

## Internal Selection Notice

### Faculty Mobility Programme Abroad (MO.DOC.) – 3rd Edition Academic Year 2025/2026

#### Article 1 - Definition, Internal Selection, and Destinations

For the academic year 2025/2026, the University of Macerata, through the MO.DOC. (Faculty Mobility) programme supports the international mobility of professors and researchers for the purpose of research and teaching at universities, research institutions, and organisations in both European and non-European countries. Whenever possible, applicants are encouraged to consider the following ERUA universities as potential destinations: Université Paris 8 Vincennes-St Denis (France), Universidad de Las Palmas de Gran Canaria (Spain), European University Viadrina (Germany), Mykolas Romeris University (Lithuania), New Bulgarian University (Bulgaria), SWPS University of Social Sciences and Humanities (Poland), University of the Aegean (Greece).

To this end, an internal selection notice has been issued for the funding of 21 mobility grants to carry out a scientific and/or teaching project at universities, public and private research institutions, and international organisations.

#### Article 2 - Eligibility Requirements

The selection is open to associate and full professors as well as researchers (including those on fixed-term contracts) who are employed by the University of Macerata at the time of submitting their application. In the case of fixed-term researchers, mobility must be completed before the expiration of their contract with the University.

Priority will be given to those who did not receive mobility funding under the 2nd edition of the Faculty Mobility Programme Abroad (MO.DOC.) for the academic year 2024/2025.

#### Article 3 - Application Submission

**Applications must be submitted no later than 1:00 PM on June 30, 2025** exclusively via the online procedure available in the International section of the University's website under "International Mobility." Applications that are not submitted through the online procedure, are incomplete, or are not finalised by the deadline of this internal selection notice will be automatically deemed ineligible. Only fully completed applications, including all required attachments as per the official application model in this notice, will be considered.

Each applicant can submit only one application for the funding of a mobility grant aimed at carrying out a single scientific and/or teaching project.

#### Article 4 - Mobility Duration and Grant Allocation

The mobility period abroad supported by the MO.DOC. programme must have a **minimum duration of thirty (30) days**. The grants awarded to support faculty mobility are structured based on the duration of the stay abroad to ensure adequate financial support, as detailed in the following table:

Maximum Duration of Stay Abroad	Maximum Grant Awarded per Project Proposal	Maximum Number of Fundable Grants
Mobility period of at least thirty days	Euro 1.500,00	11
Mobility period of two months	Euro 2.500,00	5
Mobility period of three months or more	Euro 4.000,00	5

The grants will be transferred to the departments of the faculty members awarded the funding and must be used exclusively for the purposes and within the terms of the MO.DOC. program. It will be the responsibility of the department to authorise the mission and the related financial treatment in accordance with the applicable regulations, while keeping the Global Engagement Office informed at all times. Unused grants will be reallocated to the University's budget.

The start and end dates of the mobility period must correspond to the first and last day the grant recipient is physically present at the host institution.

The stay abroad must be **continuous, without interruptions**, except in cases of serious and documented personal or family reasons, which must be immediately reported to the department and the Internationalization and ERUA Area. In all other cases of interruption—provided that the department and the Internationalization and ERUA Area are duly informed—the awarded grant will be proportionally reduced based on the actual number of days spent abroad. Under no circumstances can the stay be shorter than **thirty (30) days**; otherwise, the reimbursement of expenses incurred by the faculty member will be deemed ineligible, and the entire grant will be revoked.

The mobility applies to the academic year 2025/2026 and must take place between September 1, 2025, and August 31, 2026.

## Article 5 - Evaluation Criteria and Final Ranking

A total score will be assigned to each valid application for the purpose of establishing the general ranking, based on the following indicators:

Criterion	Indicator	Score
Letter of invitation <sup>1</sup>	Yes/No	5 pt.
Planned Joint Research Activities in the Project Proposal	Yes/No	20 pt.
Planned Teaching Activities <sup>2</sup> in the Project Proposal	More than 20 hours between 8 and 20 hours up to 8 hours	20 pt. 10 pt. 5 pt.
Proposer's Research Evaluation Score (VTR 2021-2023) <sup>3</sup>	Range 1 Range 2 Range 3 Range 4	40 pt. 30 pt. 20 pt. 10 pt.
Cost of Living in the Destination City <sup>4</sup>	ranked 1 - 50 ranked 51 - 100 ranked 101 and beyond	15 pt. 10 pt. 5 pt.
<b>Maximum Attributable Score</b>		<b>100 pt.</b>

The final ranking, approved by a Rector's Decree, will be compiled in descending order, from the proposal with the highest score to the one with the lowest, up to the limit of available mobility periods and financial resources as specified in Article 4.

<sup>1</sup> Letter of Invitation: This refers to an official letter of assignment (in .pdf format) signed by the Director or Head of the host academic institution. The letter must confirm basic support for the faculty member during the research activity (e.g., availability to host the faculty member for the project duration, an activity plan).

<sup>2</sup> Teaching Activities: These include official courses, supplementary teaching activities, and seminars. Co-teaching activities will not be considered for scoring purposes.

<sup>3</sup> Research Evaluation Score (VTR 2021-2023): The scoring intervals are defined as follows: Interval 1: Score within 100%-76%; Interval 2: Score within 75%-51%; Interval 3: Score within 50%-26%; Interval 4: Score within 25%-1%. The classification of each applicant into the corresponding interval will be determined directly by the Programmazione, controllo e performance Office, without transmitting any sensitive data to the Internationalization and ERUA Area.

<sup>4</sup> Cost of Living Indicator: The cost of living index for the host city will be assessed based on the "Cost of Living Index by Country 2025" from Numbeo.com, as of the application deadline.

Priority in the ranking will be given to candidates who did not receive mobility funding under the 2nd edition of the Faculty Mobility Program Abroad (MO.DOC.) for the academic year 2024/2025.

In the case of a tie, preference will be given to the younger applicant.

Selected applicants must confirm their acceptance of the financial grant by submitting the designated acceptance form to the Responsible Officer at [s.natali3@unimc.it](mailto:s.natali3@unimc.it) within 15 days from the publication of the ranking. Failure to confirm within the deadline will result in disqualification, and the grant may be reassigned to eligible candidates according to the ranking order.

#### **Article 6 - Final Verification of Results**

To confirm the achievement of the objectives set for the funded mobility, the grant recipient must submit the following documentation within 30 days following the end of the mobility period to the Department Director and, for information, to the Responsible Officer:

- **Official certification issued by the host institution**, signed by its representative, confirming the exact dates of the stay, any teaching activities (distinguishing between co-teaching and individual teaching), and research activities, in line with what was declared in the application.
- **Final report** detailing the results achieved, consistent with the objectives stated in the project proposal (Section C of the application), using the official final report template provided.

#### **Article 7 - Incompatibility and prohibition of double funding**

The mobility grants awarded under this notice cannot be combined with or are incompatible with other mobility-specific grants provided by the University or its Departments, **as well as with funds or stipends received from the host institution**, if both are intended to cover the same mobility period. However, the grant may be **supplemented** with personal funds or other external funding sources, provided they are not specifically designated for mobility and internationalization purposes.

#### **Article 8 - Publication**

This internal selection notice and the results of the project evaluation procedure will be published on the University's website under the International Section in the International Mobility area. Notifications regarding the outcome of the evaluation procedure, approved by the Head of the Internationalization and ERUA Area, will be sent via email to the institutional email address provided by the candidate in the application.

**Article 9 - Responsible officer for the procedure**

Pursuant to Article 5 of Law No. 241 of August 7, 1990, the Responsible Officer for this selection procedure is Dr. Simona Natali, Global Engagement Office, located in Via della Pescheria Vecchia, 8 – 62100 Macerata, Italy, ph. +39.0733.2586068, email: [s.natali3@unimc.it](mailto:s.natali3@unimc.it)

**Article 10 - Personal data processing**

Personal data provided by applicants in their submission for this selection procedure will be processed in compliance with Legislative Decree No. 196 of June 30, 2003, and EU GDPR 2016/679, solely for the purpose of managing this procedure.

Providing such data is mandatory for the assessment of eligibility criteria; failure to do so will result in exclusion from the selection process.

Applicants have the right to access their personal data, as well as the right to request rectification, updates, completion, or deletion of incorrect, incomplete, or unlawfully collected data, in accordance with applicable regulations.

**Article 11 - Reference Regulations**

For any matters not explicitly covered in this notice, the general regulations of the University shall apply, where relevant.

Issued in Macerata.

The Rector  
*Prof. John Mc Court*