



**UNIVERSITÀ DEGLI STUDI DI GENOVA  
MANAGEMENT AND HUMAN RESOURCES DEPARTMENT**

**Teaching Staff Service – Sector V**

*Decree n. 1012*

**THE DIRECTOR OF ADMINISTRATION**

Further to

Law 27.12.1997, n. 449 containing measures on the stabilization of public finances and, in particular, art. 51, paragraph 6 dealing with the retribution for the participation in research activities from Universities;

D.M. 11.2.1998, concerning the criteria for the above mentioned retribution and following amendments;

D. Lgs. 22.7.1999 n. 261 regarding postal services:

D.M. 4.10.2000 concerning the re-definition and updating of scientific sectors and the definition of the relevant declaratories and following amendments.

D.P.R 28.12.2000 n. 445 containing the “Testo Unico” (Consolidating Law) on the rules and regulations concerning administrative documents, published in the ordinary Supplement of the Gazzetta Ufficiale (Official Gazette) n. 42 of 20.02.2001 – General and subsequent amendments;

The note of the Director of the Administration n. 17721 of 10.04.2001;

D.R. n. 198 of 11.07.2001 containing the “Rules and Regulations concerning treatment, communication and diffusion of personal data”;

D.Lgs. 30.06.2003 n.196 containing the Rules on the safeguard of personal data;

Law n. 170 of 11.07.2003, turning D.L. n. 105 of 9.5.2003 into law, containing urgent provisions concerning Universities, Research Bodies and Institutions and professional qualifications;

D.R n. 2756 of 31.07.2003 containing “Rules and Regulations concerning retribution for research activities”;

D.M. n.45 of 26.02.2004 concerning the updating of research retributions;

Law 15.04.2004, n. 106 containing “Provisions on the legal custody of documents of cultural interest for public use”

D. Lgs. 11.04.2006 n.198 containing the Code on equal opportunities for men and women, in accordance with art. 6 Law 28<sup>th</sup> November 2005, n. 246;

D.R. n. 165 of 12.04.2006 containing the “Rules and Regulations on the treatment of sensitive data in accordance with D.Lgs. 196/2003”;

D.P.R. 3.5.2006 n.252 containing “Rules and Regulations on the legal custody of documents of cultural interest for the public use”;

D.R. n.1199 of 22.01.2007 containing the “Provisions concerning PhD Schools”;

Further to the decisions of the relevant department councils and institutions;

Further to the minutes of the relevant commissions for scientific disciplines which have approved of the propositions put forward by the relevant departments;

## **DECREES THE FOLLOWING**

### **ART. 1**

#### **Number of grants**

1. N. 32 comparative evaluation is called in order to grant n. 32 temporary scholarship for the participation in research activities as in the programmes specified in attachment A which is an integral part of the present announcement;
2. The scholarship may only be granted to:
  - a. A PhD holder;
  - b. A degree holder with a curriculum qualifying for research activity;
3. A candidate interested in more procedures should apply separately for each position, contributing the relevant titles and publications. Should one application require more than one procedure, a candidate may access only the first as shown on the application.
4. As far as declaratories of scientific sectors are concerned, please see the above mentioned D.M. 4.10.2000 and subsequent amendments.
5. The Administration guarantees equal opportunities for both men and women;

### **ART. 2**

#### **Admission Requirements**

1. Requirements for admission:
  - a. A PhD qualification or equivalent, i.e. degree qualifying for activity research as shown in attachment A of the present announcement for each research programme;
  - b. Adequate knowledge of the Italian language (for citizens of foreign countries);

- c. Good health. The Administration may require successful candidates have a complete medical assessment in accordance with present legislation;
2. Candidates must meet the present requirements before the deadline for application;
3. Candidates are admitted with reserve. The University will, on the basis of an explanatory action, reject those candidates who do not meet the requirements. Such an action will be notified to candidates by registered post.
4. Degree holders without suitable academic qualifications for research activities or equivalent and certified experience of research or a suitable curriculum qualifying for research activities.

### **ART.3**

#### **Application and Deadline**

1. The present announcement can be viewed in the University notice board – central administration premises, Via Balbi 5, Genoa and is also available at the following website: <http://www.unige.it/concorsi/assricerca> .
2. Candidates must apply within 30 days from the day following that of the publication of the present announcement. Later applications will not be considered.
3. Should such a thirtieth day be a bank holiday, the deadline is extended to the following weekday.
4. Applications must be clear and legible, signed by candidates and forwarded to the Direttore Amministrativo dell'Università di Genova – Dipartimento gestione e sviluppo risorse umane – Servizio personale docente, Via Balbi 5. Legalisation of signature is not necessary. Applications can be handed in to the above mentioned office, who will issue a receipt, at the following office hours for the public: Monday to Friday 10.00 a.m. to 12.00 p.m. and 2.00 p.m. to 3.00 p.m., Fridays 10.00 a.m. to 1.00 p.m. Candidates must apply by filling in attachment B of the present announcement, available at the administration centre or online as shown in paragraph 1.
5. Applications may also be forwarded to the mentioned address on recorded delivery mail. Post office stamp will be accepted as evidence of date.
6. Candidates must clearly show the number of the research programme, scientific discipline and scientific department they intend to apply for.
7. Unsigned applications, applications without personal data and applications, for whatever reasons, forwarded later than the deadlines stated in paragraphs 2 and 3 will not be considered.

8. With the exception of what is provided for in art. 6, all communications concerning the comparative evaluations called for in the present announcement will be notified to candidates by registered post.
9. candidates are requested to enclose:
  - a. photocopy of a document of identity;
  - b. a curriculum, please use attached form C:
  - c. one copy of titles and publications relevant to the evaluation as well as an itemised list (one copy duly signed)
10. Titles and publications must be originals or legalised copies. Copies of publications and documents issued by a public administration as well as educational qualifications and statements of experience may be submitted by using the enclosed form (attachment D) in accordance with the originals. Candidates must use a separate form for each and every submitted title, publications included. Alternatively, they may submit a collective declaration of compliance to the originals, publications included. Such a document must contain precise and clear information referring to the relevant titles.
11. Candidates may also provide self-executed affidavits (not valid for publications), in accordance with the above mentioned D.P.R. n. 445/2000, in replacement of certificates issued by public administrations as well as self-executed affidavits of personal data or facts which candidates may know of (attached form D).
12. E.U. citizens must follow the procedures described by the above paragraphs which are valid for Italian citizens. Non E.U. citizens availing themselves to self-executed affidavits must see art. 4.
13. References to titles or publications in the custody of other administrations or to titles enclosed with applications to other evaluations will not be considered.
14. Publications, published abroad, must contain the date and place of publication. In the case of those completely or partially published in Italy before 2.09.2006, the requirements in compliance of the Decreto Luogotenenziale n. 660/1945 must be met. For publications published after such a date, please see Law n. 106/2004 and the rules contained in the already mentioned D.P.R. n. 252/2006.
15. The University accepts no responsibility for failed reception of communications in case candidates have notified an incorrect contact address or they have failed to notify any change of address. No responsibility is accepted, either, in case of post service delays or circumstances beyond one's control or involving third parties.

#### **ART. 4**

##### **Non E.U. Citizens – self-executed affidavits**

1. Non E.U. citizens who lawfully live in Italy may avail themselves to self-executed affidavits in accordance with the already mentioned D.P.R. 445/2000 only as far as they refer to certificates of personal qualities, qualifications and facts which are also issued by the Italian State Authorities, except for special provisions contained in laws and regulations concerning immigration and the condition of a foreign citizen.
2. When the previous paragraph does not apply, non E.U. citizens lawfully living in Italy may submit the above mentioned affidavits in compliance with international conventions between Italy and the country of origin.

#### **ART. 5**

##### **Statements to enclose to the application**

1. Statements enclosed with the application must comply with D.P.R n. 445/2000 and must be submitted by candidates entitled to use the simplified administrative certificates as allowed by the already mentioned decree.
2. In the application, besides their name and surname, candidates must state:
  - a. date and place of birth
  - b. permanent or contact address (relevant for the participation in the evaluation procedure)
  - c. nationality
  - d. educational qualifications required by the chosen research programme (see previous paragraph). Candidates with a foreign academic qualification must also state its equivalence to the qualification requested by the present announcement. Please refer to the already mentioned D.R. n. 119 of 22.01.2007(available on: <http://www.unige.it/regolamenti> ), should you wish to state the equivalence of a PhD qualification. Candidates must also state the University which issued the title, date of issue and the results of final exams.

Candidates must also state:

- e. to have a sufficient knowledge of Italian;
- f. if they have been granted PhD scholarships from other universities;
- g. to be aware that the present scholarship is not compatible with what is provided for in art. 9;
- i. to know a foreign language, whose knowledge must be proven, should it be required by the programme of research, attachment A;

3. The failed submission of the statements contained in paragraphs 2, sub paragraphs d., e. will result in the exclusion from the evaluation procedure.
4. The administration will review and investigate the compliance of self-executed affidavits and statements – also by carrying out sample surveys –. Should a lack of compliance arise, all benefits from imperfect statements or affidavits will cease and criminal law as well as special provisions may apply.

## **ART. 6**

### **Evaluation of titles and interview**

1. Candidates will sit an exam in Genoa in order to assess their knowledge, experience and attitude to research. It will consist of:
  - evaluation of the submitted titles
  - an interview on the subjects showed in the present announcement and, for each research programme, in the enclosed attachment A.
2. The board of examiners – as prescribed by art. 7 – will pre-determine the evaluation criteria of the titles and of the interview and information where interview and exams will take will be notified it by sticking a note in the University notice board.
3. The board, in compliance with D.M. 11.2.1998, must evaluate titles, i.e. a PhD, specialisation diplomas, attendance certificates of post-degree courses, both in Italy and abroad, as well as documented research activities carried out for private or state institutions, scholarships in Italy and abroad.
4. Researches carried out together with third parties may be considered useful titles whenever a candidate's individual contribution can be identified and therefore evaluated.
5. The board will issue a collective judgement on the basis of the submitted documents and will decide which candidates will be interviewed.
6. Place, time and date of the exam are shown – when prescribed – in the enclosed attachment A. Such information is formal notice. **Therefore all candidates, who have not been notified by a note of exclusion, are expected to appear at the exam location without further notice.**
7. If the notice as prescribed by paragraph 6 is not available to candidates, information about the time, date and place of the exam will be notified to them by registered post at least a fortnight before the exam date.

8. The interview will take place in a room open to the public. The Board will issue a collective judgement on each candidate's interview.
9. At the end of each step, the Board will inform the judgements issued, the evaluation of titles and candidates' interviews by placing the results on the notice board.
10. Candidates must carry a valid document of identity in order to be admitted to the interview. Should they have an expired document, candidates must state at the bottom of the photocopy of the document itself that no changes or variations have occurred in the meantime. This will admit them to the interview.

## **ART.7**

### **Board of Examiners**

#### **Pass-list and approval**

1. The Board of Examiners is formed by three university professors, also from other Universities, indicated by the commission of the scientific disciplines after hearing from the interested department or centre and appointed by the administrative director. At least one of them one is a full professor of first or second level.
2. The Board, after the examination, on the basis of their evaluations, will decide the successful candidate/s and draw up a pass-list.
3. The pass-list is approved by decree of the administrative director and the successful candidate will be declared.
4. Should a successful candidate, for any reason whatever, renounce their position; the pass-list can be used.
5. Such pass-list will be available on the University notice board, Via Balbi 5. From the moment it is published, such a list can be appealed.

## **ART.8**

### **Research Scholarship**

1. A successful candidate is granted, through a civil law contract of limited time validity, a scholarship for the duration specified by attachment A for each research programme, as long as all requirements are met.
2. More scholarships can be granted to the same person with a maximum of eight years, or four years if the same person has already been granted a PhD scholarship.
3. When accepting the contract, the candidate must accept and subscribe to the following statements:

- to be in no positions not complying with art. 9;
  - to have or not to have been previously granted a PhD scholarship
  - to have or not to have been granted other scholarships by other Universities
  - to be working for public institutions (if any) – art. 9, paragraph 7 – and to be on unpaid leave.
4. A non EU successful candidate will have to submit relevant documents in compliance with T.U. n. 286/1998 and subsequent amendments, containing provisions on immigrations and relating rules D.P.R. 394/1999).
  5. Scholarships are renewable in accordance with art. 10.

## **ART. 9**

### **Retribution**

#### **No combined income, incompatibility, interruptions**

1. All financial expenses arising from the present procedures must be met by university departments and centres and must be transferred to the University financial balance, if necessary by using any type of financial resource six months in advance, also in case of third parties' failure to comply.
2. The gross amount of the research scholarship is decided by the Board of Directors and is shown in the contract, as explained in the previous article. Such an amount is inclusive of all expenses which must be met by the University and is paid in deferred monthly instalments.
3. In terms of taxation and pension scheme, scholarships are subjected to the provisions of art. 51, par. 6, of the above mentioned law n. 449 71997
4. Variations of INPS (Italian Social Security Service) rates will be reflected in the retribution on a yearly basis.
5. University meets all insurance provisions in compliance with the law.
6. The collaboration of the successful candidate is continuous though limited in time. It is not occasional. It is defined in terms of duration in accordance with the complexity of the activity which takes place under the supervision of a scientific director. It enjoys autonomy with the only limits required by the research itself and its fulfilment and has no restricted working hours.
7. Successful candidates already working for public administrations and institutions others than those of paragraph 11 will receive a retribution as long as they are on unpaid leave.
8. Successful candidates may become members of clinic research teams, with no direct tasks of assistance and treatment of patients, always under scientific supervision.

9. No combined income from different scholarships is allowed, except for those which integrate expenses for missions abroad, granted by the University of Genoa or foreign and Italian institutions.
10. Successful candidates can follow PhD courses after they have passed admission examinations and as long as they have renounced a previous PhD scholarship, which they may have been granted, and the relevant board of professors has given their approval.
11. University permanent staff, public administration permanent staff as defined by art. 51, par. 6, first period, Law 449/1997 cannot be granted scholarships. Neither can post-graduate students who have been granted scholarships for post-graduate courses, except for provisions contained in par. 9.
12. Combined income from working activities susceptible to cause disruption to research activities is not allowed.
13. Retribution is suspended during maternity leave as well as in all those cases in which a health problem require more than two year leave. In such cases, the validity of the contract extends over a period corresponding to the leave. In all other cases, after an absence of more than two years, the University has the right to withdraw from the contract and suspend retribution.
14. Retribution does not represent a condition similar to that of a subordinate job and does not represent a valid title to access university permanent positions.

## **ART. 10**

### **Evaluation of the activity**

#### **Contract renewal**

1. The renewal of contract is subordinated to an evaluation of the activity. The director in charge of the research submits to the board of the scientific disciplines a report on the activity carried out together with their personal observations.
2. Evaluations expressed by the board as described in the previous paragraph must be motivated and cannot be appealed. If no documented scientific activity is available and the board's evaluation is positive, the contract will not be renewed.
3. For renewals of scholarships in accordance with the above mentioned art. 4, par. 2, D.R. n. 2756 of 31.07.2003 and totally financed in the same way, an evaluation of the activity will be expressed by the department board.
4. Scholarships can be renewed within the maximum limit established by art. 8, par. 2.

## **ART. 11**

### **Essential documents**

1. Successful candidates, if Italian or EU citizens, in order to establish their eligibilities in accordance with requirements and submitted statements, must submit to the University within thirty days from contract acceptance and signature the following documents:
  - a. A self-executed affidavit, stating nationality, when more than six months have passed from application
  - b. A self-executed affidavit, stating the positions contained in art. 8, par. 3.
2. Non EU citizens but lawfully living in Italy must submit, within the above mentioned thirty day limit, self-executed affidavit in accordance with par. 1, sub par. a. , if more than six months have passed from the date of the application art. 4 applies. Any qualification, not included in the above described procedure, must be adequately submitted.
3. In the other cases not covered by the previous point, a non EU citizen, within the already mentioned thirty day deadline, must submit the following:
  - a. certificate of nationality
  - b. certificate stating positions contained in art. 8, par. 3.
4. Relevant documents may also be forwarded by registered post within the above mentioned deadline. The post office stamp will be used as evidence of date.
5. In case of incorrect or partial documentation, correct documents must be submitted within 30 days from notification or the contract will be withdrawn.

## **ART. 12**

### **Documents which can be returned**

1. Within two months from the publication of the rector's decree of approval on the University notice board, submitted documentation can be returned. The administration usually complies as long as no decision has been appealed.
2. Candidates, after making an appointment on the phone, must go to the Dipartimento gestione e sviluppo risorse umane – Servizio personale docente – Via Balbi 5 – Genoa, to withdraw the above mentioned documentation in person. Alternatively, they may delegate a courier or another person, as long as they meet all arising expenses. The University will return documents in no other way.
3. After the deadline contained in par. 1, the University will have all rights on the documents in its custody.

### **ART. 13**

#### **Personal data treatment**

1. Candidates' personal data are treated by the University of Genoa – Management and Human Resources Department – Teaching Staff Service in accordance with the Rules and Regulations contained in D.R. n. 198 of 11.07.2001.
2. The submission of personal data to other public institutions is admitted in accordance with art. 19 of D. Lgs. 30.06.2003 n. 196 and art. 8 of D.R. n. 198 of 11.07.2001.

### **ART. 14**

#### **Further provisions not included in the present procedure**

1. For what is not covered and explicitly described in this announcement, provisions contained in mentioned laws apply. The rules, contained in “Regulations for granting scholarships”, especially apply – D-R- n. 2756 of 31.07.2007. Provisions contained in the Testo Unico (Consolidating Law), D.P.R. n. 445/2000 also apply.

Genoa, 12.10.2009

Dr. Rosa Gatti

Director of Administration