



Guidelines for grant applications for temporary research fellowships

1) Legal and regulatory framework

University of Parma Statutes, Code of Conduct and Code of Ethics;

Law 07.08.1990, No. 241: "New forms of administrative procedure and right of access to administrative documents";

Ministerial Decree 04.10.2000 "Re-determination and updating of the scientific-disciplinary sectors and definition of the related declarations, pursuant to Art. 2 of Ministerial decree of December 23, 1999";

D.P.R. 28.12.2000, No. 445: "Consolidated text of the legislative and regulatory provisions on administrative documentation;

Legislative Decree 30.06.2003, No. 196: "Code regarding the protection of personal data" and subsequent amendments and the European Regulation on the protection of personal data, No. 679/2016;

Law of 15.04.2004, No. 106: "Rules relating to the legal deposit of documents of cultural interest intended for public use";

Legislative Decree 7.03.2005, No. 82: "Digital Administration Code";

Legislative Decree 11.04.2006, No. 198 "Code of equal opportunities between men and women, pursuant to Art. 6 of Law 28.11.2005, No. 246 ";

D.P.R. 03.05.2006, No. 252, concerning the Regulation containing rules on the legal deposit of documents of cultural interest intended for public use;

Law of 30.12.2010, No. 240 "Rules on the organization of universities, academic staff and recruitment, as well as delegation to the Government to incentivize the quality and efficiency of the university system" and in particular, Articles 18 and 22;

Law 12.11.2011, No. 183 (2012 Stability Law), and in particular Art. 15, containing provisions on certificates and self-declarations;

D.L. 03/14/2013, No. 33: "Reorganization of the regulations concerning the obligations of publicity, transparency and dissemination of information by public administrations";

"Regulations for the assignment and renewal of research grants pursuant to Art. 22 of Law No. 240 of 30.12.2010 ";

2) Research: Subject area, title and objectives

In compliance with the laws and regulations cited above, a public selection procedure based on qualifications and interview is announced for the award of one research grant, as reported in the CALL FOR RESEARCH GRANT APPLICATIONS, published (link)

<https://en.unipr.it/research/3527>

<https://www.unipr.it/node/17497>

3) Duration and payment



UNIVERSITÀ DI PARMA

The duration of the grant will be annual, with the possibility of renewal. The total duration of the relationship between the research fellow and the University of Parma, including any renewals, can in no case exceed six years, except in the case where the grant is received while the researcher is pursuing a research doctorate, where the maximum legal duration of the doctorate will hold.

The grant may be extended solely for the purpose of achieving the objectives of the research in progress. The grant can be extended only once and for a period of less than a year for the research fellow, under the same legal and economic conditions.

The research grant is awarded as one of the gross annual amounts shown below. The amount is inclusive of social security payments to be made by Parma University Administration and by the award winner:

1st category € 23.788,00

2nd category € 27,088.00

3rd category € 30.390,00

4th category € 33.690,00

5th category € 36,990.00

The grant will be paid in in monthly installments at the end of each month.

Tax payments will comply with Art. 4 of Law No. 476 of 13 August 1984, and subsequent amendments and additions. In social welfare, payments will comply with Art. 2, Sections 26 and subsequent sections, of Law No. 335 of 8 August 1995, and subsequent amendments and additions. On compulsory maternity leave, provisions of the Decree of the Minister of Labor and Social Security 12 July 2007, published in the Official Journal No. 247 of 23 October 2007, and, on sick leave, provisions of Art. 1, Section 788 of Law No. 296 of 27 December 2006, and subsequent amendments, will apply. In the period of compulsory maternity leave, the indemnity paid by the National Social Welfare Institution (INPS), pursuant to Art. 5 of the abovementioned Decree 12 July 2007 is supplemented by the university up to the entire amount of the research grant. The grant recipient must register with INPS. The University provides insurance coverage for accidents and third-party liability for the recipient in performing research activities.

Social welfare charges and income tax rates are subject to modification under any new laws or regulations.

4) General requirements

The award may not be combined with any other scholarships, bursaries or grants awarded except in the case of those awarded by Italian or overseas authorities for the purposes of providing supplementary funds to pursue research activities in a foreign country.

Those meeting the requirements laid down in the Regolamento per il conferimento ed il rinnovo degli Assegni di Ricerca <http://www.unipr.it/ateneo/albo-online/regolamenti> (Regulations for the assignment and renewal of research grants pursuant to Art. 22 of Law No. 240 of 30.12.2010) are eligible to apply for the grant.

The following categories of person are not eligible for award of the grant:



Anyone with up to four degrees of kinship or affinity with a member of academic staff in the department or institution for which the grant is requested, or with the Rector, the General Director or any member of the Board of Governors of the university;

Anyone who has had a contract with any institution for a research fellowship pursuant to Law 240/2010 for a period which together with the period of the grant herein would exceed six years, including any renewals, with the exception of any period in which the grant was received in conjunction with the research doctorate, up to the legal duration of the course.

Anyone who has had a contract as a research fellow or temporary researcher pursuant to Articles 22 and 24 of Law 240/2010 at the University of Parma or at other state, non-state or online university in Italy, or with any of the institutions cited in Comma 1 of Art. 22 of Law 240/2010, for a period which together with the period of the grant herein would exceed twelve years, even if not a continuous period. For the purposes of the duration of the abovementioned grants, maternity leave and sick leave are not taken into account under current legislation.

On penalty of exclusion, candidates must be in possession of one of the Second Cycle or Specialized Degrees, or a doctoral degree, or, for the field in medicine, a specialized degree in medicine, as indicated on the form for application for the grant in question. All overseas qualification must be previously accepted as equivalent, pursuant to Art. 4 of D.P.R. No. 189 of 30.07.2009 (for the declaration of equivalence of the foreign qualification see the website <http://cis.cimea.it/estero/>). The requirements must be met by the candidate at the deadline for application.

Candidates are admitted to the selection subject to ascertainment that they meet legal requirements and are in possession of the requisites laid down for selection purposes.

Parma University Administration, by Decree of the Rector, can exclude candidates from the selection procedure at any time if they are found not to meet requirements.

Research grants may not be awarded to the following categories of person:

- permanent staff at universities, public research and experimentation institutions and organisations, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) or the Italian Space Agency (ASI);
- permanent staff at institutions whose scientific specialization diploma has been recognized as equivalent to a research doctorate pursuant to Art. 74, fourth paragraph, of Presidential Decree No. 382 of 11 July 1980;
- employees of companies and private bodies, including part-time employees, or those enrolled on Masters degree courses, in compliance with the statement issued by MIUR, Office III, prot. No. 583 of 8.4.2011.

5 Application and deadline for submitting application

The application for admission to the selection should be made on the attached application form; no tax stamp payable (Annex A). The form must be signed and the documents, qualifications and publications required for evaluation purposes must be enclosed. The application and enclosures must be sent by registered mail to 'Magnifico Rettore dell'Università degli Studi di Parma – Servizio Protocollo e gestione documentale di ateneo – Via Università, 12 – 43121 Parma' or delivered by hand, to the Servizio Protocollo e Gestione documentale di ateneo (Protocol and Document



UNIVERSITÀ DI PARMA

Management Service) of the University. (Office hours Monday - Friday 09.00 to 13.00, and in addition Tuesday and Thursday 15.00 to 17.00).

On penalty of exclusion, applications must be received within 15 days of the date of publication of the notice. The deadline is shown on the University website at <https://en.unipr.it/research/3527>.

If the application is sent or delivered in hard copy, a pen drive containing the scanned copy of all documents (application, qualifications and publications) must be, in any case, enclosed in the envelope, declaring, by the Annex B, that what is included in it is compliant to the paper product.

The envelope containing the application form and enclosed documents must show clearly on the outside the full name and address of the candidate, details of the relevant selection procedure (Selection for research award - Scientific disciplinary sector - Department - Research title)

Alternatively, the application may be made by registered e-mail, which must be received on penalty of exclusion by the deadline, to the address protocollo@pec.unipr.it, in one of the following ways

- by certified electronic mail (PEC), accompanied by a digital signature on all documents for which a handwritten signature is required on hard copy documents
- by certified e-mail (PEC), sending scanned versions of the handwritten signed application form and of other enclosed documents, and a scanned copy of the candidate's identity document. All documents for which a handwritten signature is required on hard copy must be signed.
- By e-mail (from foreign candidates), sending scanned versions of the handwritten signed application form and of other enclosed documents, and a scanned copy of the candidate's identity document.

A non-modifiable format, preferably "PDF", must be used for sending documentation by e-mail.

Incomplete applications will not be considered.

The application must indicate the candidate's address for the purposes of the selection procedure, as well as a telephone number and e-mail address, for communications from the University Administration.

The following documents must be enclosed in hard copy or digitally:

1. The complete Professional academic curriculum vitae in "Europass" format. The CV must also contain consent showing date and signature for processing of personal data for institutional purposes by the University of Parma, pursuant to Legislative Decree June 30, 2003, No. 196 "Code on protection of personal data" and subsequent amendments and additions and pursuant to EU Regulation 2016/679 on Protection of Personal Data.
2. Self-certification of the degree held, the mark obtained, the date and the University where it was obtained, (Annex B) or alternatively the academic qualification obtained at a foreign university (for the declaration of equivalence of the foreign qualification see the website <http://cis.cimea.it/estero/>)
3. (If relevant) Doctoral degree diploma showing date and place achieved, (Annex B) or, alternatively, the equivalent qualification obtained abroad in compliance with current legislation (for the declaration of equivalence of the foreign qualification see the website <http://cis.cimea.it/estero/>)
4. (If relevant) (For the field of medicine) Diploma of medical specialization or specialist degree



UNIVERSITÀ DI PARMA

showing date and place achieved, (Annex B) or equivalent qualification obtained abroad, in compliance with current legislation.

5. Certificates and self-certifications of other relevant qualifications;
6. Publications or texts accepted for publication in compliance with regulations, including essays which are part of collective works and journal articles published hard copy or online (excluding internal or Departmental notes). Publications and text must be provided in the original or as photocopies accompanied by a sworn statement under penalty of perjury (Annex B);
7. A doctoral thesis or equivalent are considered even where the above conditions are not met.
8. A complete list of qualifications, publications and declarations enclosed with the application, with date and signature.

Under Law No. 104 of 5.2.1992, candidates with disabilities must make explicit request for any assistance required at the interview in relation to their disability.

For Italian candidates and EU candidates, academic and professional qualifications can be self-certified, pursuant to Art. 46 of D.P.R. No. 445/2000 (Annex B), or by sworn statement under Art. 47 of D.P.R. No. 445/2000 (Annex B).

Citizens of non-EU states residing with permission to reside in Italy must present the documentation cited in their curriculum vitae using the affidavits cited in D.P.R. 445/2000.

This provision holds only for matters which can be certified by an Italian public body, subject to provisions contained in laws and regulations on immigration and the status of foreigners. Apart from the cases cited in the previous paragraph, citizens of non-EU countries who have permission to stay in Italy can use the aforementioned replacement declarations where these are permitted under international conventions between Italy and their country of origin.

Documents drawn up in a foreign language must be accompanied by an Italian translation, certified as conforming to the original by the relevant Italian diplomatic or consular representative or by an official translator.

For works printed abroad, the date and place of publication, or the ISBN or equivalent, must be clearly stated.

Reference to documents and publications presented to this or other Administrations, or to documents attached to applications for other competitive selection procedures is not permitted.

Parma University Administration reserves the right to carry out appropriate checks on the truthfulness of the content of replacement declarations.

Parma University Administration admits no responsibility for any failure in communications resulting from incorrect indication of applicant address or from failure or delay in communicating the change of address, or for any postal or telegraphic errors due to fact of third party error, unforeseeable circumstances or force majeure.

Parma University must be promptly notified of any change.

Candidates may collect applications and documentation submitted for the selection procedure in the period of ninety days after the deadline for the submission of appeals to the *Tribunale Amministrativo Regionale* (TAR) or to the Head of State.

6) Selection: evaluation criteria and interview



The research grant is awarded on the basis of a public selection procedure based on qualifications and an interview carried out by a judging panel appointed by Rector's Decree composed according to Art. 5 of the current regulations on grants and bursaries. The composition of the selection panel can be seen on the University website at <http://www.unipr.it/node/17500>.

Candidates may make a legal challenge to request the Rector to replace any selection panel member within a period of thirty days, under current legislation, from publication of panel composition.

The evaluation criteria used by the panel are established at their first meeting. The evaluation is shown as a percentage with a maximum ceiling on each item, in compliance with Art. 6 of the current Regulations on grants and bursaries, as shown below:

a) 60 points for qualifications distributed as follows

- up to 15 points for research doctorate or equivalent qualification obtained abroad, relevant to the sector for which the grant is made or the sectors concerned, or specialization in medicine, relevant to the research;
- up to 30 points for publications catalogued by the *Comitato di indirizzo per la valutazione della ricerca (CIVR)* in the relevant sector and for aptitude for academic research demonstrated in qualifications and CV presented by the candidate
- up to 15 points for specialization diplomas, post-graduate specialization course attendance certificates, or certificates of attendance at courses followed on the basis of contracts, bursaries and assignments at Italian, foreign or international research institutions, or at private institutions or consortia carrying out certified research activities, showing the starting date and duration of the activity. Other documented qualifications demonstrating professional skills of the candidate will also be considered.

b) 40 points for the interview.

At the end of the first meeting, the Minutes Secretary of the selection panel delivers or sends by email a report containing the evaluation criteria, and the date of the interview, to the administrative head of the selection procedure office, which publishes the report on the University website: [//www.unipr.it/node/17500](http://www.unipr.it/node/17500).

At the end of the second meeting, when qualifications are evaluated, a report is made containing the results of each candidate and a list of those admitted to interview, which the panel secretary sends to the administrative head of the selection procedure office. Candidates obtaining at least 30 points in the evaluation of qualifications will be admitted to the interview.

The date of the interview will be posted on the University website <http://www.unipr.it/node/17500> at least seven days in advance.

The above notices serve as notification for all legal purposes.

Those admitted to the interview must bring a valid identity document. Absence of a candidate will be treated as withdrawal from the selection procedure.

Any candidates intending to interview at distance should send a formal request by e-mail to the panel providing their Skype contact, and ensure that their terminal is equipped with a microphone and



headphones / speakers as well as a webcam, indispensable for recognition of the candidate. At the beginning of the online interview, the candidate must present to the panel the identification document provided with the application. Online interviews take place on the same day as interviews with the candidates present in person, following the order and times established by the panel and notified to candidates with the list of candidates admitted on the University website.

At the end of the interview session, the panel draws up minutes of the proceedings.

7) Ranking and verification of the regularity of the documents

Once the evaluation procedure is completed, the selection panel ranks the candidates in descending order, using the total of points obtained for qualifications and interview. Candidates are possibly eligible for the award, although not necessarily winners, with a minimum score of 30 for qualifications and 30 for the interview. The grant is awarded to the candidate who has achieved the highest overall score in the final ranking. In cases of equal merit, the youngest candidate is preferred.

The judgment of the panel is final and may not be appealed.

A complete report is written of all decisions taken.

The documents are delivered by the Panel Secretary the person in charge of the administrative procedure within 10 days.

Within 15 days of receiving the documentation, the Rector decrees the regularity of the proceedings.

In the event that irregularities are found, the Rector sends the documents back to the Panel for regularization, stating the reasons for the decision and setting the deadline by which the Panel must return the corrected documentation.

The approval of the public selection procedure, together with the name of the winning candidate and the list of candidates ranked below the winner and judged eligible, will be published on the official university website. This publication serves as a notification in all respects.

9) Award of the contract, forfeiture and termination

Grants are awarded under a private law contract. This contract in no way implies a relationship of employment, and is not a university teaching or researcher post, and therefore it has no effects in terms of taking up employment as university staff.

The winner will be invited to sign the contract, which will run from the 1st or 16th of the month.

Under Art. 1456 of the Italian Civil Code, Parma University is entitled to terminate the contract in the event of failure by the assignee to comply with the obligations established by the University's Code of Conduct.

In the event of failure to sign the contract within the time limits set by Parma University Administration, the candidate ranked immediately below the winner will be invited to sign it.

In the case where the winning candidate declines, does not sign the contract by the deadline or voluntarily resigns, and on condition that the research project is to last for a further period of at least



six months, on request of the department or university structure concerned, after supplementing the budget covering the minimum duration of the grant, the grant may be awarded to the candidate ranked immediately below the winner,

9) Signing the contract

Pursuant to Articles 46 and 47 of D.P.R. No. 445/2000, at the time of signing the contract the winner of the selection must declare that there are no hindrances of incompatibility or accumulation, as per Art.12 of the current regulation. He or she must provide the following declarations:

- 1) declaration of holding 'gestione separata' under Italian social welfare regulations at I.N.P.S.;
- 2) declaration of holding / not holding other compulsory social security coverage;
- 3) declaration of not belonging to staff of the universities, public bodies or research centres cited in Art. 3 of this announcement;
- 4) declaration of having no criminal convictions and no criminal proceedings pending. If the candidate has had a criminal conviction or has criminal proceedings pending, these should be specified and declared;
- 5) declaration of not being in employment, even part-time employment;
- 6) declaration of not having up to four degrees of kinship or affinity with a member of academic staff in the department or institution for which the grant is requested, or with the Rector, the General Director or any member of the Board of Governors;
- 7) declaration of not being enrolled on any degree course;
- 8) declaration of not being enrolled on any University Masters course;
- 9) declaration of not being a university researcher on a fixed-term contract;
- 10) declaration of having / not having received grants for collaboration in research activities pursuant to Art. 22, Section 9 of Law No. 240/2010;
- 11) declaration of being / not being enrolled on a PhD Program;
- 12) declaration of commitment to comply with regulations governing access to, and the use of credentials to, online services;
- 13) declaration of not being in any situation of conflict of interest, even potential, pursuant to Art. 53, Section 14 of Legislative Decree No. 165/2001 and subsequent amendemnts;
- 14) IBAN code for the payment of grant;
- 15) declaration that he or she commits to following the online training course on health and safety in the workplace (e-learning platform) (State / Regions Conventions of 21.12.2011 and 25.07.2012);
- 16) for non-EU candidates, the temporary documentation required to obtain a residence permit is required, as laid down by current legislation.

The research fellow will make a declaration of commitment to promptly notify Parma University of any changes with regard to the above.

10) Rights and duties of award winner

The research takes place under the direction of a full professor or researcher (Tutor).



The award holder is involved in the research activities provided for in the contract and previously evaluated by the Department as compatible with its own research programs. The award holder can take part in all the activities planned by the Department for the promotion of research and the dissemination of findings. He or she only carries out research activities and therefore should not be used only for technical support in specific research programs.

The award holder may carry out teaching activities within the limits stated by current legislation.

The award holder also undertakes to follow all rules of safety in the workplace, and to comply with the obligations of conduct specified in the Code of Conduct for public employees in compliance with Legislative Decree No. 62 of 16.04.2013 and the Code of Conduct adopted by the University of Parma. The award holder agrees to comply with the rules governing conflict of interest, pursuant to Art. 53, Comma 14 of Legislative Decree No. 165/2001 and subsequent amendments.

The Department is required to provide annually the award holder with the support needed to carry out his/her research program, ensuring access to equipment and necessary resources, and the use of technical-administrative services. His or her research activity is carried out within the Department and in other University facilities on the basis of the research program. Any research activity outside the University must be proposed by the Tutor and approved by the Department Council.

The grant holder is required to present to the Council of the Department concerned, annually and also at the end of the fellowship period, a detailed report on the research carried out, approved by the Tutor. On request, a commission appointed by the Department Council may issue an evaluation of the research report, and confirm whether the grant should be (re)awarded. In the event of a negative evaluation, the contract is automatically terminated.

The contract must cite the possibility of any study period abroad, normally not exceeding one year over a two-year period, at one or more particular universities or research institutions. The award holder must obtain certification of the period spent there. The period of one year abroad can be repeated in subsequent two year periods within the limits indicated above.

11) Treatment of personal data

With reference to the provisions of Legislative Decree No. 196/2003 and European Regulation No. 679/2016, concerning the protection of persons and other subjects with respect to the processing and dissemination of personal data, the Organizational Unit for Teaching Personnel of the University of Parma - Via Università, 12 - 43121 Parma, as owner of the data inherent to this selection procedure, states that the processing of the data contained in candidate applications is used solely for selection purposes and is carried out using IT procedures and filing of related hard copy documents.

The Organizational Unit also specifies that supplying data is mandatory and refusal to supply data will lead to automatic exclusion from the selection procedure.

Candidates hold the rights cited in Art. 7 (Right to Access Personal Data and Other Rights) of the abovementioned law, which include right of access to data concerning themselves, and complementary rights including the right to update, correct, supplement or delete incorrect or incomplete data and data collected illegally.

12) Final Regulations



For all matters not covered by this announcement, the rules for the assignment and renewal of research grants pursuant to Art. 22 of Law No. 240 of 30.12.2010, cited in the introduction, reference should be made to current legislation on research grants and the principles set out in the selective procedures for public competitions.

13) Person responsible for the administrative procedure

The person in charge of the administrative aspects of the selection procedure at the selection procedure office is NOME COGNOME , UO Amministrazione Personale Docente - Area Personale e Organizzazione (tel 0521 034299, 034259, 034173) (Organizational Unit for Teaching Personnel).

14) Publication of this selection procedure

This announcement will be posted on the official university website, Albo on-line and Ricerca – concorsi e selezioni – assegni di ricerca – Selezioni pubbliche per il conferimento di assegni per la collaborazione ad attività di ricerca - bandi attivi: LINK <http://www.unipr.it/node/17500>