



**unIMC**  
UNIVERSITÀ DI MACERATA



AREA  
INTERNAZIONALIZZAZIONE  
E ERUA

## Internal call for applications

### Faculty Mobility Programme Abroad (MO.DOC.) – 4<sup>th</sup> Edition Academic Year 2026/2027

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

For the academic year 2026/2027, the University of Macerata, through the MO.DOC. (Faculty Mobility) programme aims to support 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 partner universities as possible 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, a call for internal selection is hereby issued for the funding of 20 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 3<sup>rd</sup> edition of the Faculty Mobility Programme Abroad (MO.DOC.) for the academic year 2025/2026.

Participation in this selection procedure is conditional, under penalty of exclusion, upon submission of a **letter of invitation**, drafted in English by the host institution in accordance with the provided template and mandatorily attached to the application as set out in Article 3. For the purposes of this call, "letter of invitation" shall mean an official declaration (letter of invitation), in .pdf or .jpeg format, duly signed by the Director or Head of the host institution, or by a faculty member acting as contact person within the same institution. The letter shall certify the willingness of the host institution to receive the visiting academic for the envisaged mobility period, the programme of teaching and/or research activities to be carried out, and the support to be provided for the implementation of such activities. The letter of invitation must be drafted exclusively in English and must explicitly indicate the





duration of the mobility period, which shall not be less than 30 (thirty) consecutive days. Letters of invitation drafted in languages other than English shall not be taken into consideration.

### Article 3 - Application Submission

**Applications must be submitted no later than 1:00 PM on June 30, 2026** 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 contributing to the support faculty mobility are structured based on the duration of the stay abroad to ensure adequate financial support, as detailed in the following table:

Duration of the mobility period abroad	Maximum Awarded per Project	Grant per Project	Maximum Number of Fundable Grants
Mobility period of at least 30 days	Euro 1.500,00		13
Mobility period of at least 60 days	Euro 2.500,00		5
Mobility period of at least 90 days or more	Euro 4.000,00		2

The funds shall be transferred to the Departments to which the beneficiary faculty members are affiliated and shall be used exclusively for the purposes and within the timeframe established by the MO.DOC. programme. It shall 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 duly informed.

Any funds not utilised shall be reallocated to the University budget.

**The mobility refers to the academic year 2026/2027 and must take place between September 1, 2026 to August 31, 2027.**



The stay abroad must be **continuous, without interruptions**, except in cases of serious and duly documented force majeure, which must be promptly communicated to the Department and to the Internationalisation and ERUA Area. In all other cases of interruption, without prejudice to the obligation to notify the Department and the Internationalisation and ERUA Area, the grant awarded will be reduced in proportion to the actual number of days spent abroad. In any case, the duration of the stay may not be less than **thirty (30) days**.

Failure to comply with this requirement shall result in the full revocation of the grant awarded and the consequent ineligibility of any request for reimbursement of expenses incurred.

### Article 5 - Evaluation Criteria and Final Ranking

A total score shall be assigned to all duly submitted applications for the purpose of establishing the final ranking, on the basis of the indicators set out in the table below and as derived from the declarations made by the applicant in the application form.

Criterion	Indicator	Score
Planned Joint Research Activities in the Project Proposal	Yes/No	25 pt.
Planned Teaching Activities <sup>1</sup> in the Project Proposal	More than 20 hours	20 pt.
	between 8 and 20 hours	15 pt.
	up to 8 hours	10 pt.
Proposer's Research Evaluation Score (VTR 2022-2024) <sup>2</sup>	Range 4	40 pt.
	Range 3	30 pt.
	Range 2	20 pt.
	Range 1	10 pt.
Cost of living in the destination country <sup>3</sup>	High income economies	15 pt.
	Upper-middle-income economies	10 pt.
	Lower middle income/Low income economies	5 pt.
<b>Maximum score</b>		<b>100 pt.</b>

<sup>1</sup> Teaching activities include official courses, additional teaching activities and seminars. Any teaching activities carried out in co-teaching mode shall not be considered for the purpose of score allocation. In case of discrepancy between the number of teaching hours indicated in the application form and that reported in the letter of invitation, the number indicated in the application form shall prevail.

<sup>2</sup> Research Evaluation Score (VTR 2022-2024): The scoring intervals are defined as follows: Range 4: Score within 76% - 100%; Range 3: Score within 51% - 75%; Range 2: Score within 26%-50%; Range 1: Score within 1%-25%. The classification of each applicant into the corresponding Range will be determined directly by the Programmazione, controllo e performance Office, without any transmission of sensitive data to the Internationalization and ERUA Area.

<sup>3</sup> In order to adjust the score in relation to the economic context of the destination country, a score is assigned based on the income level of the host country. The classification of countries, in force on the date of publication of this notice, is determined according to the World Bank Country Income Classification, with reference to the 'income group' indicator, available at the following link: <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>



In the event of any discrepancy between the information provided in the application form and that contained in the letter of invitation, the information provided in the application form shall prevail.

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, within the limits of available mobility periods and financial resources referred to in Article 4.

Priority in the ranking shall be accorded to applicants who were not awarded funding under the third edition of the Faculty Mobility Abroad Programme (MO.DOC.) for the academic year 2025/2026.

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

Selected applicants shall, under penalty of forfeiture, confirm their acceptance of the financial grant by submitting the appropriate form to the Person in charge of the procedure at the following address: s.natali3@unimc.it, no later than fifteen days from the date of publication of the ranking. In the event of failure to accept within the prescribed deadline, the grant may be awarded to eligible candidates according to the order of the ranking.

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

To confirm the achievement of the objectives set for the funded mobility, the grant beneficiary must submit the following documentation within 30 days following the end of the mobility period to the Director of the Department and, for information, to the Person in charge of the procedure:

- **an 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.
- **a 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 non-cumulability**

The mobility grant awarded under this notice may not be combined with other grants or funding provided by the University of Macerata, its Departments, or the host institution, intended to support mobility periods abroad, where such funding refers to the same mobility period.



The grant is also incompatible with remuneration, contributions or reimbursements provided by the host institution where such benefits are intended, in whole or in part, to cover expenses related to the same period of stay abroad.

The beneficiary may supplement the grant with individual research funds or other sources of funding, provided that such funds are not specifically allocated to mobility or internationalisation programmes.

Applicants are required to declare any receipt of other grants or funding related to the same mobility period at the time of submission of their application.

Should the beneficiary become aware of the allocation of additional funding after the application deadline, they must promptly inform the Administration and, in any case, prior to the start of the mobility period.

Failure to declare or communicate the receipt of other grants or funding related to the same mobility period may result in the reduction or revocation of the grant awarded, as well as the recovery of any amounts already paid, without prejudice to any further liabilities provided for under applicable law.

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

This internal call for applications is issued in Italian. An English version is provided for information purposes only and shall have no legal value. In the event of any discrepancy or conflict between the two versions, the Italian version shall prevail.

The call for applications and the results of the project evaluation procedure will be published on the University website under the “International” section, in the “International Mobility” subsection.

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 – Person in charge of the procedure**

Pursuant to Article 5 of Law No. 241 of August 7, 1990, the Person in charge of the procedure referred to in this notice 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*