



UNIVERSITÀ DI SIENA 1240

Guidelines for the acceptance and management of international lecturers and researchers

Types of international staff

- Adjunct professor
- Research fellow (research fellow, fixed term researcher, Unisi research fellow)
- Visiting professors/researchers – University agreements and International mobility programmes
- Visiting professors/researcher - self-funded
- Visiting doctoral student
- Unisi foreign research fellow
- Unisi foreign lecturers
- self-employment assignments

➤ **Adjunct professor**

Description

These are foreign lecturers temporarily affiliated to the University of Siena, who are given a teaching assignment due to their expertise (art. 23 paragraph 1 L. 240/2010).

They are self-employed individuals who may be offered paid or unpaid contracted assignments.

Unpaid contracts, with the exception of those stipulated within the framework of agreements with public bodies, may not exceed 5% of the number of tenured professors and researchers employed by the university on 31 December of the previous year.

Doctoral students, postgraduate students and recipients of scholarships for young people undergoing training may not be awarded teaching contracts¹

The status of **adjunct professor** may also be granted to foreign experts of proven professional experience to whom the Department has entrusted supplementary teaching activities.

Procedure

No selection procedure is required for teaching assignments, as provided for in the above article. As part of the training programme, the Department decides on the allocation of external teaching assignments for the following academic year, indicating the teaching periods, the names of the lecturers and emoluments.

The Department gives the names of foreign lecturers to the International Relations Division, which checks entry and residence requirements.

If the course lecturer is a non-EU citizen, in order to enter Italy and take on self-employed work, he/she must hold a visa for self-employment² (see the visa application procedures in Annex 1).

The appropriate offices shall prepare the contract to be signed by the lecturer upon arrival.

In the case of foreign lecturers, payment is made in two instalments:

¹ Guidelines concerning the University of Siena's Educational Offer: <https://www.unisi.it/ateneo/lavorare-unisi/modulistica-e-documenti/personale-docente/didattica>

- a) 50% of the total remuneration when the Chair of the Degree Course declares that the lessons or other teaching activities have begun;
- b) 50% of the total fee, when the Head of the relevant teaching structure declares that the course module or other teaching activities has been completed, once the paper class register, signed by the Chair of the Academic Board, is submitted.

Within 20 days of the start of contract, the office responsible for stipulating the contract informs the Job Centre.

➤ **Research fellow**

Description

Research fellows are:

- A. international researchers to whom the University or a Department has awarded a fellowship;
- B. international *junior researchers* who hold a fixed-term contract of employment
- C. international researchers awarded an MSCA-IF grant (Marie Skłodowska Curie Action - Individual Fellowship);
- D. international doctoral students awarded an MSCA-ITN grant (Marie Skłodowska Curie Action - Innovative Training Networks);
- E. Unisi research fellows

Procedure

The procedures for the activation, selection and awarding of a research fellowship are governed by the Regulation for Research Fellowships³

The selection procedure, legal provisions and remuneration of researchers on fixed-term contracts are governed by the Regulations for researchers on fixed-term contracts pursuant to Article 24 of Law no. 240/2010⁴.

The establishment and awarding of research fellowships for the continuation and completion of university education and research activities is governed by the Regulations on Scholarships and Research Fellowships.⁵

Candidates with an equivalent qualification obtained abroad may participate in the above selection procedures.

Those who have been selected or identified by bodies or organisations outside the University, within the framework of European or international research projects, in compliance with the rules established by Community programmes, may be exempted from the selection procedure for the awarding of research grants to EU or non-EU citizens.

Once the selection procedures have been completed, the Department communicates the names of successful non-EU candidates to the International Relations Division so that it may verify the conditions of entry and stay for the assignee.

If the research fellow is a non-EU citizen, in order to enter Italy and carry out research activities, he/she must hold a visa for scientific research⁶ (see the visa application procedures in Annex 1).

1 Regulations for research fellowships pursuant to art. 22 of Law 240/2010 (<https://www.unisi.it/node/8459>)

2 Regulations for fixed-term researchers pursuant to art. 24 of Law no. 240/2010, issued through Rectoral Decree no. 1891/2018 of 27.11.2018 (<https://www.unisi.it/node/958>)

3 <https://www.unisi.it/didattica/borse-e-incentivi-allo-studio/borse>

➤ **Visiting professor/researcher - University agreements and International mobility programmes (Erasmus +, International Credit Mobility, Coimbra Group)**

Description

These are lecturers and researchers participating in one of the University's international mobility programmes. Participants are selected by the partner university or by the project consortium in accordance with the rules of the mobility programme.

Procedure

In order to participate in the selection process, the applicant must present a letter of acceptance from a Unisi lecturer.

The partner university or the Unisi academic reference person will inform the International Relations Division of the name of the exchange participant.

Lecturers taking part in the Erasmus+ K103 programme (mobility with European countries) and K107 programme (mobility with non-European countries) must draw up a mobility agreement for teaching⁷ with the Unisi scientific reference person, which must be signed by the lecturer, the university of origin and the University, represented by the Rector's Delegate for Internationalisation.

Participants must carry out at least 8 hours of actual teaching (lectures, seminars, conferences) per week.

Teachers/researchers participating in international mobility programmes are covered by the University's insurance policies (accident and civil liability).

Participants from non-EU countries will have to apply for a visa for visiting scholars. The International Relations Division will assist visiting professors/researchers in the visa application procedure by sending them a letter of invitation and, upon their arrival in Siena, will inform them about the terms of their stay in Italy.

➤ **Visiting professor/researcher - self-funded**

Description

These are foreign lecturers and researchers who carry out a period of research at a UNISI department and receive financial support from the European Union, an international organisation or another research institute.

Lecturers and researchers seconded to the University of Siena within the framework of the MSCA RISE (Research and Innovation Staff Exchange) projects.

Procedure

The researcher stipulates a research agreement with the host department. It must be signed by the participant, the Unisi academic reference person and a reference person at the home university, and is then signed by the Department Head. At the request of the Unisi academic reference person (inviting professor), the Department Board is informed.

The agreement specifies the duration of the research period, the proposed research activity, the terms for accident insurance coverage and personal funding.

If the researcher does not have accident insurance, he/she may take out insurance for authorised external personnel at the *Divisione Appalti Convenzioni e Patrimonio* (Procurement, Agreements and Assets Division).⁸

4 Article 27 ter of Legislative Decree 286/98, as amended by Legislative Decree 71/2018.

5 https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/mobility-agreement_en

6 <https://www.unisi.it/ateneo/lavorare-unisi/servizi-di-economato/assicurazioni>

If the Visiting Professor/researcher is a non-EU citizen, in order to enter Italy and carry out research activities, he/she must hold a visa for scientific research purposes⁹ (see Annex 1 for the visa application procedures).

➤ **Visiting doctoral student**

Description

These are third-cycle students enrolled in a doctoral programme at a foreign university who undertake a mobility period in a Unisi department.

Procedure

The doctoral student signs a research agreement with the host department. It must be signed by the participant, the Unisi academic reference person and a reference person at the university of origin, and is then signed by the Department Head. At the request of the Unisi academic reference person (inviting professor), the Department Board is informed.

The agreement specifies the duration of the research period, the proposed research activity, the terms for accident insurance coverage and whether the researcher has his/her own funding.

The International Relations Division enters the doctoral candidate's data in the ESSE3 student management system, which will proceed to fill in the "Application form for incoming students"¹⁰.

On arrival, the International Relations Division enrolls the doctoral student and issues the Tuscany student card.

Non-EU visiting doctoral students must apply for a study visa.

➤ **International Unisi lecturers**

Description

These are foreign tenured university professors, first or second tier, who have been selected by a department through an evaluation procedure.

Procedure

The procedures for the recruitment of first and second tier professors are governed by the University Regulations for the recruitment of first and second tier professors, issued by Rectoral Decree no. 1167/2019 of 14.06.2019¹¹.

If the teacher is a non-EU citizen, he/she must hold an employment visa for the purpose of taking up his/her duties (see Attachment 1).

Upon arrival in Siena, the Personnel Office prepares the Rectoral Decree of appointment and transmits the document to the interested party. It also determines the lecturer's tax status.

The lecturer must open an Italian bank account, and register with the Registry of the Municipality of residence and the National Health Service.

In the case of non-EU citizens, the International Relations Division accompanies the lecturer to the Prefecture (Immigration Desk) in order to apply for a residence permit and sign the residence contract and the integration agreement. The Prefecture issues the tax code to the lecturer.

➤ **Independent contractor assignments**

7 Article 27 ter of Legislative Decree 286/98, as amended by Legislative Decree 71/2018..

8 <https://www.unisi.it/internazionale/international-place/exchange-student/prima-dellarrivo>

9 <https://www.unisi.it/node/14412>

Description

Foreign lecturers and researchers given individual assignments concerning teaching, professional activity or research.

Procedure

The activation procedure and related forms are defined in the Circular of the Director General no. 40/2019, Prot. no. 92457 of 13.06.2019 concerning forms relating to the independent contractor assignment.

If the independent contractor is a non-EU citizen, he/she must hold a self-employment visa in order to enter Italy and complete the assignment (see Annex 1).

Welcome on arrival and access to University services

The International Relations Division will inform the researcher about the terms of stay in Italy and provide assistance in applying for a residence permit.

It also assists foreign lecturers and researchers in the procedures for settling in Italy (applying for a tax code, finding accommodation, registering with the national health service and the INPS - the Italian social security and welfare institute); it provides access to University services (canteen, Wi-Fi, libraries and electronic resources, Italian language courses at special rates) and, in the case of participants in international mobility programmes, deals with the disbursement of any EU remunerations or contributions.

Annex 1

Procedures for requesting entry visas for foreign lecturers and researchers

It is advisable to start the visa application procedure at least three months before the planned date of arrival in Siena.

Non-EU lecturers and researchers must submit a visa application to the Italian representation closest to their place of residence.

The application procedure and documents required for each type of entry visa are available on the website of the Ministry of Foreign Affairs and International Cooperation - MAECI.: <https://vistoperitalia.esteri.it/home.aspx>

The application must be accompanied by an authorisation issued by the University. The procedure for requesting authorisation differs according to the type of entry visa.

Self-employment visa

In order to apply for a visa for self-employment, the non-EU lecturer will need a "provisional authorisation for self-employment", which is issued by the *Questura di Siena* (Siena Police Headquarters), at the request of the University. The procedure for requesting authorisation is as follows:

- the Academic Staff Office transmits the contract to the Territorial Labour Inspectorate in order to obtain certification that the contract does not constitute a subordinate employment relationship.
- The Academic Staff Office transmits the contract to the International Relations Division together with the certification from the labour inspectorate.

The International Relations Division submits the application form for a provisional authorisation to the Immigration Office of the *Questura di Siena* (Siena Police Headquarters), together with the following documents:

1. Original copy of the power-of-attorney signed by the lecturer in favour of the agent with a copy of the latter's document. The agent is the UNISI operator who goes to the Police Headquarters to request the authorisation and collect it when ready.
2. Copy of the foreign national's passport
3. Copy of the fixed-term employment contract or short-term independent contractor agreement with indication of the remuneration received.
4. Authorization of the Territorial Directorate of Labour certifying that there is no subordinate employment relationship.
5. Document certifying where the interested party will take up accommodation.

The legal representative collects the Decree of the *Questore* (police commissioner) from the Immigration Office, which issues a provisional authorisation to enter the country in order to work as a freelancer.

The International Relations Division transmits the documentation required to issue the visa for self-employment to the lecturer and to the diplomatic representation (by certified e-mail).

Visa for scientific research purposes

In order to apply for a scientific research visa, the foreign researcher must hold the following documents:

- 1) the hosting agreement stipulated between the researcher and the hosting department
- 2) the authorization for research issued by the Prefecture's Single Immigration Desk (SUI).

The hosting agreement must be drawn up by the Department and signed by the researcher and the Department Head.

After signing the hosting agreement, it is necessary to apply online for authorization to undertake scientific research. The Department, using the Director's SPID, accesses the Ministry of the Interior website: https://nullaostalavoro.dlci.interno.it/Ministero/registrazione_user

The following information/documents are required for the authorization request

- A. Two Euro 16.00 revenue stamps (payable by the inviting Department). The details of one of the two revenue stamps must be included in the online application; the second revenue stamp will be affixed to the receipt of the authorisation.
- B. Copy of the researcher's passport
- C. Details of the researcher's academic qualification: title, awarding university and the date on which it was awarded
- D. The address of the researcher's accommodation in Siena

A Unisi operator with a power of attorney from the legal representative who signed the hosting agreement (the Department Head) must deliver the following documents to the SUI:

- 1) Certified copy of the hosting agreement;
- 2) Receipt of the €16.00 revenue stamp;
- 3) Copy of a valid identity document of the institution's legal representative;
- 4) Photocopy of the foreign researcher's valid passport or equivalent document;
- 5) Documentation proving the availability of accommodation for the researcher.

After obtaining approval from the *Questura* (police headquarters), the SUI transmits the authorisation electronically to the competent diplomatic-consular Representation in the researcher's country of origin; the researcher must apply for an entry visa at the same Representation no later than six months from the date of issue of the authorisation.

Employment visa

The request for authorisation to hire university professors must be made electronically by the Rector by filling in form F on the Ministry of the Interior's online request system: <https://nullaostalavoro.dlci.interno.it/Ministero/Logout>

The International Relations Division then submits the following documents to the *Sportello Unico Immigrazione* (Single Desk for Immigration) to be attached to the application for authorization:

1. Receipt of the €16.00 revenue stamp to be paid electronically at authorised retailers and €16.00 revenue stamp to be affixed to the Authorization;

2. Declaration drawn up by the University at which the worker carried out teaching activities, translated and validated by the Italian consulate in the worker's country of employment (or else with *apostille*);
3. Foreign teacher's qualification and curriculum vitae, translated and legalised by the Italian consulate abroad (or else with *apostille*);
4. Copy of the worker's passport (the part containing personal details);
5. Photocopy of the identity document of the University's legal representative;
6. Resolution approving the appointment and allocation of funds;
7. documentation relating to accommodation in Italy: rental contract, housing eligibility, deed of transfer.

Study visa

The **International Relations Division** sends the letter of invitation to the doctoral student after he/she has filled in the application form for incoming students.

The doctoral student applies for a study visa at the Italian diplomatic representation in his/her country of residence.