



**BANDO VISITING PROFESSORS "SHORT TERM"**

**A.A 2023/2024**

**Deadline: February 1st, 2024 - 2 pm (Italian Time)**

**Art. 1 – The Call**

The University of Milan, as part of its internationalisation strategy, issues a call for visiting professors. The programme is geared towards Italian and foreign scholars and experts of clear scientific renown hailing from universities, research institutions, or institutions of higher education both Italian and international. Visiting professors may also be invited based on specific international agreements executed by the University. The professors will be invited to provide academic instruction within the University. The visiting professor is invited to stay up to one month and to provide at least sixteen (16) hours of teaching and/or seminar activities in the framework of Bachelor's, Master's, or single-cycle degree programmes and doctoral programmes.

**Art. 2 - Applications and deadlines**

The Departments must apply online, via the dedicated platform accessible to Department Directors, Responsabili Amministrativi or their delegates:

[https://elixforms.unimi.it/rwe2/module\\_preview.jsp?MODULE\\_TAG=BandoVisiting\\_shortTerm2024](https://elixforms.unimi.it/rwe2/module_preview.jsp?MODULE_TAG=BandoVisiting_shortTerm2024)

All the sections of the form have to be filled out unless otherwise indicated.

Once the form has been completed, it is possible to view and print a summary. The pdf file of the application must be signed by the Director of the Department and uploaded again into the system. A final screen will confirm the automatic submission of the application to the competent Office.

Any requests made beyond the deadline or in a different way will not be considered.

The applicants must upload the following:

- 1) **curriculum vitae** and publications of the invited international professor;
- 2) Department's approval (**delibera del Consiglio di Dipartimento**) registered in Archiflow;
- 3) **detailed lesson programme**, consistent with the Department activities or with the Doctoral Course.

In the case of several proposals coming from the same structure, the **priority** assigned to each application must be indicated both in the specific field of the online application and in the Resolution of the Department Council (*delibera del Consiglio di Dipartimento*); a maximum number of three proposals is allowed.

Please note that the online procedure will close at **2 pm (Italian time) on February 1, 2024**

**Art. 3 - Duration of stay and financial treatment**

The visiting professor is invited to stay up to **one month** and to provide at least **sixteen (16) hours** of lessons and/or seminar activities within the coursework for a Bachelor's, Master's, single-cycle degree programmes or doctoral programmes. **The University will pay the visiting professors a gross all-inclusive fee of € 4,200** (subject to Italian taxation) **in a single instalment at the end of the activities.**



The training activities, which may include lectures, seminars and/ or workshops, must take place in a period of the academic calendar during which the lessons are scheduled and be carried out by 28/02/2025.

Any impediments to the smooth running of the activities or the implementation of virtual lessons will be evaluated and managed by the International Mobility Office together with the Departments involved.

The selected Visiting Professor must sign a letter of assignment drafted by the Department on the basis of the template available online:

<https://www.unimi.it/it/international/mobilis-docenti-e-researcher/visiting-professor>.

The visiting professor can carry out lessons as a co-teacher. Under no circumstances they can be nominated as the owner of a course.

Health care during the stay in Italy is guaranteed to visiting professors coming from EU countries through the Team card (European Insurance and Health Card). EU citizens without a Team Card, as well as teachers from non-EU countries, have to take out an insurance policy at their own expense.

The risks arising from accidents during the performance of the activities and liability to third parties will be covered by the subscription to the University insurance policy.

#### **Art. 4 – Selection**

Applications will be assessed by an ad-hoc Committee appointed by the Rector. The selection will take into account the priority indicated by the Departments and an equitable distribution of the available budget.

#### **Art. 5- Activities Reporting**

At the end of the stay, the Department must produce an activity log reporting the lessons carried out during the tenure period (a template is available online: <https://www.unimi.it/it/internazionale/mobilita-docenti-e-ricercatori/visiting-professor>)

The register has to be signed by the Head of Department and sent by e-mail to [international.visiting@unimi.it](mailto:international.visiting@unimi.it) preferably within 15 days after the end of the activities.

The payment shall be subject to the submission of the above-mentioned report.

#### **Art. 7- Results**

The evaluation results will be posted on the [dedicated webpage](#) by February 15, 2024

Further information on the selection and administrative procedures can be requested to [international.visiting@unimi.it](mailto:international.visiting@unimi.it).

#### **Art. 8 - Trattamento dei dati personali:**

Pursuant to EU Regulation 2016/679 ("General Data Protection Regulation - GDPR") and Legislative Decree no. 196/2003, as amended and supplemented, the University undertakes to respect the confidentiality of the information provided by the applicant. All data will be processed only for the purposes of participation in the programme. Information on the enforcement of the GDPR is available



on the University website at <http://www.unimi.it/ateneo/73613.htm> - pathway: [www.unimi.it](http://www.unimi.it) >  
University > Privacy

The Rector  
(Elio Franzini)

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