



UNIVERSITY INTERNATIONAL MOBILITY PROGRAMME

CALL FOR APPLICATIONS FOR VISITING PROFESSORS*¹

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

Art. 1 – Scope

The University of Verona intends to establish forms of collaboration with internationally recognised university lecturers and scientists from foreign institutions, for periods of **at least one month (30 days)**, to deliver teaching and/or research activities in a Department or School.

Host Structures at the University shall ensure that the Visiting Scholar/Professor is assigned an individual workstation, which shall only be used by the Visiting Scholar/Professor in question. Mobility periods shall take place between 1 January 2021 and 31 December 2022.

Each applicant can submit only one application under this *Call*. Applications from those who have already been awarded two grants under Action 3 as part of the last three editions of Cooperint (2017, 2018 and 2019) shall not be accepted.

Art. 2 – Grants available

Mobility grants shall be awarded to Visiting Professors and Scholars staying at the University of Verona **from a minimum of one month to a maximum of two months**. Applications for longer periods may be accepted subject to financial availability. The total duration of the mobility period must be the duration indicated in the application form at the time of applying, and must be in line with the amount allocated by the University.

The grant is aimed at reimbursing part of the travel and lodging expenses **for stays in Verona** exclusively incurred by the participating Visiting Professor or Scholar (i.e. excluding expenses related to any other person travelling with them). The reimbursament will be determined based on the expected duration of the stay. Under no circumstances is it permitted to use the mobility grant for business entertainment expenses purposes.

	Lodging expenses	Reimbursement of travel expenses (travel, meals, transport)	TOTAL
First month	€1,000	€1,000	€2,000
Second month	€1,000	€500	€1,500
Maximum grant available for stays of two months			€3,500

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

* **Please note:** this is a translation of the original document "Programma di Internazionalizzazione di Ateneo - Bando Visiting - Categoria B - Visiting Scholars&Professors - mobilità in ingresso per ricerca e didattica" in Italian. In case of any divergence of interpretation, the Italian text shall prevail.



rimborsi spese” in Italian), 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 Scholar/Professor, as required by current legislation.

Please note: if a remuneration is to be paid to a non-EU Visiting Scholar/Professor, compliance with the current legislation on the type of visa for entry into Italy must be ensured.

Non-EU Visiting Professors 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 legalised 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 on finding accommodation, please contact the University's Welcome Office (international@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** for the two-year period 2021-2022, of which €100,000 shall be allocated for the first round of projects, to be submitted by 30 October 2020 (mobilities to take place in the solar year 2021), and €100,000 shall be allocated to the second round of projects, i.e. those submitted by 1 August 2021 (mobilities to take place in the solar year 2022).

Any remaining amount once the first round of projects has been completed, shall be made available for the second round.

Art. 4 - Applications

Each applicant shall:

1. complete the application form available online;
2. upload the required attachments (in electronic format only) to have their project assessed. Specifically:

Research and/or teaching project to carry out in Verona — to be completed by the invited Visiting Professor or Scholar (applicant);

Project presentation letter by the proposing lecturer of the University of Verona (the relevant <u>template</u> must be used);
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a detailed <i>Curriculum vitae</i> of the applicant, including their scientific publications and all the necessary information to allow for a complete assessment of their profile by the Departmental Selection Committee;



reference letter from the applicant's home institution, only if the institution in question is not among those listed in the QS World University Ranking (see Art. 6);

final reports relating to previous mobility periods in Verona, if the applicant has already been awarded previous mobility grants under Cooperint - Action 3.

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 deadline of the *Call for applications*, or else the application shall not be accepted.

Applications must be **completed and submitted online** and **then sent to the administrative office (Segreteria) of the relevant Department/School** by the following deadlines:

- **30 October 2020**, 12 noon (Italian time) for mobility periods taking place before 31 December 2021;
- **1 August 2021**, 12 noon (Italian time) for mobility periods taking place from 1 January 2022 to 31 December 2022.

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/School Selection Committee		
1	Selection of applicants is made by the Host Structure, based on the following criteria:	0 - 12 points, of which:
1.a	<i>Curriculum vitae</i> , scientific publications and activities of the Visiting Professor or Scholar being invited;	0 – 6 points
1.b	Consistency and coherence of the project <u>For applicants who have been awarded a Cooperint mobility grant from the 2016 edition onwards, and completed the mobility period:</u> of the 0 - 6 points awarded for point 1.b, a score between 0 and 3 points will be awarded based on the reports relating to the applicant's previous mobilities, to be attached to the application.	0 – 6 points
To be assessed by the University's Selection Committee		
2	Mobility period as part of a competitive project and/or a new agreement for student exchange/collaboration/specific networking and/or for the purpose of receiving applications to access international funding;	0 – 4 points
3	International reputation of the applicant's institution/university;	0 – 3 points



4	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	22
	Minimum eligibility threshold	10

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

In order to assess the international reputation of the Visiting Professor/Scholar'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 point) 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 point).

- 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 submitted by the applicant**.

Art. 6 – Lists of eligible applicants

Following each deadline for submitting applications, the **Department/School** will **assess** the mobility projects and draw up a *graduatoria*, or list of eligible applicants. **Each application shall be allocated a score in whole numbers or decimal multiples of 0.5, and no equal scores shall be allowed.** Those who have proposed an applicant for the position of Visiting Scholar/Professor in this Call cannot be appointed as members of the Selection Committees.

The list of eligible Visiting Professors or Scholars (*graduatoria*) will then be sent to the International Office 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.

The list of eligible Visiting Professors or Scholars (*graduatoria*) shall be sent to the International Office by the following deadlines:

- **20 November 2020**, for applications received by 30 October 2020;
- **20 September 2021**, for applications received by 1 August 2021.

Subsequently, the University's Selection Committee will meet to draw up the general lists of eligible Visiting Professors and Scholars on the basis of the selection criteria set out in Art. 5.

The final list of eligible Visiting Professors and Scholars will be published after approval by the relevant University's bodies, presumably by the end of December 2020 (first round of applications) and by the end of October 2021 (second round of applications).



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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 proposing lecturer, by means of the relevant form available online, or else the lecturer in question will be excluded from taking part in the next *Calls for applications* for Visiting Professors and Scholars.