



University of Salento

HUMAN RESOURCES DIVISION
PERSONNEL DEPT.
TEACHING STAFF OFFICE

D.R.n.

Re: Public selection for the assignment of a grant for 1 research assistant – Area XX
(_____).

THE CHANCELLOR

HAVING REGARD to law 09/05/1989, n. 168;
HAVING REGARD to law 07/08/1990, n. 241;
HAVING REGARD to law 05/02/1992, n. 104;
HAVING REGARD to law 15/05/1997, n. 127;
HAVING REGARD to D.P.R. 28/12/2000, n. 445;
HAVING REGARD To D.Lgs 30/06/2003, n. 196;
HAVING REGARD to the recommendation of the European Commission 2005/251/CE of the 11/3/2005;
HAVING REGARD to law 30/12/2010, n. 240 and specifically articles 22 and 18;
HAVING REGARD to D.M. 09/03/2011, n. 102;
HAVING REGARD to protocol note n. 583, dated 08/04/2011, with which the Ministry of University Education and Research laid down procedures regarding the activation of the aforementioned research grants;
HAVING REGARD to the current "Regulations for the conferment of grants for research assistants, referred to in article 22 of law n.240 of 30th December 2010" of this University, issued as D. R. n. 932 on 03/08/2011 and its subsequent modifications;
HAVING REGARD to protocol note n. ___ of ___/___/___ with which the Director of the Department of _____ announces that the Department board on ___/___/___ requested the activation of an annual research grant, for sector S.S.D. ___/___ (scientific advisor prof. _____);
HAVING CONSIDERED that the finance department of this University has ascertained that funds will be available for the aforementioned research grant;
DEEMING it necessary to authorize the tender for public selection for the assignment of a grant for research assistance as described above;

DECREES

Article 1

Grants put out to tender

Notice is hereby given of a selection procedure for 1 grant for research assistance (hereafter referred to as research grant), at the University of Salento.

The location, duration, funding, the scientific discipline, the scientific advisor, the premises available to the winner and the programme of the research grant are specified as follows:

DEPARTMENT	
DURATION	Annual
GROSS ANNUAL AMOUNT	€ _____ in addition to expenses paid by the administration.
SCIENTIFIC DISCIPLINE	
LOCATION	
SCIENTIFIC ADVISOR	Prof. _____
PROGRAMME	

Article 2 General Entry Requirements

Those eligible to participate in the present selection will have or will be studying for a Ph.D. and will have a CV which shows them to be suitable to carry out research. Those who are employed at the following places will not be eligible to apply: universities, institutions and public research and experimentation bodies, National Agencies for new technologies, energy and sustainable development (ENEA) and the Italian Space Agency (ASI), institutions in which the diploma of scientific perfection has been recognized as equivalent to the title of Ph.D. according to article 74, fourth paragraph of decree n.382 of the President of the Republic 11/07/1980.

The minimum qualifications required are a first degree (courses with a duration of at least 4 years, as stipulated by teaching systems previously in place, D.M. 03/11/1999, n. 509, a specialist degree (art. 3, paragraph 1, letter b, D.M. 03/11/2009, n. 509), a master's degree (art. 3, paragraph 1, letter b, D.M. 22/10/2004, n. 270). The selection committee for the sole purpose of selection for which it was established recognizes the equivalence of qualifications (degree and/or doctorate) awarded abroad.

Those who are in possession of a degree obtained from a foreign university that has not already been declared equivalent to an Italian degree on the basis of international agreements, must supply the following documents with their application for assessment by the judging body:

- Certification of the foreign qualification, together with a translation in Italian or English. The candidate should sign the translation to declare its authenticity. Candidates in possession of foreign qualifications who are offered research grants will have to present within 60 (sixty) days from the signing of the contract the following documentation:
- Certificates translated and legalized by the competent Italian authority (diplomatic or consular) in the relevant country;
- A declaration of the value of the certificate issued by the competent Italian authority (diplomatic or consular) in the relevant country;

In any case no one who is related (up to the fourth degree) to a professor belonging to the department in which the research grant is being offered, to the chancellor, to the Administrative director or to a member of the board of governors of the University can participate in this selection process.

The requirements must be fulfilled on the date of expiry of the deadline for the submission of the application.

Candidates excluded from the selection process will be notified individually of their exclusion by recorded delivery registered letter from the Director of the Department of _____.

Candidates who are admitted to the process will be admitted conditionally. The directors may decide at any time before ranking is approved to exclude a candidate from the competition for failure to fulfil the requirements.

If the reasons for exclusion under this article are ascertained after the completion of the selection process, the chancellor will issue a decree declaring the forfeiture of all rights arising from participation in the said process.

Article 3
Application and deadline for submission

Applications to participate in each individual selection process should be written on plain paper following the attached format (attachment1). A separate sealed package should be used for each individual post for which the candidate intends to apply. It should be addressed to il Rettore dell'Università del Salento,(the Chancellor of the University of Salento) on pain of exclusion, and sent by recorded delivery, registered post to: "Dipartimento di _____ - via _____ - 73100 Lecce", the application should be posted no later than 30 days from the date of posting of this notice on the Albo Ufficiale dell'Università del Salento. (The University of Salento's official selection notice board)

As well as details of the sender the following information should also be written on the outside of the envelope to identify which grant is being applied for, as referred to in Clause 1 of this notice.

- SCIENTIFIC FIELD
- SCIENTIFIC ADVISOR
- PROGRAMME

As an alternative to a registered letter with acknowledgement of receipt the application may be sent by a certified Email message (PEC) to _____@cert-unile.it . In this case, documents which require signatures must also be signed by the candidate with his digital signature. Electronic documents which are not digitally signed will not be considered valid. Static formats are to be used which are not directly modifiable and should not contain macro instructions or useable codes, preferably pdf and tiff, or non-proprietary formats like odf, txt and xml, not proprietary ones (doc, xls, etc., etc.). A receipt will be sent automatically by the PEC manager, so it will not be necessary to call the University office to check its arrival or to send anything on paper.

Applications which are sent before the expiry date but are received after the date of the nomination of the judging committee will be excluded.

The Administration will not accept responsibility for non-receipt of communications due to inaccurate addresses provided by the candidate or failure to notify of, or late receipt of, changes in address indicated in the application, nor of any postal or telegraphic failures attributable to third parties, unforeseeable circumstances or force majeure.

Candidates with disabilities, under law n.104 of 05/02/1999, if they consider it necessary to use special assistance, should explicitly request it and provide appropriate documentation related to their handicap.

The following documentation should be attached to each individual application:

- a) a degree certificate showing marks obtained in each examination and for the final examination;
- b) a certificate showing that the title of Ph.D. has been obtained or is in the process of being obtained;
- c) a list of certificates, post-graduate diplomas and proof of attendance at post-graduate courses, in Italy or abroad; scholarships or research appointments both in Italy and elsewhere, thesis; other documents that the candidate wants to be taken into consideration for the purposes of evaluation during the competition;
- d) a curriculum vitae showing professional and scientific activities.;

- e) a list of publications;
- f) the candidates project for the research programme;
- g) a copy of a valid ID with a signature.
- h) publications that the candidate wants to submit to the commission for assessment.

Degree certificates attached to the application must be originals or certified true copies thereof, pursuant to Presidential Decree n.445 of 28/12/2000, or with self-certification, as laid down in the above-mentioned decree 445/2000, attesting to the possession of the aforesaid degrees.

Article 4 **Mode of selection**

Selection will take place by means of a comparative evaluation of the research projects, (relative to the subject matter and to the sector (SSD) of the grant), presented by the candidates as well as of qualifications obtained and publications produced.

According to article 22, paragraph 4, letter a), of law n. 240 of 30/12/2010, selection will be made by an assessment committee made up of highly qualified experts, who may also come from outside of the University of Salento, without additional cost to the University budget.

The selection committee shall be nominated by the Director of the Department of _____, having obtained the opinion of the governing board of the department.

The Director of the Department having ascertained that the candidates are in possession of the necessary requirements for selection shall forward their applications together with its attachments to the selection committee.

The selection committee shall then produce a list of candidates in order of merit.

In order to produce this ranking, for each application the committee can award 60 (sixty) points in all for valuation of the projects, qualifications and publications. No less than 30 (thirty) points should be available to be awarded for valuation of the research project.

The commission, at its first meeting, will lay down and record in the minutes: how the points will be distributed among the elements to be evaluated; the criteria for evaluation and how points will be allocated to projects, qualifications and publications as well as establishing a minimum score required for the awarding of the research grant.

At the end of the proceedings the committee shall draw up a special report showing the evaluation criteria, judgements made, the overall scores awarded to each candidate and will list the candidates in order of merit.

The ranking will be decided according to the overall scores of each of the candidates, given by the total of points obtained in the evaluation of each assessed element.

The Committee shall produce the merit ranking in descending order. In the case that two candidates should obtain the same score the younger candidate will take precedence.

This list will be approved by decree of the Director of the Department of _____, and will be transmitted to the Chancellor to finalize the contract.

