

VISITING PROFESSOR GUIDELINES

Call 2017

Application deadline: 21st November 2016 - 2:00 p.m.

The official announcement is in Italian only

Since 2006 the University of Cagliari (UNICA) has supported international education through its international Visiting Professor programme, sponsored by Regione Autonoma della Sardegna (RAS). The purpose of this Visiting Professor (VP) programme is:

- to provide opportunities for teaching or lecturing;
- to enhance the teaching or research profile of UNICA
- to start long-term exchange collaborations with other Universities or foreign research centres in Europe or outside Europe.

AVAILABLE POSITIONS AND ELIGIBILITY CONDITIONS/CRITERIA

For the academic year 2016/2017, UNICA appoints visiting fellows through an open call. According to the projects/profiles presented by UNICA Departments, the available positions are:

- **28** long visits (duration between 1 and 3 continuous months);
- **17** short visits (duration between 6 and 14 continuous days).

The period of activity must be continuous, depending on the course requirements and research plan. All visits must be completed **by 31st August 2017**.

Being financed by the previous regional funding, the visits related to the following profiles must be completed by **31st July 2017**:

- Profile 953 *Physiology of Gustatory System and Nutritional Implications* (Dept. of Biomedical Sciences);
- Profile 991 *Salivary Secretion in Healthy and Diseases: a Morphological and Physiological Approach* (Dept. of Biomedical Sciences);
- Profile 997 *Energy Harvesting from Thermoacoustic Engines: from what we know to what we do not understand* (Dept. of Civil and Environmental Engineering, and Architecture).

The Visiting Professor is an Academic scientist, including *professor emeritus*, renowned for his/her outstanding scientific experience, who should be regularly and continuously employed in teaching and research activities in foreign universities, institutions or research centres.

The candidate must not have other contracts with UNICA or with other Italian universities or research centres simultaneously with his/her appointment as VP at UNICA.

Candidates who appointed at UNICA as [Visiting Scientist](#) or as Visiting Professor for the [academic years 2015 and 2016](#) will be excluded.

The Office reserves the right to check candidates' affiliations and the truthfulness of the information provided. Applications incompatible with the selection criteria will be rejected.



DEADLINE AND HOW TO APPLY

Application deadline: 21st November 2016 - 2:00 p.m. (Central European Summer Time, GMT+2:00).

The application will be submitted through the webpage: <http://people.unica.it/visitingprofessor/>.

Applicants may apply only for one position/profile and will have to indicate the profile code in the application form. In case of multiple applications by the same applicant only the last one will be taken into consideration.

Application forms must be filled out in each part. In order to complete the application, candidates must upload a **Curriculum Vitae** listing their 15 most significant publications (max 1MB size, format: .doc, pdf, .docx, .odt). Documents sent separately by e-mail to any of UNICA e-mail addresses will not be taken into consideration. At the end of the application procedure, an automatic confirmation email will be sent to the email address reported in the application form.

Incomplete forms, or forms with corrupted or wrong format files will be dismissed; the Office will not alert candidates. Further information on the application form may be requested to callvisitingprofessor@unica.it.

The Office reserves in any moment the right to ask the candidates for more documentation, necessary for the selection.

EVALUATION AND NOMINATION

Eligible applications will be evaluated by the interested Departments, according to the criteria stated by Regione Autonoma della Sardegna and by UNICA Academic Boards:

- candidate's curriculum vitae (personal education and professional experiences);
- documented teaching and research activity (list of publications);
- ranking of the candidate's University affiliations (Times Higher Education 2015);
- benefits on the students study plan and UNICA research projects.

Candidatures of: 1) highly qualified international scholars with documented teaching and research activity; 2) Sardinian scholars permanently working abroad; will have priority.

In case of candidates already hosted as VP at UNICA, the results of the monitoring activity of their previous collaboration will be taken into account.

The list of the eligible candidates will be approved by a Rector's Decree and published on <http://people.unica.it/visitingprofessor/>.

Candidates cannot start their activities at UNICA before the approval by Academic Boards.

Successful Visiting Professors will receive by email the formal communication of the selection outcomes. Within 10 days from the official notice, appointed Visiting Fellows are requested to inform by e-mail the Office whether they will accept the nomination. Each Visiting Fellow will be formally linked to a UNICA colleague as sponsor.

Non-EU citizens' visits must be planned well in advance (at least 3 months) due to visa request procedure. For details please check <http://people.unica.it/visitingprofessor/visa-procedure-residence-permit/>



REMUNERATION AND EMPLOYMENT CONTRACT

- 1) **For long visits (between 1 and 3 continuous months):** remuneration is based on the candidate's academic qualifications.

- A) 7,231.10 €/month (gross salary) for a full professor (or equivalent according to the Italian academic system)
- B) 5,626.10 €/month (gross salary) for an associate professor (or equivalent according to the Italian academic system)
- C) 4,021.11 €/month (gross salary) for a researcher (or equivalent according to the Italian academic system)

The equivalence of the academic position of the candidate to the Italian academic system will be evaluated according to the tables of "[Decreto ministeriale del 2 maggio 2011 n. 236](#)".

Taxes and contributions charged to the Visiting Professor gross salary by Italian law are the following:

- 30% (withholding tax, IRPEF, ex art.24, co.1-ter del D.P.R 600/1973)
- social security contribution (INPS)
- national insurance contribution (INAIL)
- regional and municipal additional tax.

The appointee will sign a coordinated and continuative self-employment contract, reporting his/her payment.

- 2) **For short visits (between 6 and 14 continuous days):**

- € 228.57 (gross salary) daily allowance
- travel expenses will be covered as follows:
 - € 600.00 (gross salary) for Visiting Professors coming from a EU Country
 - € 1,200.00 (gross salary) for Visiting Professors coming from a non-EU Country.

Amounts reported (daily allowance+coverage for travel expenses) are gross incomes including taxes charged to the Visiting Professor by Italian law:

- 30% (withholding tax, IRPEF, ex art.24, co.1-ter del D.P.R 600/1973)
- social security contribution (INPS, if due)
- national insurance contribution (INAIL, if due)
- regional and municipal additional tax (if due).

As to cover a part of visa and residence permit costs, an additional flat-rate contribution of €110,00 will be allocated to all the non-European VP, included in one of the following categories:

- Researchers VP selected for a one-month long visit;
- VP selected for a short visit between 9 and 14 days.

This additional contribution is to be considered an essential part of the total contribution received by the VP, and will be allocated upon paying the total contribution.



Appointed Visiting Fellows will sign an occasional self-employment contract with UNICA. The signature of the contract must coincide with the beginning of the VP's activity at UNICA.

The Visiting Professor will not receive any further reimbursement for travel and accommodation expenses.

According to Italian rules, the University of Cagliari does not allow VP to take advantage of the tax treaty to avoid double taxation. Consequently, **all VP salaries will be taxed in Italy.**

Visiting Professors can apply for reimbursement of IRPEF tax paid in Italy to the Revenue Agency (Agenzia delle Entrate) in Pescara through appropriate request (form D – “altri redditi”, available in the Revenue Agency website – in the section: “Modulistica fiscale internazionale”): <http://www.agenziaentrate.gov.it/wps/content/Nsilib/Nsi/Documentazione/Fiscalita+internazionale/Modulistica+fiscale+internazionale+%28provvedimento+del+10+luglio+2013%29/>

Upon request, at the end of the contract, UNICA can issue a certification of the grant payments received. Visiting Professors receiving incomes for their self-employed work, subject to fiscal deductions and contributions, will receive the Form **CU** (Certificazione Unica). The withholding agent/University will certify amounts paid and deductions made according to the taxation system.

PAYMENTS

The payment will be credited at the end of the visit and upon the submission of a final report on the activities carried out at UNICA by the appointee. In case of visits longer than one month the Visiting Professor will receive monthly instalments. Depending on the payroll system and the appointee's registration date at UNICA, the first payment will be postponed of one or two months: the Visiting Professor has to sign the contract within the 5th of the month in order to obtain his/her payment at the end of the following month; otherwise, he/she will receive it two months later. For the last payment, the VP has to send a **final report of activities** carried out at UNICA (countersigned by his/her sponsor at UNICA).

Payments in advance are not possible.

Payments are credited to the appointee's bank account through an international bank wire transfer in any Country.

Under exceptional and proven circumstances, for those Visiting Professors, employees of private Universities or Governmental Organizations (including research agencies and institutions) not allowing their employees to receive direct payments by other bodies, the University of Cagliari may transfer payments directly to the organizations.

DUTIES AND ACTIVITIES AT UNICA

Appointed Visiting Professors have to confirm to the Office their arrival and departure dates to/from Cagliari **at least 30 days in advance.**

At their arrival in Cagliari, Fellows must go to UNICA Office to sign their contract and arrange their position.

The Visiting Professor must spend the whole appointed period at UNICA. Visiting Fellows are kindly invited not to leave their residence in Cagliari without a previous agreement with the UNICA Office. Any change to their initial stay plan must be agreed with the UNICA hosting Department and with the Office.

Visiting Fellows are encouraged to participate to all the UNICA activities organized during their stay.



HEALTH INSURANCE

European Citizens

Citizens from EU Countries, who stay in Italy for periods shorter than three months and covered by a national social security scheme, can get all the sanitary services provided by Italian law, presenting the "European Health Insurance Card –EHIC-TEAM" (or a substitutive temporary certificate). They will receive the same services as the Italian citizens for free or under a prescription charge (Italian National Health Service "ticket").

Non-EU Citizens

Non-European Citizens are suggested to extend their health coverage to Italy or to subscribe a private health policy for the period of their stay in Cagliari, while in their country of origin prior to their departure. Registration with the Italian National Health Service is allowed only to citizens that spend in Italy periods longer than three months and apply for a residence permit.

PERSONAL DATA TREATMENT

All the documents regarding personal data treatment based on Art. 13 of the Legislative Decree n 196, 30.06.2003 (regulations on personal data protection) are available on the website: <http://www.unica.it/pub/3/show.jsp?id=360&iso=192&is=3>.

INFORMATION AND CONTACT

According to the article no. 5 of the Law 241/1990, the responsible for administrative procedures is Mrs. Giuseppa Locci.

For further information about the call, please contact callvisitingprofessor@unica.it tel. +39 070 675 8446.