

Annex A to the DR

CALL FOR APPLICATIONS

Art. 1

Announcement of a public selection procedure

A public selection procedure is called for the signing of a private law contract for the establishment of a subordinate employment relationship as a fixed-term, full-time university researcher, for three years, possibly extendable for two more, pursuant to Article 24 - paragraph 3 - letter a) of Law 30.12.2010 n.240 and of art. 14, paragraph 6 quinquiesdecies, of Decree Law 30.4.2022, no. 36, converted into law, with amendments, by art. 1 - paragraph 1 - of Law 29.6.2022, no. 79, referred to in Annex 1 which is an integral part of this Notice. Participation in the selective procedure takes place in accordance with the procedures established by the Regulations for the Recruitment of Researchers with fixed-term subordinate employment contracts pursuant to Law no. 240 of 30.12.2010 of this University, issued by R.D. no. 829 of 31.5.2016, specified for the procedure in question in this Notice and in Annex no. 1 mentioned above.

Art. 2

Requirements for admission to the selective procedure

The eligibility requirements for participation in this selective procedure are analytically set out in Annex 1, which is an integral part of this Notice.

Not eligible for participation in the selection process under this Notice are:

- 1) those who are excluded from the enjoyment of civil and political rights;
- 2) those who do not possess physical fitness for employment;
- 3) those who have been dismissed, discharged or removed from employment with a Public Administration for persistent inadequate performance, or who have been dismissed or discharged as a result of disciplinary proceedings or criminal conviction, or who have been declared disqualified from other public employment for having obtained it through the production of false documents or documents vitiated by irremediable invalidity.
- 4) those who have already been hired on a permanent basis as university professors of the first or second rank or as researchers, even if they have completed the service.



5) those who have a degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the department or structure making the call, or with the rector, the director general or a member of the board of directors of the University of Perugia.

6) those who have benefited from research grants and who have carried out activities as researchers on fixed-term contracts, in accordance with articles 22 and 24 of Law n.240/2010, at this University or other Universities, state, non-state or online, as well as at the Institutions referred to in art. 22, paragraph 1, of Law n.240/2010, for a period that, added to the duration provided for the contract object of the selection they intend to participate in, exceeds twelve years, even if discontinuous. For the purposes of the aforementioned duration, periods spent on maternity leave or leave for health reasons according to current regulations are not included.

Under penalty of exclusion, the requirements for admission must be met on the date of the deadline for submission of applications.

This Administration guarantees equality and equal opportunity between men and women in access to employment and treatment at work.

Art. 3

Application for participation

The application for participation in the public selection, as well as the qualifications possessed, publications, doctoral thesis and documents deemed useful for the selection procedure, must be submitted electronically, under penalty of exclusion/non-evaluation, using the dedicated computer application, at the page of the PICA platform: <https://pica.cineca.it/unipg/>

To this purpose, applicants are invited to consult the **Application Instructions and The PICA Guidelines**, available at: <https://www.unipg.it/ateneo/concorsi/procedure-di-valutazione-comparativa-ricercatori-a-tempo-determinato?view=concorsi>

The procedure for completion and sending the application online must be completed no later than 11:59 p.m. (Italian time) on the thirtieth day starting from the day following the day of publication of the Notice of this Announcement in Gazzetta Ufficiale della Repubblica Italiana – 4^a Serie Speciale – Concorsi ed esami. Should the



deadline indicated fall on a public holiday, the deadline shall be extended to the first useful working day.

Under penalty of exclusion, the application must be signed by the candidate and accompanied by a copy of a valid identification document. If the identity document is not valid, the candidate must, pursuant to Article 45 of Presidential Decree 445/2000, declare at the bottom of the photocopy of the same that the data contained therein have not changed since the date of issue.

Applicants will also be able to access the procedure for filling out the application by identification through the SPID system (Sistema Pubblico di Identità Digitale – (Public Digital Identity System)) - level 2. In this case, it will not be necessary to sign the application.

The service may be temporarily suspended for technical reasons.

In case of proven technical impossibility, the Administration reserves the right to accept the application also in paper format, provided it is received by the deadline of the announcement. To this end, it should be noted that only the arrival stamp of the University's Protocol will authentic arrival. Therefore, applications and related documentation received after the above deadline will not be admitted.

(N.B.) For the purposes of the correct drafting of the application and the proper production of the documentation attached to the application, it is hereby clarified that the declarations in lieu of certification pursuant to Article 46 of Presidential Decree 445/2000 (by which states, personal qualities and facts peremptorily listed in the aforementioned Article 46 may be declared) and the declarations in lieu of affidavit pursuant to Article 47 of Presidential Decree 445/2000 (by which states, personal qualities, facts that are within the direct knowledge of the declarant may be declared, and by which it may be declared that a photocopy of a deed, document, publication, educational qualification, or service title is in conformity with the original), may be validly made, pursuant to Art. 3 of D.P.R. 445/2000, by Italian citizens and citizens of the European Union; citizens of non-European Union states regularly residing in Italy may use the declarations in lieu referred to in Articles 46 and 47 limited to states, personal qualities and facts certifiable or attestable by Italian public subjects, unless the use of the above-mentioned substitute declarations is permitted by international conventions between Italy and the country of origin, within the limits of such provisions.



Those who come from non-European Union countries not in possession of a regular residence permit may use the digital procedure for the uploading of titles in pdf format and certificates, issued by the competent authorities of the State of which they are nationals, accompanied by a translation into Italian authenticated by the Italian consular authority certifying their conformity to the original. The originals of these documents must be shown to the commission during the discussion of titles and scientific production and, in any case, produced to the Administration at the time of eventual recruitment.

Any information or clarifications on how to apply can be obtained from the Competition Office (phone no. 075/5852219-2368), e-mail ufficio.concorsi@unipg.it.

To report technical problems, contact the support desk via the link at the bottom of the page <https://pica.cineca.it/unipg/>

3.1 Editing the application for participation.

In the application, the applicant must declare, under their own responsibility, pursuant to Articles 46 and 47 of Presidential Decree 445/2000 (see **N.B.**):

- 1) the selective procedure for which the candidate is applying;
- 2) surname and name;
- 3) date and place of birth;
- 4) their citizenship;
- 5) tax code;
- 6) residence, as well as contact details if different from residence (address, telephone number, e-mail address, PEC if applicable) for any communication for the purposes of the selection procedure, reserving the right to promptly communicate any change in the same;
- 7) possession of all requirements for admission to the selection procedure for which application is made;
- 8) to be physically fit for employment;
- 9) to be enrolled in the electoral registers, specifying the municipality and stating, if applicable, the reasons for non-enrolment or deletion from these;
- 10) for Italian male citizens only: regular position with regard to any military service obligations;
- 11) that they have no criminal convictions and are not the subject of measures concerning the application of preventive measures, civil decisions and administrative measures entered in the criminal record pursuant to current legislation and that they are not aware



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of being subject to criminal proceedings, (or any convictions and any pending criminal proceedings against them);

12) for foreign nationals only: the enjoyment of civil and political rights in the state of their nationality;

13) for foreign nationals only: to have adequate knowledge of the Italian language;

14) that they have not been dismissed, discharged or removed from employment with a Public Administration for persistent inadequate performance, that they have not been dismissed or discharged as a result of disciplinary proceedings or a criminal conviction, and that they have not been declared disqualified from another public employment because they obtained it through the production of false documents or documents vitiated by irremediable invalidity;

15) that they have not already been hired on a permanent basis as a university professor of the first or second rank or as a researcher, even though they have left that service;

16) that they do not have a degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the department or structure making the call, or with the rector, the director general or a member of the board of directors of the University of Perugia;

17) that they have not benefited from research grants and that they have not carried out activities as researchers on fixed-term contracts, in accordance with Articles 22 and 24 of Law n.240/2010, at this University or other Universities, state, non-state or online, as well as at the Institutions referred to in Article 22, paragraph 1, of Law n.240/2010, for a period that, added to the duration provided for the contract object of the selection in which they intend to participate, exceeds twelve years, even if discontinuous. For the purposes of the aforementioned duration, periods spent on leave for maternity or health reasons are not included, according to the regulations in force;

18) to consent, in the event that the Administration receives a reasoned request for access to the documents relating to the procedure and the candidate has the status of a counter-interested party, to the digital transmission to the e-mail address indicated in the application, pursuant to Article 3 of Presidential Decree 184/2006, of a copy of the communication notifying the request for access and the possibility of submitting a reasoned objection to said request, also by digital means, within ten days of receipt of said communication;

19) to accept all the provisions contained in the notice.

Failure on the part of candidates to make the declaration referred to in item 7) will result in **exclusion** from the selection process.



Candidates who have been recognized as having a disability pursuant to Law no. 104/1992 and subsequent amendments and additions, who in relation to their disability require specific supports during the performance of the test and candidates with Specific Learning Disorders pursuant to Law no. 170/2010, must enclose with the application, by the deadline for submission of the application, under penalty of forfeiture of the benefits requested, an explicit written request in which the type of deficit/disorder and the aid needed for the performance of the test are indicated, attaching copies of appropriate documentation attesting to the recognition of the disability by the Authorities in charge; the originals of said documents must be produced at the request of the Administration. Candidates with certified Specific Learning Disorders shall be granted additional time equal to thirty percent more than that defined for the admission tests of other candidates.

The Administration is obliged to carry out appropriate checks, even on a sample basis, and in all cases in which grounded doubts arise as to the truthfulness of the declarations in lieu of certification and affidavit under Articles 46 and 47 of Presidential Decree No. 445/2000. Should the check reveal the untruthfulness of the contents of the declaration, the declarant shall forfeit any benefits arising from the measure issued on the basis of the untruthful declaration, pursuant to Article 75 of Presidential Decree No. 445/2000, without prejudice to the provisions of Article 76 of the same Presidential Decree.-

3.2 Method of producing the documentation attached to the application

Only the documentation related to requirements, qualifications, publications, doctoral theses and curricula uploaded by applicants on the PICA platform, according to the modalities provided for it, and visible and resident in it, will be evaluated by the Selection Committee. In particular, only information found in the application and its attached documentation will be used, while information found from web page links included in the curricula will not be used.

Requirements in Article 2 above

Possession of the requirements must be proven by:

-self-certification of possession of the required requirements made by means of a declaration in lieu of certification or affidavit, pursuant to Articles 46 and 47 of Presidential Decree 445/2000 (the declaration of possession of the same made in the application and/or Curriculum Vitae constitutes self-certification made pursuant to

Articles 46 and 47 of Presidential Decree 445/2000), by persons authorized to do so under current regulations (see **N.B.**);

- or, production of the relevant documentation, in a copy declared to be a true copy of the original, in accordance with Article 19 of Presidential Decree No. 445/2000, by means of a declaration in lieu of affidavit pursuant to Article 47 of the same Presidential Decree No. 445/2000, made by the same persons as above.

In case of qualification obtained abroad, for the purpose of admission to the selection, it is necessary, under **penalty of exclusion, to produce:**

- 1) - or the equipollence/recognition of the qualification obtained abroad, obtained in accordance with the provisions of the relevant regulations;
- 2) - or copy of the request for equipollence/recognition of the qualification obtained abroad sent to the competent authorities by the deadline of this notice. The candidate is conditionally admitted to participate in the selection, pending the equivalence/recognition of the degree; if the request is unsuccessful, the candidate will be automatically excluded from the selection, whatever the stage of completion or outcome.

Documentation proving possession of the requirements must be submitted **exclusively** in *pdf* format via the appropriate section of the digital procedure.

Titles

Under penalty of non-evaluation, titles must be submitted in one of the following ways and sent **only** in *pdf* format via the appropriate section of the online procedure:

-self-certification of the possession of the qualifications made by means of a declaration in lieu of certification or in lieu of affidavit, pursuant to Articles 46 and 47 of Presidential Decree 445/2000 (the declaration of possession of the same made in the Curriculum Vitae constitutes self-certification made pursuant to Articles 46 and 47 of Presidential Decree 445/2000), by the persons authorized to do so under current regulations (see **N.B.**);

-in a copy declared to be a true copy of the original, in accordance with Article 19 of Presidential Decree No. 445/2000, by means of a declaration in lieu of affidavit in accordance with Article 47 of the same Presidential Decree No. 445/2000, made by the same persons as above.

Curriculum vitae

The curriculum vitae that candidates intend to submit must be dated and signed and sent **exclusively** in *pdf* format, under **penalty of non-evaluation**, through the appropriate

section of the telematic procedure. The statements contained therein must be declared to be true in accordance with Articles 46 and 47 of Presidential Decree 445/2000, by the persons authorized to do so under current regulations (see **N.B.**).

Publications and doctoral theses

Under penalty of non-evaluation, the publications (within the maximum limit indicated in the relevant annex to the Call) **and the doctoral thesis** that candidates intend to submit must be sent exclusively in *pdf* format through the appropriate section of the digital procedure and declared to be in conformity with the original, pursuant to art. 19 of Presidential Decree no. 445/2000, by means of a declaration in lieu of affidavit as per art. 47 of the same Presidential Decree no. 445/2000, made by the persons authorized to do so under the regulations in force (see **N.B.**).

Each publication and doctoral theses shall not exceed the space of 30 Megabytes.

Publications or texts accepted for publication in accordance with current regulations as well as essays included in collected works and articles published in journals in print or digital format with the exclusion of internal notes or departmental reports are assessable with reference to the selection procedure referred to in this decree.

For publications published, printed in Italy prior to 2.9.2006 (the date of entry into force of the Regulations set forth in Presidential Decree No. 252/2006), the obligations set forth in Lieutenant Governor's Decree No. 660/1945 must have been fulfilled; if printed in Italy after that date, a legal deposit must have been made in the form prescribed by Presidential Decree No. 252 of May 3, 2006.

For texts accepted for publication, under penalty of non-evaluation, the relevant **letter of acceptance** from the publishing house must be attached to the publication.

Failure to submit publications and doctoral dissertation does not amount to renouncement of participation in the procedure. The Selection Boards will evaluate candidates only on the basis of the curriculum and titles, if properly produced, and may not, therefore, evaluate scientific papers, even if personally known.

Under penalty of non-evaluation, publications, doctoral theses and titles written in languages other than Italian, French, English, German and Spanish must be accompanied by a translation, in Italian, certified as conforming to the foreign text, prepared by the competent diplomatic or consular representation or by an official translator or, in cases where permitted (see **N.B.**), prepared by the candidate.



Under penalty of non-evaluation, the qualifications, publications, doctoral thesis must be possessed on the date of the deadline for submission of applications.

Reference to documents submitted to this or other administrations, or to documents attached to the application for participation in another selection procedure, is not permitted.

The University Administration assumes no responsibility for the case of unavailability of the addressee and for the loss of communications dependent on the inaccurate indication of the address by the candidate or on failure or late communication of the change of address indicated in the application. The university administration assumes no responsibility for any postal or telegraphic mishaps or, in any case, attributable to the acts of third parties, fortuitous events, or force majeure, relating to the delivery of the application or any communication.

Art. 4

Exclusion from the selective procedure

Candidates are conditionally admitted to the selection process.

Exclusion for the reasons set forth in this notice shall be ordered, at any time during the procedure, by reasoned decree of the Rector, which shall be transmitted to the interested party by registered mail or by e-mail to the address declared by the candidate in the application for participation in the selection procedure.

Art. 5

Constitution of the Selection Committee

The Selection Committee for the procedure referred to in Article 1 is appointed by the Rector by his own decree, in accordance with the provisions of Article 7 of the Regulations for the Recruitment of Researchers with fixed-term subordinate employment contracts pursuant to Law No. 240 of 30.12.2010 of this University, issued by R.D. No. 829 of 31.5.2016.

Art. 6

Comparative procedure and fulfillments of the Selection Committee



The selection ensures comparative evaluation of candidates and publicity of the proceedings.

The Selection Committee predetermines the criteria for the preliminary evaluation of the candidates in compliance with the provisions of Ministerial Decree No. 243, 25.5.2011, published in the Official Gazette No. 220, 21.9.2011, and for scoring, following the discussion, the titles and each of the publications submitted by the candidates admitted to the discussion itself.

After setting the criteria, the Commission proceeds to check the eligibility of applicants in light of the admission requirements stated in the notice.

Having verified the eligibility of the candidates, the Commission proceeds to the **preliminary evaluation** of the candidates themselves, carried out with reasoned analytical judgment expressed on the qualifications, curriculum and scientific production, including the doctoral thesis, in accordance with the provisions of Ministerial Decree 25.5.2011 no. 243, published in the Official Gazette no. 220 of 21.9.2011 and the criteria for this purpose predetermined by the Commission itself.

Preliminary evaluation is aimed at admission to the subsequent **public discussion** before the committee of the **qualifications and scientific production** of the comparatively most outstanding candidates, to the extent of between 10 and 20 percent of the number of the same, but not less than six.

All candidates are admitted to the discussion if their number is six or less.

Pursuant to art. 24 paragraph 2 letter c) of L. 240/2010, written and oral examinations are excluded, with the exception of an oral test aimed at ascertaining the adequate knowledge of a foreign language, if any; for the selection procedure referred to in art. 1 of this notice, **the required foreign language**, whose knowledge will be ascertained at the same time as the discussion of the titles and publications, is specified in Annex no. 1, which is an integral part of this Notice.

The public discussion of the titles and scientific production and the oral test aimed at ascertaining the foreign language may be held in person or in online mode, according to the determinations to be made in this regard by the Selection Committee.

Following the discussion, the Commission scores the qualifications and each of the publications submitted by the candidates admitted to the discussion, based on the predetermined criteria. At the end of the selection, based on the overall scores obtained, the Commission identifies the successful candidate.

The calendar for the discussion and related executive notices is given in Annex 1 to this Notice.



The Executive Notice by which the list of candidates admitted to the discussion and the diary and the manner of the discussion will be announced will be published, on the Online Bulletin Board and the University's website at least ten days before the discussion.

This Notice shall serve as a formal summons. No personal communications will be sent in this regard.

In the event of unforeseen and unforeseeable causes of unavailability of one or more Commissioners, by virtue of which the discussion already scheduled cannot be carried out on the scheduled date, the communication to the candidates regarding the postponement of the discussion will be made as soon as possible, through the publication of Executive Notice, on the University's online Bulletin Board, also made known on the University's website www.unipg.it under "Ateneo" - "Concorsi" - "Personale docente" - "Procedure di valutazione comparativa Ricercatori a tempo determinato".

In the event that the aforementioned unforeseeable causes occur close to the date set for the discussion and it is therefore not possible to give advance notice to the candidates, the postponement of the discussion will be announced on the same day of the discussion, in the aforementioned manner.

Failure of the candidate to be present for the discussion, or failure of the candidate to connect in the case of online mode, will be considered an explicit and final manifestation of the candidates willingness to renounce the selective procedure. The discussion of the titles and scientific production is public. At the selection procedure, candidates must present a valid identity document or equivalent identification document pursuant to Article 35 of Presidential Decree No. 445/2000. If candidates present documents that are not valid, they must, for admission purposes, declare at the bottom of the photocopy of the same that the data contained therein have not changed since the date of issue.

Requests for postponement of selection procedure test by candidates, even if duly justified and documented, will not be granted.

The Commission shall forward the records of the selection procedure to the Competition Office. The Selection Commission must conclude its work within six months from the date of publication of the Rector's decree of appointment. The Rector may extend, for one time



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only and for no more than four months, the deadline for the conclusion of the procedure for proven and exceptional reasons indicated by the Commission Chairman.

In the event that the work has not been completed within the above deadlines, the Rector, by reasoned order, shall initiate the procedure for the replacement of the components to whom the causes of the delay are attributable, while setting a new deadline for the completion of the work.

Art. 7

Determination of the regularity of the proceedings and proposal for calling

For this procedure, the Rector ascertains by his own decree the regularity of the acts and indicates the successful candidate. The Rector's decree of approval of the acts is published in the University's Online Bulletin Board and on the University's website. From the date of publication on the Online Bulletin Board, the terms for any appeals begin.

In the event that he finds irregularities, the Rector refers, by reasoned order, the acts to the Commission, assigning it a deadline for the conclusion of the work. The Rector's decree of approval of the acts, indicating the successful candidate, is transmitted to the Structure that requested the procedure itself. The Council of the same Structure proceeds within sixty days to formulate the proposal for the call of the successful candidate.

The resolution of the call proposal is valid if it is approved with the favorable vote of the absolute majority of the professors of I and II fascia afferent to the Structure; in case of failure to reach such a majority, the consequent resolution of non-call must be adequately motivated with regard to the disappearance of the needs on the basis of which the issuance of the call was requested.

Failure to adopt the call resolution, within the above deadline, or lack of adequate justification in the case of no call, will result in the inability of the structure that requested the call to initiate a new selection procedure for the same field for the period of one year. The resolution containing the proposed call shall be submitted to the Board of Directors of this University for approval, subject to the favorable opinion of the Academic Senate.

Art. 8

Return of publications

Candidates may request, after four months from the date of publication on the online bulletin board of the decree of approval of the acts of the procedure and within the following two months, the return of the documentation submitted. The return will be



made, within the aforementioned terms and subject to any pending litigation, directly to the interested party or to a person with a proxy. After the above deadlines have passed, the University is no longer responsible for the preservation and return of the documentation.

Art. 9

Signing of the private law contract

The successful candidate will be notified by the relevant Office, requesting the production of the documentation necessary to enter into the private law contract aimed at establishing a fixed-term subordinate employment relationship with the commitment regime provided for the position subject of this Call, as indicated in Annex 1, within the deadline set by the Office, under penalty of forfeiture of the right to enter into the contract.

The employment relationship is governed by the Regulations for the Recruitment of Researchers with fixed-term subordinate employment contracts pursuant to Law No. 240 of 30.12.2010 of this University, issued by R.D. No. 829 of 31.05.2016, the individual contract, the provisions of the law and community regulations.

Physical fitness for employment, an essential requirement for employment, will be ascertained by medical examination carried out, in accordance with Legislative Decree 9.4.2008 no. 81 and ss.mm.ii, by the competent doctor of this Administration.

The remuneration payable to fixed-term researchers with a commitment regime provided for the post covered by this Call as indicated in Annex 1, is equal to the initial remuneration payable to the confirmed researcher with the same commitment regime, pursuant to Article 24 - paragraph 8 - Law No. 240/2010 and Presidential Decree No. 232/2011.

The contract will last three years, which may be extended for an additional two, and provides for an hourly commitment of contract holders set by Art. 6, paragraph 1, of Law 240/2010 (for full-time: 1500 hours of work per year; for part-time: 750 hours of work per year); the hours of teaching, supplementary teaching and student service activities must be completed within the terms set out in Annex 1 to this Notice for the fixed-term procedure in question.

The teaching, supplementary teaching and student service activities carried out by the researcher must be attested on an appropriate online record, to be submitted annually for approval by the department responsible for teaching matters.



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The research activity to which the fixed-term researcher is required to undertake will be the subject of a specific technical-scientific report to be submitted, annually, for approval by the relevant research structure.

Failure in approval of the scientific/technical report or the lesson records may be grounds for termination of the contract.

Art. 10

Processing of personal data

The processing of personal data required by this decree is aimed exclusively for all activities related to the procedure. The information, provided in accordance with Article 13 of EU Regulation 2016/679 - General Data Protection Regulation, is available at: <https://www.unipg.it/protezione-dati-personali/informative>.

Art. 11

Person in charge of the process

Responsible for the proceedings under this decree is Dr. Rossana Ragni: e-mail ufficio.concorsi@unipg.it - Tel. 075/5852219-2368.

Art. 12

Advertisement

Notice of the Call for Applications is published in Gazzetta Ufficiale della Repubblica Italiana – IV serie speciale – Concorsi ed esami.

The full text of the Notice is published on the University of Perugia's Online Bulletin Board and on the University's website (<http://www.unipg.it>) by selecting in sequence the headings “Ateneo” - “Concorsi” – “Personale docente” - “Procedure di valutazione comparativa Ricercatori a tempo determinato”. The Notice will also be publicized on the institutional websites of the MUR and the European Union.

You are advised to periodically consult the web page dedicated to the call for applications for any updates and communications.

A.D. 1308

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Art. 13

Final Provisions

For all matters not provided for in this notice, the Regulations for the Recruitment of Researchers with fixed-term subordinate employment contracts pursuant to Law No. 240 of L. 30.12.2010 of this University, issued by R.D. No. 829 of 31.5.2016, shall apply.

