

VISITING PROFESSOR GUIDELINES

Call 2017/2018

Application deadline: July 17th 2017 - 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 the 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 2017/2018, UNICA appoints visiting fellows through an open call. According to the projects/profiles presented by UNICA Departments, the available positions are:

- **9** long visits (duration: 1 month);
- **13** 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 July 2018**.

The VP is an Academic scholar, including *professor emeritus*, renowned for his/her outstanding academic experience, 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 were VPs at UNICA in the academic years 2016 and 2017 will be excluded.

Furthermore, in order to avoid cases of nepotism and a conflict of interest, VPs having a relative within the 4th degree by consanguinity (blood) or affinity (marriage or adoption) working at UNICA as Professors of the Department presenting the VP's application, as well as the Rector, the General Director or a member of the University Board of Directors, will be excluded (prohibition established in the art. no. 5, par. 9, of the Decree no. 95 of July 6th 2012, modified and converted with the Law no. 135 of July 7th 2012, as a result of the converting Decree-Law no. 114 of August 11th 2014).

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: July 17th 2017 - 2:00 p.m. (Central European Summer Time, GMT+2:00).

The application can 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 for the same position, 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,

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<http://people.unica.it/visitingprofessor/>



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, an automatic confirmation e-mail will be sent to the e-mail 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. For further information on the application form please contact callvisitingprofessor@unica.it.

UNICA 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 involved 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 2016/2017);
- 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 with a Rector's Decree and published on <http://people.unica.it/visitingprofessor/>.

Candidates can't start their activities at UNICA before an official approval by the Academic Boards.

Successful VPs will receive by e-mail a formal communication of the selection outcomes. Within 10 days from the official notice, appointed VPs are requested to inform by e-mail the VP Office whether they will accept the nomination or not. Each VP 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 <http://people.unica.it/visitingprofessor/visa-procedure-residence-permit/>

REMUNERATION AND EMPLOYMENT CONTRACT

1) **For long visits (1 month)** the 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 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 VP's 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.

VPs selected for a long visit will sign a coordinated and continuative self-employment contract.

2) For 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 the VP 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)
- 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 the non-EU VPs, 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 VP, and will be allocated upon paying the total contribution.

VPs 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 VP's activity at UNICA.

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

According to the Italian rules, UNICA does not allow VPs to take advantage of the tax treaty to avoid double taxation. Consequently, **all VPs' 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/Fiscality+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. VPs receiving incomes for their self-employed work, subject to fiscal deductions and contributions, will receive the **CU Form** (Certificazione Unica). The withholding agent/University will certify amounts paid and deductions made according to the taxation system.

PAYMENTS

VPs will receive their payment at the end of the visit, after submitting a final report about the activities carried out at UNICA (countersigned by his/her sponsor at UNICA). Depending on the payroll system and the VP's registration date at UNICA, the first payment can be postponed of one or



two months: the VP 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 be paid two months later.

Payments in advance are not possible.

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

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

DUTIES AND ACTIVITIES AT UNICA

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

At their arrival in Cagliari, VPs must go to the VP Office to sign their contract and register their position.

VPs must spend the whole appointed period at UNICA, so they are kindly invited not to leave Cagliari without a previous agreement with the VP Office. Any change to their initial stay plan must be agreed with the UNICA hosting Department and with the VP Office.

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

HEALTH INSURANCE

European Citizens

EU Citizens staying in Italy less than three months and covered by a 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 suggested 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 periods longer than three months and applying for a residence permit.

PERSONAL DATA TREATMENT

All the documents regarding personal data treatment based on art. 13 of the Legislative Decree n 196, of June 30th 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 art. 5 of the Law 241/1990, 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, tel. +39 070 675 8446.