



**Subject: Selection procedures for the recruitment of 1 (one) Fixed-Term Research Fellow (Type A – Junior), pursuant to Art. 24, Paragraph 3, Letter A, of Law No. 240 of 30 December 2010, for Academic Recruitment Field 05/G1 “Pharmacology, clinical pharmacology and pharmacognosy” and for Academic Discipline BIO/14 “Pharmacology” at the School of Pharmaceutical and Health Products Sciences – NOTICE OF SELECTION PROCEDURE**

### THE RECTOR

**HAVING REGARD TO** Decree-Law No. 1 of 09 January 2020, amended and converted by Law No. 12 of 05 March 2020, in particular by Art. 1 establishing the Ministry of Education and the Ministry of University and Research, with the consequent suppression of the Ministry of Education, University and Research (MIUR);

**HAVING REGARD TO** Law No. 168 of 09 May 1989, implementing the constitutional principle of university autonomy, providing for the recognition of the teaching, scientific, organisational, financial and accounting autonomy of the universities;

**HAVING REGARD TO** Law No. 241 of 07 August 1990, and subsequent amendments, concerning the rules on the transparency of administrative procedures and on access to administrative documents;

**HAVING REGARD TO** Law No. 104 of 05 February 1992 n. 104 and subsequent amendments, regulating assistance, social integration and the rights of the disabled;

**HAVING REGARD TO** Law No. 537 of 24 December 1993, and in particular Art. 5, launching the financial autonomy of the University;

**HAVING REGARD TO** Ministerial Decrees of 26 February 1999 and of 04 May 1999, respectively concerning identification and reclassification of academic disciplines in university studies, subsequently amended by Ministerial Decree of 04 October 2000;

**HAVING REGARD TO** Presidential Decree No. 445 of 28 December 2000, providing for the so-called “Consolidated Act on legislative and regulatory provisions with reference to administrative documentation”, and subsequent amendments;

**HAVING REGARD TO** the University of Camerino signing the declaration of commitment to adopt the European Charter for Researchers and of the Code of Conduct for the Recruitment of Researchers, in July 2005;

**HAVING REGARD TO** Law No. 240 of 30 December 2010, providing for “Rules for the



organisation of universities, academic staff and recruitment, as well as the Government's responsibility to encourage the quality and efficiency of the university system”, in particular Art. 24, Paragraph 3, Letter A;

**HAVING REGARD TO** Ministerial Decree No. 242 of 24 May 2011, defining the criteria for the evaluation of the teaching and research activities carried out by the holders of the contracts referred to in Art. 24, Paragraph 3, Letter A of Law No. 240, for the purpose of extending the aforementioned type of contracts;

**HAVING REGARD TO** Ministerial Decree No. 243 of 25 May 2011, defining the criteria and the parameters, also on an international level, for the preliminary assessment of the candidates for the stipulation of contracts, pursuant to Art. 24 of Law No. 240/2010;

**HAVING REGARD TO** Legislative Decree No. 49 of 29 March 2012, containing the regulations for the planning, monitoring and evaluation of the budget and recruitment policies of universities, in implementation of Law No. 240/2010;

**WITH REFERENCE TO** the Statute of the University of Camerino;

**HAVING REGARD TO** Legislative Decree No. 33 of 14 March 2013, as amended by Legislative Decree No. 97 of 25 May 2016, providing for “Reorganisation of the regulation concerning the right of civic access and the obligations of publicity, transparency and dissemination of information by Public Administrations”;

**WITH REFERENCE TO** the Code of Ethical Conduct of the University of Camerino, issued with Rector’s Decree, No. 16 of 3 February 2015;

**WITH REFERENCE TO** the Three-Year Plan for Corruption Prevention 2019-2021, pursuant to Art. 1, paragraphs 5 and 60 of Law No. 190/2012, approved by the Board of Governors in its meeting of 30 January 2019;

**HAVING REGARD TO** Ministerial Decree No. 855 of 30 October 2015, redetermining Academic Recruitment Fields and Academic Disciplines, pursuant to Art. 15 of Law No. 240/2010;

**WITH REFERENCE TO** the University Regulations, issued by Rector’s Decree No. 20886 of 28 March 2019, relating to the procedures for the recruitment of researchers and the stipulation of fixed-term contracts, provided for by Art. 24, Paragraph 3, Letter A of Law No. 240/2010;

**WITH REFERENCE TO** the Resolution of the School of Pharmaceutical and Health Products Sciences No. 115 of 21 October 2020, with which the School Council established the activation of a selective procedure for one (1) position of fixed-term researcher, pursuant to Art. 24, Paragraph 3, Letter A of Law No. 240/2010, for Academic Recruitment Field 05/G1 “Pharmacology, clinical pharmacology and pharmacognosy” and for Academic Discipline BIO/14 “Pharmacology”, the cost of which will be borne for the amount of Euro 75.000 by the PRIN 2017 Project (FPI00003) – Project

**Administration**

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Code: PRIN 2017SXEXT5\_001, while the remaining amount shall be borne by the Cost Centre FPI400044, held by Prof. Roberto Ciccocioppo (the Kalivas Project);

**WITH REFERENCE TO** the Resolutions of the Board of Directors and of the Academic Senate of 25 November 2020, approving the activation of the aforementioned selection procedure;

**ASCERTAINED** the financial availability to announce the above mentioned positions of Fixed-Term Research Fellow;

## DECREES

### Art. 1

#### Purpose

A selection procedures for the recruitment of one (1) position of fixed-term, full-time Research Fellow, pursuant to Art. 24, Paragraph 3, Letter A of Law No. 240, is launched at the University of Camerino, with a single legal office, although some educational and/or scientific departments are located in municipalities other than Camerino.

The position announced is as follows:

## SCHOOL OF PHARMACEUTICAL AND HEALTH PRODUCTS SCIENCES

**One (1) position of fixed-term Research Fellow (Art. 24, Paragraph 3, Letter A, of Law No. 240/2010)**

**Research Project Title:** *“Early life social experiences and dysregulation of the brain reward system: the role of endocannabinoid transmission”*;

**Academic Recruitment Field:** 05/G1 “Pharmacology, clinical pharmacology and pharmacognosy”

**Academic Discipline:** BIO/14 “Pharmacology”

**Maximum number of publications submittable by the candidates: 12**

As regards the description of the content of the Academic Recruitment Fields, please refer to Ministerial Decree No. 855 of 30 October 2015, redetermining the same, and as regards the description of the content of the Academic Disciplines, please refer to Ministerial Decree of 04 October 2000.

### Art. 2

#### Publication of the Notice of Selection Procedure

#### Administration

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This Notice will be published on the University of Camerino website, at: [www.unicam.it](http://www.unicam.it) (included in the online notice board of the University), on the website of the Ministry of University and Research (presently, MUR) at: <http://bandi.miur.it>, and on the European Union website at: <http://ec.europa.eu/euraxess>.

The Notice of Selection Procedure will be published in the Official Gazette of the Italian Republic – the 4<sup>th</sup> Special Series - Competitions and Exams.

### Art. 3

#### Requirements for admission to the selection procedure

Pursuant to Art. 24, Paragraph 2, Letter B of Law No. 240/2010, the following shall be admitted to the selection procedure, under penalty of exclusion: Italian and foreign candidates, including citizens of non-EU countries, in possession of a **PhD, or equivalent degree**, obtained in Italy or abroad, or in possession of a **degree obtained from a Medical Specialisation School** for the Academic Discipline in question.

**The PhD degree must be obtained by the deadline of this selection procedure, and, in any case, at the time of submitting the application for participation in this selection procedure.**

**In the case of a PhD degree obtained abroad, it is necessary to attach the Declaration of equivalence**, pursuant to Art. 38 of Legislative Decree No. 165/2001, or the **Declaration of equipollence** with the PhD degree obtained within the Italian university system, issued pursuant to Art. 74 of Presidential Decree No. 382/1980.

The possession of the aforementioned requirements must be certified, in accordance with the modalities indicated in Art. 5 of this Notice.

The following shall not be admitted to the Selection procedure:

- Candidates excluded from the enjoyment of civil and political rights;
- Candidates excluded from the active political electorate and those who have been dismissed or released from a position in Public Administration for consistently insufficient performance, or who have been revoked from another public sector position, pursuant to Art. 127, letter D of Consolidated Text approved by Presidential Decree No. 3 of 10 January 1957;
- Candidates who hold or have held contracts as research fellows and fixed-term researchers, pursuant to, respectively, Articles 22 and 24 of Law No. 240/2010, at the University of Camerino or at other Italian state universities, private or online universities, as well as at the Institutions referred to in Paragraph 1 of Art. 22 of Law No. 240/2010, for a period which, added to the duration foreseen by the contract referred to in this Notice, exceeds a total of twelve years, even if not continuous. For the purposes of the duration of the aforementioned relationships, the periods spent on maternity leave or sick leave, pursuant to current legislation, shall not be counted;
- Associate or Full University Professors, and Researchers with permanent contracts, even if they have already ceased their service;

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- Candidates having a degree of kinship or affinity, up to and including the fourth degree, with a Professor working at the School publishing the proposal for the activation of the contract, or with the Rector, Director-General, or a member of the University's Board of Governors.

#### Art. 4

#### Procedures for submitting the application for admission to the selection procedure

Those wishing to participate in the selection procedure are required to apply within the peremptory term of **30 days, under penalty of exclusion**, which runs from the day following the date of publication in the Official Gazette of the Italian Republic - the 4<sup>th</sup> Special Series - Competitions and Exams - of this Notice of Selection Procedure. If the deadline for submitting the application falls on a Saturday or a public holiday, the deadline shall be postponed to the first working day.

The application, drafted on plain paper, in accordance with the scheme included in Annex "A", must be signed by the person concerned. **The omission of the signature, at the bottom of the application, entails the exclusion from the selection procedure.**

The application must be addressed to the Rector of the University of Camerino, University Campus, Via D'Accorso No. 16, 62032 Camerino (MC).

The candidates may send the application, **no later than the above deadline, by registered mail with return receipt, or deliver it by hand.**

The envelope containing the application form and all pertaining attachments must bear the following wording, in block letters: "*Application and Qualifications for the Selection procedure for one (1) position of fixed-term Research Fellow, pursuant to Art. 24, Paragraph 3, Letter A of Law No 240/2010 – School of ..... - Academic Recruitment Field ..... – Academic Discipline ..... – Last Name ..... Name ..... Address .....*".

In order to verify compliance with the terms of the application, the stamp of the accepting post office shall be considered valid in case of shipment, while, in case of delivery by hand, the date considered valid shall be the date of receipt of the application by the Protocol Office of the University of Camerino, currently located at the University Campus, Via D'Accorso No. 16, 62032 Camerino (MC), which will issue a specific receipt.

In case of delivery by hand, please submit you application according to the following schedule: Monday to Friday, from 09:00 a.m. to 02:00 p.m.

In the application, candidates must declare, assuming full civil, criminal and administrative responsibility, the following:

1. Their last name, name, place and date of birth, residence and citizenship;
2. To be registered in the Electoral Register, specifying the Municipality and indicating, where appropriate, the reasons for the non-registration or cancellation from the same;

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3. Tax Code (for Italian citizens) or Personal identification code (for foreign citizens);
4. To be in possession of all the requirements for admission to the Selection procedure, pursuant to Art. 3 of this Notice of Selection Procedure and, in particular, to have no degree of kinship or affinity, up to and including the fourth degree, or a marital, civil union or cohabitation-outside-marriage relationship, pursuant to Law of 20 May 2016, No. 76, with a Professor working at the School publishing the Notice, or with the Rector, Director-General, or a member of the University's Board of Governors. **Failure to present this last declaration shall result in the exclusion from the procedure;**
5. To have no criminal convictions, or, in case of any convictions, indicating the details of the related sentences and any pending criminal proceedings;
6. To enjoy full civil and political rights;
7. For foreign citizens, to enjoy full civil and political rights in their State of origin, or the reasons for the exclusion from the enjoyment of civil and political rights;
8. The current position regarding military service obligations for Italian citizens;
9. To not have been dismissed from a position in Public Administration for consistently insufficient performance, and to not have been revoked from another public sector position, pursuant to Art. 127, letter D, of Consolidated Text of Presidential Decree No. 3 of 10 January 1957;
10. To hold no position of permanent University Professor or Researcher, even if they have already ceased their service;
11. To have not exceeded a total period of twelve years, even if not continuous, including the period foreseen by the contract referred to in this Notice, as a research fellow and as a fixed-term researcher, pursuant to, respectively, Articles 22 and 24 of Law No. 240/2010, at the University of Camerino or at other Italian state universities, private or online universities, as well as at the Institutions referred to in Paragraph 1 of Art. 22 of Law No. 240/2010.

Furthermore, candidates must attach the following to the application:

1. Two paper copies of a properly dated and signed curriculum vitae, showing his/her scientific and teaching activities (**to be sent also in an electronic form, omitting personal data, including the final signature and a persona photograph, if any, to the e-mail address: [anna.silano@unicam.it](mailto:anna.silano@unicam.it)**);
2. A detailed list of the publications presented, in two copies, dated and signed;
3. Declaration in lieu of Affidavit, pursuant to Art. 47 of Presidential Decree No. 445/2000 (Annex B), stating that what is reported in the curriculum is true and that the publications listed and attached in the appropriate envelope comply to the original copies;
4. A photocopy of the Tax Code card or a Personal Identification Code card (for foreign candidates), and of a valid Identity Document, dated and signed;



The application must include the elected domicile of the candidate for the purposes of this Selection Procedure. Any change to the same must be promptly communicated to the Division of Human Resources, Organisation and Development [Area Persone, Organizzazione e Sviluppo] of the University of Camerino.

The Administration shall not be held responsible for the loss of communications due to the incorrect indication of the address by the candidate, or due to failure to communicate, or late communication of the change of the address indicated in the application, or due to any postal or telegraphic issues, not attributable to the Administration, or in any case, attributable to third parties, in the case of unforeseeable circumstances or force majeure, or due to failure to return the acknowledgment of receipt in the case of delivery by registered mail.

It is desirable for the candidate to communicate his/her telephone number and an e-mail address.

Candidates with disabilities, pursuant to Law No. 104 of 05 February 1992, in their application must make an explicit request in relation to their disability and regarding the necessary aid, and additional time may be provided for the completion of the presentation in English language.

Under current legislation, the signature at the bottom of the application does not require authentication.

Any renouncement of the selection by the candidate, signed, dated and accompanied by a copy of a valid identity document, must be scanned and sent via e-mail to the following e-mail address: [anna.silano@unicam.it](mailto:anna.silano@unicam.it).

The renouncement shall take effect as from the first meeting following the date of receipt.

## **Art. 5 Qualifications and Publications**

The candidates must declare in the application (Annex A) the possession of the requirements for admission to the selection procedure, pursuant to Art. 3 of this Notice.

They also must submit the publications deemed useful for the selection procedure, using one of the following methods:

1. In original copy;
2. In certified copy declared true to the original, pursuant to Art. 18 of Presidential Decree No. 445 of 28 December 2000;
3. In an unauthenticated copy accompanied by a signed Declaration in lieu of an Affidavit (Annex B), drafted pursuant to Art. 47 of Presidential Decree No. 445/2000, having as its object the knowledge of the fact that the submitted copy of the publication is a true copy of the original;

The declarations (referred to in Annex B) must analytically specify:

In the case of publications and, in particular, of scientific articles: the author, the title of the work,



place of publication and possibly the issue number of the journal, encyclopaedia, or treatise from which the articles originate.

The procedures provided for Italian citizens apply to citizens of the European Union.

Citizens of non-EU countries, legally residing in Italy, can use the self-declarations, pursuant to Art. 47 of Presidential Decree No. 445/2000, limited to States, personal qualities and facts certifiable or attestable by Italian public entities, without prejudice to the special provisions contained in the laws and regulations concerning immigration and the condition of foreigners. Outside of these cases, citizens of non-EU countries, legally residing in Italy, may use the same self-declarations in cases where the submission of the same takes place in application of international conventions between Italy and the Country of origin of the declarant, in accordance with the provisions of Art. 3 of Presidential Decree No. 445/2000.

The Administration is required to carry out appropriate controls, including on a sample basis, and in all cases where well-founded doubts arise about the veracity of the statements produced. Anyone who issues false statements or produces false documents shall be subject to the provisions of Art. 76 of Presidential Decree No. 445/2000.

All documents drafted in a foreign languages other than French, English, German or Spanish, must be accompanied by a translation into Italian language, certified as fully complying with the original text, and issued by a competent diplomatic or consular body or by an official translator.

The publications must be presented in a paper form, in the original language and, if the original language is other than Italian, French, English, German or Spanish, they must be translated into one of the aforementioned languages.

The translated texts can be presented in typewritten copies, together with the text printed in the original language.

Legal obligations must be fulfilled for all publications. For works printed abroad, the date and place of publication must be shown. For works produced totally or partially in Italy, the obligations provided for by Law No. 106 of 15 April 2004, in accordance with the provisions of Presidential Decree No. 252 of 03 May 2006, published in the Official Gazette of the Italian Republic No. 191 of 18 August 2006, must be met. The fulfilment of these obligations must be certified by suitable documentation to be attached to the works, certifying the submission.

Italian citizens and EU citizens may certify the submission by means of a Declaration in lieu of an Affidavit, pursuant to Presidential Decree No. 445/2000.

**The number of publications must not exceed the number indicated in Art. 1 of this Notice. If the maximum number of publications is exceeded, the Selection Committee shall evaluate the same, according to the order indicated in the list, up to the limit established.**

**The publications sent, but not included in the list attached to the application, shall not be taken into consideration by the Selection Committee.**





**Publications delivered or sent after the deadline shall not be delivered to the Selection Committee.**

Any additional documents and qualifications, considered useful for the purposes of the procedure, must be produced on plain paper and sent together with the application form.

It is not permitted to refer to documents or publications presented to this or another Administration, or to documents or publications attached to another application for participation in another selection procedure.

The publications referred to in the list attached to the application for participation in the selection procedure, must be **sent by registered mail**, addressed to the Division of Human Resources, Organisation and Development [Area Persone, Organizzazione e Sviluppo] of the University of Camerino, Via Gentile III da Varano, 62032 Camerino (MC), or **delivered by hand** to the Division of Human Resources, Organisation and Development or to the Protocol Office, currently located at the University Campus, Via D'Accorso No. 16, 62032 Camerino (MC), in the working hours indicated in the previous Article, **within the deadline of 30 days**, running from the day following the date of publication of the Notice of Selection Procedure, pursuant to Art. 2, in the Official Gazette of the Italian Republic.

The envelope containing the publications, to be submitted separately to the application for participation in the selection procedure, duly sealed, must bear following wording: "*Publications for the Selection procedure for one (1) position of fixed-term Research Fellow, pursuant to Art. 24, Paragraph 3, Letter A of Law No 240/2010 – School of ..... - Academic Recruitment Field ..... – Academic Discipline ..... – Last Name ..... Name ..... Address .....*".

Candidates may send a copy of the same publications to each member of the Selection Committee, to the addresses specified alongside the name of each Selection Committee member in the Rector's Decree nominating the Committee, which will be published in the Official Gazette of the Italian Republic, or they may send the electronic copies of the same to the Committee members by e-mail.

**Art. 6  
Selection Committee**

The Committee for the evaluation of the candidates is made up of three members, selected by the School by Resolution, and appointed by Rector's Decree, published in the Official Gazette and on the University website.

Members of the Committee may be chosen among Full Professors, Associate Professors and full-time Researchers, provided they work in the Academic Recruitment Field and the Academic Discipline relating to the announced position. At least two Committee members must be external.



Foreign university professors and researchers may also be members of the Committee. Foreign Committee members must have an equivalent academic qualification.

Professors who have obtained a negative evaluation, pursuant to Art. 6, Paragraph 7 of Law No. 240/2010, may not be elected as Committee members.

The members of the Committee must sign a declaration of commitment relating to compliance with ethical principles, confidentiality and absence of incompatibility.

Any instances of recusal of one or more members of the Selection Committee by the candidates, if the conditions set out in Art. 51 of the Code of Civil Procedure apply, must be proposed to the Rector within the peremptory term of thirty days from the publication in the Official Gazette of the Italian Republic of the Decree appointing the Committee. After this deadline and, in any case, after the Committee takes office, no requests for recusal of Committee members shall be allowed.

The Committee shall establish the criteria and methods for evaluating the candidates, in compliance with the provisions of the Ministerial Decree No. 243 of 25 May 2011.

The selection procedure shall be carried out in accordance with the provisions of Art. 4 of the Regulation.

The call for the first meeting of the Committee shall be made by the Rector.

In its first meeting, the Committee shall:

- 1) elect the Chairman and the Minute Taker;
- 2) establish the criteria and the methods for the evaluation of candidates, in compliance with the provisions of the Ministerial Decree No. 243 of 25 May 2011 and of the University Regulations.

At the end of the first meeting, a report containing the criteria and the methods for the evaluation of candidates shall be sent to the Procedure Manager, who must attend to the publication of the same on the University's website, not less than seven days before the continuation of the Committee's work.

The Committee may use online communication tools for collegiate work, subject to the Rector's authorisation, also given the current health emergency situation linked to Covid-19.

## **Art. 7 Work of the Selection Committee**

The selection procedure shall take place in the following manner:

- 1) Preliminary assessment of candidates with reasoned analytical judgment (individual and collegial) on the qualifications, curriculum and scientific production, including the doctoral thesis, according to the criteria set out in Art. 24 of Law No. 240/2010 and in Ministerial Decree No. 243 of 25 May 2011;
- 2) If the number of candidates more than six, the Committee shall carry out a preliminary

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assessment of the candidates, aimed at creating a “short list” of the comparatively more deserving ones, admitted to the public discussion of qualifications and scientific production, the numerical consistency of which may not be less than six or more than 20% of the candidates. The Committee shall evaluate, using reasoned analytical judgment (individual and collegial), the qualifications, the curricula and the scientific production of the candidates, including the doctoral thesis, according to the criteria provided for by Art. 24 of Law No. 240/2010 and by Ministerial Decree No. 243 of 25 May 2011.

The Committee is required to apply the principles expressed in the European Charter for Researchers on the qualitative and quantitative evaluation of merit. This evaluation shall put the emphasis on the exceptional results obtained in a diversified personal path and not only on the number of publications, and appropriately considers teaching and supervision activities, teamwork, knowledge transfer, research management, innovation and public awareness activities. Career breaks, aimed at conducting other experiences in public or private entities, or changes in the chronological order of the curriculum shall be considered as a contribution to the professional development of researchers in a multidimensional path. Any experience of mobility or change of discipline or field shall be considered valuable contributions.

With regard to scientific production, the Committee shall express, for each candidate, applying collegial judgment, the degree of creativity and autonomy (as required by the Human Resources Strategy for Researchers).

Once the short list has been defined, or, if a short list is not necessary, after examining the qualifications, the curricula and the scientific production of the candidates, the Committee shall establish the date for the public discussion of the same qualifications and scientific production for the purposes of the final evaluation of admitted candidates, which will be communicated to candidates with at least 20 days’ notice.

To test their knowledge of the English language, candidates must publicly carry out, in front of the Selection Committee, a short presentation, in English language, on a topic inherent to their qualifications and their scientific production and freely chosen.

The schedule, containing the indication of the place, day, month and time, in which the presentation will take place, shall be communicated to the interested parties by registered mail with return receipt, with a notice of at least 20 days before the time scheduled for the presentation.

To make the presentation, candidates must have a valid identification document and must wear a face mask.

The non-presentation by the candidate for the discussion shall be considered an explicit and definitive manifestation of the will to renounce the selection procedure.

**Given the current health situation linked to the Covid-19 emergency, it will be possible to carry out the presentation remotely, online.**

The Committee shall proceed with the attribution of scores, reserving 20% of the overall score for the presentation, solely in relation to the assessment of an adequate knowledge of the English language, and 80% for the qualifications and research products presented by the candidates, and shall

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conclude its work within a maximum period of 4 months from the date of publication of the Decree appointing the same.

The proceedings of the Committee consist of the minutes of the individual meetings, including the individual and collective judgements expressed on each candidate, as well as the summary report of the work carried out.

After completing its work, the Selection Committee shall deliver the competition documents to the Procedure Manager in a closed and sealed envelope, with the signatures of all the Committee members on the closing flaps.

The Rector shall ascertain the formal regularity of the documents, issuing a Rector's Decree, which shall be published on the University website and in the Official Gazette of the Italian Republic.

In the event of any irregularities, the Rector shall send the proceedings back to the Committee, together with a substantiated decision, establishing a deadline to provide for any necessary changes.

The work of the Committee must be completed within 4 months from the publication date of the Rector's Decree concerning the appointment of the Committee. The Rector may extend the deadline for the conclusion of the procedure, establishing a new congruous term, or may start, by means of a substantiated decision, the procedures for the replacement of the Committee members to which the causes of the delay are attributable.

## **Art. 8 Call**

The Board of the School that requested the Selection Procedure, by means of a substantiated resolution and with a favourable vote of the absolute majority of Associate and Full Professors, shall draft a proposal for the Call, taking into account the evaluation of the Committee and the teaching and research needs of the School.

The proposal for the Call is approved by resolution of the Board of Directors.

## **Art. 9 Working relationship and contractual clauses**

The Research Fellow that received the Call shall establish a fixed-term working employment relationship with the University of Camerino, through the stipulation of a civil-law contract of a subordinate employment nature. The activities covered by the contract are the following: research, teaching, supplementary teaching and student services, including study advisory and mentoring.

The contract shall last three years and may be renewed, one time only, and for a period of only two years, after the evaluation of teaching and research activities carried out. Fixed-term researchers fellows carry out research and scientific updating activities, with the aim to improve and



broaden their knowledge and skills. The research activity is subject to verification of the results, according to the criteria established by ANVUR (Italian National Agency for the Evaluation of the University and Research Systems). The total annual working hours, for full-time employment, encompassing the carrying out of teaching, supplementary teaching and student services activities, including study advisory and tutoring, shall not be less than 350 hours, of which at least 60 hours of face-to-face teaching.

UNICAM, also in relation to the pursuit of internationalisation, as its strategic goal, requires the commitment of fixed-term researchers to hold lectures and seminars in English language at UNICAM premises and in institutions with which the University enters into agreements.

Disciplinary competence is governed by Art. 10 of Law No. 240/2010.

The appointment is arranged by the Rector and is subject to the verification of the conditions provided for by the regulatory provisions on recruitment.

The candidate proposed for the appointment shall receive a specific communication, in which he/she is invited to present the documents necessary for the purpose of the appointment.

#### **Art. 10** **Extension of the contract**

The Contract may be extended, within the limits established by Art. 2, Paragraph 3, Letter A of Law No. 240/2010 and by Art. 7 of the Regulations, following a positive evaluation of the teaching and research activities carried out- The evaluation shall be performed on the basis of the methods, criteria and parameters defined by Ministerial Decree No. 242 of 24 May 2011.

The evaluation shall be carried out by a Committee appointed according to the criteria and methods indicated in Art. 3 of the Regulations and in Art. 6 of this Notice.

Committee members from Italian universities must belong to the Academic Recruitment Sector and the Academic Discipline relating to the position announced. Foreign Committee members must have an equivalent academic qualification.

#### **Art. 11** **Incompatibility and further provisions**

The position of fixed-term Researcher is incompatible with the exercise of trade and industry, except for the possibility of setting up companies with spin-off characteristics or university start-ups, according to current legislation and in compliance with the University regulations.

The exercise of freelance activity is incompatible with the full-time employment.

Without prejudice to compliance with contractual and institutional obligations, fixed-term researchers can freely carry out lectures and seminars of an occasional nature, scientific collaboration

##### **Administration**

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##### **Division of Human Resources, Organisation and Development**

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and consultancy, scientific and cultural communication and dissemination, as well as publishing and editorial activities.

## **Art. 12** **Financial compensation**

The all-inclusive gross annual salary due to a fixed-term Researcher under a full-time employment contract is equal to the financial compensation provided for by the Presidential Decree No. 232 of 15 December 2011. Based on Art. 24, Paragraph 8 of Law No. 240/2010, it is envisaged that “for the holders of the contracts referred to in Paragraph 3, Letter B, the all-inclusive gross annual salary is equal to the initial salary due to the confirmed full-time researcher, increased for a maximum of 30 percent”.

The employment relationship that is established between the University of Camerino and the fixed-term Researcher is governed by the provisions in force on the subject, including those regarding the taxes and social security benefits provided for earnings from employment.

The University also provides insurance coverage relating to accident risks and civil liability.

## **Art. 13** **Processing of Personal Data**

Without prejudice to the provisions on mandatory publication of Legislative Decree No. 33/2013 and subsequent amendments, and of the Minerva Code, the University of Camerino is committed to respecting the confidential nature of the information provided by the candidate, pursuant to the EU Regulation 2016/679. All data provided shall be processed only for the purposes related to, or necessary for the selection procedure and for the appointment, if any, in compliance with current regulations.

## **Art. 14** **Rights and Duties**

The rights and duties are those provided for by the current provisions of law on the legal status of university researchers with a fixed term contract.

## **Art. 15** **Restitution of documents and publications**

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Within 3 months from the date of publication in the Official Gazette of the Italian Republic of the Notice of the Decree ascertaining the regularity of the procedure, and in any case, after the deadlines provided by law for any appeals (i.e. 60 days from the same publication) have elapsed, the documents on qualifications and publications sent may be returned to the candidates, except for those relating to any ongoing disputes, by collecting them, personally or by delegate, at the Division of Human Resources, Organisation and Development [Area Persone, Organizzazione e Sviluppo] of the University of Camerino, Via Gentile III Da Varano, 62032 Camerino (MC).

After the above term has elapsed, the University shall not be held in any way for the aforementioned documents and publications.

#### **Art. 16 Procedure Manager**

The Procedure Manager, referred to in this Notice of Competition, is Ms. Anna Silano, Telephone: 0737/402024; E-mail: [anna.silano@unicam.it](mailto:anna.silano@unicam.it).

#### **Art. 17 Regulations of Reference**

For all matters not provided for in this Notice of Selection Procedure, the provisions of current legislation regarding public selection procedures and university legislation shall apply, insofar as applicable.

THE RECTOR  
Prof. Claudio Pettinari



**ANNEX “A”**

**Application Form template (on plain paper)**

**To: The Rector**

University of Camerino  
University Campus  
Via D’Accorso No. 16  
62032 C A M E R I N O  
(MC)

The undersigned ....., born in  
(Name and Last Name)

..... on ....., residing in ....., (Province .....)  
(Place of birth) (Date of Birth) (City or Town)

Street Name ....., Street Number ....., ZIP Code .....

**IS APPLYING FOR**

participation in the public Selection procedure of one (1) position of a fixed-term Researcher, pursuant to Art. 24, Paragraph 3, Letter B, of Law No. 240/21010, for the Academic Recruitment Field: ....., Academic Discipline: .....; at the School of ....., launched with Rector’s Decree No. .... of ....., the Notice of which was published in the Official Gazette of the Italian Republic – the 4<sup>th</sup> special series - No. .... of .....

To this end, aware of the criminal penalties in the case of untrue statements, production or use of false documents, referred to in Art. 76 of Presidential Decree No. 445/2000, the Undersigned, assuming full responsibility, declares the following:





- a) To be holder of the following tax code (in case of an Italian citizen) or personal identification code (in case of a foreign citizen): .....
- b) To be domiciled, for the purposes of this Selection Procedure in .....,  
Street name: ....., Street number ....., ZIP code:  
....., Province: ....., Telephone: .....,  
E-mail: ....., Certified E-mail (PEC): .....
- c) To be the citizen of (state the citizenship) .....
- d) If an Italian citizen, to be registered in the electoral register of the Municipality of ..... or not to be registered in the electoral register for the following reasons: .....
- e) To have no criminal convictions, or to have the following criminal convictions:  
.....,  
or not to have any pending criminal proceedings, or to have the following pending criminal proceedings: .....
- f) To not have been excluded from the enjoyment of civil and political rights;
- g) To not have been excluded from active political electorate and to not have been dismissed or released from a position in Public Administration for consistently insufficient performance, nor to have been revoked from a public sector position, pursuant to Art. 127, Letter D, of Presidential Decree No. 3 of 10 January 1957;
- h) To be aware of the rules governing access to civilian employment in public administration bodies (Presidential Decree No. 3/1957);



- i) To be disabled and in need of the following aid: .....
- j) To have no degree of kinship or affinity, up to and including the fourth degree, with a Professor working at the School publishing the proposal for the activation of the contract, or with the Rector, Director-General, or a member of the University's Board of Governors;
- k) Not to be a tenured university Professor or Researcher, even if they have already ceased their service:
- l) To authorize the University of Camerino to process their personal data, pursuant to EU Regulation 2016/679, as required by the Notice for the Selection Procedure;
- m) To have adequate knowledge of the Italian language (in the case of foreign citizens);
- n) To enjoy civil and political rights in the country of origin or stating the reasons for non-enjoyment of the same ..... (in the case of foreign citizens);
- o) To be in possession of the requirements for admission to the selection procedure, referred to in Art. 3 of the Notice, pursuant to Articles 46 and 47 of Presidential Decree No. 445/2000 (tick the one/ones you possess):
  - A PhD degree or an equivalent qualification, obtained in Italy or abroad, or a degree obtained from a Medical Specialisation School for the Academic Discipline concerned;  
*(state the University from which the degree was obtained and the date in which it was obtained)*  
.....  
.....
- p) To not have hold contracts as a research fellow or as a fixed-term researcher, pursuant to, respectively, Articles 22 and 24 of Law No. 240/2010, at the University of Camerino or at

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other Italian state universities, private or online universities, as well as at the Institutions referred to in Paragraph 1 of Art. 22 of Law No. 240/2010, for a total period of twelve years, even if not continuous, including the period foreseen by the contract referred to in this Notice;

q) To undertake to hold lectures and presentations in English language, and to be available, in case of recruitment, to reach any of the Unicam premises to which he/she will be assigned;

r) To find him/herself in the following position relating to military service obligations (for Italian citizens born before 1986): .....

The Undersigned attaches the following documents to the Application:

1) Two paper copies of a properly dated and signed curriculum vitae, showing his/her scientific and teaching activities (**to be sent also in an electronic form, omitting personal data, including the final signature and a persona photograph, if any, to the e-mail address: [anna.silano@unicam.it](mailto:anna.silano@unicam.it)**);

2) A detailed list of the publications presented, in two copies, dated and signed;

3) A Declaration in lieu of Affidavit, pursuant to Art. 47 of Presidential Decree No. 445/2000 (Annex B), stating that what is reported in the curriculum is true and that the publications listed and attached in the appropriate envelope comply to the original copies;

4) A photocopy of the Tax Code card or a Personal Identification Code card (for foreign candidates), and of a valid Identity Document, dated and signed;

The Undersigned also declares to be aware that making false declarations is an act punishable under the Penal Code and the special laws on the matter.

Date:

Signature:

.....



**ANNEX “B”**

**DECLARATION IN LIEU OF AFFIDAVIT**  
*(Articles 19 and 47 of Presidential Decree No. 445/2000)*

The Undersigned,

LAST NAME \_\_\_\_\_

NAME \_\_\_\_\_

TAX CODE \_\_\_\_\_

BORN IN \_\_\_\_\_ PROVINCE \_\_\_\_\_

ON \_\_\_\_\_

*aware that making false statements, uttering forged instruments, or making use of the same, is punishable as a felony, pursuant to Articles 75 and 76 of Presidential Decree No. 445/2000,*

DECLARES:

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

I also declare to have been informed, pursuant to and for the purposes of EU Regulation 2016/679, that the personal data collected will be processed, including with IT tools, exclusively as part of the procedure for which this declaration is made.

Date: .....

Signature: \_\_\_\_\_

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