



Annex I to the Rector's decree No. 105 of 02.03.2026

## Courtesy translation

### Internal call for the selection and funding of Visiting Professors Academic year 2026/2027

**Deadline for applications:  
12:00 (CET) on 31 March 2026**

THE UNIVERSITY GUARANTEES EQUAL OPPORTUNITIES BETWEEN MEN AND WOMEN FOR ACCESS TO THE POSITION COVERED BY THIS CALL. THE MASCULINE FORM IS USED SOLELY FOR SIMPLIFICATION PURPOSES AND SHALL BE UNDERSTOOD AS INCLUDING ALL PERSONS OPERATING WITHIN THE ACADEMIC COMMUNITY.

#### OUTLINE

Art. 1 – Purpose .....	2
Art. 2 – Activity Period .....	2
Art. 3 – Financial support.....	2
Art. 4 – Payment procedures .....	3
Art. 5 – Tax and Social Security Treatment .....	3
Art. 6 – Eligibility Requirements.....	4
Art. 7- Selection Committee and evaluation criteria .....	6
Art. 8 – Reporting Obligation.....	6
Art. 9 – Insurance coverage.....	6
Art. 10 – Privacy notice .....	7
Art. 11 – Final provisions .....	7

## ART. 1 – PURPOSE

The University of Basilicata, as part of its internationalisation strategy, launches an internal call for Departments to attract *Visiting Professors*. This initiative strengthens the university's international dimension, enhances teaching and research quality, fosters innovation, and creates a more dynamic academic environment.

The call sets out selection procedures and criteria for the allocation of **€101.925,67** to fund visiting position for highly qualified professors or researchers from foreign universities, research centres, or higher education institutions, invited to collaborate with one or more Departments in delivering teaching activities, including seminars, within degree courses or PhD programmes offered by the University for the 2026/2027 academic year.

## ART. 2 – ACTIVITY PERIOD

1. The Visiting Professor's stay shall range from a minimum of 30 days (short-term) to a maximum of 24 months (long-term), including a mandatory continuous period of at least 30 days. Teaching activities must take place between 1 October 2026 and 30 September 2027, in accordance with the University's teaching and research needs. The contract start date and teaching activities must fall on a working day. No start date may fall on a public holiday or non-working day.
2. The Visiting Professor must deliver courses or modules, including seminars, as part of the following programmes:
  - Bachelor's degree (first cycle – EQF 6)
  - Master's Degree (second cycle – EQF 7)
  - Single-cycle Master's Degree (second cycle – EQF 7)
  - PhD (third cycle – EQF 8)Such activities must be delivered within degree programmes offered by the University and in accordance with the 2026/2027 academic calendar (first and second semester).
3. During the stay, the Visiting Professor shall carry out the teaching and/or research activities assigned by the Department and comply with the University's internal regulations concerning workplace safety, data protection, ethical and behavioural codes as well as administrative and financial organisation.
4. During the stay, the Visiting Professor shall be granted the status set out in Article 6 of the Regulations on Visiting Professors, including the corresponding rights and duties.

## ART. 3 – FINANCIAL SUPPORT

1. The Visiting Professor shall be paid the following all-inclusive payment covering all costs borne by the University:
  - a) **€4.100,00 per month** for those from EU foreign institutions.

- b) **€ 4.600,00 per month** for those from non-EU foreign institutions.
2. Pursuant to Articles 3 and 4 of the Visiting Professor, Visiting Research, Visiting Fellow Regulation, University funding shall cover up to 70% of total costs, subject to available funds.
  3. Proposing Departments shall fund at least 30% of the gross amount. They may also cover the scholars' travel and accommodation expenses using their own funds.
  4. Eligible Visiting Professors not awarded University funding due to budget limits may be fully funded by the Proposing Department using its own resources.
  5. The financial contribution is a flat-rate expense reimbursement, not remuneration, and is paid gross of any applicable taxes and charges. International double taxation treaties shall apply. The foreign beneficiary shall assess whether to request the application of such treaties, where applicable, and shall provide the University with certification issued by the relevant tax authority (see art. 5).

#### **ART. 4 – PAYMENT PROCEDURES**

1. Payment shall be made as follows:
  - a. in a single instalment at the end of the activity, for 30-day stays;
  - b. in equal monthly instalments at the end of each month, with the final balance paid at the end of the last month, for stays over 30 days.
2. Payment shall be subject to verification of the regular performance of the assigned activities:
  - For monthly instalments: certification of regular activity performance for the reference month, issued by the Host Department Director and sent to the competent offices;
  - For single payments and final balance: activity report by the Visiting Professor (per Art. 8), lecture register and certification of regular activity performance, issued by the Director and sent to the competent offices.
3. Payments shall be made by bank transfer to the Visiting Professor's account within one month of receiving the documents as to par. 2, subject to University payroll procedures. No advance payments shall be made.

#### **ART. 5 – TAX AND SOCIAL SECURITY TREATMENT**

The University shall apply a 30% IRPEF withholding tax on the gross amount, pursuant to Italian Presidential Decree No. 600/1973.

Visiting Professors who intend to avail themselves of the provisions of a double taxation treaty must submit the following documentation prior to signing the contract:

- declaration of no permanent establishment in Italy;
- copy of Italian tax code issued by the Italian Tax Agency;
- copy of identity document;
- request to apply the double taxation treaty in force between Italy and the tax residence country, specifying the relevant article governing the applicable category of income;
- certificate of tax residence from their foreign tax authority.

## ART. 6 – ELIGIBILITY REQUIREMENTS

1. The Council of the Department or of multiple Departments (hereinafter referred to as “proposing Departments”), on proposal from one or more faculty members, shall assess the impact on student’s educational pathways and alignment with departmental internationalisation goals. It shall decide on the suitability of the scholar’s visit and on granting Visiting Professor status.
2. The application (*template as per Annex 1*)<sup>1</sup>, duly completed and including all required attachments, must be submitted by the proposing professor. **Failure to comply shall result in exclusion.** Applications shall be accepted **from the date of publication of this Call** in the notices section <https://internazionale.unibas.it/site/home/bandi.html> **until 12:00 (CET) on 31 March 2026** and **exclusively through the online procedure available at: <https://pica.cineca.it/unibas/>.**

For instructions on completing and submitting the application, please refer to *Annex 2 – “Guidelines for completing applications on the PICA Platform”*. The system allows applications to be saved as drafts until the deadline. The submission date is certified by the system and confirmed by automatic email receipt. After the deadline, access and submission shall no longer be possible.

No alternative submission methods shall be accepted for applications or supporting documents. In the event of a proven and documented inability to use the PICA platform, the Administration reserves the right to accept applications via PEC, to be addressed to the Rector at: [protocollo@pec.unibas.it](mailto:protocollo@pec.unibas.it). The proposing professor shall, in advance, contact the Internationalisation Service by email ([rel.int@unibas.it](mailto:rel.int@unibas.it)), which will verify the actual impossibility of using the “PICA” platform.

Access to the PICA integrated platform requires self-registration using an email address; alternatively, access is permitted through SPID credentials, in accordance with applicable legislation.

The following documents must be attached to the application:

- **Resolution of the proposing Department(s)** of the relevant Degree Course or PhD Programme, or - if the proposer does not have the physical extract of the resolution (e.g., because adopted close to the call deadline) – Decision(s) issued by the Director(s) of the proposing Department(s), containing - in addition to the availability to host the Visiting Professor - all elements listed under Article 2, point 2 of the University Visiting Regulation. In the event of a Director's Decision, it must also include the commitment to submit it for ratification at the next available meeting of the Council of the proposing Department(s);
- **The curriculum vitae of the proposed Visiting Professor** (*art. 2, par.2 lett. b. of the University Visiting Regulation*);

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<sup>1</sup> Before starting the online procedure, applicants are advised to prepare all required data and attachments as per the application template.

- **Detailed and reasoned description** of the reasons for the visit proposal by the proposing professor(s).

Foreign candidates may not be proposed if related by kinship or affinity up to the 4th degree to the academic staff of the proposing Department, the Rector, the General Director, the Board of Directors or the Academic Senate (including marriage or cohabitation).

Each application shall be assigned a unique ID number to be included in all subsequent correspondence.

Applications shall be submitted and completed using the methods below, under penalty of exclusion:

I. in the event of **credentials issued directly by the platform or via LOGINMIUR, REPRISE, or REFEREES authentication:**

- a. Digital signature (using smart card, USB token or remote signature) enabling the holder to sign generic documents via PC software or Certifier's remote signature portal:

- i. Holders of compatible smart card or USB token may verify compatibility with the server-integrated digital signature system. If successful, they can sign the application directly online;
- ii. Holders without compatible devices or with remote digital signatures via web portal, must download the system-generated PDF on their PC, digitally sign it in CAdES format without any modifications, then upload the resulting .p7m file back to the system. Any pre-signature modification prevents automatic verification against the original file and shall result in exclusion.

- b. Handwritten signature on the application (if unable to use above options), with upload of signed document scan;

II. with **SPID access:**

- a. No additional signature is required, as the application is automatically validated by the system.

The service may experience temporary interruptions for technical reasons. For technical issues only, applicant may contact Cineca support at:

<https://mipa.support.cineca.it/support.php?service=pica.cineca.it&cmp=65831>

Requests for information or clarification regarding application procedures may be addressed to the Internationalisation Service (rel.int@unibas.it).

The application must be completed in all its parts in accordance with the online instructions.

3. Applications shall not be accepted if they lack any requirement specified in this Call, are missing the attachments listed under point 2, are submitted after the deadline, or are not submitted using the prescribed procedures.
4. The Administration assumes no liability for undelivered communications due to incorrect or incomplete contact details provided by applicants, nor for malfunctions of network, platform, or IT tool attributable to the applicant.

## **ART. 7- SELECTION COMMITTEE AND EVALUATION CRITERIA**

1. Funding requests for Visiting Professors shall be evaluated by a Selection Committee appointed by the Rector, consisting of the Rector (or delegate) and up to six University faculty members with strong international scientific standing, representing the macro-areas/sectors of submitted proposals. The Committee shall be appointed by Rector's Decree. At the first meeting, the Committee shall establish evaluation criteria (to be published prior to the assessment applications) and shall draw up a ranking list. Within the limits of the available budget of **€101.925,67**, the Committee shall submit a funding proposal to the Academic Senate and Board of Governors.
2. The call and selection results shall be published on the University's International Relations website. The invitation to the scholar shall be formalised by a letter from the Director of the proposing Department; the funding allocation and amount shall be communicated simultaneously.
3. The Visiting Professor shall declare acceptance (also by email), specifying the chosen tax regime. In the event of withdrawal or no response by the prescribed deadline, the proposing Department shall promptly notify the Internationalisation Service ([rel.int@unibas.it](mailto:rel.int@unibas.it)) for the purpose of proceeding with the ranking list.

## **ART. 8 – REPORTING OBLIGATION**

At the end of the stay, the Visiting Professor, together with the reference faculty, shall submit to the host Department a report on the teaching and research activities carried out.

The Director of the host Department, pursuant to Article 5, paragraph 7 of the Visiting Professor Regulation, shall submit to the University's competent offices, within three months of the stay's conclusion, a report on the teaching, seminar, and research activities performed by the Visiting Professor, together with the certificate of regular performance.

## **ART. 9 – INSURANCE COVERAGE**

1. The University shall provide insurance coverage for accidents and civil liability during the Visiting Professor's stay at the institution.
2. Healthcare assistance during the stay in Italy shall be guaranteed to Visiting Professors from EU Member States holding a valid European Health Insurance Card (EHIC), in compliance with applicable EU and national regulations. EU citizens not holding an EHIC, as well as Visiting Professors from non-EU countries, shall be required to obtain appropriate health insurance coverage valid in Italy prior to entry or commencement of the stay, at their own expense, unless otherwise provided for by applicable law.
3. The host Department shall ensure the Visiting Professor access to premises, facilities, libraries, equipment, and services necessary for the planned activities, in compliance with applicable legislation and University rules.

## ART. 10 – PRIVACY NOTICE

The information notice on the processing of personal data pursuant to the General Data Protection Regulation – GDPR (EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016) is available at the following link:

<https://internazionale.unibas.it/site/home/opportunita-in-uscita/informativa-privacy-mobilita-internazionale.html>

## ART. 11 – FINAL PROVISIONS

Pursuant to Law No. 241/1990, as subsequently amended and supplemented, the Officer in Charge of the Procedure is the Head of the Internationalisation Service - Via dell'Ateneo Lucano 10, 85100 Potenza, tel. 0971 202158 – email: [rel.int@unibas.it](mailto:rel.int@unibas.it)

For matters not expressly covered by this call, reference is made to the University of Basilicata Visiting Professor, Visiting Researcher, and Visiting Fellow Regulations (issued by Rector's Decree no. 183 of 11.07.2017), the University Regulations, the Code of Ethics and Code of Conduct and Behaviour (available at: <https://portale.unibas.it/site/home/ateneo/statuto-e-regolamenti.html>), and the applicable legislation.

*Annex 1 – Application Form Template (Facsimile) - in Italian*

*Annex 2 – Guidelines for Completing the Application for Participation in a Selection Procedure on the Integrated University Recruitment Platform (PICA) - in Italian*