identification of authors of scientific publications.

Profiles must be created, if not already held, and must have the correct affiliation in line with point 5 below, Affiliation Procedures. Please note that your profile must be constantly updated with your publications.

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4.2 SCOPUS AUTHOR ID (SCOPUS AUTHOR PROFILE)

The Scopus database automatically assigns an author profile and an Author ID when properly affiliated publications are indexed. The profile must be linked to the ORCID profile and constantly monitored for correct affiliation and presence of publications (e.g. duplicate profile, inclusion of publications by others, etc.).

4.3 RESEARCHER ID (WEB OF SCIENCE AUTHOR PROFILE)

RESEARCHER ID is an alphanumeric code for the unique identification of authors of scientific publications; it allows problems of homonymy and potential incorrect attributions to be solved by linking it easily to the list of its own publications indexed in the Web of Science database.


Profiles must be linked to the relevant ORCID profile and must have the correct affiliation in line with point 5 below, Affiliation Procedures and constantly monitored for correct affiliation and presence of publications (e.g. duplicate profile, inclusion of publications by others, etc.).

5. AFFILIATION PROCEDURES

All scientific publications by authors that are part of the Humanitas University Community or in any event produced with the direct contribution of the University must mention Humanitas University in the affiliations, in line with the following descriptions:

- a) Professors (full, extraordinary, associated, Visiting Professor), researchers (non-tenure track researchers, tenure track researchers), research fellows, doctoral students, residents, technical and administrative staff and partners of Humanitas University must compulsorily state the following affiliation in their publications: **Department of Biomedical Sciences, Humanitas University, Via Rita Levi Montalcini 4, 20072 Pieve Emanuele - Milan, Italy**
- b) Adjunct Professors, Adjunct Teaching Professors, Adjunct Clinical Professors, Adjunct Research Professors who have IRCCS Humanitas as their main affiliation must compulsorily affiliate **IRCCS Humanitas** and can optionally affiliate **Humanitas University**, referencing the length of the collaborative relationship.
- c) Professors (full, extraordinary, associated), researchers (non-tenure track researchers, confirmed researchers), research fellows, doctoral students and residents covered by a special agreement between the University and IRCCS Humanitas, must compulsorily include **both affiliations** separately.

Department of Biomedical Sciences, Humanitas University, Via Rita Levi Montalcini 4,

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20072 Pieve Emanuele - Milan, Italy

IRCCS Humanitas Research Hospital, Via Manzoni 56, 20089 Rozzano - Milan, Italy

- d) Students are permitted to publish **only as part of specific educational activities** or participation in University research groups and projects.

However, **permission is required from the relevant tutor**, who is usually named as a co-author of the publication.

Students can only affiliate themselves to **Humanitas University by specifying their student status:**

Humanitas University, Via Rita Levi Montalcini 4, 20072 Pieve Emanuele - Milan, Italy


- e) Alumni may use Humanitas University affiliation only for activities carried out during their studies at Humanitas and in any event subject specific permission from the University Documentation Centre which is to be requested for each individual publication.
- f) Anyone covered by an agreement between the University and IRCCS Humanitas is not permitted to include more than two affiliations.
- g) Please note the mandatory presence of the Institute and address in the affiliation, as also explicitly stated in the *guidelines* of the major publishers and journals.
- h) Should anyone not identify with the any of the above descriptions, they should contact the Documentation Centre to clarify their position.

6. ARCHIVE PROCEDURES

Based on the above, we require the following procedures top be followed to activate and use the applications:

6.1 TEACHER SITE (LOGINMIUR)

Professors (full, extraordinary, associated), researchers (non-tenure track researchers, tenure track researchers), research fellows, doctoral students, residents must be accredited on <https://loginmiur.cineca.it/>; the hub of national evaluation campaigns (VQR, SUA-RD), teacher qualification and ASN committee selection procedures and for supporting funding applications.

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6.2 IRIS (UNIVERSITY REPOSITORY)

Professors (full, extraordinary, associated) and researchers (non-tenure track researchers, tenure track researchers) must upload and monitor the updating of their publications and scientific CV on the university repository.

This updating is necessary both to monitor the university's institutional activities and for the evaluation of the university by external institutions and the periodic evaluation of university staff.

6.3 ZENODO (REPOSITORY)

All Humanitas University staff can use the Zenodo institutional repository to upload and save their publication data, with a view to promoting and disseminating scientific knowledge (Open Access). The information that must be uploaded to Zenodo are the raw data of the research, in the event of prior acceptance of a publication, in accordance with the activities of the Scientific Documentation Centre for the annual Ministerial Report; and publications that are to be given more prominence and shared worldwide.

7. REFERENCES

7.1 SUPPORT


A support service is available for requirements relating to the classification of author profiles, for checking proper affiliation when submitting articles to the chosen journal, for uploading material to the relevant applications, by contacting the following address

e-mail: centrodocumentazione@hunimed.eu, tel: +39 2 8224 5613

7.2 ADMINISTRATIVE PRACTICES

For publications involving publication costs, the following must be checked in advance:

- the ability to claim these expenses from the research funds linked to the specific publication, via the Research Office;
- the ability to charge the expense to IRCCS Humanitas Research Hospital funds, via the Library Office;
- alternatively, the ability to obtain a contribution to publication costs by submitting an appropriate request to the relevant research centre (e.g. Department of Biomedical Sciences) according to the procedure and conditions specified by the Centre itself.

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No reimbursement or payment of publication costs can be made without prior authorisation.

To check the above, please contact:

HU Scientific Documentation Centre: centrodocumentazione@hunimed.eu, tel: +39 2 8224 5613