



**CALL FOR VISITING PROFESSORS
FROM RESEARCH INSTITUTIONS OUTSIDE OF ITALY
FUNDED THROUGH ART. 4(2)(A) OF FRIULI VENEZIA GIULIA
REGIONAL LAW No 2/2011 – FUNDS 2024**

**2nd TERM 2023-2024 and 1st TERM 2024-2025
ACTIVITY DEADLINE: 30th NOVEMBER 2024**

2024 Selection

Deadline for applications: 7th December 2023 at 11:00 a.m.

Article 1 – Recipients and purposes of the scheme

The University of Trieste shall select and support full, associate and emeritus professors from foreign institutions (or individuals with equivalent positions in foreign research institutions) through the Visiting Professorships Scheme. During a visiting professorship, the recipient will deliver lectures within the University's bachelor's, master's, single cycle master's, specialisation and doctoral degree courses.

This call is addressed to the departments of the University of Trieste interested in inviting scholars with a view to expanding the range of educational activities within the department and developing the University's international profile. Under no circumstances will the Visiting Professor be in charge of a whole course.

Article 2 – Duration

Visiting professorships may be taken up during:

- a. the second term of academic year 2023-2024
- b. the first term of academic year 2024-2025

and must be concluded by 30th November 2024.

Specialisation courses in medical fields

Professorships held within these specialisation courses will have to be carried out in the second term of academic year 2022-2023 or in the first term of academic year 2023-2024. All activities will have to be completed by 30th November 2024.

Minimum duration of a professorship

A visiting professorship must last **no less than 10 continuous working days.**



During their visit, professors are required to carry out their teaching activities in compliance with the regulations of the University of Trieste.

Article 3 – Number of professorships and value

- a. A maximum of 10 visiting professorships will be funded.
- b. For each visiting professorship the selected department will receive **EUR 2,857.15**, corresponding to the Visiting Professor's gross wages (**EUR 2,000.00 net**).

Departments shall not be granted any further reimbursement.

The Visiting Professor's wages shall be paid as a lump sum **at the end of their visit**, after they have submitted their final report on the activity carried out.

If a Visiting Professor has their tax residence in a country which has a convention with Italy aimed at avoiding double taxation, they may submit a request **before** their wages are paid. They must do so by filling in the required form(s) in accordance with the provisions of the relevant convention and submit all documentation to the host department.

Information is available on the website of the [Italian Revenue Agency](#) (*Agenzia delle Entrate*).

A visiting professorship does not give the holder the right to enrolment as a teacher at the University of Trieste.

Article 4 – Visiting Professor's commitment

The Visiting Professor is required to carry out the following activities in English or in another foreign language consistent with the course in which the activity will be held:

1. **4 hours** of lectures within one or more courses of type A or B or C within a bachelor's, master's, single cycle master's courses or doctoral degree. The lectures must be held during the second term of academic year 2023-2024 or the first term of academic year 2024-2025. Visiting professorships held within specialisation courses in medical fields must be held during the second term of academic year 2022-2023 or the first term of academic year 2023-2024. All activities must be completed by 30th November 2024. Lectures may be given within different courses, provided they meet the above requirements, are offered by the host department, and are given by the same visiting professor;



2. **a seminar** at the host department;
3. **a roundtable with PhD students** enrolled at the University of Trieste. The organisation of the roundtable must be agreed upon by the Visiting Professor and the coordinator(s) of the PhD school(s) involved. In case of joint doctorates, the workshop will be held at the University of Trieste.

Lectures and/or educational activities must be given in the academic calendar as taught or co-taught components of an existing course.

Activities within courses for bachelor's, master's and single cycle master's degrees may be carried out without modifying the number of teaching hours assigned to the teacher in charge of the course for the relevant academic year.

Article 5 – Insurance

Before the arrival of the Visiting Professor, the host department shall verify the mandatory insurance requirements provided for by the current legislation and any additional requirements related to scheduled activities (e.g. access to laboratories, use of equipment, etc.). The department will do so with the help of the administration office in charge of insurance.

Visiting professors arriving from a Member State of the European Union have health insurance coverage through the EHIC (European Insurance and Health Card) scheme.

Article 6 – Application process

Applications must be submitted by the relevant department.

Each department may submit no more than two applications, indicating an order of priority.

Applications must be submitted by University departments through the form attached to this call (**Annex A**). The form must be signed by the Head of Department.

This form and the documents listed in Article 6 of this call, must be sent to relazioni.internazionali@amm.units.it by **7th December 2023 at 11:00 a.m.**

The subject of the email must be the following: **CALL FOR VISITING PROFESSORS – REGIONAL LAW No 2/2011 – FUNDS 2024.**

Pursuant to Article 18(1)(b) and (c) of Italian Law No 240/2010 and subsequent amendments and additions, candidates are not eligible if, at the deadline for applications, they have up to a fourth degree of kinship by consanguinity or affinity with: a member of teaching staff within the host department, the Rector, the General Director or a member of the Board of Directors of the University of Trieste.

Subjects who have already been awarded Visiting Professorships in the 2022 and 2023 selections are not eligible for this selection. However, applications are welcome from candidates who received a positive assessment from the Evaluation Committee, but were not selected in the 2022 and 2023 selections.



In this case, the proposed activities must be modified and adapted to the 2024 call.

Along with Annex A, the department shall submit:

1. a copy of the minutes of the Department Council meeting in which the department committed to hosting the Visiting Professor. The minutes of the meeting must also clearly indicate if the department prioritises one candidate over the other. The Council must have met before the deadline for the submission of applications indicated in this call. However, if the minutes of the meeting are not available at the time of submission, the department may send a copy of it to relazioni.internazionali@amm.units.it within seven days of the application deadline.

The minutes of the meeting must indicate:

- a) the candidate's details and university or institution of origin; the academic discipline of the taught course and short description of the candidate's academic standing and international achievements;
 - b) the reason for the proposal;
 - c) description of the activity the candidate will carry out (number of hours, type of activity and period in which it will be carried out);
 - d) period of stay of the Visiting Professor;
 - e) the name of the scientific supervisor within the department;
 - f) commitment of the host department to ensure:
 - provision of a workstation within the host structure;
 - the availability of the equipment necessary to carry out the planned activities;
 - g) verification of the necessary insurance aspects;
2. curriculum vitae of the Visiting Professor drawn up in English;
 3. a declaration of interest drawn up in English and signed by the candidate using the form in Annex B of this call;
 4. a copy of a valid identity document of the Visiting Professor.

Article 7 – Selection

The International Relations Service will verify that each application complies with the admission requirements set in this call.



Eligible applications will then be forwarded to an Evaluation Committee appointed by the Rector. The Evaluation Committee will evaluate all applications on the basis of the following criteria:

- a) curriculum vitae and international standing of the candidate;
- b) reason for the proposal;
- c) international standing of the candidate's university or research institution of origin;
- d) relevance of the activity that the candidate is invited to carry out.

The list of the selected candidates will be submitted to the academic bodies of the University of Trieste for their approval.

After the academic bodies have approved the selection results, the International Relations Service will publish the selection results on the University's website and will notify the relevant host departments.

All activities must be concluded by **30th November 2024** and all relevant documentation must be sent to the International Relations Service by **20th December 2024**, in order to allow the University to send a funding report to the Friuli-Venezia Giulia Region.

Article 8 – Further documents

- a) Templates

In order to standardise all the documents required under this call, the University has prepared the following templates: invitation letter, acceptance letter, fee note, final report.

- b) Affiliation form

According to Article 5(3) of the Regulations of the University of Trieste on Visiting Scientists, when the Visiting Professor arrives, the host department must prepare an affiliation form clearly stating the commitments of both parties. The agreement shall be signed by the Visiting Professor and countersigned by the head of the host department.

- c) Final report

At the end of their stay, the Visiting Professors will submit a brief report on the activities they carried out at the host department. The scientific supervisor within the host department will countersign and integrate the report, highlighting the visit's contribution to the University's internationalisation scheme. A copy of the final report will also be sent to the University's International Relations Service.



Article 9 – Advertising and conclusion of proceedings

This call is published on the [Accordi, reti e progetti internazionali | Università degli studi di Trieste \(units.it\)](#) . The University's website is being renovated and this link may change.

The selection results referred to in Article 7 of this call shall be published only after their approval by the academic bodies.

Article 10 – Processing of personal data

Pursuant to Italian Legislative Decree No 196 of 30 June 2003, as amended by Italian Legislative Decree No 101 of 10 August 2018, and pursuant to EU Regulation No 679/2016 – General Data Protection Regulation, the University undertakes to respect the confidential nature of the information provided by candidates. All data provided will be processed only for purposes related to this selection procedure and the eventual management of an applicant's relationship with the University, in compliance with the provisions in force.

Article 11 – Person in charge of the administrative procedure and contacts

Pursuant to Italian Law No 241 of 7 August 1990, the person in charge of this administrative procedure for the University of Trieste is Carla Savastano, Head of the International Relations Service. For any further information or clarification please contact the International Relations Service at the email: relazioni.internazionali@amm.units.it

Article 12 – Referral clause

For matters not covered by this call, please refer to the Regulation of the University of Trieste on Visiting Scientist.

The Rector
Prof. Roberto Di Lenarda