



**CALL FOR VISITING PROFESSOR FROM RESEARCH INSTITUTIONS  
OUTSIDE ITALY  
A.Y. 2024/2025 2<sup>nd</sup> TERM AND A.Y. 2025/2026 1<sup>ST</sup> TERM  
ACTIVITY DEADLINE: 19<sup>th</sup> DECEMBER 2025  
YEAR 2025**

**Deadline for applications: 10<sup>th</sup> MARCH 2025**

**Article 1 – Recipients and purposes of the scheme**

The University of Trieste shall select and support full, associate and professors from foreign Institutions (or individuals with equivalent positions in foreign research Institutions) through this Visiting Professorship Scheme. During his/her stay the Visiting Professor will deliver lectures within the university 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**

a. Visiting professorships may be taken up during the second term of academic year 2024/2025 and the first term of academic year 2025/2026.

The activities shall begin **from 7<sup>th</sup> April 2025** and shall end within **19<sup>th</sup> December 2025**.

b. Specialisation courses in medical fields

Professorships held within these specialisation courses will have to be carried out in the second term of academic year 2023/2024 and first term of academic year 2024/2025.

c. 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 – Professorships and value**

a. A maximum of 10 Visiting Professorships will be funded.

b. For each Visiting Professorship the selected Department will receive **EUR 3.571,43**, corresponding to the Visiting Professor's gross wages (**EUR 2.500,00 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 s/he has submitted her/his 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, s/he may submit a request before her/his wages are paid. S/he 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 (not in Italian) consistent with the course in which the activity will be held:

1. **4 hours of lectures** within one or more courses Type A or B or C within a bachelor's, master's, single cycle master's courses or doctoral degree.

Only for specialisation courses in medical fields during the second term of the academic year 2023-2024, and first term of the academic year 2024/2025.

Lectures may be given within different courses, provided they:

- meet the above requirements,
- are offered by the Visiting Professor's host Department,
- 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 must be held at the University of Trieste.

Visiting Professor's lectures and/or educational activities must be given within courses of bachelor's, master's and single cycle master's degrees (Type 1), during the academic calendar and will be regulated by the *Guidelines on the definition of the planned and delivered educational offer*, approved by the Academic Senate of the University of Trieste on 16<sup>th</sup> July 2024, provided they must be carried out in person.

#### **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 (2) 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 this Article must be sent to [relazioni.internazionali@amm.units.it](mailto:relazioni.internazionali@amm.units.it) by **10<sup>th</sup> March 2025**.

The subject of the email must be the following: **BANDO DI ATENEO - SELEZIONE PER 10 POSIZIONI DI VISITING PROFESSOR - ANNO 2025**

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 2025-2027 within the Call “L.R. 2/2011, Art. 4, c. 2, lett. a) - Programmazione 2025-2027 - anno di contributo 2025, nelle more della sua definizione - BANDO DI ATENEO - Selezione per Visiting Professor provenienti da Istituzioni o Enti di ricerca esteri - anno accademico 2024/2025 Il semestre - attività da concludersi entro il 31 luglio 2025 - anno 2025” are not eligible for this selection.

Along with Annex A, the Department shall submit:

1. **a copy of the minutes** of the Departmental Board meeting in which the Department committed to hosting the Visiting Professor. The Board 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](mailto:relazioni.internazionali@amm.units.it) within seven days of the application deadline.

The minutes must indicate:

- a) the candidate’s details and University or Institution of origin; the academic discipline of the taught course and a short description of the candidate’s academic standing and international achievements;
- b) the reason for the proposal;
- c) a 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) the 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 Unit for Development Cooperation and university networks will verify that each application complies with the admission requirements set in this Call.

Eligible applications will then be forwarded to the Internationalisation Committee appointed by Rectoral Decree, reg. 172371 of 16<sup>th</sup> November 2023, No. 1080/2023.

The Committee will evaluate all applications on the basis of the following criteria:

- a) motivation;
- b) curriculum vitae and international standing of the candidate;
- 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;
- e) impact on the internationalization process of the University.

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 Unit for Development Cooperation and university networks will publish the selection results on the University's website.

### **Article 8 – Further documents**

#### **a) Affiliation form**

According to the Regulations of the University of Trieste on Visiting Scientist, when the Visiting Professor arrives, the host Department must prepare an Affiliation document clearly stating the commitments of both parties. The document shall be signed by the Visiting Professor and the Head of the host Department. A signed copy of this document shall be sent to the Unit for Development Cooperation and university networks.



## **b) Final report**

At the end of their stay, 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, by highlighting the visit's contribution to the university's internationalisation scheme. A copy of the final report will also be sent to the Unit for Development Cooperation and university networks by **31<sup>st</sup> January 2026**.

## **c) Final certificate**

The University shall release a certificate to the Visiting Professor, which attests his/her stay and his/her contribution to the internationalization process of the University.

## **Article 9 – Advertising and conclusion of proceedings**

This Call is published on the website of the Unit for Development Cooperation and university networks <https://portale.units.it/it/internazionale/welcome-to-units/docenti-e-ricercatori>

The selection results referred to in Article 7 of this Call shall be published only after their approval by the Academic Bodies of the University of Trieste.

## **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 Unit for Development Cooperation and university networks. For any further information or clarification please contact the International Relations Service at the email: [relazioni.internazionali@amm.units.it](mailto:relazioni.internazionali@amm.units.it)

## **Article 12 – Referral clause**

The English version of this Call has only informative aims. For the application and resolution of any dispute and for any legal effect, only the Italian version shall be valid.

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