



**VISITING PROFESSOR/SCIENTIST PROGRAMME 2025 – GUIDELINES Call 2025**

**Application deadline: 27<sup>th</sup> August 2025 - 2:00 p.m. (local time)**

**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 both inside and outside Europe.

**AVAILABLE POSITIONS**

In order to achieve the above-mentioned objectives, our VPS Programme 2025 is going to appoint professors and researchers divided into **two** different categories:

- A. Professors or researchers, sharing a specific subject and research activities in our study courses with a professor or researcher of UniCa: **12 long visits of 1 month.**
- B. Professors/researchers or internationally renowned professionals (e.g. architects, engineers, jurists, intellectuals, etc.) involved in teaching – including seminars - and research activities autonomously: **32 visits** of 1 month (long visits) or between 6 and 10 continuous days (short visits).

All visits must be completed **by 30<sup>th</sup> June 2026.**

**VPS PROFILES**

**Category A:** Professors or researchers from foreign Universities, institutions or research centres.



**Category B:** Academic scholars, including professors *emeriti*, employed in foreign Universities, institutions or research centres and internationally renowned professionals (e.g. architects, engineers, jurists, intellectuals, etc.), even if they are not tenured at universities or foreign research centers. Candidates who were appointed as VPSs at UniCa in the 2023/2024 edition and completed their stay are excluded.

**In order to be selected, candidates cannot have other contracts with UniCa simultaneously with their appointment as VPS.**

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, are 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: 27<sup>th</sup> August 2025 - 2:00 p.m. (local time).

This selection procedure is addressed to the Departments of the University of Cagliari that are interested in inviting scholars who can contribute to the development of the educational offering and the internationalization process of the University.

Professors or Researchers of the University of Cagliari who are interested in hosting a Visiting Professor/Scientist are required to submit an application to their respective Department by completing the dedicated online application form available on the Visiting Professor/Scientist Program page of the University's official website. Applications may be submitted from the date of publication of this call until 2:00 PM (local time) on August 27<sup>th</sup>, 2025. After this deadline, the system will no longer permit the completion or submission of the electronic form.

Each application must include the following information:

- a) full name of the proposing faculty member;
- b) full name of the proposed visiting professor/scientist;
- c) academic title of the visiting professor/scientist;

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



- d) home institution of the visiting scholar, indicating any existing agreements or collaborations with the University;
- e) description of the teaching and research activities to be carried out by the visiting scholar;
- f) number of teaching hours and the title of the course for co-teaching (applicable to Type A visits);
- g) proposed period of activity.

Incomplete application forms will result in exclusion from the selection process. The following documents must be uploaded at the time of submission:

- a dated and signed curriculum vitae of the visiting scholar, written in either Italian or English (maximum 4 pages, 1MB, PDF format), highlighting the most relevant publications of the candidate;
- a clear, legible copy (front and back) of a valid identity document of the visiting scholar, with a visible photograph.

Applicants may also upload any additional documentation deemed useful for the evaluation of the candidate's academic and scientific profile, using the designated section of the online form.

With regard to point 7), applicants should note that, for scholars from outside the European Union, at least three months are generally required to obtain a visa from the start of the procedure.

Upon successful submission of the application, the system will send a confirmation email to the address provided in the form, serving as an official receipt.

The aforementioned documents constitute an integral part of the application and must be submitted simultaneously. Subsequent submission by email will not be accepted. The responsible Office will verify the accuracy and completeness of the documentation and will exclude any applications that do not comply with the criteria set forth in this call. The Office reserves the right to request additional documentation at any stage of the evaluation process.

For any inquiries regarding the application process, please contact: [callvisitingprofessor@unica.it](mailto:callvisitingprofessor@unica.it).

### **SELECTION PROCESS AND EVALUATION OF QUALIFICATIONS**



Each Department must appoint a Selection Committee responsible for evaluating the submitted applications. The Committee, appointed by a Decree of the Department Director, must be composed of at least three faculty members affiliated with the Department.

The Committee will first verify that each application meets the eligibility requirements set out in this Call for Applications (Articles 1 and 2), and will then proceed to evaluate the applications based on the criteria approved by the Academic Bodies during the meetings held on June 26 and June 30, 2025:

- a) Curriculum vitae of the candidate for the VPS position (academic background and professional experience), and the international standing of the invited scholar;
- b) Documented teaching and research activity, including publications;
- c) International reputation of the candidate's home university, research institution, or organization;
- d) Impact of the visit on student training programs and UniCa research projects;
- e) Consistency between the academic profile of the proposed scholar and the planned activities.

Priority will be given to applications from Sardinian scholars permanently working abroad, with proven teaching and research activities.

In the case of candidates who have previously served as Visiting Professors at UniCa, the assignment will take into account the results of the evaluation conducted at the end of their previous visit.

The Committee will draw up a ranking list by assigning scores based on each criterion. For Type B positions, priority will be given to faculty members who did not receive Visiting Professor/Scientist assignments under the 2023/2024 calls.

The ranking will be submitted to the Department Council for approval.

Each Department must submit to the appropriate Office, by the deadline communicated by the Office, the resolution containing the approved VPS ranking and the evaluation committee minutes.

Visiting appointments will not be funded if the scholar arrives before the full selection procedure is completed. The selection procedure is concluded upon the Rectoral Decree approving the final ranking.

#### **NOTIFICATION OF AWARD AND ACCEPTANCE OF APPOINTMENT**

The final list of selected Visiting Professors will be published on the UniCa website, and the selected candidates will be formally notified by email of their appointment.



The competent Office will send the winners a *confirmation form*, which must be filled in and returned via email by the deadline indicated in the form.

Any appeals must be submitted to the Responsible Officer for the procedure within 5 calendar days from the date of publication on the website.

The approved period of activity must be spent entirely at UniCa. Leaving the host institution is allowed only in exceptional cases, and only after notifying the Office via email.

Where appropriate, Visiting Professors/Scientists may carry out some activities at external campuses of the University.

Non-EU Visiting Professors must plan their arrival at least 3 months in advance, taking into account the time required to obtain an entry visa to Italy, which is mandatory to carry out paid academic activities at UniCa.

For details, please check on [our webpage](#).

#### REMUNERATION AND EMPLOYMENT CONTRACT

Remuneration of **long visits** is based on the correspondence of the candidate's academic qualification to the Italian Academic position:

- EUR 5,626.10/month (gross) for a full/associate professor (or equivalent according to the Italian academic system)
- EUR 4,021.11/month (gross) 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 the [Italian Ministerial Decree no. 662 of 1<sup>st</sup> September 2016](#).

**Taxes and contributions charged to the VPS's gross salary by the Italian law are the following:**

- ✓ 30% (withholding tax, IRPEF, art. 24, par.1-ter of Presidential Decree no. 600/1973)
- ✓ social security contribution (INPS) on the total amount
- ✓ national insurance contribution (INAIL)
- ✓ regional and municipal additional tax.

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

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



Remuneration of **short visits** is detailed as follows:

- EUR 228.57 (gross) as a daily allowance;
- Flat-rate coverage of travel expenses:
  - EUR 600.00 (gross) for Visiting Professors coming from a European Country

For Visiting Professors coming from non-European countries, the amount will be calculated based on the distance between the host institution (Cagliari) and the Visiting Professor's place of origin, as follows:

EUR 1,200.00 (gross) for distances up to 3,000 km;

EUR 1,500.00 (gross) for distances over 3,000 km. (gross).

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

- ✓ 30% (withholding tax, IRPEF, art. 24, par.1-ter of Presidential Decree no. 600/1973);
- ✓ social security contribution (INPS) on the part of the payment exceeding EUR 5,000.

If the VPS is registered for VAT purposes as an independent contractor, he/she will be asked to provide an invoice according to the laws on VAT currently in force in Italy, EU and outside EU.

As to cover a part of visa and residence permit costs, an additional flat-rate contribution of EUR 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.

This additional contribution is to be considered an essential part of the VPS' payment and will be allocated upon paying the total amount.

Any other possible method of payment may be considered only in exceptional circumstances, if duly justified, and will be processed according to the relevant law currently in force.

On the basis of specific agreements with many foreign Countries to avoid double taxation on income, the University of Cagliari can apply to the VPS the most favorable tax regime. According to these agreements, both States or a single State can levy a tax on the same income.



The definite taxation can be applied in the Country where the VPS resides or, partially, by the paying Country.

The list of bilateral agreements between Italy and other Countries is available in Italian and English on the [webpage of the Italian Ministry of Economy and Finance](#).

**For the direct application of bilateral tax treaties**, the Visiting Professor/Scientist appointed by the University of Cagliari will be required to complete a specific form adopted by the Italian Revenue Agency (Agenzia delle Entrate) by provision dated July 10, 2013, which can be downloaded from the [following link](#).

Specifically, in order to request full or partial exemption from Italian income tax on income paid to non-resident individuals under international tax treaties to avoid double taxation, the **Form D – Other Income** (available in Italian, English, and French) must be completed in its entirety, including the **certificate of tax residence** issued by the relevant tax authority in the beneficiary's country of residence.

This certificate is generally valid from the date of issue until the end of the tax period indicated in the form, provided that the declared conditions remain unchanged throughout the same period.

If the certificate of tax residence is not provided by the competent foreign tax authority at the bottom of Form D, Italian tax law requires that the non-resident applicant, interested in the direct application of treaty benefits, must submit:

- the completed and signed Form D (sections relevant to the applicant), and
- a **tax residence certificate** issued by the tax authority of the applicant's country, using a specific form, confirming tax residence for the current tax year for the purpose of applying the tax treaty.

It is essential that the certificate of foreign tax residence **covers the entire period** during which the income is earned, i.e., the period of activity as a Visiting Professor/Scientist at the University of Cagliari. Certificates with an expiration date prior to the conclusion of the engagement cannot be accepted for the direct application of the treaty.

The required documentation, i.e., either:



1. Form D, complete with the certification by the foreign tax authority affixed at the bottom of the same form;

**OR**

2. Form D completed and signed in the relevant parts by the Visiting Professor/Scientist, along with the separate certificate of foreign tax residence issued by the competent foreign authority, must be sent in advance by email and then submitted in original upon the start of the activity at the University, along with other forms required by the University administration (e.g., personal, tax, social security, and banking information forms, copy of a valid ID, etc.).

If the mandatory documents (either the complete Form D with foreign certification, or the completed Form D accompanied by a separately issued certificate of tax residence) **are not submitted in original**, the treaty benefits cannot be applied directly. As a result, the income from the Visiting Professor/Scientist's activity will be subject to **a 30% withholding tax (IRPEF) at source**, as required by Articles 24 and 25 of Presidential Decree No. 600/73.

Once in possession of the necessary tax certification, the Visiting Professor/Scientist may still apply for a **refund of the IRPEF paid in Italy** by submitting a request to the **Centro Operativo Servizi Fiscali** of the **Italian Revenue Agency** in Pescara at the following address:

Via Rio Sparto, 21 – 65129 Pescara – Italy Phone: +39 085 5771 Toll-free numbers (within Italy): 800.89.41.41 and 800.89.35.35 From mobile phones and abroad: +39 0697619750  
Email: [cop.pescara@agenziaentrate.it](mailto:cop.pescara@agenziaentrate.it) Certified email (PEC):  
[cop.pescara@pce.agenziaentrate.it](mailto:cop.pescara@pce.agenziaentrate.it)

The request must be made using the specific form **Form D – Other Income**, available on the [website of the Italian Revenue Agency](#).

The application for reimbursement must be submitted within **48 months** from the date of the IRPEF deduction and must be accompanied by documentation proving both the deduction and the [right to reimbursement](#).

The Italian Revenue Agency will verify whether the conditions for reimbursement are met and, if so, will proceed with the refund.



## 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.

In case a convention to avoid the double taxation is applied directly, the VPS' payment cannot be processed until the hard copies of the statements/certifications provided by the foreign fiscal authorities will have been received.

Payments are credited **only to the VPS's bank account** through an international bank wire transfer. **Advanced payments are not allowed.**

## DUTIES AND ACTIVITIES AT UNICA

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 no. 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>.

### **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.