

“VISITING FELLOWS” PROGRAMME
DEPARTMENT OF ECONOMICS AND MANAGEMENT
UNIVERSITY OF PISA

According to the **Visiting Fellows** Programme of the University of Pisa, approved by the Academic Senate on the 9th of March 2017 with the resolution n. 55/2017, a **Visiting Fellow** is a scientifically qualified researcher who carries out scientific studies, research, collaboration and exchange activities within a department of the University of Pisa.

The procedure explained in this document and arranged by the Department of Economics and Management of Pisa University, aims at integrating the programme. At the following link, you will find the full Programme relative to all the aspects which are not expressly considered below:

<https://www.unipi.it/index.php/internazionalizzazione/item/9670-programma-visiting-fellow>).

DURATION

The Visiting Fellows carry out their activities at the Department of Economics and Management for a minimum period of 1 month to a maximum of 12 months (visiting period). During the visiting period, the *effective stay* at the Department can also be non-continuous in time but it cannot be less than one month as a whole. Given such requirement, the minimum number of days of effective stay per month at the Department should be preventively agreed with the professor of the Department acting as scientific representative and with the Department’s International Relations Coordinator. In the selection process, applications will be favoured for visiting periods of 3 months at least.

THE PROCEDURE

The Visiting Fellows are nominated via an application process or by invitation. Both applications and invitations are evaluated by the International Relations Coordinator of the Department. In either case, the final decision is subject to the approval by the Department Board.

A. Application process

Candidates are welcome to apply as Visiting Fellow twice a year, by **May 1st**, for activities in the Fall semester (September-December), and by **September 1st**, for the activities of the Spring semester (February-May).

The Visiting Fellow candidate must follow the following procedure:

1. filling in the appropriate form ([attachment A](#))
2. attaching the curriculum vitae

3. attaching a copy of an ID (a passport, in the case of a non-EU citizen)

When filling in attachment A, the Visiting Fellow candidate must declare:

- the expected duration and dates of the visit to the department
- the title and a brief description of the research or study programme
- the name of a scientific representative who works in the department

After submitting the application form, candidates must wait for the final approval by the Department Board.

The scientific representatives may be:

- Full professors and Associate professors of the department
- Researchers with a permanent contract
- Researchers with a fixed-term contract only if employed by the University of Pisa during the whole stay of the Visiting Fellow.

B. Invitation process

In this case, a professor or a researcher of the Department proposes the invitation of a Visiting Fellow. The invitation must be sent by **May 1st**, for activities in the Fall semester (September-December), and by **September 1st**, for activities in the Spring semester (February-May).

The professor or researcher who proposes the invitation must:

1. fill in the appropriate form ([attachment B](#))
2. attaching the curriculum vitae of the candidate
3. attaching a copy of an ID (a passport, in the case of a non-EU citizen) of the candidate

In the attachment B, it must be declared:

- the expected duration and dates of the visit to the department
- the title and a brief description of the research or study programme
- the name of a scientific representative who works in the department

A Visiting Fellow may be invited by:

- Full professors and Associate professors of the department
- Researchers with a permanent contract
- Researchers with a fixed-term contract can invite a Visiting Fellow only if employed by the University of Pisa during the whole stay of the Visiting Fellow.

The Department may host a maximum of 3 Visiting Fellow positions for each semester and it will provide a financial support for one or more positions per semester, for a maximum total amount of 3.000 €, possibly increased with other Department's funds when available. The financial support will be granted according to the criteria below specified (see the section Selection process and criteria).

The visiting Fellow might benefit of other types of fee and refunding, using financial funds available at the Department and considering the specific types of activities carried out by the Visiting Fellow in the Department, during the visiting period.

SELECTION PROCESS AND CRITERIA

The International Relations Coordinator of the Department will evaluate both the invitation and application positions. The evaluation procedure will be taken by the **15th of May** for the visiting positions that will be host during the Fall semester, and by the **15th of September** for the positions of the Spring semester.

The selection is based on the following standards:

- CV and publications list;
- Visiting period (visiting period of at least 3 months will be favoured);
- Evaluation of the research/teaching project to carry out at the Department.

The granting of the financial support will be decided by a committee including the International Relations Coordinator and other Department's professors. The decision will be taken in line with the following criteria:

- Length of the visiting period;
- CV;
- Number of accepted applications.

For each semester, the Visiting Fellow (or Visiting Fellows, if a financial support is granted to more than one application) will be able to choose one of the following form:

- Flat-rate fee;
- Refunding of the documented expenses in the limit of the assigned grant, with a maximum of 500 € for travel expenses;
- Partial (reduced) flat-rate fee, plus refunding of the travel expenses with a maximum of 500 €.

In case of renounce, the funding might be available for the other positions, following the evaluation ranking.

COMMUNICATION

When the Visiting Fellow starts the visiting period, the Dean of the Department must communicate to the University International Cooperation Office (cooperations@unipi.it) the following information:

- Name and surname;
- Place and date of birth;
- Citizenship;
- Type of guest (e.g. professor, post-doc, etc.);

- University / foreign institution of origin;
- Period of stay (indicating the start and end dates of the period);
- Study, teaching and / or research project;
- The scientific representative in the Department and, if the mobility takes place within an exchange agreement, the Visiting Fellow must fill the Exchange Agreement Annex C

BENEFITS

During the Visiting Fellow's visit period s/he is considered a member of the Department. This means s/he can freely use the study and research facilities. The department will provide the Visiting Fellow with an equipped workstation which complies with the University's work and safety regulations. The Visiting Fellow will receive temporary credentials to access the University's internet network as well as an email address, valid for the whole visit period at the Department.

TYPE OF ACTIVITIES

Throughout the entire duration of the visit period at the University of Pisa, the Visiting Scholar will carry out at least one of the follow activities:

Research

During the visit period at the department, the Visiting Fellow can carry out the research activities as agreed with the scientific representative and approved by the department. If the object of the visiting period is the development of research activities, during the visit period at the department, the Visiting Fellow must present their research projects in workshops and seminars organized by the Department. In case of at least 3 months of visiting period, the research fellow must present her/his research in at least two Department' workshops/seminars.

Teaching

During the visit period at the department, the Visiting Fellow can teach certified activities within a degree programme, a doctorate research course and a specialization course. In case of a teaching visiting period, the visiting fellow must teach in at least one of the teaching activities of the Department. For visiting periods that last more than 3 months, the visiting fellow must teach in at least two different courses (degree programme, a doctorate research course and a specialization course)

The possibility to carry out teaching activities of any form is subject to the possession of necessary scientific qualifications and, in any case, must be agreed upon with the scientific representative at the department and with the president of the degree programme or the coordinator of the PhD programme or the director of the Specialisation school.

ITALIAN LANGUAGE COURSE AT THE LANGUAGE CENTRE (CLI)

Based on availability and on the teaching schedule of the language courses offered by the University's Language Center (CLi), the Visiting Fellow may be able to take an Italian language course at the discounted rate available to the University of Pisa.

ENTRY AND RESIDENCY IN ITALY

In order to participate in the Visiting Fellows programme, non-EU citizens (with the exclusion of scholars coming from countries that do not require a visa for stays of less than 90 days) must request a research visa. Since it is not possible to receive a research visa for stays of less than 90 days, the Visiting Fellow is required to contact the Italian diplomatic authorities of the area of residence for further instructions. In this case, a letter of invitation from the university department could be useful. Either way, the final decision will be made by the Italian embassy.

It is the responsibility of each Department/University Institution to initiate the procedure available at the following [link](#)

Please note: only once the Department has initiated this procedure and authorization has been issued by the local Italian Authorities can the non-EU Visiting Fellow contact the Italian Embassy/Consulate of the area of residence in order to apply for a research visa.

EU citizens who intend to stay in Italy for longer than 3 months must register at the Vital Records office (Ufficio Anagrafe) of the municipality of residence. Non-EU citizens with a visa who intend to stay in Italy for longer than 90 days (or who hold a Type D visa) must request a residency permit within 8 working days after their arrival in Italy.

CONTACTS AND FORMS

For further information about the Visiting Fellows programme, applicants can consult the [International coordinator \(CAI\)](#) of the host department: international@ec.unipi.it

Support with the completion of the entry procedures into Italy (visas, residency permits, health insurance and services) is provided by the International promotion unit at: international@unipi.it

The University of Pisa Visiting Fellows Programme is online at: <https://www.unipi.it/index.php/internazionalizzazione/item/9670-programma-visiting-fellow>