



UNIVERSITÀ DEGLI STUDI DI GENOVA
AREA RICERCA, TRASFERIMENTO TECNOLOGICO E INTERNAZIONALIZZAZIONE

Decree no. 1765

dated 17th May 2016

THE RECTOR

Having regard to the Italian Law no. 241 dated 7th August 1990 and subsequent amendments, which contains provisions regarding the administrative procedure and the right of access to administrative documents;

Having regard to the Italian Ministerial Decree dated 4th October 2000 regarding the restatement and update of scientific disciplinary sectors and the definition of the relevant declaratory judgements, and subsequent amendments;

Having regard to the Italian Presidential Decree no. 445 dated 28th December 2000, which contains the Consolidated Text of legislative and regulatory provisions on administrative documentation, published on the ordinary Supplement to the *Official Journal* (G.U.) no. 42 dated 20th February 2001 – General Series and subsequent amendments;

Having regard to the Italian Ministerial Decree no. 270 dated 22nd October 2004, regarding the amendments to the regulation which contains provisions on the didactic autonomy of universities, approved with Decree of the Minister for Universities and Scientific and Technological Research no. 509, dated 3rd November 1999;

Having regard to the Italian Law no. 69 dated 18th June 2009, and in particular, art. 32;

Having regard to the Italian Inter-ministerial Decree dated 9th July 2009, on the equalization of university degrees for the participation to public competitions;

Having regard to the Italian Law no. 240 dated 30th December 2010, which contains provisions concerning the organization of universities, academic personnel and recruitment, as well as the delegation to the Government for providing incentives for the quality and efficiency of the university system, and in particular art. 22, which contains provisions on research fellowships;

Having regard to the Italian Ministerial Decree no. 102 dated 9th March 2011 on the minimum annual amount of research fellowships;

Having regard to the notice of the Ministry of Education, University and Research (MIUR) prot. no. 583 dated 8th April 2011;

Having regard to the Statute of the University of Genoa, issued with the Rector's Decree no. 490 dated 7th December 2011, published on the *Official Journal* (G.U.) General Series no. 290 dated 14th December 2011, and subsequent amendments and integrations;

Having regard to the Italian Law no. 183 dated 12th November 2011 (Law of Stability 2012), and in particular, art. 15, which contains provisions on certifications and self-certifications;

Having regard to the Rector's Decree no. 497 dated 16th December 2011 issuing the "Code of Ethics of the University of Genoa";

Having regard to art. 6 paragraph 2 bis of the Italian Law by Decree no. 192 dated 31st December 2014, "Extension of terms provided for by legal provisions", converted with amendments by the Law no. 11 dated 27th February 2015;

Having regard to the “Employee Code of Conduct of the University of Genoa”, issued with Rector’s Decree no. 1143 dated 27th February 2015, implementing the Italian Presidential Decree no. 62 dated 16th April 2013, on the “Regulation on the code of conduct for civil servants according to art. 54 of the Italian Legislative Decree no. 165 dated 30th March 2001”;

Having regard to the Rector’s Decree no. 6144 dated 27th July 2015, issuing the “Regulation for the awarding of research fellowships”;

Having regard to the resolution of the Board of Directors dated 22nd July 2015, determining the amounts to be awarded for research fellowships and the timetable of the procedures, according to art. 1 of the abovementioned “Regulation for the awarding of research fellowships”;

Having regard to the resolutions sent by the institutes involved, issuing requests for the awarding of research fellowships;

HEREBY DECREES

ART. 1

Number of research fellowships

1. An announcement is made for no. 34 public selections for the awarding of no. 35 research fellowships in the programs specified in Annex A, being an integral part of this announcement.

2. Students with a professional scientific curriculum suited to the performance of research activities are eligible to receive research fellowships.

3. Candidates, wishing to apply for more than one selection procedure, must submit a separate application for each selection, with the relevant documentation. If a single application is submitted for more than one selection procedure, the candidate will only be admitted to the first selection resulting from the same application.

4. As regards the declaratory judgements of the scientific disciplinary sectors, reference shall be made to the Italian Ministerial Decree dated 4th October 2000 and subsequent amendments, mentioned above.

5. The Administration ensures equality and equal opportunity between men and women with regard to access to employment and treatment at work.

6. This decree is published by electronic means on the web notice board in the website of the University of Genoa.

ART. 2

Admission requirements and grounds for exclusion

1. In order to be admitted to the selection, the candidates must possess the degree referred to in Annex A to this Announcement as regards each research program.

2. No candidate with family or kinship relationship, up to and including the fourth degree, as well as no candidate married, with a Professor belonging to the department or institute, where the research activity is performed, or with the Rector, General Director or a member of the Board of Directors of the University may be admitted to the public selections for the awarding of research fellowships.

3. Admission requirements and grounds for exclusion are referred to the expiration date of the term established for submitting the application.

4. The candidates are admitted with reserve to the selection procedure. This University may arrange, by means of a justified measure, to exclude a candidate from the selection due to lack of the prescribed requirements. Any such measure will be communicated to the candidate concerned by way of registered letter with acknowledgment of receipt.

ART. 3

Procedure for submission of the application

1. The candidate shall submit his/her application for the admission to the selection by electronic means, filling in the relevant form, within the deadline in the subsequent paragraph. To this purpose, the candidate shall use a specific computer application, which is available at the address <https://concorsi.unige.it>, and necessarily requires the possession of a certified email address, in order to perform a self-registration to the system. The candidate shall enter all the data required for submitting the application and then print the receipt, which will be automatically sent via email. The receipt must be kept and made available in case of any check by the Administration. Upon forwarding, an identification number will be automatically assigned to the application. This number must be specified in any subsequent communication, together with the selection code displayed by the computer application. The date of the electronic filing of the application for the admission to the selection is certified by the information system. Upon the expiration date of the term established for the submission, this system will not allow any candidate to access and send the relevant electronic form. Within the expiration date, the candidate may forward further applications regarding the same selection, in order to amend any error and/or add any integration. For the admission to the selection the application with the most recent submission date will be considered valid. Furthermore, the system requires that the electronic documents referred to in paragraph 8 below are attached to the application as well. **No other way of submission or sending of the applications for the admission to the selection will be accepted.**

2. The electronic process for the filling in and sending of the application must be completed within 12 a.m. of the thirtieth day after the day of publication of this Announcement on the web notice board in the website of the University.

3. If the expiration day falls on a holiday, it will be possible to fill in and send the application within 12 a.m. of the first next working day.

4. Without prejudice to the provisions of art. 5, paragraph 5, all the communications regarding the public selection announced with this Decree will be forwarded to the candidates concerned by means of registered letter with acknowledgment of receipt.

5. In the application the candidate shall declare his/her full name, date and place of birth, tax code and place of residence, as well as:

a) the possession of the degree referred to in Annex A as per art. 1, which is required for the research program of interest. The candidates in possession of a degree obtained abroad shall also specify if this degree, according to the regulation in force, has been declared equivalent to the degree required by this Announcement. The candidate shall also specify the name of the University, which awarded such degree, the date of award and the final degree mark;

b) his/her citizenship;

c) that he/she has no family or kinship relationship, up to and including the fourth degree, and is not married, with a Professor belonging to the department or institute, where the research activity is performed, or with the Rector, General Director or a member of the Board of Directors of the University;

d) whether he/she has received a doctoral grant;

e) whether he/she has already been holder of a research fellowship according to art. 22 of the Italian Law no. 240/2010;

f) whether he/she has already been holder of a contract according to art. 24 of the Italian Law no. 240/2010 (fixed term researcher position);

g) being a citizen of a non-EU country, the possession of the residence permit necessary to perform the activity provided for by the contract in art. 7;

h) that he/she is acquainted with the provisions of art. 13 of the Rector's Decree no. 6144 dated 27th July 2015 and subsequent amendments and integrations, regarding the prohibition of plurality of offices and the incompatibility;

i) the choice of the foreign language in which to be tested, if required according to the subjects of the interview relevant to the research program in Annex A, as per art. 1;

j) whether he/she, where provided for, will request to perform the interview by electronic means, through a SKYPE video conference call;

Lack of the declarations provided for in letters a), c) will result in exclusion from the selection

6. The application must include the e-mail address as well as the address elected by the candidate for the purposes of the selection. Any variation must be promptly notified to the Department to which the application has been addressed.

7. The declarations made in the application must be considered issued according to the Italian Presidential Decree no. 445/2000 and subsequent amendments, by candidates entitled to make use of the simplified administrative certifications permitted by the above decree.

8. Candidates shall enclose to their application:

a) a non-certified photocopy of an identification document in electronic format (.pdf, .jpg, .gif, etc.) via scanning or digital photography of the same;

b) a scientific-professional *curriculum* and a self-certification relevant to the truthfulness of the information contained therein, drawn up on form *B* attached herewith;

c) if he/she is a foreign citizen, a photocopy of the residence permit, if possessed, in electronic format (.pdf, .jpg, .gif, etc.) via scanning or digital photography of the same;

d) publications, which are deemed useful for the purposes of the selection. The above documents shall be attached to the application in .pdf format and declared compliant with the original copies through a proper self-executed affidavit, drawn up on form *C* attached herewith. This declaration shall contain also a numbered and detailed list of the files transmitted by electronic means, together with the application, as specified in paragraph 1.

9. According to art. 15, paragraph 1, of the Italian Law no. 183 dated 12th November 2011, the candidates shall demonstrate the possession of the qualifications only by means of the declarations established by the abovementioned Italian Presidential Decree no. 445/2000 and subsequent amendments.

10. The same procedures as those established in the previous paragraphs for Italian citizens apply to the citizens of the European Union. Citizens of countries not belonging to the European Union can use self-certifications as established in art. 4

11. Candidates may not make reference to qualifications or publications submitted to this Administration or other Administrations or qualifications attached to other applications for participation to other competitions.

12. The works legally registered as established by the Italian Legislative Decree of the King's Lieutenant no. 660/1945, as integrated and amended by the Italian Law no. 106/2004 and the Italian Presidential Decree no. 252/2006 may be evaluated for the purposes of the public selections referred to in this Announcement.

13. This Administration shall perform suitable checks, even sample checks, in any case of well-founded doubts as to the truthfulness of the self-certifications. If the above check reveals that the content of the declaration is not true, the declarant will forfeit any benefits resulting from the provision issued on the basis of the untruthful declaration, without prejudice to the provisions of the criminal code and relevant special laws.

14. This University does not take any responsibility for failure to receive applications due to technical problems related to the Internet service and email operation and/or configuration made available by the provider of the candidate.

15. This University does not take any responsibility for failure to receive communications, because a wrong address was provided by the candidate or due to a missed or late notification of change of the address specified in the application. The same applies in case of any postal or telegraphic error or errors attributable to third parties, chance or force majeure.

ART. 4

Citizens of countries not belonging to the European Union – self-certifications

1. Citizens of countries not belonging to the European Union regularly residing in Italy can use the self-certifications established by the Italian Presidential Decree 445/2000 referred to above only in respect to the status, personal qualities and facts that can be certified or attested by Italian public bodies, without prejudice to the special provisions contained in the laws and regulations concerning immigration and the status of foreigner.

2. Outside the cases provided for in the preceding paragraph, citizens of countries not belonging to the European Union authorised to reside in the territory of the Country can use the aforementioned self-certifications, if the same are produced under international agreements between Italy and the country of origin of the declarant.

ART. 5

Qualification assessment and interview

1. Examinations will take place in the premises of the University of Genoa and will be aimed at ascertaining the candidate's preparation, experience and aptitude towards research. They consist of:

- assessment of the qualifications submitted;
- an interview on the subjects specified by the Announcement and listed, for each research program, in Annex A to the same Announcement.

2. The selection committee in art. 6 below predetermine the general criteria for assessment of the qualifications and interview and makes them public by affixing the same in the place of examination.

3. Works drawn up in cooperation may be considered as usable qualifications only if it is possible to separate and identify the contribution of each single author, so as to assess the candidate in the part concerning him/her.

4. An overall score of 40 is assigned to the candidate's scientific-professional *curriculum* as well as to documents certifying the qualifications and publications. If the research doctorate or the specialization diploma in the medical area represents a mandatory admission requirement for the selection, the following scoring rule will be applied to assessable qualifications and publications:

- qualifications and scientific professional *curriculum* up to 15 points;
- publications up to 25 points

In the other cases, the following scoring rule will be applied to assessable qualifications and publications:

- qualifications and scientific professional *curriculum* up to 10 points;
- preferential qualifications (research doctorate or specialization diploma in the medical area) up to 15 points;
- publications up to 15 points

Candidates are admitted to the interview only if the assessment results in a score equal to or greater than 10 points.

5. The test timetable, with the indication of the relevant place of examination, is contained, where provided for, in Annex A to this Announcement. **Such a notice is equivalent to notification to all intents and purposes. All the candidates, who have not received notification of their exclusion, must sit for the exam, without prior notice, at the place of examination.**

6. In the absence of the notice in paragraph 5 above, the test timetable, with the indication of the relevant place of examination, will be notified to all the candidates concerned by means of a registered letter with acknowledgment of receipt at least fifteen days before the day of the examination.

7. The interview is held publicly. If the interview, according to the research program selected by the candidate, as per Annex A, may be held by electronic means (SKYPE video conference call), and the candidate is not resident or domiciled in Italy, or is resident or habitually domiciled at a distance of more than 300 km from the selection centre, the interview can be held by electronic means, ensuring the identification of the candidate and the publication of the test. The candidate, who intends to avail himself/herself of the option to be interviewed by such means shall declare his/her intention in the application for the admission to the selection and attach at least one letter of introduction issued by professors in Italian or foreign Universities or Research Institutes.

8. A score of 60 points is attributed to the interview. Candidates are deemed to have passed the interview if they reach a minimum score of 42/60.

9. At the end of each step, the selection committee will publish and affix the results of the qualification and interview assessment of each candidate in the place of examination.

10. In order to be admitted to the interview, the candidates shall submit a valid identification document. In order to be admitted, the candidates who submit expired identification documents must declare at the bottom of the photocopy of the same that the data contained therein have not changed since the date of issue.

ART. 6

Selection Committee

Formation and approval of the classifications

1. The Selection Committee is composed of three university professors, also from other Universities. One of them at least must be a first or second level tenured professor. They are appointed by the Rector on a

proposal from the concerned institute.

2. Once the tests have been carried out, the Committee will draw up the relevant classification through the sum of the score assigned to the qualifications and the score achieved by each candidate during the interview. Winners will be named on the basis of the number of fellowships announced.

3. The classification of merit is approved and the winner of the public selection declared by Rector's Decree.

4. If the holder of the fellowship is unable to carry out his/her task for any reason whatsoever, the classification of merit can be used.

5. The classification of merit is published on the web notice board in the website of the University of Genoa. Objections may be raised starting from the date of the above publication.

ART. 7

Awarding of the research fellowship Research fellowships to non-EU citizens

1. The awarding of the research fellowship is formalized through the stipulation of a contract of private law between the University of Genoa and the winning candidates resulting from the classification of merit as per art. 6, paragraph 3 above, for the duration specified in Annex A to this Announcement as regards each research program, subject to ascertainment of the prescribed requirements.

2. The overall duration of the relations established following announcements issued according to the Italian Law no. 240 dated 30th December 2010, including any renewals, may not in any case exceed six years, excluding the period during which the fellowship was enjoyed together with the research doctorate, within the maximum limit of the legal duration of the relevant course.

3. The overall duration of the relations established with the holders of fellowships implemented following announcements issued according to the Italian Law no. 240 dated 30th December 2010, and of the contracts referred to in art. 24 of the same law, stipulated also with different state, non-state or telematic universities, as well as with the institutes referred to in art. 8, paragraph 1, with the same subject, may not in any case exceed twelve years, including non-continuous periods.

4. For the purpose of calculating the duration of the aforementioned relations, periods of leave due to maternity or health reasons will not be taken into account according to the regulations in force.

5. Upon contract stipulation, the winner shall sign the following declarations:

- that none of the impedimental conditions referred to in art. 11 applies to him/her;
- that he/she has no family or kinship relationship, up to and including the fourth degree, and is not married, with a Professor belonging to the department or institute, where the research activity is performed, or with the Rector, General Director or a member of the Board of Directors of the University;
- being an employee of public administrations different from those referred to in art. 8, paragraph 1, that he/she has been placed on unpaid leave;
- whether he/she has received a doctoral grant;
- whether he/she has already been holder of a research fellowship according to art. 22 of the Italian Law no. 240/2010;
- whether he/she has already been holder of a contract according to art. 24 of the Italian Law no. 240/2010.

6. Candidates who are citizens of non-EU countries may be awarded a research fellowship only if they are in possession of a residence permit for scientific research as per art. 27 *ter* of the Italian Legislative Decree no. 286/1998 and subsequent amendments. In such cases, the institute, which has required the fellowship, implements, by mutual consent with the competent offices of this Administration, the procedures aimed at achieving the above residence permit

7. The research fellowship is awarded to a non-EU citizen only upon conclusion of the procedure described in paragraph 6 above.

ART. 8

Personal requirements

1. The following are not eligible for research fellowships: employees of the universities, public research and experimentation institutes and bodies, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) and the Italian Space Agency (ASI), as well as of the institutions

whose scientific specialization diploma has been recognized equivalent to the doctoral degree, according to art. 74, paragraph 4, of the Italian Presidential Decree no. 382 dated 11th July 1980.

2. The research fellowship does not give rise to rights with respect to access to permanent employment at the university and in no way constitutes a subordinate working relationship.

3. An employee working for public administrations different from those referred to in paragraph 1 is placed on unpaid leave.

ART. 9

Economic and regulatory treatment

1. Financial charges arising from these selections are charged to the available funds of departments and centres. They must be transferred to the budget of the University, using, when necessary, any funds, even in the case of defaults or delays by any third parties, with six-monthly payments in advance.

2. The amounts of research fellowships are determined by the Board of Directors according to art. 1 of the Regulation for the awarding of research fellowships, taking into account the provisions of the regulations in force. The contract referred to in art. 7 contains the annual pre-tax amount of the research fellowship. This amount is paid according to monthly deferred instalments.

3. With respect to taxation, fellowships are subject to the provisions of art. 4 of the Italian Law no. 476, dated 13th August 1984, and with respect to social security, to those of art. 2, paragraph 26 and following, of the Italian Law no. 335 dated 8th August 1995, and subsequent amendments.

4. Variations in social security (INPS) rates restate year by year the cost established for the fellowship.

5. The University provides insurance cover according to the regulations in force.

ART. 10

Research fellowship holders' rights and duties

1. Fellowship holders perform their activity within research projects and in close connection with the realization of the same, under the direction of the scientific coordinator, autonomously and without set working times.

2. The fellowship holder is required to submit each year to the Board of the concerned institute a detailed report on the activity performed.

3. The fellowship holder may perform part of his/her research activity abroad:

- a) if he/she is the beneficiary of a study grant, awarded by national or foreign institutions, in order to integrate the research activity with stays abroad;
- b) if the research activity abroad is consistent with the research program to which he/she is contributing, upon authorization by the institute, on a grounded proposal from the scientific coordinator. In this case, a possible grant as partial reimbursement of travel expenses and stays abroad may be defined and paid by the reference institute.

4. The fellowship holder may take part in comparative assessment procedures for awarding contracts regarding the performance of didactic activities, both regular and integrative, provided that such activity is performed outside his/her commitment as fellowship holder, is compatible with the research activity and approved by the reference institute, as provided for in the relevant regulation of this University.

5. The fellowship holder may contribute articles, participate as speaker in seminars, meetings and conferences, perform guidance and tutorship activities and take part in Examining Boards in his/her capacity as a teaching assistant.

6. The fellowship holder may perform activities within a university spin-off, upon authorization by the scientific coordinator, as provided for in the relevant regulation of this University.

7. The fellowship holder may be introduced into clinical research teams, without any direct function regarding the patients' care and treatment, under the direct control of the scientific coordinator.

ART. 11

Prohibition of plurality of offices - Incompatibility

1. The research fellowship may not be accumulated with other study grants awarded for any reason, without prejudice to the provisions of art. 10, paragraph 3, lett. a).

2. The legal ownership of the research fellowship is not compatible with attendance of any university courses, specialist or second level degrees, research doctorates with grants, medical specialization, in Italy or abroad, and university master's degrees.

3. The legal ownership of the research fellowship is not compatible with employment relations, without prejudice to art. 8 paragraph 3, other collaboration contracts or income arising from freelance-professional activities continuously performed, unless this is a limited autonomous work activity to be performed upon authorization by the scientific coordinator, and provided that such activity does not interfere with the performance of the research activity nor lead to a conflict of interests with the University.

ART. 12

Absence from work

1. The following shall apply to research fellowships: provisions regarding the mandatory maternity leave, the provisions referred to in the Decree of the Italian Minister of Labour and Social Security dated 12th July 2007, published on the *Official Journal* (G.U.) no. 247 dated 23th October 2007, and, as regards sick leave, art. 1, paragraph 788, of the Italian Law no. 296 dated 27th December 2006, and subsequent amendments. During the mandatory maternity leave, the indemnity paid by the Italian National Institute of Social Security (INPS) according to art. 5 of the above Decree dated 12th July 2007 will be supplemented by the University up to the full amount of the research fellowship.

2. The financing of the research fellowship is suspended during the period of mandatory or optional maternity leave, or in cases of inability due to holder's illness for a period exceeding two months per year. In these cases, the duration of the contract will be extended for a period equal to that of the suspension. In all other cases of inability for periods exceeding two months per year, this University reserves the right to terminate the contract or suspend the relevant payment.

ART. 13

Document submission

1. In order to ascertain the prescribed requirements and taking into account the declarations, valid for an unlimited period, already resulting from the application for the admission to the selection, the winning candidate, being an Italian or EU citizen, will be required to submit to this University, within thirty days from the date when the contract was stipulated, the following documents:

- a) self-certification regarding the holding of citizenship, if more than six months have passed since the date of submission of the application;
- b) self-certification relevant to the positions in art. 7, paragraph 5.

2. Citizens of countries not belonging to the European Union regularly residing or authorized to reside in Italy shall submit, within thirty days as above, the self-certification referred to in paragraph 1, lett. a), if more than six months have passed since the submission of the application and the conditions in art. 4 have been met. The same citizens shall demonstrate to meet the requirements not covered by the abovementioned declaration through the submission of a proper certification.

3. Except for the cases referred to in the preceding paragraph, non-EU citizens shall submit within thirty days as above:

- a) a citizenship certification;
- b) a certification or attestation relevant to the positions referred to in art. 7, paragraph 5.

4. These documents are considered submitted in due time, even if they are sent by registered letter with acknowledgment of receipt within the abovementioned deadline. To this purpose, the postmark of the accepting postal office will serve as proof.

5. The fellowship holder will be required to rectify within 30 days from the date of receipt of the request any incomplete documents or documents containing retrievable errors, under penalty of termination of the contract.

ART. 14
Termination

1. The contract will terminate automatically at the end of the specified period.
2. The contract will terminate, as well, due to the following conditions:
 - a) annulment of the public selection procedure;
 - b) supervening impossibility of continuing the collaboration in research activity, without prejudice to the provisions of art. 12, paragraph 2;
 - c) infringement of the rules of conduct provided for in art. 2, paragraph 3, of the Employee Code of Conduct of the University of Genoa, issued with Rector's Decree no. 1143 dated 27th February 2015, and implementing the Italian Presidential Decree no. 62 dated 16th April 2013.
3. The procedure to terminate the contract may be started, as requested by the scientific coordinator, also as a result of a serious breach by the fellowship holder.
4. The Administration will proceed to the termination of the contract following the relevant resolution by the Board of the reference institute of the fellowship holder. The Administration shall also take into account any grounded negative report, drawn up by the scientific coordinator of the research project, as regards the activity performed by the fellowship holder.

ART. 15
Processing of personal data

1. Personal data provided by the candidates will be processed by the University of Genoa – Research, Technological Transfer and Internationalization Area (Area ricerca, trasferimento tecnologico e internazionalizzazione), according to the Regulation concerning the processing, communication and disclosure of personal data, referred to in the Rector's Decree no. 198 dated 11th July 2001.
2. The communication of personal data to other public bodies is admitted according to art. 19 of the Italian Legislative Decree no. 196 dated 30th June 2003 and art. 8 of the Rector's Decree no. 198 dated 11th July 2001.

ART. 16
Reference concerning the execution of the selection procedure

1. Any matters not provided for by this Announcement shall be governed by the provisions of the regulations referred to in the foreword and, in particular, those provided for by the "Regulation for the awarding of research fellowships" of the Rector's Decree no. 6144 dated 27th July 2015, as well as those provided for by the Consolidated Text of legislative and regulatory provisions on administrative documentation of the Italian Presidential Decree no. 445/2000.

Genoa, 17th May 2016

THE RECTOR
Signed Prof. Paolo Comanducci