Rector’s Decree No. 179

**Public competition announcement for the conferral of n. 1 fixed-term position as Research Fellow in accordance with art. 24, para. 3, letter b), Law No. 240/2010**

**THE RECTOR**

HAVING REGARD TO Law No. 168 of 9 May 1989 and in particular art. 6 on the constitutional principle of university autonomy recognizing its teaching, scientific, organizational and financial autonomy;

HAVING REGARD TO Law No. 241 of 8 July 1990 concerning the rules governing access to administrative documents and subsequent amendments and additions;

HAVING REGARD TO Law No. 104 of 2 February 1992 and subsequent amendments;

HAVING REGARD TO Law No. 537 of 24 December 1993, particularly art. 5 concerning budgetary independence of Universities;

HAVING REGARD TO D.P.C.M. No. 174 of 7 February 1994 concerning access of European Union citizens to Public Administrations as Civil Servants;

HAVING REGARD TO Presidential Decree No. 487 of 9 May 1994 and subsequent amendments and additions;

HAVING REGARD TO Ministerial Decrees of 26 February 1999 and 4 May 1999, reorganizing scientific disciplinary areas, later amended by Ministerial Decree 4 October 2000;

HAVING REGARD TO Presidential Decree No. 445 of 28 December 2000, “Consolidated Text of legislative and regulatory provisions on administrative documentation” and subsequent amendments;

HAVING REGARD TO the Personal Data Protection Code, Legislative Decree No. 196 of 30 June 2003;

IN ACCORDANCE WITH the principles set by the European Charter - Code of Conduct for the Recruitment of Researchers, signed by the University of Camerino in 2005;

HAVING REGARD TO Law No. 1 of 9 January 2009, “Urgent provisions for the right to education, the promotion of merit and quality of the university system and research”;

HAVING REGARD TO Law No. 240 of 30 December 2010, and in particular art. 24 on fixed-term Research Fellows;

HAVING REGARD TO Ministerial Decree No. 243 of 25 May 2011 establishing preliminary criteria and parameters of research grants awards to candidates as of art. 24, Law No. 240/2010;

HAVING REGARD TO Legislative Decree No. 49 of 29 March 2012 disciplining the organization, monitoring and evaluation of budget and recruitment policies of the University of Camerino, pursuant to the abovementioned Law No. 240/2010;

HAVING REGARD TO the University of Camerino Statute, Rectoral Decree No. 194 of 30 July 2012, published in the Italian Official Journal – General Series – No. 200 of 28 August 2012, amended by Rectoral Decree No. 179 of 18 September 2015, published in the Italian Official Journal – General Series – No. 236 of 10 October 2015;

HAVING REGARD TO Legislative Decree No. 33 of 14 March 2013, regarding the “Reorganization of the regulations concerning the duties of publicity, transparency and dissemination of information by public bodies”;

HAVING REGARD TO Rectoral Decree No. 178 of 12 June 2013, amending the University Regulations for the recruitment of fixed-term Research Fellows at the University of Camerino, in accordance with art. 24, para. 3 letter b of Law No. 240/2010, that Rectoral Decree No. 215 of 6 July 2011;

HAVING REGARD TO DPCM of 31 December 2014 concerning the enrolment of academic staff;

HAVING REGARD TO the University of Camerino Code of Ethical Conduct, issued with Rectoral Decree No. 16 of 3 February 2015;

HAVING REGARD TO Ministerial Decree No. 855 of 30 October 2015, published in the published in the Italian Official Journal – General Series – No. 271 of 20 November 2015, reorganizing macro sectors and competitive sectors, as of art. 15, Law No. 240/2010;

HAVING REGARD TO Interministerial Decree No. 924 of 10 December 2015, allocating a position as Research Fellow, type b in the National Researchers Enrolment Plan;

HAVING REGARD TO Law No. 208 of 28 December 2015;

HAVING REGARD TO the Resolution of the School of Science and Technology No. 68 of 25 May 2016, defining the competitive sector and its scientific disciplinary area for the recruitment of a fixed-term Research Fellow, in accordance with art. 24, comma 3, letter b of Law No. 240/2010;

HAVING REGARD TO University Senate resolution No. 28 of 31 May 2016 and of the University Board of Governors No. 577 of 31 May 2016 authorizing the following competition announcement;

ASSESSED the availability of funds;

IN ACCORDANCE WITH the principles set by the European Charter - Code of Conduct for the Recruitment of Researchers;

**DECREES**

**Art. 1**

**Purpose**

The University of Camerino announces a public competition for the conferral of n. 1 fixed-term full-time position as Research Fellow in accordance with art. 24, para. 3, letter b) of Law No. 240/2010. The University main campus is in Camerino, and other campuses with research and teaching facilities are in connected locations. The following Competition Sector and Scientific Disciplinary Area are interested:

1. **SCHOOL OF SCIENCES AND TECHNOLOGY**

**n. 1 position as fixed-term Research Fellow** **(art. 24, para. 3, letter b), Law No. 240/2010)**

Research project title: Design and synthesis of new MOFs and coordination polymers with coining of metal ions and nitrogenous ligands selective for potential applications in the absorption of gas and in catalysis

Competition Sector: 03/B1 (Fundamentals of Chemical Sciences and inorganic systems)

Scientific Disciplinary Sector: CHIM/03 (General and Inorganic Chemistry)

Workplace: Camerino Campus and connected locations

Maximum number of publications to be submitted: 20

Refer to D.M. No. 855/2015 as far as the description and contents of Competition Sectors are concerned and to D.M. 4 October 2000 as far as the description and contents of Scientific Disciplinary Sectors are concerned.

**Art. 2**

**Publication of the competition announcement**

The current competition announcement will be published on the University of Camerino website at [www.unicam.it](http://www.unicam.it), on MIUR (Ministry of Education, University and Research) website at <http://bandi.miur.it> and European Union website at <http://ec.europa.eu/euraxess/>.

The notice regarding this announcement will be published in the Italian Official Journal – 4th Special Series.

**Art. 3**

**Admission requirements**

Italian or foreign candidates, including nationals from countries outside the European Union, must comply with the following admission requirements:

* PhD or equivalent qualification obtained in Italy or abroad, or a postgraduate degree awarded by a School of Medicine, where applicable.

Qualifications obtained abroad must be accompanied by a relevant documentation certifying equivalence with the Italian PhD qualification in accordance with art. 38 of Legislative Decree No. 165/2001.

In addition candidates must have been awarded (or have entered into) one of the following:

* contracts in accordance with art. 24, para. 3, Law No. 240/2010;

or

* at least three-years research grants, even if not continuous, in accordance with art. 51, para. 6, Law No. 449/1997 and amendments, or post-doctoral grants in accordance with art. 4, Law No. 398/1989, as well as equivalent contracts or grants obtained abroad;

or

* at least three years contracts in accordance with art. 1, para. 14, Law No. 230/2005 and three-year Research Fellow contracts concluded with Italian or foreign Universities or Research Institutions by means of comparative selection procedures and publication of the deeds (Law No. 240/2010, art. 29, para. 5).

Research contracts, grants, fellowships, awarded also by foreign universities, may be totaled up to three years in order to meet requirements.

Pursuant to art. 24, para. 2, letter b), Law No. 240/2010, candidates must also comply with the following further requirements to be admitted to the selection procedure:

* at least a three-year teaching activity, even if not continuous, totaling no less than 120 hours;
* their research and/or teaching activities must be evaluated by the institution where the candidate has been employed and evaluation must have been carried out by three evaluators, preferably working abroad and external to the institution.

**Failure to comply with these requirements entails the exclusion from the competition.**

Possession of abovementioned requirements must be certified according to subsequent art. 5 of this selection procedure.

Candidates who cannot apply for the position:

* people who fail to enjoy civil and political rights;
* people who are not enrolled in any electoral register, and who have been relieved of a post in a public office because of persistent inefficiency or gross misconduct, or people who have been removed from office as civil servants in accordance with art. 127, para. d), Consolidated Law approved with D.P.R. No. 3/1957;
* people who hold or have held a post-doctoral grant or a fixed-term Research Fellow contract with the University of Camerino or other Italian universities in accordance with art. 22 and art. 24, Law No. 240/2010, as well as with other institutions as of art. 22, para. 1, Law No. 240/2010 for a period exceeding twelve years, even if not continuous, when summed with the contract duration of the current competition announcement. According to the legislation in force periods on maternity or health leave are not counted.
* people who are full, associate and assistant professors with tenure, even if no longer employed;
* people who have a degree of kinship, up to and including 4th grade, with a professor of the School, which has called for the vacancy, as well as with the Rector, General Director or a member of the University Board of Governors.

Civil servants are put on leave for the duration of the contract, without pay and social security contributions, or “out of position”, if applicable.

**Art. 4**

**Application and submission deadline**

Candidates, interested in the position, must submit their application within the time limit of **30 days** effective from the day following the publication date in the Italian Official Journal – 4th Special Series – Public Competitions. If the deadline falls on a Saturday or public holiday, it will be postponed to the first working day after it. **Failure to comply with the deadline entails** **the exclusion from the competition.**

The application must be drafted on ordinary paper as of Attachment “A” and signed by the candidate. Failure to comply with this requirement entails the exclusion from the competition.

The application must be addressed to the Rector of the University of Camerino, Piazza Cavour, n. 19/F, 62032 Camerino (MC).

Candidates, willing to apply to more than one competition, must submit different applications together with relevant qualifications and publications. In case candidates submit one application relating to more than one competition, they will be entered only into the first one in the list.

In the application form candidates must clearly state the School, the Competition Sector and the Scientific Disciplinary Sector, if applicable.

Applications are to be sent **no later than the abovementioned deadline by registered mail with advice of delivery (R 1)** or **hand-delivered.**

The envelope, containing the application, must bear in block capitals the following caption: “Application and academic titles - competition announcement for n. 1 position as fixed-term Research Fellow, art. 24, para. 3, letter b), Law No. 240/2010 - School of …………… - Competition Sector …………… - Scientific Disciplinary Sector (if applicable) …………… Surname …………… Name …………… Address ……………”.

In case of mail delivery the postmark date will prove the respect of deadlines, while in case of hand delivery the University Register Office, Piazza Cavour 19/F 62032 Camerino (MC) will issue a receipt with the delivery date. Office hours for hand delivered applications: Monday to Friday, from 9 a.m. to 1 p.m.

In full awareness of potential civil, criminal and administrative liabilities, in the application candidates must declare:

1. surname, name, place and date of birth, place of residence and citizenship;
2. to be enrolled in an electoral register, specifying the district, or to give reasons for not being enrolled, if applicable;
3. tax identification number (if Italian citizen) or national identification number (if foreign citizen);
4. to meet all the admission requirements in accordance with art. 3 of this announcement, in particular not to have a degree of kinship, up to and including 4th grade, with a professor of the School which has called for the vacancy, as well as with the Rector, General Director or a member of the University Board of Governors. Failure to comply with this requirement entails the exclusion from the competition;
5. to have a clean criminal record, otherwise in case of criminal conviction, specify the details of judgements or the pending lawsuits, if applicable;
6. to enjoy full civil and political rights as citizen;
7. to enjoy full rights as citizen in the state of origin or of provenance, or reasons for failing to enjoy (applicable to foreign citizens);
8. obligations imposed by the applicable laws concerning military service (if Italian);
9. not to have been relieved of a post in a public office, because of persistent inefficiency or gross misconduct and not to have been removed from office as a civil servant in accordance with art. 127, para. d of D.P.R. No. 3/1957;
10. not to be a professor or assistant professor with tenure, even if no longer employed;
11. to have a fair command of the Italian language (applicable to foreign citizens);
12. not to hold or not to have held a post-doctoral grant or a fixed-term Research Fellow contract with the University of Camerino or other universities in accordance with art. 22 and art. 24, Law No. 240/2010, as well as with other institutions as of art. 22, para. 1, Law No. 240/2010 for a period exceeding twelve years, even if not continuous, when summed with the contract duration of the current competition announcement;
13. at least a three-year teaching activity, even if not continuous, totaling no less than 120 hours;
14. evaluation procedures on his/her research and/or teaching activities have been carried out by three evaluators, preferably working abroad and external to the institution where the candidate has been employed.

The following documents must be attached to the application:

1. two copies of a dated and signed scientific and teaching curriculum vitae (excluding personal data in accordance with art. 4, para. 3 of Legislative Decree No. 33/2013). In accordance with the provisions of the Minerva Code an electronic copy must also be sent to the following e-mail address [laura.lesti@unicam.it](mailto:laura.lesti@unicam.it) or [anna.silano@unicam.it](mailto:anna.silano@unicam.it), in order to have it published on the University website;
2. documents and qualifications deemed relevant for the purposes of this selection and two dated and signed copies of the related list to be submitted according art. 5 of this competition announcement;
3. two copies of a dated and signed list of publications to be submitted in accordance with art. 5 of this announcement;
4. a copy of the tax identification number (national identification number, social security number etc.) and a copy of a valid identity document;
5. declaration in lieu of affidavit, in accordance with art. 47 of Presidential Decree No. 445/2000 (attachment B of the application form) regarding the compliance to the originals of documents, qualifications and publications and certifying the truthfulness of the information contained in the curriculum;

A fee of € 20.00 is to be paid by bank transfer to bank account no. 8285 ABI 06055 CAB 68830 CIN L IBAN IT20L0605568830000000008285, made out to: University of Camerino, at Banca delle Marche, Branch Office of Camerino within the deadline for the submission of the application with the following reason for payment: “fee for the participation to the selection as fixed-term Research Fellow, art. 24, para. 3, letter b) of Law No. 240/2010, for the Competition Sector ……………., Scientific Disciplinary Sector ………….... at the School of ……………. “. **Failure to comply with this requirement entails the exclusion from the competition**.

Payments from abroad: A fee of € 20.00 is to be paid by bank transfer to bank account no. 8285 ABI 06055 CAB 68830 CIN L IBAN IT20L0605568830000000008285, BIC SWIFT BAMAIT3A, made out to: University of Camerino, at Banca delle Marche, Branch Office of Camerino within the deadline for the submission of the application with the following reason for payment: “fee for the participation to the selection as fixed-term Research Fellow, art. 24, para. 3, letter b) of Law No. 240/2010, for the Competition Sector ……………., Scientific Disciplinary Sector ………….... at the School of ……………. “. **Failure to comply with this requirement entails the exclusion from the competition**.

A copy of the receipt for the payment must be attached to the application. Candidates who do not supply a receipt will not be admitted to the selection procedure.

The candidate’s current address, deemed relevant for the purposes of the selection, must be indicated in the application. Any change of address must be promptly communicated to the Human Resources Department of the University of Camerino.

The University Administration is by no means responsible for missing out communications due to inexact address details provided by the candidate or for failed or late communication of address changes. Moreover, the Administration is not responsible either for inefficiencies of the postal service not due to the Administration itself, or for causes due to a third party, or for unforeseeable circumstances or force majeure, or for failed return of the advice of delivery of registered letters.

It is desirable for candidates to provide a telephone number and an e-mail address.

In the application disabled candidates must explicitly request for assistance proper to their disability, if needed, in accordance with Law No. 104/1992. Additional time would be supplied in case candidates are asked to carry out tests, if applicable.

In accordance with the legislation in force the signature at the foot of the application doesn’t have to be authenticated.

Should the candidate give up or withdraw from the competition, a dated and signed letter addressed to the Rector, together with a copy of a valid identity document, must be e-mailed to [laura.lesti@unicam.it](mailto:laura.lesti@unicam.it) or [anna.silano@unicam.it](mailto:anna.silano@unicam.it). The withdrawal will come into effect on the Selection Board’s first meeting after the date of receipt.

**Art. 5**

**Qualifications and publications**

The candidate must submit all relevant documents giving evidence of the possession of requirements in accordance with art. 3, as well as academic titles and publications deemed relevant for the purposes of this competition announcement in one of the following ways:

1. original copy;
2. authenticated copy verified to be a true and faithful copy of an original in accordance with art. 18, D.P.R. No. 445/2000;
3. plain copy accompanied by a declaration in lieu of affidavit, as of Attachment “B”, in accordance with art. 47, D.P.R. No. 445/2000, where to state in full awareness that the submitted copies of academic titles and publications are true and faithful copies of the originals (art. 19 and art. 19 (ii), D.P.R. No. 445/2000);
4. a personal declaration of certification in accordance with art. 46, D.P.R. No. 445/2000 as of Attachment “B”.

Any acts, facts, and personal data not mentioned in art. 46, D.P.R. No. 445/2000 may be stated as true and correct by a declaration in lieu of affidavit in accordance with art. 47, D.P.R. No. 445/2000.

This declaration may also refer to third-party acts, facts, and personal data the declarant may have knowledge of and may be of interest for the purposes of this competition announcement.

Declarations (Attachment “B”) must clearly state:

1. qualifications: date, place of awarding, attendance, marks;
2. publications (scientific articles in particular): author, title, place of publication, journal title and volume number, encyclopedia or treatise they are part of.

Procedures are the same for Italian and European Union citizens.

Non-European Union citizens, holding a regular permit to stay or residence permit issued by Italian Authorities, may submit the aforementioned declarations in accordance with art. 46 and 47, D.P.R. No. 245/2000 only for those acts, facts, and personal data certifiable or verifiable by Italian State Authorities, without prejudice to special legal and regulatory provisions regarding immigration. Aside from the mentioned cases, non-European Union citizens, holding a regular permit to stay or residence permit, may submit the aforesaid declarations in compliance with international conventions between Italy and the state of origin or provenance in accordance with art. 3, D.P.R. No. 445/2000.

Pursuant to D.P.R No 445/2000 the University Administration reserves the right to verify the truthfulness and correctness of declarations. Any untruthful statement will entail sanctions laid down in the legal provisions applied in this matter (art. 76, D.P.R. No. 445/2000).

Documents drafted in a foreign language, other than French, English, German and Spanish, have to be translated into Italian and certified by the competent diplomatic or consular delegation or by an official translator. Translations are to be attached to the originals.

Only paper-based publications are accepted. They have to be submitted in their original language, and, if different from Italian, French, English, German and Spanish, they have to be translated into one of the abovementioned languages. Translations can be typewritten and submitted together with a printed copy in the original language.

Legal obligations must be fulfilled for all the submitted publications. Works published abroad must contain the date and place of publication. Works partially or totally published in Italy must fulfil obligations provided for by Law No. 106/2004, in accordance with the Regulation D.P.R. No. 252/2006 published in the Italian Official Journal, n. 191 of 18 August 2006. Fulfilment of legal obligations, i.e. legal deposit, is to be certified by proper documentation to be attached to the publications. Italian and European Union citizens can certify legal deposit by a declaration in lieu of affidavit in accordance with D.P.R. No. 445/2000.

The number of publications cannot exceed the number requested in art. 1 of the current competition announcement. If this limit exceeds, the Selection Board reserves the right to evaluate them according to the order in the list down to the limit set by the competition announcement.

**Publications, sent but not included in the list attached to the application, would not be taken into account by the Selection Board.**

**If posted or hand-delivered after the submission deadline, publications will not be forwarded to the Selection Board.**

**Documents and qualifications deemed relevant for the purposes of this selection and two dated and signed copies of the related list must be submitted on ordinary paper and sent together with the application.**

It is not allowed to refer to documents or publications already in possession of this or other Administration, or to refer to documents or publications attached to other applications for other competition announcements.

Publications, duly reported in a detailed list attached to the application, have to be posted by **registered parcel**, addressed to the Rector of the University of Camerino, Piazza Cavour 19/F, 62032 Camerino (MC), or **hand-delivered** to the University Register Office, Piazza Cavour 19/F 62032 Camerino (MC) during the office hours mentioned in the previous article, **within the time limit of 30 days** effective from the day following the publication date of the current competition announcement in the Italian Official Journal – 4th Special Series, as of art. 2.

The duly sealed parcels containing the publications are to be sent separately from the application form and must bear the following caption, “Publications – competition for the conferral of n. 1 position as Research Fellow, art. 24, para. 3, letter b), Law No. 240/2010 – School of ………… – Competition Sector ………… – Scientific Disciplinary Sector ………… surname ………… name ………… address …………”.

Candidates are allowed to send a paper or an electronic copy of their publications to each member of the Selection Board appointed in accordance with the provisions of the subsequent art. 6. The Rector’s Decree appointing the Selection Board, to be published in the Italian Official Journal, will provide relevant addresses next to each Board member’s name.

**Art. 6**

**Selection Boards**

The Selection Board, made up of three members, is appointed according to the following criteria:

* one member, a full professor or equivalent, if working abroad, is appointed by the School of Science and Technology Council;
* two members, external to the University, full professors or equivalent, if working abroad, are randomly chosen by a Commission made of the General Director, or Delegate, the Head of the Legal Department and the Head of the Human Resources Department, among ten names provided by the School Council.

Members coming from Italian universities will preferably belong to the same Competition Sector and Scientific Disciplinary Sector, if applicable. Foreign examiners will hold equivalent qualifications.

Following the same procedure, substitute members will be appointed.

The Selection Board members are requested to undersign a declaration stating their commitment to respect deontological principles, such as confidentiality and absence of conflict of interest.

Any action of challenging one or more members of the Selection Board, according to the provisions of art. 51 of the Code of Civil Procedure, must be brought before the Rector within thirty days as from the date of publication in the Italian Official Journal of the Selection Board appointment. After this deadline any action would not be admitted.

The Selection Board will set candidates’ evaluation methods and criteria in accordance with Ministerial Decree No. 243/2011.

The Board’s first meeting is convened by the Rector.

During the first meeting the Selection Board provides:

1. to elect the President and the minutes secretary;
2. to set candidates’ evaluation methods and criteria in accordance with Ministerial Decree No. 243/2011 and the provisions of the Internal Regulation enacted under Rector’s Decree No. 215/2012, as amended by Rector’s Decree No. 178/2013.

At the end of the first meeting minutes containing candidates’ evaluation methods and criteria are handed in to the official in charge of the procedure, who provides for a proper advertisement by billposting them on the University Notice Board and website, at least seven days before the Selection Board’s second meeting.

Subject to Rector’s approval, the Selection Board can make use of computing devices for its collegial work.

**Art. 7**

**Evaluation procedure**

Candidates are selected according to the following criteria:

1. a preliminary evaluation of candidates’ qualifications, curriculum, scientific and research activity, doctoral thesis. Evaluation and appraisal criteria are defined in accordance with the provisions of Ministerial Decree No. 243/2011 and of art. 3, Internal Regulation enacted under Rector’s Decree No. 215/2011;
2. if candidates are more than six, a preliminary evaluation is carried out. Short-listed candidates would be no less than six or no more than 20% of the total number of candidates. Evaluation and appraisal criteria are defined in accordance with the provisions of Ministerial Decree No. 243/2011 and of art. 3, Internal Regulation enacted under Rector’s Decree No. 215/2011.

A positive evaluation of teaching, tutoring and student supervising, obtained by means of anonymous quality assurance evaluation, carried out in the School (Department etc.) where the candidate has been employed, is an asset.

Having held a fixed-term Research Fellow contract, in accordance with art. 24, para. 3, letter a), Law No. 240/2010 and in accordance with art. 1, para. 14, Law No. 230/2005 or similar concluded with Italian or foreign Universities or Research Institutions by means of comparative selection procedures and publication of the deeds, is also an asset.

In case two or more candidates score the same grades, preference will be given to the one holding a qualification as fixed-term Research Fellow or equivalent.

The Selection Board is requested to apply the principles of the European Charter of Researchers about qualitative and quantitative evaluation of merits. Such evaluation and appraisal procedures take due account of researchers’ overall research creativity and research results, e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, public awareness activities and mobility. Evaluation procedures recognise the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher’s career. Consequently, any mobility experience within their career progression are fully valued and acknowledged. The Selection Board, in its collegiality, gives an evaluation on candidates’ scientific publications creativity and independence (as envisaged by the Human Resources Strategy for Researchers).

Short-listed, most qualified and deserving candidates are invited to carry out an interview, where their qualifications, scientific and research activity are discussed and candidates are also requested to hold a seminar in English on a subject of choice, relevant with their qualifications and publications before the Selection Board.

Place and date of the interview will be notified to candidates by registered letter with advice of delivery at least 30 days before. They will have to carry a valid identity document to hold the seminar.

Not showing up for the interview would be regarded as an express waiver.

At the end of each interview the Selection Board assigns grades to candidate’s performance. The Selection Board can allocate a maximum of 100 points to each candidate (20% to the seminar and the assessment of the English language, 80% to academic titles and publications). The Selection Board’s evaluation procedure ends with the designation of the successful candidate. The selection procedure cannot last more than four months from the date of the Selection Board’s appointment.

Board’s records are made of a copy of all meetings minutes together with individual, collegial and global evaluations about each candidate, as well as a final report.

Once the evaluation procedure has come to an end, records are handed in to the official in charge of the procedure inside closed and sealed envelopes, duly signed by the Board’s members on the closing flaps.

Records of the selection procedure are submitted to the General Director and Head of the Human Resources Department for verification and compliance. If the verification is positive, the Rector ascertains the consistency of records by issuing a Decree to be published on the University website [www.unicam.it](http://www.unicam.it) and in the Italian Official Journal.

In case irregularities are reported, by reasoned decision the Rector sends back records to the Selection Board and sets a deadline for amendments, if applicable.

The Selection Board’s evaluation procedure must be concluded within 4 months from the publication date of the Rector’s Decree of appointment in the Italian Official Journal.

The Rector reserves the right to postpone this deadline for not more than 2 months, because of proven exceptional reasons reported by the President. In case the Selection Board’s evaluation procedure is not concluded within the set time limit, by reasoned decision the Rector starts the procedure of replacement of the members found responsible for the delay. At the same time he sets a new deadline.

**Art. 8**

**Appointment**

By reasoned decision approved by the absolute majority of Full and Associate Professors, the School Board, which has called for the vacancy, proposes to appoint the most qualified candidate within 2 months from the date of the Rector’s Decree ascertaining the consistency of records, on the basis of the Selection Board’s evaluation and with reference to specific teaching and scientific needs.

The proposal is then submitted for approval to the University Board of Governors.

**Art. 9**

**Terms and conditions of employment**

The successful candidate is offered a fixed-term private law contract with the University of Camerino. Principal accountabilities: research, teaching activities, supplementary teaching activities and student supervising. The contract will last three years and cannot be renewed. Fixed-term Research Fellows’ research activity is focused on research and scientific update, enhancement of competences, development of scientific knowledge. Research outputs and achievements are evaluated according to ANVUR (National Agency for the Evaluation of Universities and Research Institutes) criteria. The total annual commitment for carrying out teaching activities, supplementary teaching activities, student supervising, and tutoring will be no less than 350 hours, of which at least 100 hours devoted to lectures and classes.

Fixed-term Fellow Researchers are required to give lectures and seminars in English at the University of Camerino and at those institutions the University is partner with or has entered into an agreement with.

Any disciplinary action is regulated by art. 10, Law No. 240/2010.

The appointment as Research Fellow is provided for by a Rector’s Decree and is subject to the verification of conditions of legal provisions regulating recruitment.

The candidate proposed for appointment is duly informed and invited to submit all appropriate documents.

**Art. 10**

**Conflict of interest and other regulations**

The post of a fixed-term Research fellow is in conflict with commercial or entrepreneurial activities, except for spin off or start-up companies arising from university research in accordance with legislation in force and internal University regulations.

A full-time position is in conflict with any professional activity.

If there is no conflict of interest and without prejudice to contractual and institutional obligations, Research Fellows can occasionally give lectures and seminars, engage in scientific collaborations and advisory services, scientific and cultural popularization, journalistic and publishing activities.

**Art. 11**

**Remuneration**

A fixed-term full-time Research Fellow’s total yearly remuneration is determined in accordance with Presidential Decree No. 232/2011 and Interministerial Decree No. 924 of 10 December 2015.

Terms and conditions of employment, i.e. salary, social security, pension scheme are provided for by the legislation in force regulating the matter.

The University also provides work injury and professional liability insurance coverage.

**Art. 12**

**Processing of personal data**

In accordance with art. 13, para. 1, Personal Data Protection Code, in accordance with Legislative Decree No. 196/2003 all personal data, supplied by candidates will be collected by the University of Camerino – Human Resources Department, and exclusively processed for evaluation purposes relevant to the current selection procedure, for the conferral of the position as Research Fellow and for recruitment procedures.

**Art. 13**

**Rights and duties**

Rights and duties are provided for by the legislation in force regulating fixed-term Research Fellows’ status.

**Art. 14**

**Return of documents and publications**

Within 3 months from the publication date of the Rector’s Decree, containing the approval of records, in the Italian Official Journal and expired the period abided by law for appeals (that is 60 days from the same date), candidates can ask back their documents (academic titles and publications), except in case of ongoing legal disputes, either in person or through an authorized person, from the Human Resources Department of the University of Camerino – Piazza Cavour 19/F 62032 Camerino (MC). Otherwise, they can send a written request including a copy of the receipt for the payment of € 7.50 by bank transfer to bank account no. 8285 ABI 06055 CAB 68830 CIN L IBAN IT20L0605568830000000008285, made out to University of Camerino, at Banca delle Marche, Branch Office of Camerino, specifying the following reason for payment: Delivery charges – documents and publications – competition for the conferral of a position as Research Fellow, art. 24, para. 3, letter b), Law no. 240/2010, Competition Sector ……………., Scientific Disciplinary Sector …………............. at the School of …………………..

Payments from abroad: by bank transfer to bank account no. 8285 ABI 06055 CAB 68830 CIN L IBAN IT20L0605568830000000008285, BIC SWIFT BAMAIT3A, made out to University of Camerino, at Banca delle Marche, Branch Office of Camerino, specifying the following reason for payment: Delivery charges – documents and publications – competition for the conferral of a position as Research Fellow, art. 24, para. 3, letter b), Law no. 240/2010, Competition Sector ……………., Scientific Disciplinary Sector …………............. at the School of …………………..

Once the aforementioned allowed period will have expired, the University will be by no means responsible for the aforesaid publications.

**Art. 15**

**Officer in charge of the procedure**

The officer in charge of the procedure is Dr. Anna Silano, tel. 0039 0737 402024, e-mail [anna.silano@unicam.it](mailto:anna.silano@unicam.it).

Information contact: Human Resources Department, University of Camerino, tel. 0039 0737 402019, 402024, e-mail [laura.lesti@unicam.it](mailto:laura.lesti@unicam.it), [anna.silano@unicam.it](mailto:anna.silano@unicam.it).

**Art. 16**

**Legal provisions**

For any matter not covered by this announcement, relevant legislation in force regulating public competitions and University laws applies.

Camerino, 27 June 2016

THE RECTOR

(Prof. Flavio Corradini)

**ATTACHMENT “A”**

**Application form (on ordinary paper)**

**To the Rector**

Università degli studi di Camerino

Piazza Cavour 19/F

62032 CAMERINO (MC)

I, the undersigned ………………………………………………………………………… Place of birth ……………………………….…………….……. Date of birth ………….…………… Place of residence ………………………………………………...……….. Province (if in Italy) ……….……..

Country (if other than Italy) ….………….………………… Address ………………………………… Postcode ………….

**HEREBY APPLY FOR ADMISSION**

to the competition announcement for the conferral of n. 1 position as Research Fellow in accordance with art. 24, para. 3, letter b), Law No. 240/2010, Competition Sector ……………………………......., Scientific Disciplinary Sector …………………... at the School of …………………………………… Campus …………………………… enacted under Rector’s Decree no. …… on ………………..., published in the Italian Official Journal – 4th Special Series, n. …… on ……………………...……….

In accordance with art. 76, D.P.R. 445/2000, in full awareness that any untruthful statement made herein will entail sanctions laid down in the criminal code, under my own personal responsibility, I, the undersigned, declare:

1. tax identification number or national identification number: …………..…….……..………..;
2. current address for the purposes of this application: town ………………………………, n. ……, street (district, square etc.) ………………………………, postcode …………, province (if in Italy) ………... country (if other than Italy) …………………………………, tel. ………………………..….., e-mail …….………………………………………………...;
3. citizenship ……………………….………….;
4. to be enrolled in the electoral register of ……………………………, or not to be enrolled, because …………..……………….………………..………………………………………...;
5. to have a clean criminal record, otherwise in case of criminal conviction, specify details of judgements ………………………………….………….. ; not to have pending lawsuits or to have the following pending lawsuits ………..………………....………………………….;
6. to enjoy full rights as citizen;
7. not to be excluded from active electorate, not to have been relieved of a post in a public office and not to have been removed from office as a civil servant, because of persistent inefficiency or gross misconduct according to art. 127, para. d), D.P.R. No. 3/1957;
8. to be aware of the legal provisions regulating employment as civil servants in a Public Administration (D.P.R. No. 3/1957);
9. to be a disabled person who require the following aid ……………………. (if applicable);
10. not to have a degree of kinship, up to and including 4th grade, with a professor of the School which has called for the vacancy, as well as with the Rector, General Director or a member of the University Board of Governors;
11. not to be a professor or assistant professor with tenure, even if no longer employed;
12. to authorize the University of Camerino to process personal data in accordance with Legislative Decree No. 196/2993, as previously stated in the current competition announcement;
13. to have a fair command of the Italian language (applicable to foreign citizens);
14. to enjoy full rights as citizen in the state of origin or of provenance, or reasons for failing to enjoy ………………………...………………………………... (applicable to foreign citizens);
15. which of the following requirements are met in accordance with art. 3 of this announcement, in order to be eligible for the position. (Tick appropriate box):
    * PhD or equivalent qualification obtained in Italy or abroad, or a postgraduate degree from a School of Medicine, where applicable;
    * contracts in accordance with art. 24, para. 3, Law No. 240/2010;
    * research grants for at least three-years, even if not continuous, in accordance with art. 51, para. 6, Law No. 449/1997 and amendments, or post-doctoral grants in accordance with art. 4, Law No. 398/1989, as well as equivalent contracts or grants obtained abroad;
    * contracts for at least three-years in accordance with art. 1, para. 14, Law No. 230/2005 and three-year Research Fellow contracts concluded with Italian or foreign Universities or Research Institutions by means of comparative selection procedures and publication of the deeds.
16. at least a three-year teaching activity, even if not continuous, totaling no less than 120 hours;
17. his/her research and/or teaching activities have been evaluated by the institution where the candidate has been employed and evaluation has been carried out by three evaluators, preferably working abroad and external to the institution.
18. not to hold or not to have held a post-doctoral grant or a fixed-term Research Fellow contract with the University of Camerino or other Italian universities in accordance with art. 22 and art. 24, Law No. 240/2010, as well as with other institutions in accordance with art. 22, para. 1, Law No. 240/2010 for a period exceeding twelve years, even if not continuous, when summed with the contract duration of the current competition announcement;
19. to give lectures, classes and seminars in English;
20. to be available, upon hiring, to reach any place of employment (also Unicam connected locations);
21. position regarding obligations imposed by the applicable laws concerning military service (applicable to Italian citizens) ……………………….………………………………………..

I, the undersigned attach to the application:

1. two copies of a dated and signed scientific and teaching curriculum vitae, excluding personal data, **(an electronic copy also to be sent to** [**laura.lesti@unicam.it**](mailto:laura.lesti@unicam.it) **or** [**anna.silano@unicam.it**](mailto:anna.silano@unicam.it)**)**;
2. documents and qualifications deemed relevant to the purposes of the selection procedure and two dated and signed copies of the accompanying detailed list, together with a personal declaration of certification;
3. two dated and signed copies of a detailed list of publications, together with a personal declaration of certification;
4. a photocopy of tax identification number or national identification number (applicable to foreign citizens) and of a valid identity document;
5. documents demonstrating possession of requirements in accordance with art. 3;
6. a copy of the receipt for the payment of € 20.00.

I, the undersigned, declare to be fully aware that untruthful statements will entail sanctions laid down in the Criminal Code and the special laws applied in this matter.

Date, ……………………..

Signature

**ATTACHMENT “B”**

tick appropriate box

**PERSONAL DECLARATION OF CERTIFICATION**

**(art. 46, D.P.R. 445/2000)**

**DECLARATION IN LIEU OF AFFIDAVIT**

**(art. 19 and 47, D.P.R. 445/2000)**

I, the undersigned

SURNAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (married women must declare their maiden name)

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAX IDENTIFICATION NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROVINCE\_\_\_\_\_ COUNTRY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF BIRTH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SEX \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE OF RESIDENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROVINCE\_\_\_\_\_\_\_\_ COUNTRY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POSTCODE\_\_\_\_\_\_\_\_\_ TELEPHONE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_

***in full awareness that any untruthful statement made herein will entail sanctions laid down in the Criminal Code and in the special laws applied in this matter (art. 76, D.P.R. 445/2000),***

HEREBY DECLARE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to and in accordance with D.Lgs. 196/2003 I, the undersigned, declare to be aware that the collected personal data will be processed, also by ICT tools, exclusively for the purposes of the current selection procedure.

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_