

**PROCEDURES FOR ASSIGNING
TRANSLATIONS OR LINGUISTIC REVISIONS OF SCIENTIFIC TEXTS
DIRECTLY TIED TO INSTITUTIONAL ACTIVITIES OF FBK OR ITS CENTERS
TO EXTERNAL PROFESSIONALS**

Annex to the Resolution of the Head of Library Publishing and Research Support Services no.
02/2018 of February 2, 2018

1. Preamble

In the context of the research conducted by the Fondazione Bruno Kessler (“FBK” or “Fondazione” in the following), communication and dissemination of scientific results at the international level are essential elements for the Fondazione's visibility and its network of researchers. In this sense, the translation of scientific texts into/from various languages is an instrument used by FBK's scientific community for an efficient international dissemination and exploitation of its research activities as well as for fostering in Italy the circulation of studies and research carried out in other languages.

The translation or linguistic revision of scientific texts directly ascribable to the Fondazione's institutional activities and its Centers is carried out by specialized FBK personnel or via assignment to independent professionals based on a text's specific requirements and characteristics.

2. Object

This policy regulates the procedures for assigning translations or linguistic revision of scientific texts directly tied to institutional activities of FBK and its Centers to external professionals according to the following criteria of eligibility of expenditure:

- justification of the expenditure strictly correlated to institutional activities
- allocation of the funds in the budget
- expenditure cost-effectiveness and reasonableness.

3. Definition and scope

For the purposes of the present procedure, a “scientific translation” is defined as a written text to be rendered into a different language from the one it was originally composed in by the author to be subsequently used orally—in conferences, workshops, etc.—or in written form in publications. A “revision” is defined as a detailed analysis regarding questions of style or terminology of a scientific text. In either case, the author transfers all rights for the use of the work to the Foundation

The present procedure applies to the translation/revision of scientific texts tied directly to institutional activities of FBK and its Centers whose authors fall into one of the following categories:

- FBK employees, with indefinite or fixed-term employment contracts, and collaborators

- experts and/or external scientists who collaborate on FBK research projects or initiatives with cost assignment to the funds allocation
- post-graduate grant holders completely or partially financed by the Fondazione
- members of the Fondazione's institutional bodies
- any other subject formally appointed to produce a written document in the Fondazione's interest, such as academics, periodic collaborators, scholarship holders, etc.

4. List of translators

For the assignment of translations or linguistic revisions to outside subjects, the Fondazione maintains an “Elenco di professionisti per l’affidamento di traduzioni/revisioni linguistiche” [List of Professionals for the Assignment of Translations/Linguistic Revisions] consultable on the FBK Amministrazione trasparente [Transparent Administration] website at <https://trasparenza.fbk.eu/Bandi-di-gara-e-contratti/Atti-delle-amministrazioni-aggiudicatrici-e-degli-enti-aggiudicatori-distintamente-per-ogni-procedura/Informazioni-ulteriori/Elenco-professionisti-servizi-di-traduzione>.

The list can be consulted by the competent offices – Publishing and Research Support – to identify the name of the professional considered most suitable for the requested service, based on language skills and proven experience in the specific field. Should more than one translator be available and able to provide the requested service, the designation of the translator is carried out according to a principle of rotation.

Insertion into the abovementioned List takes place at the request of the interested party, following the procedure posted on the FBK Amministrazione trasparente website at <https://trasparenza.fbk.eu/ita/Bandi-di-gara-e-contratti/Atti-e-informazioni-sulle-procedure-di-affidamento/Avvisi-di-preinformazione-manifestazione-di-interesse/AVVISO-ESPLORATIVO-PER-MANIFESTAZIONE-DI-INTERESSE-Servizi-di-traduzione>.

The List is updated twice a year.

5. Form of assignment

The competent Units—Publishing and Research Support—, in agreement with the author or relative researcher, verify the availability of the professional to carry out the assignment in the agreed timeframe and on the contract terms envisioned, and submit to said translator:

- the text to be translated/revised
- the deadline for providing the service
- the editorial guidelines to be used
- the designated compensation per standard page.

The Research Support Unit formalizes the assignment by transmitting the complete documentation to the competent internal departments of the Tenders and Contracts Service.

6. Verification of the assignment's proper execution

Upon completion of the service, the translator sends the text to the Publishing Unit, which forwards it to the author or responsible researcher for a verification of the proper execution of the assignment.

Once this has been established, the Publishing Unit transmits the text to the Research Support Unit together with the payment information.

Should the person responsible for the procedure point out adequately substantiated irregularities in the execution of the assignment, the translator will be given a certain amount of time for the appropriate interventions, after which, should the result still be wanting, the Foundation is entitled to terminate the contract with immediate effect and to full compensation.

7. Handling of personal data

The approval authority will treat the data coming into its possession within the framework of the present procedure only for the scope of the procedure itself and in respect of the *Codice in materia di protezione dei dati personali*, D. Lgs. 196/2003.

For further information, please contact segreteria.poloumanistico@fbk.eu