



UNIVERSITY INTERNATIONAL MOBILITY PROGRAMME – 2024 edition

CALL FOR APPLICATIONS¹

Category B – Visiting Researchers&Professors – incoming mobility for research and teaching purposes

Art. 1 – Scope

The University of Verona intends to establish forms of collaboration with internationally recognized university lecturers and scientists from foreign institutions,² for periods of **at least two weeks** (10 working days), to deliver on-site teaching and/or research activities in a Department.

Host Structures at the University shall ensure that the Visiting Researcher/Professor is assigned a dedicated individual workstation. Mobility periods shall take place between 1 January 2025 and 30 June 2026.

Each applicant can submit only one application under this *Call*. Invitations to those who have already been awarded two grants under previous *Visiting Calls* (from the 2021 edition on) shall not be accepted. A proposal may be submitted to invite the same visiting researcher/professor under both Category A and Category B of the Visiting Call, provided that the purpose of the stay is distinct and consistent with the objectives of the relevant action. The project submitted under Category A will be evaluated with priority. In case the application is funded, the application submitted under Category B will automatically lapse.

Art. 2 – Grants available

Mobility grants shall be awarded to Visiting Professors/Researchers staying at the University of Verona for a minimum of **two weeks up to eight weeks**. Applications for longer periods may be accepted subject to financial availability. The total duration of the mobility period must coincide with that indicated in the application form at the time of applying and must be in line with the amount allocated by the University. In case of shorter stays the amount due will be proportionally reshaped, subject to compliance with the minimum duration of mobility (two weeks).

The grant is aimed at reimbursing part of the travel and lodging expenses for **stays in Verona** exclusively incurred by the participant (i.e. excluding expenses related to any other person travelling with her/him). The reimbursement will be determined based on the expected duration of the stay.

Duration of stay	Maximum grant	
	European ³ Countries	Non-European ³ Countries
2 weeks	€1,400.00	€2,000.00
additional week(s)	+ €700/week	+ €700/week

¹ Please note: this is an unofficial translation of “Bando Visiting - Categoria B - Visiting Researchers&Professors - mobilità in ingresso per ricerca e didattica – edizione 2024”. In case of any divergence of interpretation, the Italian text shall prevail.

² Visiting Researchers/Professors should be tenured and employed at their Home Institution at the moment of application and for the whole duration of the mobility.

³ Meaning the home University of the invited Researcher/Professor is located in Europe or outside Europe. Switzerland and UK are therefore to be considered European Countries.



8 weeks	€5,600.00	€6,200.00
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Expenses that can be claimed: travel and lodging expenses for stays in Verona, in accordance with the University's Travel Expenses Policy regulation ("Regolamento delle missioni, trasferte e relativi rimborsi spese") or remuneration. In the latter case, the total amount available is to be considered gross of the expected charges to be borne by the University and the Visiting Researcher/Professor, as required by current legislation.

Please note: if a remuneration is to be paid to a non-EU citizen, compliance with the current legislation on the type of visa for entry into Italy must be ensured even for short stays (<90 days).

Non-EU citizens will need to apply for a **Self-Employment Visa** in order to enter Italy. The current legislation (Art. 27 (1)(c) of the Consolidated Act on Immigration; Art. 39 (6)(7) and Art. 40(22) of Presidential Decree no. 394/99; point 7 of Decree of the Ministry of Foreign Affairs of 11 May 2011) provides that, in order to receive any remuneration in Italy, non-EU citizens must hold a Self-Employment Visa at the moment of entering Italy, even for stays of less than 90 days. According to these regulations, non-EU citizens must first submit to the Police headquarters of Verona a special power of attorney legalized by an Italian embassy or consulate in their country of residence. Thanks to a specific agreement between the University and the Police Headquarters of Verona, the special power of attorney may now be replaced by a declaration signed by the Visiting Professor and certified by an Italian embassy or consulate in their country of residence or - in Common law countries - by a substitutive declaration of certification and/or affidavit certified by a local administrative authority or notary public.

For further information and administrative support on visa application procedures, as well as for support in finding accommodation, please contact the University's Research Office (international.cooperation@ateneo.univr.it) before submitting the application.

Art. 3 – Resources available

The University's resources for this *Call* amount to a total of **€200,000.00**.

Art. 4 - Applications

Each applicant (inviting Researcher/Professor at the University of Verona) shall:

1. complete the application form available [online](#);
2. upload the required attachments (in electronic format only). Specifically:

Research and/or teaching project to carry out in Verona — to be completed by the invited Visiting Professor/Researcher;
Project presentation letter by the applicant of the University of Verona (the online template must be used);
A detailed <i>Curriculum vitae</i> of the invited guest, including his/her scientific publications and all the necessary information to allow for a complete assessment of his/her profile by the Departmental Selection Committee;
Reference letters/paperwork from the invited guest's home institution, only if it is not among those considered for the QS World University Ranking (see Art. 5);



3. Submit the application by clicking on 'invia' (*submit*) and then on 'stampare le risposte' (*print*) and 'esportazione pdf' (*export PDF*) to save a copy of the application form;
4. Send or deliver a copy of the application form, including the relevant attachments, to the administrative office (*Segreteria*) of the relevant Department by the fixed deadline or else the application shall not be accepted.

Applications must be completed and submitted online by the UNIVR applicant and then sent to the administrative office (*Segreteria*) of his/her Department by **31 May 2024, 12.00 noon** (Italian time).

Applications that are incomplete, or that include false statements, or that are submitted after the deadline, **shall not be accepted.**

Art. 5 – Selection criteria

Selections will be made based on the following **selection criteria**:

no.	SELECTION CRITERIA	SCORE
To be assessed by the Departmental Committee		
1	Evaluation of the application made by the Host Department, based on the following criteria:	0 – 6 points, of which:
1.a	<i>Curriculum vitae</i> , scientific publications and activities of the Visiting Professor/Researcher being invited;	0 – 3 points
1.b	Consistency and coherence of the teaching/research project	0 – 3 points
To be assessed by the University's Committee		
2	Teaching or seminar activities within the University's study courses	0 - 6 points, of which:
	= 6 hrs	2
	≥ 9 hrs	4
	≥ 12 hrs	6
3	The exchange is part of a specific cooperation agreement between the University of Verona and the home institute. The agreement must already be signed and active at the time of the publication of this call (Erasmus mobility agreements are excluded).	1 point
4	Applications from candidates invited by a structure for the first time as part of a call for university internationalisation.	1 point
5	International reputation of the applicant's institution/university;	0 – 3 points
6	Amount of co-funding guaranteed by the applicant or Host Structure in relation to the maximum amount of the mobility grant (60%: 3 points; 50%: 2 points; 30%: 1 point).	0 – 3 points
TOTAL		20
Minimum eligibility threshold		7



The co-funding amount will be considered when assessing the project. The University will fund the difference between the co-funded quota and the available grant.

In order to assess the international reputation of the Visiting Professor/Researcher's home institution, the following criteria shall apply:

- Universities. The assessment will be based on the *QS World University Rankings* as available on the relevant website: <http://www.topuniversities.com>. The University's Selection Committee will calculate the arithmetic mean of two scores awarded according to the position of the university in the general QS rankings (among the top 100 universities: 3 points; from 101 to 200: 2 points; from 201 downwards: 1 point; no QS ranking: 0) and in the relevant macro-area (among the top 100 universities: 3 points; from 101 to 200: 2 points; from 201 downwards: 1 point; no QS ranking: 0).

- Non-University institutes e.g. a national institute of research or *Graduate Schools* (which are not generally taken into account in the QS international rankings). For this type of institutes only, the University's Selection Committee shall award 0 – 3 points **based on the reference letters/paperwork submitted by the applicant**.

Art. 6 – Ranking lists

Following each deadline for submitting applications, the **Departments** will **assess** the mobility projects and draw up a list of eligible applicants. Each application shall be allocated a score in whole numbers or decimal multiples of 0.25, and no equal scores shall be allowed. Applicants cannot be appointed as members of the Selection Committees.

Every Department shall then send to the Research Office by **28 June 2024** the ranking list of assessed applications, together with **a copy of the minutes of the selections**, and **a copy of each individual evaluation sheet** duly and correctly completed, or else the application shall not be accepted.

Subsequently, the University's Selection Committee will meet to draw up the general ranking list on the basis of the selection criteria set out in Art. 5. **The ranking list of funded projects** be published after approval by the relevant University's bodies, presumably by the end of July 2024.

Art. 7 – Final report

Within 40 days of the end of the mobilities, each Structure will need to submit a final report, including a report by the beneficiary, by means of the relevant form available online, or else the applicant will be excluded from taking part in the next *Visiting Calls*.

In case the total amount spent is lower than the available funding, a proportional reduction will be made to the share of both the co-financing and the grant allocated within this Call.