



# UNIVERSITÀ DI PARMA

## VISITING PROFESSORS' GUIDE

Year 2025-2026

1. Publication of the call: in the announcement is defined the amount of funds available to hire Visiting Professors (VP) in the current academic year.
2. Decision-making and appointment of the selected VPs for each University department and scheduling of the arrivals and departures of visiting professors.
3. Entry of each selected VP into the University registry, including passport information, residential address, and bank account details.
4. The contract, that has been prepared by the Teaching Personnel Administration Unit, is sent to the VP along with the tax forms. The contract is countersigned by the Rector.
5. If the VP is a non-EU citizen, authorization must be requested from the competent authorities to issue an entry visa (estimated time for this procedure is 1 to 3 months).
6. Support the incoming VP with accommodations, transportation, and, if necessary, freeing up the institutional parking space if arriving by car.
7. When is carry out the teaching phase the Lesson Register form must be completed and signed by the relevant professor in the host department.

8. At the conclusion of the teaching activity, the department director signs the end-of-activity document, which is necessary for authorization of payment of the salary.
9. Reimbursement of travel and accommodation expenses applies only when specifically stipulated in the contract with reference to the maximum amount to be reimbursed.