



**Università degli Studi di Cagliari**  
DIREZIONE PER LA DIDATTICA E L'ORIENTAMENTO  
Dirigente Giuseppa Locci

## **VISITING PROFESSOR GUIDELINES**

**Call 2016-2017**

**Application deadline: 5<sup>th</sup> July 2016 - 2:00 p.m.**

*The official announcement is in Italian only*

The University of Cagliari (UNICA) has supported international education through its International Visiting Professor program since 2006. The program is sponsored by Regione Autonoma della Sardegna (RAS).

The purpose of this Visiting Professor (VP) program is:

- to provide opportunities for teaching or lecturing;
- to enhance the teaching or research profile of UNICA especially in a field otherwise not available within the University;
- to start research with UNICA colleagues;
- 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:

- **47** long visits (between 1 and 3 continuous months);
- **22** short visits (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 31<sup>st</sup> July 2017**.

The Visiting Professor is an Academic scientist including professor emeritus, renowned for its 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 the appointment as VP at UNICA.**

Candidates who have been appointed in UNICA as [Visiting Scientist](#) or Visiting Professor ([2014-2015](#)) 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**

Deadline for application: **5<sup>th</sup> July 2016 - 2:00 p.m.** (Central European Summer Time, GMT+2:00).

The application procedure will be done by electronic submission through the webpage <http://people.unica.it/visitingprofessor/>.

Sede: via San Giorgio 12 (ex clinica Aresu), 09124 CAGLIARI

Tel. 070.675.8446- Fax 070.675.6490 - mail: [callvisitingprofessor@unica.it](mailto:callvisitingprofessor@unica.it), [visitingprofessor@unica.it](mailto:visitingprofessor@unica.it)

<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 automated confirmation email message 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](mailto:callvisitingprofessor@unica.it).

The office reserves the right to ask in every moment 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 the Regione Autonoma della Sardegna and by UNICA Academic Boards:

- curriculum vitae of the candidate (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 Rectoral Decree and published on <http://people.unica.it/visitingprofessor/>.

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

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

Visits of non-EU citizens 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-procedurepermit-to-stay/>).

## REMUNERATION AND EMPLOYMENT CONTRACT

1) **For long visits:** 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 contributions (INAIL)
- regional and municipal additional tax.

The appointee will sign a contract of Employer-coordinated freelance work, reporting his/her payment.

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

- € 228.57 (gross) daily allowance
- travel expenses will be covered as follows:
  - € 600.00 (gross) for Visiting Professors coming from a EU Country
  - € 1,200.00 (gross) for Visiting Professors coming from 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 contributions (INAIL, if due)
- regional and municipal additional tax (if due).

Appointed Visiting Fellows will sign a self-employment contract as consultants with UNICA.

Contract signature and beginning of activity in UNICA must coincide.

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 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, a certification of grant payments received can be issued by UNICA. Visiting Professors who have received incomes for Employer-coordinated freelance 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 in UNICA by the appointee. In case of visits longer than one month the Visiting Professor will receive monthly instalments. Depending on payroll system and registration date of the appointee in UNICA, the first payment will be postponed of one or two months: the visiting



professor has to sign the contract within the 5<sup>th</sup> 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, VP has to send a **final report of activities** carried out in UNICA (countersigned by the UNICA sponsor).

**Advance payments are not possible.**

Payments are credited to the bank account of the appointee through 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) that do not allow their employees to receive direct payments by other bodies, the University of Cagliari may transfer payments directly to the organizations.

## **DUTIES AND ACTIVITIES IN UNICA**

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

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

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

Visiting Fellows are encouraged to participate to any UNICA activity 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 with "ticket" payment.

### **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 (to be done in their country of origin). 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 permit of stay.

## **PERSONAL DATA TREATMENT**

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

## **INFORMATION AND CONTACT**

According to Law 241/1990, art. 5 the responsible for administrative procedures is Mrs. Giuseppa Locci.



For further information about the call, please contact [callvisitingprofessor@unica.it](mailto:callvisitingprofessor@unica.it) tel. +39 070 675 8446.