

**D.D. n. 98/2025 (Prot n. 10043 del 19/03/2025 )**

**THE HEAD OF DEPARTMENT**

- GIVEN The Law no. 168 of May 9, 1989;
- GIVEN The Statute of the Polytechnic University of Bari, issued by D.R. no. 455 of April 12, 2024, and effective from May 7, 2024;
- GIVEN The General University Regulations issued by D.R. no. 14 of January 11, 2013;
- GIVEN The Law of December 24, 1993, no. 537, especially Article 5;
- GIVEN The Law of June 18, 2009, no. 69, especially Article 32, concerning the fulfillment of legal advertising obligations through publication on websites from January 1, 2010;
- GIVEN Article 27-Ter of Legislative Decree no. 286/1998 (Consolidated Immigration Act), updated with amendments made by D.Lgs. March 4, 2014, no. 24, and D.Lgs. March 4, 2014, no. 40;
- HAVING REGARD TO The "Department of Excellence" project 2023/2027, funded by MUR under the ex. art. 1 – paragraphs 314-337 – Law 232/2016, in which, with the aim to enhance the internationalization of the university, expand the educational offerings, and boost scientific research, is planned to encourage the incoming mobility of professors and researchers from abroad, through a call for visiting professors/researchers at DMMM;
- IN ACCORDANCE TO The resolution adopted in the Departmental Board meeting no. 03/2025 of March 13, 2025, which authorized the allocation of a €24,000.00 funding for visiting professors/researchers at DMMM and approved the regulations governing such positions;
- CONSIDERING that DMMM is strongly committed to cooperation and exchange projects with numerous foreign universities, in order to encourage academic, cultural, and scientific collaborations, as well as the mobility of academic staff;

**DECREES**

**Article 1** – The "Call for the recruitment of visiting professors/researchers at DMMM for the year 2025" is hereby issued, the text of which forms an integral part of this decree.

Bari,

The Head of Department

Prof. Ilaria Giannoccaro

*"Call for the recruitment of visiting professors/researchers at DMMM for the year 2025"*

**Article 1 – Nature and purpose of the appointment**

A call for selection is launched for the recruitment of highly qualified scientific researchers and professors, permanently affiliated with non-Italian universities, research institutions, or higher education institutions. The call is also open to retired researchers or professors of high qualification, who have permanently conducted their teaching and research activities at non-Italian universities, research institutions, or higher education institutions. These professors and researchers are invited to collaborate with the Department of Mechanical Mathematics and Management (DMMM) for a period from one to three months, to conduct highly qualified research and/or teaching activities on the topics regarding the "Department of Excellence 2023-2027" project. The visiting period should preferably be continuous.

Following the appointment, DMMM will ensure internal logistics and free access for the professor/researcher to classrooms and research laboratories.

DMMM will adequately publicize the activities in which the professor/researcher participates, also on the Department's website. The visiting professor/researcher is requested to prepare a monthly report on the activities carried out, which should be co-signed by their reference person and sent to the Department Director.

**Article 2 - Financial resources**

For the purposes of Article 1, DMMM has funding from the financial resources of the "Department of Excellence 2023-2027" project for the year 2025 amounting to €24,000.00.

**Article 3 – Admission requirements**

To participate in the selection, the professor/researcher must receive an invitation letter from a professor at DMMM, who will be his/her reference person. The period of activity must be agreed upon with their reference person, considering the needs of the highly qualified teaching and research activities of the academic and research group in which the professor will be included, and must be communicated to the Internationalization Office sector.

Candidates may be professors and researchers, even retired, affiliated with or having conducted their research and/or teaching activities at non-Italian universities, research institutions, or higher education institutions, possessing a significant scientific curriculum and certified and continuous teaching experience.

Candidates should be foreign citizens or hold dual citizenship, Italian and of a foreign country, or be Italian citizens but working and permanently residing abroad. Candidates who, in the year of arrival, simultaneously hold any type of position in a university or research structure on the national Italian country are excluded. DMMM reserves the right to check the actual affiliation of candidates with foreign universities/research centers, and if it finds anomalies or incompatibilities with the criteria set by this call, it will exclude the candidate from the selection. Participants related up to the fourth degree of consanguinity or affinity, including marriage, to a professor belonging to DMMM, cannot participate in the selection.

**Article 4 - Application submission method and deadlines**

Applications must be submitted using the attached form (Annex 1- Application Form) and sent exclusively by email to [pratichedocenti.dmmm@poliba.it](mailto:pratichedocenti.dmmm@poliba.it) no later than April 21, 2025. The candidate will receive an email confirmation as a receipt of the application at the email address indicated in the application.

Together with the application form, the following documentation is mandatory (the absence will result in exclusion from the selection):

- 1) the curriculum vitae (max. 20,000 characters, spaces included), with the indication of the 10 most significant publications;
- 2) an invitation letter on headed paper signed by a professor at DMMM;
- 3) the program related to the scientific and teaching cooperation to be carried out, agreed upon with the DMMM reference professor.

The above documentation is an integral part of the application for participation in the selection, consequently, it must be sent simultaneously with it, and subsequent sending by email is not allowed. DMMM will verify the correctness and completeness of the documentation presented and exclude candidates who are not in compliance with the criteria required by this call. DMMM reserves the right to request, at any time, the submission of additional documentation that may be necessary during the selection. Further information regarding the application can be requested by email at: [pratichedocenti.dmmm@poliba.it](mailto:pratichedocenti.dmmm@poliba.it)

#### **Article 5 - Selection process and evaluation of qualifications**

Applications will be evaluated by the Governing Commission of the Department of Excellence. The Commission will decide based on the following evaluation criteria:

- a) the scientific quality of the candidate's curriculum;
- b) the program of activities planned during the stay;
- c) the duration of the stay;
- d) the impact and repercussions on the local scientific community.

Suitable candidates, who are not winners, will be considered as reserves and may be called in case of available funds.

#### **Article 6 - Notification of the award and acceptance of the appointment**

The final ranking will be published on the DMMM website, and the selected professors/researchers will receive formal notification of the assignment via email. The selected professor/researcher must declare whether to accept or reject the appointment by filling out the appropriate form that will be sent by DMMM and simultaneously send a copy of the passport or other identification document within the date specified. The approved period of activity for each professor will be spent entirely at DMMM, and it will be possible to leave only in particular cases, after giving communication to the Department. Non-EU professors must plan their arrival well in advance (at least 3 months), taking into account the time necessary for obtaining the visa required to perform paid work in Italy.

#### **Article 7 - Financial and contractual terms**

Selected professors/researchers will receive an expense reimbursement, paid upon presentation of expense receipts, which may not exceed €3,000.00 per month, to be determined proportionally to the duration of the appointment. This reimbursement includes travel expenses (economy class), accommodation (at facilities

affiliated with the University or, if unavailable, private) and meals (within the limits set by the current university regulations). Alternatively, visiting professors/researchers may be granted a comprehensive gross compensation of up to €3,000.00 per month, to be determined proportionally to the duration of the appointment. If the professor cannot perform part of the activities to which they have been appointed, both the expense reimbursement and the compensation will be proportionally reduced. The payment includes deductions and contributions payable by the recipient, as well as the burdens (tax and social security) payable by the institution for the compensations. Any expenses related to the entry visas and residence permits for non-EU citizens, any expenses for health insurance coverage, the premium for the mandatory extension of liability insurance coverage towards third parties and service providers are also the responsibility of the professor. It is up to the foreign recipient to evaluate whether to request the application of international conventions against double taxation (Tax Treaty), where existing, and to provide the certification issued by the competent authority of her/his country to the Polytechnic University of Bari.

The selected professor/researcher must sign a self-employment contract with the Polytechnic University of Bari, which will consist of a coordinated and continuous collaboration contract. The payment of the amounts determined (net of the withholdings provided by law) will occur monthly, following the presentation of the monthly report by the professor.

The payment will be credited via bank transfer to the professor's bank account. No advance are provided. At the end of the work relationship, a specific certification of the compensation paid will be issued. To the subject receiving income from coordinated and continuous collaboration, to whom tax and social security withholdings have been made, the CU model (Unique Certification) will be issued by the tax substitute/university, attesting to the amounts paid and the related withholdings made and paid to the Treasury.

The right to funding can be exercised by the winner within one year from the date of issuance of this call, after which the right will be considered expired.

#### **Article 8 - Health coverage**

European citizens: The European Health Insurance Card (EHIC) allows citizens of the 28 EU member states and Iceland, Liechtenstein, Norway, and Switzerland to more easily access medical care during stays abroad. The card provides access to public health services and urgent health benefits of the host country (doctors, pharmacies, hospitals or clinics) exactly as residents.

Non-European citizens: The expenses for health insurance coverage are the responsibility of the visiting professor/researcher, who must evaluate the extension of the validity of their health insurance in Italy.

#### **Article 9 – Responsible person in charge of procedure**

Dr. Vitantonio Martino is appointed as the responsible person in charge of procedure. Email: vitantonio.martino@poliba.it, Tel. +39 80 5963529

#### **Article 10 - Processing of personal data**

In accordance with the Decree 196/2003, the Polytechnic University of Bari commits to respecting the confidential nature of the information provided by the candidate. All data provided will be processed only for purposes related and instrumental to the implementation of project activities in compliance with current provisions.