

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

According to the **Visiting Fellow 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.

A Visiting Fellow Programme aiming to integrate the University’s Programme has also been arranged by the Department of Economics and Management and it is described in what follows. For all other aspects, which are not expressly considered below, please refer to the Visiting Fellow Programme of the University of Pisa at the following link:

<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).

The stay at the Department during the visiting period may not be continuous, but it may not, in any case, be less than one month. Exception is represented by the visiting positions financed by the University of Pisa (see below). In this latter case, the “Bando Incentivi di Ateneo per i Visiting Fellow (BVF)” sets that at least 1 month of continued permanence is an essential condition for accessing this funding.

Despite these limits, the minimum number of days per month of staying at the Department must be agreed in advance with the scientific representative and with the Department’s International Relations Coordinator (CAI).

#### THE PROCEDURE

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

## **A. Application process**

Candidates are welcome to apply twice a year, by May 1st, for the activities in the fall/winter semester, and by September 1st, for the activities in the spring/summer semester.

The Visiting Fellow candidate must follow the following procedure:

1. filling in the appropriate form ([attachment A](#))
2. attaching their 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 at the Department

The scientific representatives must be contacted in advance (before the application submission) and they may be:

- Full professors and Associate professors at 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.

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

## **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 the activities in the fall/winter semester, and by September 1st, for the activities in the spring/summer semester.

The professor or researcher who extends the invitation must follow the following procedure:

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

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 (the inviting scholar) who works at 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.

Normally, the Department may host a maximum of 3 Visiting Fellow positions in the same period, for each semester. Unless the Visiting Fellow benefits from her/his own research funds to finance the stay at the Department, a financial support for a maximum amount of € 3,000 per semester can be assigned according to the criteria below described, in the “Selection process” section.

The Visiting Fellow might also benefit from other types of fee and refunding, using financial funds provided by the Department and/or funds made available by the University of Pisa in relation to the “Bando Incentivi di Ateneo per i Visiting Fellow (BVF)”.

These extra funding will be assigned considering the specific types of activities carried out by the Visiting Fellow at the Department, during the visiting period, and according to the criteria specified by this announcement: <https://www.unipi.it/index.php/opportunita-all-estero/item/14706>.

## SELECTION PROCESS

The Department CAI will evaluate both the invitation and application positions. The evaluation will be taken by the 15<sup>th</sup> of May for the visiting positions in the first semester, and by the 15<sup>th</sup> of September for the positions in the second semester.

The selection is based on the following criteria:

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

Moreover, the distribution of the funding to the selected fellows will be decided by a Commission formed by the CAI and other professors of the Department according to the following criteria:

- duration of the visiting period;
- curriculum vitae of the visiting;
- number of applications accepted.

Each accepted Visiting Fellow who obtains a grant may choose one of the following payment methods:

- Flat-Fee;
- Refunding of the documented expenses in the limit fixed by the CAI, with a maximum of 500 € for travel expenses.
- Partial Flat-Fee plus refunding of the travel expenses with a maximum of 500 €.

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

## COMMUNICATION

When the Visiting Fellow starts their activities the Dean of the Department must communicate to the International Cooperation Office ([cooperations@unipi.it](mailto: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 visiting 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 visiting 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 his/her research in at least two Department's workshops/seminars.

### **Teaching**

During the visiting 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 link: [International Relations Coordinator \(CAI\)](#) of the host Department: [international@ec.unipi.it](mailto: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](mailto: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>