

# VISITING PROFESSOR/SCIENTIST PROGRAMME 2018 - GUIDELINES

## Call 2018

**Application deadline: 29<sup>th</sup> May 2018 - 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). From 2018 the Programme has enriched its organization, becoming the Visiting Professor/Scientist Programme, with the purpose of:

- providing opportunities for teaching and research activities;
- enhancing the teaching and research profile of UniCa;
- starting long-term collaborations with other Universities or Research Centres in or outside Europe.

### AVAILABLE POSITIONS

In order to achieve the above-mentioned objectives, our VPS Programme 2018 will appoint professors and researchers divided into **three** different categories:

- A. Auxiliary professors or researchers, sharing a specific subject and research activities in our Master's Degree courses with a professor or researcher of UniCa: **7 long visits of 1 or 2 months.**
- B. Professors or researchers involved in teaching – including seminars - and research activities autonomously: **27 visits** of 1 month (long visits) or between 6 and 14 continuous days (short visits).
- C. Professors or researchers with a special appointment for academic seminars and conferences, pursuing the purpose of promoting UniCa's educational offer in English: **1 long visit** of max. 1 month.

All visits must be completed **by 30<sup>th</sup> June 2019.**

### VPS PROFILES

**Category A:** Professors or researchers from foreign Universities.

**Category B/C:** Academic scholars, including professors *emeriti*, regularly and continuously employed in foreign universities, institutions or research centres. Candidates who were VPs at UniCa in the academic years 2016-2017 and 2017-2018 will be excluded.



**Candidates can't have other contracts with UniCa or with other Italian universities or research centres simultaneously with their appointment as VPS at UniCa.**

Furthermore, in order to avoid cases of nepotism and conflict of interests, VPSs with a relative within the 4<sup>th</sup> degree by consanguinity (blood) or affinity (marriage or adoption) working at UniCa as Professor of the Department presenting the VPS's application, including the Rector, the General Director or a member of the University Board of Directors, will be excluded<sup>1</sup>.

UniCa 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: 29<sup>th</sup> May 2018 - 2:00 p.m. (Central European Summer Time, GMT+2:00).

Applications can be submitted on [our webpage](#).

Applicants may apply only for one profile. The profile code will be indicated in the application form. In case of multiple applications by the same applicant for the same position, only the last one will be taken into consideration.

The application form must be completed in its entirety. In order to complete the application, upload your **Curriculum Vitae** listing your 15 most significant publications (max 1MB size, format: .doc, pdf, .docx, .odt). Documents sent separately by e-mail to other UniCa e-mail addresses will not be taken into consideration. At the end of the application procedure, you will receive an automatic confirmation e-mail to the e-mail address indicated in the application form.

Incomplete forms, or forms with corrupted or wrong format files will be dismissed; the Office will not alert candidates. For further information on the application form, please contact [callvisitingprofessor@unica.it](mailto:callvisitingprofessor@unica.it).

UniCa reserves in any moment the right to ask the candidates for further documentation, if necessary for the selection.

## EVALUATION AND NOMINATION

Eligible applications will be evaluated by the involved Departments, according to the criteria established by Regione Autonoma della Sardegna and 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 2018);
- benefits for the UniCa students' study plan and research projects.

Applications of: i) highly qualified international scholars with documented teaching and research activity; ii) Sardinian scholars permanently working abroad, will have priority.

In case of candidates already hosted as VPs at UniCa, the results of the monitoring activity of their previous collaboration will be taken into consideration.

The list of the eligible candidates will be approved with a Rector's Decree and published on [our website](#).

Candidates can not start their activities at UniCa before the Rector's official approval.

Successful VPSs will receive by e-mail a formal communication of the selection outcomes. Within 10 days from the official notice, appointed VPSs are requested to inform by e-mail the VPS Office

<sup>1</sup> prohibition established according to the Italian Law-Decree no. 95/2012, in particular the art. no. 5, thereof.



whether they will accept the nomination or not. Each VPS 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 the visa request procedure. For details, please check on [our webpage](#).

## REMUNERATION AND EMPLOYMENT CONTRACT

### 1) Category A/B

Remuneration of **long visits (1 or 2 months)** is based on the candidate's academic qualifications:

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

The equivalence of the candidate's academic position 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 VPS's gross salary by Italian law are the following:**

- ✓ 30% (withholding tax, IRPEF, according to art.24, par.1-ter of D.P.R 600/1973)
- ✓ social security contribution (INPS)
- ✓ national insurance contribution (INAIL)
- ✓ regional and municipal additional tax.

VPSs selected for a long visit will sign a self-employment contract.

### **Short visits (between 6 and 14 continuous days):**

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

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

- ✓ 30% (withholding tax, IRPEF, ex art.24, co.1-ter del D.P.R 600/1973)
- ✓ social security contribution (INPS, if due)

### 2) Category C:

Remuneration will be in line with the amount of seminars the VP will give, according to the Rules in force at UniCa on missions in Italy and abroad (ref. art. 12 par. 5: collaborators not employed at UniCa will receive a gross payment of € 300.00 as a lump-sum for each seminar given). This category can not benefit from any contribution to cover travel costs.



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

- Researchers selected for a long visit;
- Professors/Researchers 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 VPS, and will be allocated upon paying the total contribution.

VPSs selected for a short visit will sign an occasional self-employment contract with UniCa.

The signature of the contract must coincide with the beginning of the VPS's activity at UniCa.

VPSs will not receive any further reimbursement for travel and accommodation expenses.

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

VPSs can apply for reimbursement of IRPEF tax paid in Italy to the Revenue Agency (Agenzia delle Entrate) in Pescara through an appropriate request procedure (form D – “altri redditi”, available on the Revenue Agency webpage – 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. VPSs receiving incomes for their self-employed work activity, subject to fiscal deductions and contributions, will receive the **CU Form** (*Certificazione Unica*). As withholding agent, UniCa will certify the amounts paid and deductions made according to the Italian fiscal system.

## PAYMENTS

VPSs will receive their payment at the end of the visit, after submitting a final report about the activities carried out at UniCa (countersigned by their sponsor colleague). Depending on the payroll system and the VPS's registration date at UniCa, the first payment can be postponed of one or two months: VPSs should sign their contract within the 5<sup>th</sup> of the month in order to obtain their payment at the end of the following month; otherwise, they will be paid two months later.

### **Advanced payments are not allowed.**

Payments are credited to the VPS's bank account through an international bank wire transfer.

Under exceptional and proven circumstances, for VPSs employees of private Universities or Governmental Organizations (including research agencies and institutions) not allowing their employees to receive direct payments by other Institutions, UniCa may transfer payments directly to their organizations, under a specific agreement or after the submission of an invoice (considering VAT, if due) or a request for an equivalent payment.

## DUTIES AND ACTIVITIES AT UNICA

VPSs should confirm their arrival and departure dates to/from Cagliari **at least 30 days in advance.**

At their arrival, VPSs will attend the referring Office to sign their contract and register their position.

VPSs should spend the whole appointed period at UniCa, and are kindly invited not to leave Cagliari without a previous agreement with the VPS Office. Any possible change to their initial stay plan should be agreed with the hosting Department and the VPS Office.

VPSs are invited to attend the cultural and scientific activities organized at UniCa during their stay.



## HEALTH INSURANCE

### European Citizens

EU Citizens staying in Italy for less than three months and covered by a proper national social security scheme, can get all the sanitary services provided by the Italian law, showing their "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-EU Citizens are invited to extend their health coverage to Italy or to subscribe a private health policy for their period in Cagliari, before leaving their Countries. Registration for the Italian National Health Service is allowed only to foreign citizens spending in Italy more than three months and applying for a residence permit.

## PERSONAL DATA TREATMENT

All the documents regarding personal data treatment based on the Italian Legislative Decree n 196/2003 (*Regulations on personal data protection*), in particular the art. 13 thereof, are available on the webpage: <http://www.unica.it/pub/3/show.jsp?id=360&iso=192&is=3>.

## ACCESS TO THE RECORDS

According to the Law in force, applicants can have access to the records of the selection procedure.

In case the access to the records may cause a delay, an irregularity or an impediment to the selection procedure, UniCa can motivate a deferral of the access until the end of the selection.

## INFORMATION AND CONTACT

According to the Italian Law 241/1990 - art. 5, the responsible for this administrative procedure is Mrs Giuseppa Locci, Head of the Directorate for Education and Orientation.

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