

Activation of Short-Term Research Fellowships/Borse di ricerca

The English version is a translation of the original in Italian for information purposes only. In case of a discrepancy, the Italian original will prevail

Art. 1 - Object

This Regulation governs the award, by the University research structures with administrative autonomy (Departments and Centres), of Short-Term Research Fellowships financed with funds available under agreements, contracts or contributions, from Public Administrations, public or private Bodies, or Companies.

Art. 2 - Type

The Short-Term Research Fellowships/Borse di Ricerca referred to in this Regulation are aimed at participation in research groups or projects, pursuant to article 18, paragraph 5, lett. f), of Law No. 240, December 30, 2010, as amended by Legislative Decree 9/2/2012 no. 5.

Art. 3 – Requirements

For the participation in the public selections referred to in this Regulation, a degree or a master's degree or equivalent foreign qualification is required. The absence of this requirement must be adequately justified. Each call for applications can insert additional admission requirements.

Art. 4 - Funding, duration, amount

Short-Term Research Fellowships/Borse di Ricerca must be entirely based on external funding, including from multiple subjects and / or from other external funding, with the exception of direct costs related to the carrying out of research activities and any insurance costs, whose burden may affect the budget of the Structures (Ca' Foscari Departments and Centres).

The Short-Term Research Fellowships/Borse di Ricerca have a duration commensurate with the needs of the activity and of the financial coverage. Normally this duration does not exceed 12 months, except for justified reasons.

If it is necessary to complete the research activity, and after verification of the financial coverage, the fellowships may be extended for a period of time less than or equal to the initial one and in any case up to a maximum of 24 months of overall duration, with the same economic provisions, without prejudice to the conditions under which the fellowship was established.

The amount of the Short-Term Research Fellowship / Borsa di Ricerca, on an annual basis, cannot be higher than the minimum amount envisaged by the University for Research Grants-Assegni di Ricerca (article 22 of Law No. 240/2010) to the gross recipient, except in cases where the funding body explicitly foresees a different amount.

As a rule, the Short-Term Research Fellowships/Borse di Ricerca with a duration of less than 3 months will be paid at the end of the contract in a single instalment, while the fellowships with a duration of more than 3 months will be paid with deferred two-monthly instalments.

Art. 5 - Establishment of Short-Term Research Fellowships/Borse di Ricerca, call for applications and application form

The Short-Term Research Fellowships/Borsa di Ricerca referred to in this Regulation are approved by the Board of the Research Structure (Department or Centre of Ca' Foscari University), based on the proposal of

the relevant Professor or Scientific Manager of the agreement, contract or contribution referred to in Article 1 above.

The related deliberation will have to establish:

- the duration and the amount of the fellowship;
- the research activity to be carried out by the fellow;
- the responsible person for the activity;
- the financial coverage.

The calls for applications, drawn down in accordance with the forms provided by the University, are issued, with a specific provision, by the Director of the Research Structure (Department or Centre of Ca' Foscari University).

Applications for participation in the selection process must be presented in the manner and timing established by each call, not later than the deadline established in the call.

The applications must include the following attachments:

- a detailed curriculum vitae of scientific, academic and professional previous activities;
- a copy of the candidate's identity document;
- any other attachment required by the call;
- any other document deemed appropriate for the purposes of the assessment.

The Research Structure (Department or Centre of Ca' Foscari University) may act without the public call procedure, if it intends to grant the Short-Term Research Fellowship/Borsa di Ricerca to an already adequately selected researcher, on the basis of specific requirements, for the implementation of projects in the framework of regional, national, European or international programs and projects financed by the European Union, MIUR (the Ministry of University and Research) or other Italian or foreign public or private institutions.

Art. 6 - Disclosure

The calls for applications and the documents relating to the selection procedure will be published in the University Online Register, in the relevant web page of the Research Structure (Department or Centre) and on the Ca' Foscari University website.

Art. 7 - Examining Committees and selection procedures

The Examining Committee is appointed by the Director of the Research Structure (Department or Centre).

The public selection for the awarding of Short-Term Research Fellowships/Borse di Ricerca, referred to in this Regulation, may be implemented only through the evaluation of qualifications or through the evaluation of qualifications and interview, depending on the call requirements.

The Examining Committee, before proceeding with the evaluation, establishes:

- the overall score to be attributed that, in any case, cannot exceed 100 points;
- the criteria and methods for evaluating the qualifications;
- a possible minimum score for admission to the interview (if required by the call);
- the criteria and methods for conducting the interview (if required by the call).

Foreign or Italian candidates residing abroad will be able to undergo the interview (if required by the call) through electronic means (i.e. Skype call or phone call).

The Examining Committee defines, on the basis of the scores awarded, a final ranking list and identifies the recipient.

In the case of equal scores, the youngest candidate must be selected.

Art. 8 – Award of the Short-Term Research Fellowships/Borse di Ricerca

The Examining Committee will transmit the minutes of the evaluation meetings to the Director of the Research Structure (Department or Centre of Ca' Foscari University), who, having verified the legitimacy of the selection documents, will approve the selection documents and will award the Short-Term Research Fellowship/Borsa di Ricerca.

The recipient will receive a communication containing the starting date of Short-Term Research Fellowships/Borse di Ricerca.

Within seven days from receipt of the written communication referred to in the previous paragraph, the recipient must, under penalty of forfeiture, accept the grant. In case of withdrawal, the grant will be awarded to another candidate following the order of the final ranking list.

Art. 9 - Tax, social security and insurance provisions

For the Short Term Research Fellowships/Borse di Ricerca referred to in this Regulation, the tax and social security provisions are those envisaged by the law in force at the time the fellowship is paid out.

The Research Structure (Department or Center) provides insurance coverage for accidents and civil liability to third parties in favour of the fellows referred to in this Regulation, as part of their research activity.

Art. 10 - Rights and duties of Short Term Research Fellow/Borsista di Ricerca

The Short-Term Research Fellow has the following obligations:

1. start activities by the stated date;
2. carry out the activities regularly for the entire duration of the fellowship, following the directives given by the relevant Professor or Scientific Manager of the research project, at Ca' Foscari University;
3. present a report on the activity program carried out to the Departmental Board by the end of the fellowship;
4. the fellow has the right to use the tools and equipment of the Research Structure (Department or Center) in which they carry out their activity;
5. the fellow has the right to access libraries and to request the multi-service card;
6. without prejudice to copyright law, the ownership of the results achieved remains with the Ca' Foscari University or is managed in compliance with the agreement signed with the funding body, and in any case in compliance with the Ca' Foscari University regulations;
7. the fellow is required to comply with the Ca' Foscari University Code of Ethics, the Code of Conduct for public employees pursuant to art. 54 Legislative Decree 30 March 2001 n. 165, as well as compliance with the Ca' Foscari University's internal regulations.

Art. 11 - Suspension, revocation or forfeiture

The research activity must be suspended during the maternity period. In the case of compulsory maternity leave, the fellowship is automatically extended according to the provisions of current legislation.

The activity may be suspended for another duly justified reason. No compensation is paid during the suspension period.

The suspension periods can be recovered at the natural end of the Short-Term Research Fellowship, subject to agreement with the relevant Professor or Scientific Manager of the research project at Ca' Foscari University and in compliance with the limits imposed by the available funding.

If the fellow does not continue the activity without justified reason, or is responsible for serious or repeated deficiencies, or for other not justified reasons, the relevant Professor or Scientific Manager of the research project can propose the revocation of the grant, to be arranged with the appropriate provision of the research structure Director.

The fellow has the right to renounce it by giving notice to the Ca' Foscari University's Research Structure (Department or Centre) with a suitable period of notice given the duration of the grant and in accordance with explanations in the contract signed by the grant holder.

Art. 12 - Incompatibility

The Short-Term Research Fellowship/Borsa di Ricerca cannot be cumulated with:

- Research Grant-Assegno di Ricerca (article 22 of Law No. 240/2010);
- scholarships awarded for any reason, except those granted by national and foreign research institutions in order to supplement, with periods abroad, the specific activity envisaged by the work program carried out by the holder.

In the event that the fellow is self-employed or has an employment relationship, the compatibility will be certified by the relevant Professor or Scientific manager of the research project at Ca' Foscari.

The award of the fellowship does not constitute the establishment of any type of employment relationship, nor does it give rise to rights regarding access to the roles of University personnel.

Art. 13 - Final rules

Where Short-Term Research Fellowships/Borse di Ricerca are funded under national or international funding programs, and in the event of a conflict between the provisions of this regulation and those of the funding program, the latter shall prevail over the former.

For anything not explicitly covered by this regulation, reference is made to the current legislation in this area.