

CALL FOR INCOMING VISITING PROFESSORS  
AND/OR SCIENTISTS  
Academic Year 2024/2025

Deadline for submission of applications:

**15<sup>th</sup> February 2025 12 noon**

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## Art. 1 Purpose of the Call for Proposals

This document is only the translation of the call for proposals issued by the Rector's Decree on 17th December 2024, no. 778 for Incoming Visiting Professors and/or Scientists, Academic Year 2024/2025. The Italian version is the official document regulating this call. The document written in English has no legal value. In case of conflicting issues between the English and the Italian version, the Italian version prevails.

The University Campus Bio-Medico of Rome (hereinafter, UCBM) with the aim of promoting collaboration with renowned scholars and experts, other Italian and foreign Universities, increasing integration with national and international research institutions, enhancing the quality of research activities and educational offerings, and strengthening the network at national and international level intends to promote the incoming mobility of scholars and experts, including non-academics, of high scientific qualification and with a curriculum of international relevance, coming from Italian or foreign Universities, Research Centers and/or Higher Education Centers, Companies or other Organizations, in order to carry out teaching/training activities at the University as part of a course of study, PhD and/or specialization and/or Research and Third Mission activities.

The University guarantees an adequate gender balance, in accordance with the [2023 Gender Balance](#), through which UCBM commits to reserve for visiting professors and researchers 30% of the available seats.

UCBM launches a selection procedure aimed at financing the mobility of Incoming Professors and/or Scientists for the performance of teaching and research activities to be carried out in the 2nd semester of the academic year 2024/2025 and in the 1st semester of the academic year 2025/2026.

## Art. 2 Eligibility Requirements

Pursuant to the provisions of Article 23(1) of Law 240/2010, it is permitted to identify professionals with high scientific qualifications who belong to one of the bodies/institutions referred to in Article 1 of this call for applications and possess a remarkable scientific or professional curriculum.

- Highly qualified professors from state or non-governmental universities qualify as **Visiting Professors**.
- Qualified **Visiting Scientists** are highly qualified researchers and experts also from non-academic bodies/institutions with a remarkable scientific or professional track record.

Each Applicant may apply for one of the following periods:

- Short stay: minimum period of 5 days up to 15 days.
- Long stay: minimum period of 16 days up to 3 months.

For periods of less than 30 days, no interruption of the mobility period is envisaged. For periods longer than 30 days, it is possible to request an interruption of the period, exclusively authorized for institutional reasons and agreed in advance with the Assessment Committee and the host institution. If an interruption of the mobility period is requested, one of the two periods of stay at UCBM must be longer than 30 days. Travel expenses are reimbursed for a single round trip

from one's institutional location even in the case of an interruption of the mobility period. The period of stay at UCBM can never be less than five working days.

The periods during which mobility can take place are:

- Spring Term: 15th March 2025 – 15th July 2025.
- Fall Term: 15th September 2025 – 15th January 2026.

### **Art. 3 Submission of applications**

Interested applicants should send their applications to the email address [visitingprofessors@unicampus.it](mailto:visitingprofessors@unicampus.it) no later than **15<sup>th</sup> February 2025, 12:00 noon**, enclosing the following documents, in pdf format only:

- fully completed and signed application form (Annex A);
- "Actions and Targets" form filled in with the support and signature of the relevant UCBM lecturer (Annex B);
- Curriculum Vitae indicating the most significant and relevant publications, limited to a maximum of 10 pages;
- brief description of the activities to be carried out, indicating any positive effects for UCBM;
- copy of valid personal identification document;

### **Art. 4 Selection procedure**

The Commission for the Evaluation of Applications received, appointed by the Chancellor of the University, is made up of five voting members and a secretary taking the minutes, and is composed of the Vice-Chancellor with responsibility for Education as Chairman, a member appointed by each Departmental Faculty Council together with the Vice-Chancellor in charge of Research, and in addition a member of the Lecturer Personnel Management Office (Ufficio Gestione Personale Docente), as Secretary.

The Commission evaluates the applications, awarding a maximum score of 100 points, according to the following criteria:

<b>No.</b>	<b>Criterion</b>	<b>Maximum score</b>
1	Curriculum Vitae and proven international relevance of the Candidate	40 points
2	Relevance of the activity the Applicant is invited to perform;	30 points
3	Consistency between the academic or scientific profile of the candidate and the activities he/she is called upon to carry out.	30 points

Only applicants who receive at least 75 points are considered suitable, and therefore eligible for funding. Applications from those who have already held the position of Visiting Professor and/or Scientist at UCBM are also evaluated, however preference is given to those who have not previously held similar positions.

The ranking list, drawn up in descending order, will be published at [www.unicampus.it/bandovisitingprofessors](http://www.unicampus.it/bandovisitingprofessors) by **28<sup>th</sup> February 2025**.

UCBM informs the Candidates, at the e-mail address indicated at the time of application, of the publication of the results of the selection so that they can promptly and independently verify what is published on the site.

At the end of the selection procedure, the Visiting Professor and/or Scientist is formally invited to sign a contract of coordinated and continuous autonomous collaboration free of charge.

#### **Art. 5 Reimbursement and travel expenses**

The Visiting Professor and/or Scientist is granted, upon presentation of the relevant documentation (tickets, detailed receipts and travel documents), strictly related to the performance of the activity and in respect of the expenses incurred by the Visiting Professor and/or Scientist excluding any accompanying person, a reimbursement for the following items of expenditure

- Travel and transfers: for travel within the EU, the UK and Switzerland, up to a maximum of €1,000.00 (one thousand/00); for travel outside the EU, up to a maximum of €2,500.00 (two thousand five hundred/00); expenses related to local transport and taxis are included in the above-mentioned thresholds;
- Board and lodging: Up to a total of 7 days' stay (7th day included) up to a maximum of €180.00 (one hundred and eighty/00) per day; up to a total of 15 days' stay (15th day included) up to a maximum of €160.00 (one hundred and sixty/00) per day, counted from the first day of stay; up to a total of 22 days' stay (22nd day included) up to a maximum of €140.00 (one hundred and forty/00) per day, counted from the first day of stay up to 29 days' stay (29th day included) up to a maximum of €120.00 (one hundred and twenty/00) per day, counted from the first day of stay; from the 30th day onwards, a refund of €100.00 (one hundred and twenty/00) per day, counted from the first day of stay.

For the purposes of reimbursement, the stay must take place within the boundaries of the Municipality of Rome and according to the above-mentioned limits. Expenses are reimbursed from the day before to the day after the service is provided. The competent Office reserves the right to assess the eligibility of expenses, given that reimbursement cannot be made in the absence of appropriate documentation.

#### **Art. 6 Application procedure for entry visa and residence permit**

For Incoming Visiting Professors and/or Scientists who must apply for an entry visa or residence permit, the University ensures, if required/expected, adequate support in obtaining them. The Lecturer Personnel Management Office (Ufficio Gestione Personale Docente) ensures the sending of the invitation letter signed by the Rector, which, if necessary, can be used to support the visa application. For further information on the need or otherwise of applying for a visa, Visiting Professors and/or Scientists are invited to consult the Farnesina website at the following address: [vistoperitalia.esteri.it/en](http://vistoperitalia.esteri.it/en)

#### **Art. 7 Insurance Coverage**

The University provides insurance coverage for accidents and third-party liability, in the context of the performance of the assignment, in accordance with the terms of the regulations in force.

Art. 8 Rights and Duties associated with Incoming Visiting Professor and/or Scientist Status  
Incoming Visiting Professors and/or Scientists who carry out activities in the laboratories exposing themselves to chemical, biological, physical, mechanical, radiogenic, etc. risks are

subject to the procedures set out in Law 81/08 on safety in the workplace, at the University's expense.

The aforesaid Incoming Visiting Professor and/or Scientist shall be included, if provided for, in the compulsory training program pursuant to the regulations in force. For this purpose, the Lecturer Personnel Management Office (Ufficio Gestione Personale Docente) communicates the names to the competent Offices, for the enrollment in the compulsory training program.

The Incoming Visiting Professor and/or Scientist is required to:

- carry out his or her activities according to the teaching and/or research and third mission program agreed upon with the relevant departmental faculty;
- adhere to the principles contained in the [Charter of Purposes](#) and the provisions of the [Code of Ethics](#).

Within 15 days from the end of the mobility period, the Visiting Professor and/or Scientist must send to the e-mail address [visitingprofessors@unicampus.it](mailto:visitingprofessors@unicampus.it), a final report, countersigned and possibly supplemented by the referring UCBM professor, on the activities carried out, with particular reference to the contribution that the Visiting Professor's and/or Scientist's activity has provided to the University's internationalization process. The submission of this documentation is binding for the purposes of reimbursement of expenses.

#### **Article 9 Protection and processing of personal data**

Protection and processing of personal data in accordance with the provisions of the [Regulation 2016/679/EU](#) (hereinafter also only "EU Regulation"), Legislative Decree no. 196 of 30th June 2003 (hereinafter also called only "Privacy Code"), and subsequent amendments and additions, as well as Legislative Decree no. 101 of 2018, we inform you that all personal data referring to Visiting Professors and/or Scientists, whether Candidates or Winners, provided by them when participating in this call for applications or otherwise acquired for this purpose by UCBM, shall be processed by the latter, as Data Controller, in compliance with what is precisely specified in the information on the processing of personal data as per art. 13 of the EU Regulation.

In particular, personal data referring to the Candidates concerned shall be processed solely for the purposes of the execution and management of this call for applications and in a manner instrumental to the execution of the same, as well as to comply with any legal or regulatory obligations, Community legislation and/or deriving from provisions of the Watchdog Authority for the protection of personal data. This is without prejudice to the processing of personal data necessary to meet any defense, judicial and extrajudicial requirements. Personal data will be processed, by manual and/or automated and computerized means, in accordance with principles of lawfulness and fairness and in such a way as to protect the confidentiality and rights of the Candidates concerned, in compliance with adequate security and data protection measures, including sensitive data or data disclosing health status, as provided for by the Privacy Code and the EU Regulation. The personal data of the interested parties will be processed by the staff of UCBM, appointed for this purpose and expressly authorized pursuant to Articles 29 of the EU Regulations and 2m of the Privacy Code, as well as by any service providers strictly related and functional to UCBM's activities, specifically appointed as data processors pursuant to Article 28 of the EU Regulations, in the manner and to the extent necessary to pursue the aforementioned purposes, including in the event of any communication to third parties. As regards the possible transfer of the personal data of the Candidates concerned to third countries outside the European Economic Area (EEA), UCBM hereby informs that any processing shall be disciplined in compliance with the legislation and on the basis of the provisions of Chapter

V of the Regulation, in compliance with recommendations 2/2020 of the European Data Protection Board. The Candidates concerned are recognized the rights set out in Articles 15 et seq. of the aforementioned Regulation, as well as the right to lodge a complaint with the Watchdog Authority, as provided for by Article 77 of the Regulation itself, or to take legal action (Article 79 of the Regulation), through the methods indicated in the specific information notice pursuant to Article 13 of the EU Regulation provided by UCBM.

#### **Art. 10 Information and Contact**

Lecturer Personnel Management Office (Ufficio Gestione Personale Docente)

Via Álvaro del Portillo, 21 - 00128, Rome. PRABB building, floor 0

Tel. (+39) 06.22541.9259/8124/9085/9060

E-mail: [visitingprofessors@unicampus.it](mailto:visitingprofessors@unicampus.it)