



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, amount, 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 qualifications and publications presented by the candidate, relative to the research programme and to the sector (SSD) of the grant. This will be followed by an interview.

The 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, 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.

In order to produce a list of candidates in order of merit, the committee can award up to a total of 60 (sixty) points for each application when evaluating qualifications, publications and interview. No less than 40 (forty) points should be available to be awarded for the evaluation of qualifications and publications.

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.

Article 5 **Obligations of the winner**

When the winner of the selection process signs the appropriate temporary contract, the duration of which is indicated in Article 1 of this document, he or she will legally be considered to be self-employed. This contract does not constitute a contract of employment.

The working relationship established does not give rise to rights to employment at the University of Salento or at Italian universities or university institutes.

The winner is invited to sign the contract within 20 (twenty) days of notification of the award. Failure to sign the contract within that period will be considered equivalent to an irrevocable waiver of the contract and will lead to its forfeiture.

The allowance will commence, unalterably, on the first day of the month following that in which the contract is agreed upon.

In the case of express waiver by the awardee or of failure to sign the contract within the period stipulated above, the grant will be awarded to the candidate immediately below the winner in the qualified candidate ranking.

The Director of the department in which the awardee must carry out their activities should notify the Chancellor of the start of these activities. The Director of the Department is also required to notify the chancellor promptly of any event that may cause the contract to be interrupted and thereby the corresponding payment of compensation to cease.

Under current regulations, the winner of the selection procedure will be asked to provide documented evidence of the following:

1. Date and place of birth;
2. Entitlement to political rights (foreign citizens must certify their entitlement to civil and political rights in their nation of origin or in the nation of which they are a citizen.);
3. Possession of a tax code together with its number.

In addition the winner will have either to declare that he or she does not have a criminal record or to supply the following details thereof: sentences passed, the date of the sentence and the court that issued it (even if it was granted amnesty, judicial pardon, free pardon, if it was unrecorded or not included in the court records). All criminal proceedings must be indicated regardless of their nature. Foreign citizens must also declare that they do not have a criminal record either in the State of which they are a citizen or in Italy.

The winner must be capable of undertaking the research programme. If he or she has a disability he or she will have to provide a declaration signed by a medical officer certifying that the disability, by its nature and degree, is compatible with the activities to be carried out, the working environment in which they are to be carried out and the equipment to be used. The declaration should also state that the said activity in conjunction with the disability in question will not pose a threat to the health of, or risk of injury to the disabled person or others he or she will be working with..

This is without prejudice to Decree n.81 of 09/04/2008, n. 81 regarding health surveillance.

Any personal, educational or career details self-certified by the winner of the present selection procedure will be subject to appropriate checks, (also sample checks) by the University of Salento, to ascertain their veracity.

The winner, on pain of forfeiture to right to the grant, shall:

- a) produce documentation attesting that he or she has been granted unpaid leave for the duration of the contract where he or she is working in public administration;
- b) present a declaration that he accepts the terms of the grant if he or she is a self-employed professional or has incompatible on-going working relationships.

Before the conclusion of the contract the winner will be permitted to request authorization to proceed with activities not deemed absolutely incompatible in article 6. If this is denied, the winner will have to cease such activities on pain of losing entitlement to the grant.

The right to the grant will be forfeited if the winner does not declare acceptance or take up service within the time limit set by the administration.

Postponement of the commencement date can only be accepted if due to reasons of serious ill health or cases of force majeure duly certified.

Deferment of the commencement date and the assignment of the grant will be only allowed to those who find themselves in the condition provided for by law n.151 of 26/03/2001, concerning the safeguarding of maternity and paternity.

If the winner takes service, with justification, after the fixed commencement date, the grant will run from the actual date that he or she begins work.

Article 6

Incompatibility, expectations and interruptions

The research grant is individual. Beneficiaries cannot add to them with income from professional activities or other employment. For the whole duration of the grant free lance activities are disallowed. The research assistant, with authorization from the scientific advisor can take on teaching duties or undertake occasional and limited self-employed work. Self-employed contracts, even if occasional, for the University for the carrying out of research activities are forbidden. The holding of a research grant is incompatible with working agreements with private entities, even if they are part-time.

The grant cannot be combined with scholarships awarded for any purpose, except those awarded by national or foreign institutions which can be integrated, through stays abroad, into the research activities of the holder of the research grant.

The holding of a research grant is not compatible with participation in undergraduate or postgraduate courses, PHDs with scholarships or medical specialization courses, in Italy or abroad. Neither is it compatible with participation in University masters or if it involves unpaid leave for public administration workers even if they have a part-time contract.

Subject to the approval of the Department Director, and after consulting the scientific advisor, the grant holder may carry out unpaid work for non-profit making voluntary or cooperative organisations of a social welfare nature, always provided that it does not prejudice the completion of his or her research tasks.

Provided it is compatible with research activities assigned to them and they have permission from their scientific advisor and authorization from the board of their department grant holders may participate in research and provide consultation for third parties commissioned to the University pursuant to article 66 of Presidential Decree 382/80 and in the sharing of proceeds relative to it in the manner laid down in the relevant regulations.

Article 7

Rights and duties of the grant holder

The grant holder shall be used exclusively for the research activity described in the contract and previously deemed by the department to be compatible with the research programme of the said Department. The grant holder can disseminate the results of his or her research only with the consent of his scientific advisor or of the Department.

The research activities of the grant holder shall be carried out within the Department and/or in other parts of the University depending on the Research programme. Any research activity carried out outside of the University must be proposed by the scientific advisor and approved by the Department board.

In any case the grant holder may not be used as mere technical support within specific research programmes.

The department shall provide the grant holder with the support necessary to the carrying out of his or her research programme by providing access to equipment, resources and the use of technical and administrative services.

The grant holder is bound to adopt safe working practices at all times in accordance with law, and, in particular, take necessary precautions in terms of health and safety.

The grant holder, within the first ten days of the last month of each year and /or within the ten days following the end of the contract, is bound to present to the Department board a detailed account of the research activity undertaken endorsed by his or her scientific advisor.

In the case of serious breaches (unjustified suspension of activity for a period greater than ten consecutive days; breach of the rules on incompatibility) reported by the scientific advisor or by the Director of the Department board, the contract can be terminated by a resolution of the said board, having heard the interested party.

The grant holder can present an appeal against a decision to terminate the contract to the Academic Senate, who will have the final say.

Without prejudice to the provisions of article 10 of this announcement, research activity and the grant can be suspended in cases provided by law, that is for pregnancy and serious illness. The total duration of the grant cannot be reduced if suspension is a result of the above-mentioned causes.

A total period of justified absence no greater than thirty days in any one year does not constitute a suspension and consequently shall not be considered recoverable.

Article 8

Monitoring and Evaluation of Research undertaken

The Department Board within 10 days of receiving the report prepared by the grant holder as described in article 7, having considered the reasoned opinion of the scientific advisor, shall deliver an assessment on the activities carried out by the grant holder.

In the case of a negative assessment the contract shall be automatically terminated.

Article 9

Health and safety Monitoring

The Director of the Department in which the research takes place is responsible, under University regulations on the standards for the health and safety of workers (Chancellor's Decree n.1029, 09/05/2007), for the implementation of the obligations referred to in Decree n. 81/2008 and, in particular, for the activation of health and safety monitoring of research grant holders according to the requirements of, and in the manner described by, law.

Article 10

Taxation, social security and insurance

The payments referred to in this announcement shall be subject in tax matters to the regulations laid out in article 4 of law n. 476, 13/08/1984 and its subsequent modifications. In insurance matters those of article 2, paragraph 26 onwards of law n.335, 08/08/1995 and subsequent modifications shall apply.

In the case of compulsory maternity leave the regulations laid down in the decree of the Ministry of labour and social security dated 12/07/2007 and published in the 'Gazzetta Ufficiale' N.247, 23/10/2007 shall be applied. Sick leave shall be regulated according to article 1, paragraph 788 of law n.296 of 27/12/2006 and its successive modifications. In the period of compulsory maternity leave, the compensation paid by INPS pursuant to article 5 of the cited decree, 12/07/2007, will be supplemented by the university up to the total amount of the research grant.

The University will provide insurance cover against accidents and third party liability on behalf of the grant holder in the carrying out his or her research activities. The cost of the premiums will be deducted from the grant.

Article 11

Publishing of this Announcement

This call for applications will be published on the Official Notice Board of the University of Salento and on that of the Department to which the Grant pertains.

It will be published electronically on the following sites; <http://www.unisalento.it/web/quest/concorsi>, MIUR (the Italian Ministry of Education) and the E.U. website.

Article 12

Processing of personal data and those responsible

For the purposes of Legislative Decree n. 196, 30/06/2003, regarding the protection of personal data, it is hereby stated that data collected by this University will be used only for purposes related to the competition and to the processing of any eventual working relationship, in accordance with current provisions.

The person concerned may exercise their rights under article 7 of the said decree.

In charge of the procedure is the administrative coordinator of the department

Article 13

Norms of Reference

Although not expressly mentioned in this announcement, the provisions of the current "Regulations for the awarding of grants for cooperation in research activity", pursuant to article 22 of law n. 240, 30 December of this University apply, as do, where applicable, the rules of the Civil Code.

LECCE,

THE CHANCELLOR

Attachment 1 **(To be sent by registered post with recorded delivery to the Department to which the grant pertains.)**

To Il Magnifico Rettore
dell'Università del Salento
LECCE

The undersigned _____ born in _____
(in the county/province of _____) on _____ and
residing in _____ (prov/county of _____) Postcode
_____ Road _____ n. _____ email

ASKS

to be admitted to the selection procedure for the assignment of a grant for research assistance known as: (*here write name of programme from article 1*)

At the Department of _____

To this end declares under his own responsibility that he/she:

- a) is not an employee of the university, does not provide regular services for other bodies referred to in article 22 L. 240/2010 nor for other public institutions as shown in the same article, and is not in one of the incompatible situations described in article 2 of this announcement;
- b) has tax code n. _____;
- c) possesses a degree in _____, awarded on _____ by the University of _____ with a mark of _____;
- d) has a PH.D in _____ awarded on _____ by the University of _____;
- e) chooses for the purposes of this competition the following address _____ (city, street, no. and postcode) tel. _____; email _____ tel. Cell. _____
- f) authorizes the University of Salento to use data concerning personal details for the purposes defined in article 13 of this announcement.

Also attaches a list (dated and signed) of the documents attesting the qualifications and publications that he or she intends to submit to the evaluating body as well as, in single copy: qualifications in accordance with article 3; a curriculum of his or her scientific activity (dated and signed); a list of publications (dated and signed); the research project on the subject matter described in the announcement (dated and signed); publications which the candidate wants the commission to consider for the purposes of evaluation.

Declares that he or she is aware of the provisions of article 76 of D.P.R. n.445, 28/12/2000, on the criminal proceedings that can be brought against him or her as a result of falsification of documents or false declarations therein.

The undersigned undertakes to notify the administration of any eventual changes and recognizes that the administration does not accept responsibility for non-receipt of communications as a result of inaccurate information provided by the applicant or due to missing or late information regarding a change of address from that indicated in the application. Neither does it accept responsibility for any failure in postal or telegraphic services attributable to third parties unforeseeable circumstances or force majeure.

This section should only be completed by those who intend to take advantage of the provisions of Article 20 of law 104/1992.

The undersigned _____ claims to be handicapped as defined by law n. 104 of 5.2.1992, as shown in the attached documentation and therefore requests to be granted the assistance and extra time described below.

Date _____ Signature _____ (a)

a) This application must be signed. Citizens of the European Community need not have this signature authenticated by a public official.