



**Courtesy translation: in case of discrepancy between the Italian language original text and the English language translation, the Italian version shall prevail.
(Rector's decree number 265 25.01.2024)**

Call for Visiting professor/Researcher

Art. 1 - Addressees

This call for applications is aimed at the teaching and scientific structures of the University of Bari Aldo Moro, hereinafter referred to as Departments, and provides for the allocation of a maximum amount of €352.000.00 for the assignment of positions of *Visiting Professor / Visiting Researcher* to Italian and foreign experts and scholars of recognised scientific qualification, belonging to the non-Italian university, research or higher education institutions who, also based on specific international agreements stipulated by the University, are called upon to carry out research and/or training activities in the University itself, including seminars, as part of a course of study, a PhD course or a specialisation school.

Visiting Professors/Researchers are not eligible for selection if they have a degree of kinship or affinity, up to the fourth degree, with a professor belonging to the Department proposing the candidature or with the Rector, the Director General or a member of the University Board of Directors. Excluded are those who, in the year they are expected to arrive, simultaneously hold a position of any kind in a university or research facility in the country.

For each Visiting Professor/Researcher position, a minimum all-inclusive gross contribution, charged to the budget, of €4,000.00 shall be awarded. If the proposing structure, when drawing up the training offer, has established that one or more courses taught entirely in a foreign language may be entrusted to the Visiting Professor, the all-inclusive gross contribution charged to the budget shall be € 8,000.00.

By resolutions of the Governing Bodies, the number of positions and the amount of the contribution may be varied according to the number of applications received.

Art. 2 - Period of activity

To obtain the funding, the period of stay of the *Visiting Professor/Researcher* must last at least 10 working days, even if not consecutive, during which he/she is required to carry out his/her teaching and/or research activities assigned by the Department and to comply with the internal provisions on safety in the workplace and databases, the Code of Ethics and administrative and accounting organisation. Consistent with the University's teaching and scientific needs, research activities must take place by 30 September 2025 and teaching activities must take place between 01 October 2024 and 30 September 2025.

The hosting department must guarantee the availability of the spaces, libraries, equipment, and facilities needed by the Visiting for the performance of the entrusted activities.

Art. 3 - Submission of applications and documents to be provided.

Departments interested to receive University funding shall submit a single application, using the application form (Annex A) to this call for applications, duly completed in every field and signed by the Director of the Department. Under penalty of exclusion, Annex A must be accompanied by a resolution of the Departmental Council, setting out an order of priority among the names proposed in the application, in line with the Department's internationalisation objectives.

Applications must be submitted exclusively by certified electronic mail PEC (universitabari@pec.it) within 30 days from the issue of the call notice and addressed to the Research, Third Mission and Internationalisation Directorate, Internationalisation Section. Static and not directly modifiable formats, without micro-instructions or executable codes, preferably in PDF format, must be used for the telematic submission of the documents. Proprietary formats (doc, xls etc.) must be avoided. All documentation submitted must be attached in a single file. Please note that the maximum content of the PEC is 50 MB. Should it be necessary to exceed this capacity in order to send the application, Departments are invited to send further PECs indicating in the subject line: "Integration to the application for participation in the internal call for *Visiting Professor/Researcher*", progressively numbering each integration PEC.

Art. 4 - Selection Procedure

A special commission appointed by rectoral decree will meet to assess the eligibility for funding of the proposals submitted by the departments. Should the funding requests exceed the available budget, the Commission will allocate the budget proportionally among the departments, according to the eligible applications received by each requesting department, possibly also taking into account the size of the department in terms of the student population and the size of the department in terms of teaching staff.

However, each department will be guaranteed a contribution from the University budget, with a minimum total amount of €8,000.00.

Any contributions not used by the individual teaching facilities will be redistributed among the remaining ones, applying the same criterion.

The Commission will draw up a ranking list in which it will indicate, for each department, the names of the Visiting fellows eligible for funding, based on the budget allocation.

The Research, Third Mission and Internationalisation Directorate, Internationalisation Section, will publish the results on the University website and will notify the host Departments, which will have to decide on the assignment of the activities to the selected *Visiting Professors/Researchers*, in compliance with the regulations in force concerning assignments to external subjects and in compliance with the rules for the entry of non-EU citizens into Italy.

Art. 5 - Final Report

At the end of the period of stay, the *Visiting Professor / Visiting Researcher* shall submit to the host structure, together with the reference professor, a report on the activities carried out and the research carried out. This report must be forwarded to the Research, Third Mission and Internationalisation Directorate, Internationalisation Section.

Art. 6 - Contract

The selected *Visiting Professor / Visiting Researcher* must sign a specific contract with the host Department, which must provide for the activities entrusted, to be carried out for a minimum period of 10 days, including non-consecutive days, within the terms set out in Article 2 of this call for applications.

The *Visiting Professor/Researcher* shall receive a minimum all-inclusive gross remuneration of € 4,000.00. If the proposing structure, when drawing up the training offer, has established that one or more courses taught entirely in a foreign language may be entrusted to the Visiting Professor, the all-inclusive gross fee charged to the budget shall be € 8,000.00.

The above-mentioned all-inclusive remuneration is to be understood as gross of withholding taxes and contributions to be paid by the recipient as well as of the charges to be borne by the institution (tax and social security) arising from the payment of the above-mentioned remuneration.

Article 7 - Settlement of Remuneration

The amount (net of statutory deductions) to be paid from the budget will be paid in a lump sum upon completion of the work.

To receive the settlement, the Department must forward:

- to the Directorate for Research, Third Mission and Internationalisation - Internationalisation Section, the final report required by Article 5 of the University Regulations governing *Visiting Professors, Visiting Researchers and Visiting Fellows*;

- to the Administration and Finance Department - Non-permanent staff and missions section - O.U. Grants, research grants and collaborations, a certificate of performance, signed by the Director of the Department, as per Annex B to this notice.

The remuneration will be credited by bank transfer to the current account in the name of the lecturer. Under the contract, the *Visiting Professor/Researcher* will not accrue any additional monthly payments, holidays, severance pay, or any other charges payable by the University.

In particular, there is no reimbursement of expenses for board, lodging, or transport. The costs of any health insurance coverage and/or residence permit and/or repatriation shall be borne by the *Visiting Professor/Researcher* and may be deducted by the University from the remuneration due.

At the end of the employment relationship, certification of the remuneration paid will be issued.

The person receiving income from coordinated and continuous collaboration to whom tax and social security withholdings have been made, will be issued with the CUD (Single Certification) form with which the tax withholding agent/university will certify the sums paid and the relevant withholdings made and paid to the Treasury.

Visiting Professors/Researchers of non-EU nationality, in order to obtain an entry visa, must also sign a specific hosting agreement drawn up in accordance with the standard template of the Ministry of the Interior. This agreement does not replace the employment contract.

Art. 8 - Tax and Social Security Treatment

On the gross remuneration, the University will apply the IRPEF withholding tax, currently set by D.P.R. 600/73 at 30% of the taxable remuneration, in addition to the social security contributions envisaged by the INPS Separate Account, L. 335/95, at the current rates. Visiting companies that do not opt for the application of the possible convention against double taxation must, by the end of the assignment, register with "INPS Gestione Separata" and present a copy of the relative registration receipt.

The above-mentioned IRPEF withholding may subsequently be reimbursed by the Italian Tax Authorities upon the *Visiting Professor/Researcher's* application for the same.

Should the Visiting Professor opt for the application of the double taxation agreement, the following documents must be submitted by the end of the assignment:

- declaration of non-existence of fixed base in Italy;
- copy of the tax code issued by the Italian Revenue Agency;
- copy of identity document;
- request to avail oneself of the double taxation convention stipulated between one's country of tax residence and Italy with the indication of the article of the convention in which the type of income is covered;
- certificate issued by the foreign tax authority proving tax residence in the foreign country.

The application of the double taxation convention also allows for the non-application of social security withholding taxes and therefore in this case registration with the INPS separate management is not required.

Art. 9 - Health insurance

European citizens:

The European Health Insurance Card (EHIC) gives citizens of the 28 EU Member States and Iceland, Liechtenstein, Norway and Switzerland easier access to medical care while abroad. The card allows access to public health services and urgent health care services in the host country (doctors, pharmacies, hospitals or clinics) just like residents.

Non-European citizens:

The costs of health insurance cover are the responsibility of the Visiting Professor/Researcher, who will have to consider extending the validity of his or her health insurance in Italy.

Article 10 - Protection of personal data

The personal data contained in the application form (and in the CV) will be processed for the purposes of managing this procedure and in application of the regulations in force regarding the processing of personal data. The data will be processed - by the persons authorised to process the

data - by manual, computerised and telematic means within the scope of and for the purposes specified above, in compliance with the security measures adopted by the University and in accordance with the provisions of EU Regulation no. 2016/679 on the protection of individuals with regard to the processing of personal data and the free movement of such data, as well as the legislative decrees adapting national legislation to the provisions of the aforementioned Regulation. The Data Controller is the University of Bari Aldo Moro, with registered office in Piazza Umberto I, no. 1, 70121 - BARI. The designated Data Protection Officer can be contacted at the e-mail address rp@uniba.it. The full text of the notice is available at: <https://www.uniba.it/it/ateneo/privacy/informative/informativa-selezioni/view>.

Art. 11 - Person in charge of the procedure

Pursuant to Art. 4 of Law 241 of 7 August 1990 (New rules on administrative procedures and the right of access to administrative documents) and subsequent amendments and additions, the person in charge of the procedure is Ms Luisa D'Aniello, head of the Internationalisation Section - Research, Third Mission and Internationalisation Directorate of this University, tel. 080.5717898, e-mail: luisa.daniello@uniba.it.

Article 12 - Final Provisions

Please be informed that, pursuant to Article 71 of Presidential Decree 445 of 28/12/2000, the Administration will proceed to carry out appropriate checks, also on a sample basis, and in all cases in which grounded doubts arise as to the truthfulness of the substitute declarations. For any matters not expressly provided for in this call for applications, please refer to the reference legislation in force and to the University Regulations governing *Visiting Professors, Visiting Researchers and Visiting Fellows*.

Bari,25.01.2024