

**UNIVERSITY OF MACERATA  
VISITING PROFESSOR PROGRAM  
- 6<sup>th</sup> EDITION -**

**CALL FOR APPLICATION FOR THE ACADEMIC YEAR 2024/2025**

**Article 1 – Subject**

In the framework of the “*Visiting Professor, Visiting Scholar and Fellow University guidelines*”, the University of Macerata hereby issues a call to award **12 (twelve) Visiting Professorships** for the **academic year 2024/2025** within the scope of the 6<sup>th</sup> edition of the *Visiting Professor* program.

**Article 2 – Eligibility criteria**

Full professors, associate professors, or researchers (in the equivalent qualifications in force in the sending academic system) employed at a foreign university or higher education institution, who are not resident in Italy and have not carried out their main activity in Italy for more than twelve months, even if not consecutive, are admitted participating in this program. The candidates must possess these objective requirements on the expiry date of this call. The retired candidate is also eligible for the Visiting Professorship.

**Article 3 – Duration, pay and activities**

The candidates of this program may apply for a Visiting Professorship lasting twelve (12) consecutive weeks (**type A**) or eight (8) consecutive weeks (**type B**) to be held in one of the two semesters of a.y. 2024/2025 and, in any case, between September 1, 2024, and July 15, 2025, except in duly justified cases.

Upon the arrival of the Visiting Professor at the University of Macerata, a grant of 7,000.00 euros for the type A and of 5,000.00 euros for the type B will be paid in a single solution for the refund of the mobility expenses.<sup>1</sup>

The international professor is awarded the title of Visiting Professor for the whole duration of the mobility at the University of Macerata in accordance with the “*Visiting Professor, Visiting Scholar and Fellow University guidelines*”.

During the period of stay, alongside the **research activity** for which the Visiting Professor has applied, **at least fifteen (15) hours of teaching activity** must be held in the frame of the study programs offered by the Departments or at the Specialization Schools, at the PhD School, at the Giacomo Leopardi School of Advanced Studies, at the Confucius Institute.

At the end of the mobility, the Visiting Professor is required to write a final report in English; this report, signed by the Faculty Advisor, must be submitted to the Director of the academic-scientific structure, who validates and disseminates it in the academic context of reference.

**Article 4 – Host structure, didactic and scientific structure, and academic supervisor**

The Departments that will receive the Visiting Professor are the host structure that will take care of the reception, reserve adequate workspace and guarantee access to the University services.

The didactic and scientific structure is meant as the place where the didactic and scientific activities will be carried out, i.e., the Departments, the Specialization Schools, the PhD School, the Giacomo Leopardi School of Advanced Studies, the Confucius Institute.

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<sup>1</sup> The amount of the grant is to be intended gross of the tax charges as for the legislation in force to be paid by the recipient, and it is expected to cover travel and accommodation expenses and any expenses connected with the issuance of an entry visa and residence permit for non-EU citizens, and for health care for the period of stay. The contribution cannot be combined in any way with other grants paid by the University of Macerata for the activities of the same Visiting Professor. However, in the case of awarded Visiting Professors in situations of risk where freedom of teaching and expression is compromised or where there is a danger to one's safety due to political, religious, cultural persecutions and war or post-war scenarios the Departments or other educational-scientific structures of the University are allowed to decide, by specific written intent, the extension of the duration of the Visiting Professorship and/or the integration of the grant from their own funds: the extension of the Visiting Professorship or the integration of the contribution can be provided up to a maximum corresponding to double the foreseen duration and awarded amount pursuant to this call.

The host structure is responsible to support the Visiting Professor by assigning one or more academic supervisors belonging to the same structure (the so-called Faculty Advisor), who, due to shared study and research interests and teaching programs, are the most suitable to promote the full integration and enhancement of the scientific and didactic contribution of the Visiting Professor.

At the end of the stay, the Director of the didactic and scientific structure, where the Visiting Professor carries out the teaching and research activities, will receive the final report of the same and the report prepared by his or her academic supervisors to account for mutual future prospects and the results achieved during the stay. Both reports will be sent, within fifteen days, to the Internationalization Area, Internationalization Strategies Office, for monitoring the activities carried out.

#### **Article 5 – Application and submission deadlines**

Applications for this call must be submitted *exclusively online* through the available platform published in the University website [www.unimc.it/en](http://www.unimc.it/en), within the *International* section, under *Visiting Faculty* item.

The application must include:

##### **Personal details**

1. Personal data, scientific field and belonging institution (name, website, personal website, if any).
2. Indication of any disability for the arrangement of the necessary aids in relation to one's condition.
3. Declaration certifying any situation of risk where freedom of teaching and expression is compromised or the occurring danger to one's safety due to political, religious, cultural persecutions and war or post-war scenarios.

##### **Integrated program of the teaching and research activity**

###### **Teaching Activity**

4. Indication of the didactic and scientific structure of the University of Macerata where the candidate intends to belong.
5. Indication of the preferred type of stay and the semester when carrying out the mobility.
6. Indication of a professor of reference of the University of Macerata.
7. Proposal of the teaching activities to carry out during the stay, structured as follows: name of the course, number of hours (**minimum fifteen hours**), teaching outcomes, program/syllabus, teaching methods, evaluation methods, reference bibliography (max 800 words).

###### **Research Activity**

8. Motivational letter, explaining the possible synergies that can be achieved with the University of Macerata, and any specific reference to the researchers or research topics of the University (max 400 words).
9. Extract the candidate's scientific and didactic curriculum, including the list of scientific publications, the experience acquired in the context of funded European/international projects and the participation as a speaker in conferences and/or seminars of international relevance, and an articulated description of the research activities in progress.
10. Proposal of the scientific research and project activity to be carried out during the period of stay (max 800 words).
11. Reference ERC macro-sector of scientific collaboration.

<p><b>Applications must be submitted no later than January 15, 2024, at 1:00 p.m. (CET)</b></p>
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#### **Article 6 – Selection committee, evaluation criteria and general merit ranking.**

The applications will be evaluated by a selection committee appointed by the Rector and chaired by the Vice-Rector for International Relations, which will draft the ranking based on the following criteria and points:

- a) **scientific quality of the candidate** based on the analysis of the curriculum vitae, experience and scientific authority resulting from the presented publications (up to a maximum of 50 points).
- b) **program of teaching activities** to be carried out during the period of stay, in line with the candidate's academic profile and the educational objectives of the scheduled teaching activity (up to a maximum of 25 points).
- c) **program of scientific and planning activities** to be carried out during the period of stay (up to a maximum of 25 points).

In case of equal scores resulting from the evaluation, priority will be given to those applications from full or associate professors or researchers from situations of risk in which their compromised freedom of teaching and expression is documented or the danger to their own safety due to political, religious, cultural and of war or post-war scenarios.

In the event of a further equal score, the youngest candidate in terms of age will prevail.

In case of necessity to balance the presence of the Visiting Professors at the University between the two semesters, the committee may assign candidates a different period of stay from that one specified in the application.

The Commission will finally establish a general merit ranking of the candidates with the analytical indication of the awarded scores, and a ranking for each Department for the awarding of the economic contributions envisaged in the art. 3 of this notice up to the limit of available resources.

This final merit ranking will be approved by Rector's Decree, published on the University website the University website [www.unimc.it/en](http://www.unimc.it/en), within the *International* section, under *Visiting Faculty* item.

The winners will be required, under penalty of forfeiture, to confirm their participation in the program and the mobility period with a formal communication no later than the fifteenth day from its publication.

In the event of renunciation or impossibility to carry out the mobility, the position of Visiting Professor may be assigned to suitable candidates in compliance with the order established in the ranking.

Any justified requests for rearrangement of the assigned semester will be evaluated in agreement with the academic supervisor.

Before the start of the activities, a grant agreement will be stipulated between the University of Macerata and the Visiting Professor with which the parties will define the methods and terms of the planned activities, as well as mutual obligations.

#### **Article 7 – Publication**

This call, along with the selection results, will be made available on University website [www.unimc.it/en](http://www.unimc.it/en), within the *International* section, under *Visiting Faculty* item.

In addition, the communications relative to the outcome of the evaluation procedure will be sent only to the e-mail address that the candidate has provided on the application form.

#### **Article 8 – Officer in charge of the procedure**

According to Art. 5 of Law No. 241 of 7 August 1990, the officer in charge of administrative proceedings in connection with this call is Andrea Dezi, Head of the Internationalization Strategies Office, Via Pescheria Vecchia, 8 – 62100 Macerata – T. +39.0733.2586114 – e-mail: [andrea.dezi@unimc.it](mailto:andrea.dezi@unimc.it). For technical and administrative information, please contact Irene Toscana +39.0733.2586019 – e-mail: [irene.toscana@unimc.it](mailto:irene.toscana@unimc.it)

#### **Article 9 - Personal Data Processing**

Personal data processing is regulated by Legislative Decree No. 196 of 30 June 2003 and GDPR UE 2016/679, and personal data provided by applicants in submitting their applications for selection will be processed only for the purposes related to this call. The holder of personal data processing is the University of Macerata, the head office of is in Macerata, via Crescimbeni, nn. 30 – 32, in the person of the Rector as legal representative ([urp@unimc.it](mailto:urp@unimc.it) or [ateneo@pec.unimc.it](mailto:ateneo@pec.unimc.it)).

The holder of personal data processing has a data protection officer appointed pursuant to article 37 of the GDPR (dpo@unimc.it). According to the objectives mentioned above, personal data may be used only and exclusively in the procedure described above by designated university staff and data will not be transferred to non-EU countries. The provision of the data is obligatory to assess the application requirements, under penalty of exclusion from the public selection. Personal data are not subject to any completely automated decision-making process, including data profiling.

**Article 10 - Final Provisions**

Provisions not expressly covered by this call will be regulated, as applicable, by the relevant existing laws.

Issued in Macerata.

The Rector  
*Prof. John Mc Court*