

**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 4754, 23/12/2024)**

Call for Visiting professor/Researcher

Art. 1 – Beneficiaries

This call is directed at the educational and scientific structures of the University of Bari Aldo Moro, hereinafter referred to as Departments. It provides for the allocation of a maximum amount of €500,000.00 for granting positions of Visiting Professor/Visiting Researcher to Italian and foreign experts and scholars of recognized scientific qualification, affiliated with non-Italian institutions of higher education, research, or advanced training.

These individuals, under specific international agreements entered into by the University, will undertake research and/or teaching activities, including seminars, within a degree program, doctoral course, master's program, or specialization school activated by the University of Bari Aldo Moro.

Visiting Professors/Researchers who have a family relationship or affinity, up to the fourth degree, with any professor from the proposing Department, or with the Rector, the General Director, or a member of the University Board of Directors, are not eligible.

Candidates who, during the proposed period of activity, concurrently hold any type of position in a university or research institution in Italy are also excluded.

Each Visiting Researcher position is awarded a gross comprehensive contribution of €4,000.00, funded by the University budget.

Each Visiting Professor position is awarded a gross comprehensive contribution of €8,000.00, funded by the University budget.

Through resolutions by the governing bodies, the number of positions and the amount of contributions may be adjusted based on the number of applications received.

Art. 2 – Activity Period

To obtain funding, the duration of the stay must be organized as follows:

- **Visiting Professors** teaching in a foreign language within a degree program, doctoral course, master's program, or specialization school: at least two months of residence, which may be non-consecutive, within the year.
- **Visiting Researchers** conducting research and/or seminar activities: at least 10 working days of residence, which may be non-consecutive.

During their stay, Visiting Professors/Researchers must perform the assigned teaching and/or research activities and comply with internal regulations regarding workplace safety, database access, the Code of Ethics, and administrative and financial management.

In alignment with the University's academic and scientific requirements:

- Research activities must be completed by **September 30, 2026**.
 - Teaching activities must take place between **October 1, 2025**, and **September 30, 2026**.
-

Art. 3 – Submission of Applications and Required Documentation

Departments seeking University funding must submit a single application using the application form (**Annex A**) attached to this call, fully completed and signed by the Department Director. Applications must include a Department Council resolution that specifies the priority order of nominees in line with the Department's internationalization objectives.

Applications must be submitted exclusively via certified email (PEC) to universitabari@pec.it within **30 days of the notice being published**. Applications should be addressed to the Research, Third Mission, and Internationalization Directorate, Internationalization Section – Incoming International Mobility Unit.

Documents must be in non-editable static formats, preferably **PDF**, and must not contain macros or executable codes. Proprietary formats (e.g., DOC, XLS) should be avoided.

PEC submissions are limited to a maximum of **50 MB**. If the application exceeds this size, additional PEC submissions should be sent with the subject line: "*Supplement to the application for the internal call for Visiting Professor/Researcher,*" sequentially numbering each supplementary PEC.

Art. 4 – Selection Procedure

A dedicated commission, appointed by rectoral decree, will evaluate the eligibility of proposals submitted by Departments.

Should the funding requests exceed budgetary availability, the Commission will proportionally allocate funds among Departments based on eligible applications. A minimum budget contribution of **€8,000.00** will be guaranteed for each Department.

Unused funds will be redistributed among remaining Departments using the same proportional allocation method.

The Commission will prepare a ranking list indicating, for each Department, the names of Visiting Professors/Researchers awarded funding.

Results will be published on the University's website and communicated to Departments, which will then formalize assignments to selected Visiting Professors/Researchers in compliance with current regulations and rules governing the entry of non-EU nationals into Italy.

Art. 5 – Final Report

At the end of their stay, the Visiting Professor/Researcher must submit a report on the activities and research conducted, jointly prepared with the referring faculty member.

This report must be sent to the Internationalization Section – Incoming International Mobility Unit of the Research, Third Mission, and Internationalization Directorate.

Art. 6 – Affiliation Agreement

- Selected Visiting Professors must sign an affiliation agreement with the host Department that governs the terms of their coordinated and continuous collaboration. They will receive a gross comprehensive fee of **€8,000.00**.
- Selected Visiting Researchers must sign an affiliation agreement governing their occasional collaboration terms. They will receive a gross comprehensive fee of **€4,000.00**.

Applicable taxes, social security contributions, and deductions will be withheld before disbursement.

Art. 7 – Payment of Compensation

Payments, net of statutory deductions, will be made in a single instalment after completing the assigned activities.

To process payment, Departments must submit:

1. The final activity report (as outlined in Art. 5) to the Internationalization Section;
2. A performance completion certificate (**Annex B**) signed by the Department Director to the Personnel Administration and Finance Directorate.

The Department may proceed with the payment of Visiting Researchers after transmitting the required documents to the relevant administrative units.

The compensation will be credited via bank transfer to the Visiting Professor/Researcher's account. No reimbursements for meals, accommodation, or transportation will be provided.

Costs for any health insurance coverage and/or residence permit and/or repatriation fall to the Visiting Professor/Researcher and may be deducted by the University from the compensation due.

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

Visiting Professors/Researchers, to whom tax and social security withholdings have been made, will be issued the Single Certification, with which the withholding agent/University will certify the amounts paid and the related withholdings made and paid to the Treasury.

Art. 8 – Tax and Social Security Treatment

Detailed provisions regarding tax deductions and social security obligations are outlined, including the possibility of applying double taxation agreements.

On the gross fee, the University will apply the IRPEF withholding tax, currently set by D.P.R. 600/73 at 30% of the taxable fee, in addition to the social security contributions provided for by the INPS Separate Management L. 335/95 with the rates in force. Visitors who do not opt for the application of the double taxation convention, if any, must, by the end of the assignment, register with the INPS Gestione Separata and show a copy of the relevant registration receipt.

The aforementioned IRPEF withholding may subsequently be subject to reimbursement by the Italian Tax Administration upon the Visiting Professor/Researcher's application.

The Visiting Professor who should opt for the application of the convention for the avoidance of double taxation must submit the following documentation:

- 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 that they wish to avail themselves of the convention against double taxation entered into between their country of fiscal 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 attesting to 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 separate INPS management is not required.

Art. 9 – Health Coverage

- **European Citizens:** The European Health Insurance Card (EHIC) allows access to public health services and urgent care under the same conditions as residents.
- **Non-European Citizens:** Healthcare insurance expenses are the responsibility of the Visiting Professor/Researcher.

Art. 10 – Personal Data Protection

Personal data will be processed following the EU Regulation No. 2016/679. The Data Controller is the University of Bari Aldo Moro, and the designated Data Protection Officer can be contacted via email at rpd@uniba.it.

Full privacy notice: [Privacy Policy](#)

Art. 11 – Procedural Responsibility

- **Contact Person:** Ms. Luisa D'Aniello



- **Position:** Head of the Internationalisation Section
 - **Phone:** 080.5717898
 - **Email:** luisa.daniello@uniba.it
-

Art. 12 – Final Provisions

The Administration reserves the right to verify declarations provided in applications. Refer to University regulations and applicable legislation for unaddressed matters.