



Issued with Rector's Decree n. 852 of 3 October 2025

## University regulation governing research assignments

### Article 1 - Subject and Purpose

1. This Regulation governs the awarding of research assignments aimed at introducing individuals to research and innovation, and conferred by the Università Ca' Foscari Venezia, hereinafter referred to as the "University," pursuant to current legislation, and in particular to Articles 18 and 22 *ter* of Law 240/2010 and subsequent amendments.
2. The University's Structures (Departments, Centres, and Central Administration, hereinafter in this Regulation: the "Structures" or the "Structure") may fund research assignments with internal or external funds. External funds may come from national or European projects, agreements, research contracts, third-party contracts, donations, or any other source, provided that the criteria set out in this Regulation and the specific national or international rules governing the use of funds are respected.
3. The overall expenditure for the awarding of assignments cannot exceed the average expenditure incurred in the last three years for the granting of research fellowships referred to in Article 22 and for the stipulation of fixed-term researcher contracts referred to in Article 24, paragraph 3, letter a) of Law 240/2010, in the text in force before the date of entry into force of Law no. 79 of June 29, 2022, as resulting from the approved budgets. The expenditure limit referred to in the previous sentence does not apply when the financial resources derive from national, European, or international research projects funded through competitive calls.

### Article 2 - Admission Requirements

1. Research assignments are open to young scholars of all nationalities. Applicants must have earned a second-level degree (*laurea magistrale*) or a single-cycle degree (*laurea a ciclo unico*) (or an equivalent qualification obtained abroad) within the past six years from the deadline of the selection call or public notice. They must also have a curriculum suitable for supporting research activities. In cases of multiple degrees, the six-year period is counted from the date of earning the first second-level degree or single-cycle degree.
2. The following are excluded from the procedures for conferring research assignments:
  - a. those who have benefited from contracts referred to in Article 24 of Law 240/2010 and subsequent amendments (at the date of approval of this Regulation, these are understood to be fixed-term researchers, or RTTs), as well as permanent staff employed by the entities referred to in paragraph 1 of Article 22 of Law 240/2010 and subsequent amendments;
  - b. those who have a degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the research structure or the Structure that confers the assignment, or with the Rector, the General Director, or any member of the University's Board of Governors.

### Article 3 - Tutor

1. The structures proposing the research assignments assign the scientific responsibility of the research project to one or more professors who act as Tutors.
2. The Tutor must coordinate the activity of the assignment holder with that of any other participants in the research programme, and also provide all necessary instructions for carrying out the activities.



3. The Tutor must promptly report to the Structure and the competent offices any failures by the assignment holder that could lead to the termination of the contract, as specified in Article 12.

#### **Article 4 - Duration of Research Assignments**

1. Each research assignment has a minimum duration of one year and a maximum of three years, including any renewals or extensions, even if not continuous.
2. The maximum duration may be waived solely for the purpose of implementing specific European Union research funding programmes, within the framework of actions related to the Marie Skłodowska-Curie (MSCA) scheme.
3. The total duration of the employment relationships established with holders of the positions referred to in Articles 22, 22-bis and 22-ter, and of the contracts referred to in Article 24 (at the date of approval of this Regulation understood as RTT contracts) of Law 240/2010 — including those carried out at other universities, whether state, non-state or online, at institutions of higher artistic, musical and dance education, at institutions whose advanced scientific training diploma are recognised as equivalent to a PhD pursuant to Article 74(4) of Presidential Decree No. 382 of 11 July 1980, and at public research bodies — may not in any case exceed eleven years, even if not continuous. Periods of leave for maternity, paternity or health reasons, in accordance with current legislation, are not included in the calculation of this duration.

#### **Article 5 – Remuneration**

Remuneration for the assignments is specified in the calls, complying with the minimum limits set at the national level and scaled according to the required profile.

#### **Article 6 – Selection procedure**

The relevant structures may choose from the following methods for awarding research assignments:

- a) selection through a comparative evaluation of candidates — Article 22-ter, paragraph 2 of Law 240/2010 as amended — based on the evaluation of qualifications and publications, and a possible interview, carried out by a committee (Art. 7);
- b) direct award following a call for expressions of interest — Article 22-ter, paragraph 4 of Law 240/2010 as amended — for research assignments funded by external resources obtained at national, international or European level through competitive calls (Art. 8);
- c) use of an individual selection procedure already carried out by national, international or European funding bodies (Art. 9).

#### **Article 7 - Selection by Comparative Evaluation - Article 22 ter, paragraph 2, Law 240/2010 and subsequent amendments**

1. The selection aims to determine the scientific and professional requirements needed for conducting the research programmes with which the assignment holder must collaborate.
2. The selection is initiated by the Director of the relevant Structure, following a resolution approving the call for selection, which must include the certification of financial coverage for the entire duration of the announced research assignments, the expenditure commitment for

the first year, as well as the number of positions, the research programme the collaborative activity pertains to, and the duration. If the call is promoted by multiple structures, the resolutions of the interested structures and the identification of the structure responsible for managing the assignment from an administrative-accounting perspective must be cited in the premises of the call.

3. Qualifications acquired abroad must be submitted in the form and manner specified by the call.
4. The calls must include detailed information on the subject of the selection, the methods for conducting the selection test, the rights and duties related to the assigned position, and the economic and social security treatment due.
5. Where the selection is carried out within a project network to which the University belongs, the assessment procedure shall follow the evaluation and selection rules established by the project, without prejudice to the participation of the project leader in the assessment procedure.

#### **Article 7.1 – Selection procedure**

1. The selection procedure involves the evaluation of the documentation presented by the candidates, as required in the call, and sometimes an interview.
2. The calls must include:
  - a. the number, duration, and amount of the assignments to be conferred, as well as the start period of the activity;
  - b. the title and the research programme the collaborative activity refers to;
  - c. the ERC sector, the academic recruitment field, the competition sector, and/or the academic discipline;
  - d. the indication of the tutor(s);
  - e. the scientific-professional profile suitable for carrying out research activities, with an indication of qualifications, publications, technical skills, previous experience, and transversal skills essential for the role;
  - f. the deadline for submitting applications for participation in the selection, which in any case cannot be less than the terms referred to in Article 7.5;
  - g. the 'minimum result standard' expected from the research assignment holder;
  - h. the minimum threshold for suitability for obtaining the research assignment.
3. The evaluation is carried out by a Committee, formed as defined in the subsequent Article 7.3.
4. In evaluating qualifications and publications and for the possible interview, the Committee must adhere to the scheme described in Annex A, which is an integral part of this Regulation.
5. In the case of only evaluating qualifications and publications, the Committee has a total of 60 points, and the selection is considered passed with a score equal to or greater than 42 points out of 60.
6. If an interview is also held, the Committee has 100 points for the evaluation: 60 points for the evaluation of qualifications and publications, and 40 points for the interview. Candidates are admitted to the interview if the evaluation of qualifications and publications is collectively equal to or greater than 42 points. Exclusion from admission to the interview must, however, be adequately motivated in the minutes of the selection operations. The interview is considered passed if the score is equal to or greater than 28 points. In this case, the selection is considered passed with a score equal to or greater than 70 points out of 100.
7. The final score for each candidate is the sum of the votes obtained in relation to each evaluation element (see Annex A). The Committee will then draw up a ranking list according to the methods provided in the subsequent Article 7.4.
8. In the event of a tie, the youngest candidate is preferred.

9. The interview may take place online.

## **Article 7.2 - Application for Participation**

The application for participation and the related attachments must be submitted by the deadline, following the methods established by the call, exclusively through the online procedure.

## **Article 7.3 - Selection Committee**

1. The selection is conducted by a Selection Committee, composed of at least three Professors and/or Researchers, appointed by the Director of the proposing structure while ensuring, where possible, gender balance. The Selection Committee appoints the President and the minute-taking Secretary. If the research assignment is proposed by multiple structures, the Committee is appointed in agreement with the respective Directors.
2. Beneficiaries of contributions from research programmes funded by the European Union, Italian, and foreign public or private entities, who hold a contract under Articles 22 and 22 bis of Law 240/2010 and are responsible for other projects, may be members of the Selection Committee.
3. To form the Selection Committee, it is possible to request the participation of professors from other universities, provided they are related to the academic recruitment field specified in the call or to similar academic disciplines.
4. If the proposing structure considers it appropriate, the Committee may be supplemented with additional external members from the University who are experts in the research topic described in the call.
5. The secretary responsible for minutes can be a member of the administrative staff.

## **Article 7.4 - Evaluation Methods, Ranking, and Approval of Records**

1. Before examining the applications, the Committee sets the general criteria for assessing scientific-professional qualifications and the interview (when applicable), determining their respective relevance to the research activity to be undertaken, and determines the score to be assigned for each type of qualification.
2. The interview (when applicable) should aim to determine the suitability of candidates for conducting the required research activity.
3. Based on the scores assigned to the qualifications, publications, and the interview (when applicable), the Committee establishes a merit ranking, indicating the winning candidate for each assignment to be conferred.
4. A specific minute is prepared for the selection operations, signed by all members of the Committee.
5. Records relating to the selection and the scores of the resulting ranking are approved by the Director of the issuing department and are immediately published according to the procedures outlined in the subsequent Article 7.5. The approval decree confirms the regularity of the procedure and compliance with current legislation and University Regulations.
6. If elements are found that suggest the procedure is not regular or not compliant with the University Regulations, the Director of the structure may request clarifications from the Selection Committee. In the absence of a response within 20 days of the request or in the case of a negative evaluation of the elements provided in the response, the Director of the structure proceeds to annul the records of the procedure.
7. The term for any appeals begins from the date of publication of the records and the ranking.
8. The ranking remains valid for one year from the date of publication.



9. Without prejudice to the need to ensure adequate financial coverage, the ranking may be used for scrolling (filling subsequent positions) in the following cases:
  - a. inability to stipulate the contract with the winner;
  - b. waiver of the contract stipulation by the winner of the selection;
  - c. withdrawal from the contract by the research assignment holder;
  - d. if the structure that issued the call needs to activate further assignments on the same specific project.
10. If the ranking is not scrolled for the reasons described in letters a, b, and c of the previous paragraph, any remaining funds become available again for the structure.

#### **Article 7.5 - Publicity**

1. The selection calls are made available for at least 15 days on the Official University bulletin board, on the University's websites, the Ministry of University and Research website, and the European Union website
2. The results of each phase of the selection will be publicly announced through publication on the University's web pages, as well as on other designated sites specified in the call and possibly by posting a specific notice in the premises and appropriate areas of the interested structure.
3. Access to the selection records is guaranteed pursuant to Law no. 241 of 7 August 1990 and subsequent amendments, and the relevant University Implementation Regulation.

#### **Article 8 - Direct Awarding through Expression of Interest - Article 22 ter, paragraph 4, Law 240/2010 and subsequent amendments**

1. The University may carry out direct awarding procedures via a public notice to gather expressions of interest from candidates.
2. The direct awarding procedure is initiated by the Director of the relevant structure at the request of the Scientific Coordinator of the research project, following a resolution approving the notice. This notice must include the certification of financial coverage for the entire duration of the research assignments announced, the expenditure commitment for the first year, the number of positions, the research programme the collaborative activity pertains to, and the duration. If the notice is issued by multiple structures, the resolutions of these structures and the identification of the one which is responsible for managing the assignment from an administrative-accounting perspective must be mentioned in the premises.
3. This procedure applies to research assignments financed by external resources, obtained at a national, international, or European level, through competitive calls.
4. The public notice must include:
  - a. the title and the research project the collaborative activity refers to;
  - b. the participation requirements;
  - c. the number, duration, and amount of the assignments to be conferred, as well as the start period of the activity;
  - d. the ERC sector, the academic recruitment field, and/or the academic discipline;
  - e. the deadline for submitting expressions of interest, which cannot be less than 15 days away;
  - f. the "minimum result standard" expected from the research assignment holder.
5. The notices mentioned in the previous paragraph are published for at least 15 days on the official university bulletin board, on the university's websites, and possibly on the websites of the Ministry of University and Research and the European Union.

#### **Article 8.1 - Evaluation Methods, Ranking, and Approval of Records**

1. After the deadline for submitting expressions of interest, the Scientific Coordinator of the research project sends the Director of the Structure a minute listing the candidates who submitted expressions of interest, along with a reasoned judgment of their suitability or unsuitability for carrying out the research project, based on their respective scientific and professional credentials.
2. In order to examine the eligibility requirements in greater depth, the Scientific Coordinator may, where appropriate, invite some or all eligible candidates to an interview..
3. In the minute mentioned in paragraph 1 of this article, the Scientific Coordinator selects the candidate with the most suitable scientific-professional profile from those who expressed interest, to whom the research assignment will be awarded.
4. The Scientific Coordinator can select from the list of suitable candidates and prepare a minute explaining the detailed reasons if it becomes necessary to identify additional candidates due to:
  - a. inability to finalise a contract with the previously identified candidate;
  - b. the candidate's waiver of the contract stipulation;
  - c. the research assignment holder's withdrawal from the contract;
  - d. the need to confer further research assignments on the same project.
5. If the identification of the most suitable candidate takes place at the level of a project network to which the University adheres, the selection methods will refer to those defined by the project, without prejudice to the participation of the Project Manager in the evaluation procedure.
6. The evaluation records are approved by the Director of the structure that issued the call and are immediately made public on the official university bulletin board. The approval decree confirms the overall regularity of the procedure and conformity with current legislation and University Regulations.
7. If elements are found that suggest the procedure is either not regular or not compliant with the University Regulations, the Director of the structure may request clarifications from the Scientific Coordinator. If there is no response within 20 days of the request, or if the elements provided in the response are evaluated negatively, the Director of the structure proceeds to annul the records of the procedure.

#### **Article 9 – Recognition of an Individual Selection Carried Out by Funding Bodies at a National, International, or European Level**

1. Beneficiaries of individual grants awarded under research programmes funded by the European Union or by Italian or foreign public or private bodies, where such programmes include an assessment of the beneficiaries and the requirement to conclude a contract with the host university, may, if Ca' Foscari is the host institution, be awarded a research appointment without a new selection procedure involving comparative assessment and interview, by directly recognising the results of the selection already carried out by the funding body.
2. The contract will have the same duration as the project for which the beneficiary received the contribution, including any project extensions.
3. The organisational methods adopted for carrying out the research activities must guarantee the beneficiaries of the contributions provided for in paragraph 1 of this article the scientific and fund management autonomy required by the funding bodies.

#### **Article 10 - Conferment of the Research Assignment to Citizens of non-EU States**





1. Candidates who are citizens of non-European Union countries and are in Italy must hold a valid residence permit by the deadline of the call.
2. Apart from the cases mentioned in the previous paragraph, the structure that granted the assignment initiates the procedures to obtain the residence permit, in accordance with the relevant Administration offices.

#### **Article 11 - Renewal and Extension of the Contract**

1. The University stipulates a specific contract with the identified candidate, which governs the terms and procedures for collaboration and remuneration payments. Upon expiry, the contract is considered automatically terminated.
2. The research structure may either renew (stipulation of a new contract) or extend (extending the current contract under the same terms) the contract, based on the report provided by the tutor. This report should detail the activities undertaken by the assignment holder and the results achieved, subject to the financial coverage of the costs associated with the assignment and compliance with the duration specified in Article 4.4.
3. The renewal or extension must be formalised before the natural expiry of the contract.

#### **Article 12 - Causes of Early Termination of the Contract**

The contract may:

- a. be terminated early by the collaborator, with at least 15 days' notice, to be communicated in writing via certified email (PEC) or registered letter.
- b. terminate the contract in the event of serious non-compliance, contractual breaches or conduct incompatible with the performance of the appointment, subject to at least 15 days' notice, to be communicated in writing by certified email (PEC) or registered letter. The University's right to take any legal action necessary to protect its interests and assets shall remain unaffected.

#### **Article 13 - Suspension of Research**

1. Research activity and the assignment are suspended, without shortening the duration, in cases of certified absences for compulsory military service, mandatory maternity, paternity, adoption, foster care, and parental leave, serious illness, or significant family reasons. Assignment holders must promptly notify the Director of the structure of the occurrence of the aforementioned conditions.
2. For research assignments funded by individual projects acquired through competitive calls, as per Article 9 of this Regulation, the research activity and the assignment may be suspended if the suspension is ordered directly by the funding body. All documentation and records relating to the assignment procedure must expressly provide for and accept a clause whereby, if the conditions referred to in this paragraph occur, the contract will be automatically suspended without the right to further compensation for the period of suspension imposed by the funding body, without prejudice to the possibility for the structure that conferred the assignment to finance the assignment autonomously.
3. The periods of suspension will be recovered at the end of the natural expiry of the contract. A total absence period not exceeding thirty working days, even if not consecutive, does not constitute suspension and consequently does not need to be recovered.

#### **Article 14 - Activity of the Research Assignment Holder**



1. The assignment holder conducts research at the location specified in the call for selection or public notice, except for missions or activities outside the premises established for the research project and/or those previously authorised by the project tutor or the Director of the structure.
2. The research assignment holder conducts their activity independently, without a set working timetable, as long as within the boundaries of the research programme and the instructions given by the tutor.
3. The University offers essential support for research activities by ensuring access to facilities and equipment, as well as the use of technical and administrative services. All other specifics are regulated in the contract.
4. The activity of the research assignment holder does not constitute dependent employment in any case and does not give rise to rights regarding access to the University's roles.
5. The research assignment holder must register with the separate INPS management (*gestione separata INPS*) and is required to register on the Ministerial portal *loginmiur.cineca.it*, implement the University catalogue Arca containing the scientific publications produced, and comply with the University Regulations, in particular this Regulation, the University Regulation for the valorisation of knowledge and the University Policy for the valorisation of knowledge and IP management, the Regulations on confidentiality, the University's Code of Ethics and Conduct, and the Regulation containing the code of conduct for public employees, pursuant to Article 54 of Legislative Decree 30 March 2001, no. 165.

#### **Art. 15 – Methods for assessing the activities carried out by holders of Research Appointments**

1. At the end of the research project, or at another frequency set by the Structure and specified in the contract, the holder of the appointment is required to submit a written report on the research activities carried out.
2. The report must describe the research methods applied and the results achieved, including partial results, and must also present the scientific outputs identified in the selection notice/public call as the 'minimum result standard'. The report, accompanied by the tutor's assessment regarding the appropriateness of the research methods applied and the validity of the results achieved, shall be submitted for review by the relevant Structure and may be used in the assessment of renewals and/or extensions of the assignment.
3. In the event of a negative assessment of the report, the Structure, having consulted the holder of the appointment, may propose and decide to revoke the appointment.
4. In all cases, the holder of the appointment is required to account for their research activity upon request by the tutor or the relevant Structure. To this end, they may be asked to complete a diary-log or timesheets in which the progress of the planned programme is periodically recorded.
5. The University's right to withdraw from the contract in cases of serious and documented non-compliance on the part of the holder of the appointment remains unaffected, in accordance with Art. 12 of this Regulation.

#### **Article 16 - Intellectual Property**

The legal and financial framework governing the protection and exploitation of all research results shall be established in the contract. Specifically, the University shall hold the Industrial Property Rights over the research results and the Copyright over Particular Works of Ingenuity developed by the assignment holder. The University Regulation on the valorisation of knowledge and the definitions contained therein shall apply for this purpose.



#### **Article 17 - Incompatibility - Prohibition of Accumulation**

1. Research assignments are not compatible with enrolment on undergraduate, specialist or Master's degree programmes, doctoral programmes or medical specialisation programmes, whether in Italy or abroad, without prejudice to the possibility of implementing specific European Union research funding schemes under the Marie Skłodowska-Curie Actions (MSCA). Nor are they compatible with holding doctoral scholarships or any other scholarships awarded, for any reason, by national or foreign institutions, except where such scholarships are aimed at international mobility for research purposes.
2. Research assignments are not compatible with the contracts referred to in Articles 22 and 22 *bis* of Law 240/2010.
3. Self-employment or occasional and continuous collaborations can be undertaken, as long as they are compatible with the ongoing research activity and authorised by the structure, provided that the activity:
  - does not involve a conflict of interest with the specific research activity carried out by the research assignment holder;
  - does not cause prejudice to the University.
4. The holding of the assignment is compatible with being placed on unpaid leave of absence for employees, including part-time staff, of public administrations, without prejudice to the legal provisions governing the awarding of paid assignments to full-time public employees. Employees in the private sector may benefit from research assignments with placement on unpaid leave of absence, in accordance with current legislation and the relevant National Collective Labour Agreements (CCNL).
5. The research assignment holder may participate in university research groups and projects different from those they were recruited for, unless there are other causes of incompatibility specified by the particular funding programmes under which the assignment was activated.

#### **Article 18 - Tax, Social Security, and Insurance**

1. For the research assignments referred to in this Regulation, the provisions of Article 4 of Law no. 476 of 13.08.1984 and subsequent amendments and additions apply regarding tax matters, and those of Article 2, paragraphs 26 et seq. of Law no. 335 of 08.08.1995 and subsequent amendments and additions apply regarding social security matters.
2. Regarding mandatory maternity leave, the provisions of the Decree of the Minister of Labour and Social Security dated 12 July 2007, published in the Official Gazette no. 247 of 23 October 2007, apply. During the period of mandatory maternity leave, the allowance paid by INPS under Article 5 of the aforementioned decree is supplemented to the full amount of the remuneration by the structure where the assignment is administratively managed.
3. Regarding sick leave, Article 1, paragraph 788, of Law no. 296 of December 27, 2006, and subsequent amendments, applies.
4. The University provides research assignment holders with insurance cover for accidents and civil liability towards third parties during the course of their research activities.

#### **Article 19 - Final Provisions**

For matters not covered by this Regulation, the relevant legal provisions apply.



**Annex A - Evaluation and scoring grid - Selection by Comparative Evaluation**

<b>Evaluation of Qualifications, Publications, and Experience</b>		<b>Maximum Available Score</b>
Academic Publications	The submitted publications will be evaluated based on their relevance to the call's subject matter, their scientific significance, and the originality of the contributions.	(from 0 to XXXXX)
Educational Background	The consistency of the candidate's educational background with the subject matter of the call will be considered, with attention to the level, specificity, and adequacy of the qualifications held	(from 0 to XXXXX)
Acquired Experience	Assessment of professional experience and/or other relevant experience (such as internships, collaborations, projects, research activities, etc.) that are significant to the subject matter of the call.	(from 0 to XXXXX)
<b>Total Available Score</b>		<b>60</b>
Threshold for Eligibility in the evaluation of Qualifications, Publications, and Experience		<b>42/60</b>
<b>Interview (if applicable)</b>		<b>Maximum Available Score</b>
Interview	Assessment of the skills demonstrated during the interview, clarity of presentation, argumentation ability, and the relevance of the answers to the objectives of the call. Aspects related to motivation and aptitude may be included.	(from 0 to 40)
<b>Total Available Score</b>		<b>40</b>
Threshold for Eligibility - Interview		<b>28/40</b>
<b>Total Available Score (Qualifications, Publications, and Experience + Interview)</b>		<b>100</b>
<b>Threshold for Eligibility (Qualifications, Publications, and Experience + Interview)</b>		<b>70/100</b>