

Issued with Rector's Decree no 300/2014 of 14/04/2014, last amended with Rector's Decree no 1141/2020 of 19/11/2020

UNIVERSITY REGULATIONS FOR AWARDING SHORT-TERM RESEARCH FELLOWSHIPS

Art. 1 Subject

These Regulations govern the granting, by the University research departments with administrative autonomy, of short-term research fellowships financed with funds available as part of agreements, contracts or contributions, from public administrations, public or private bodies, companies.

Art. 2 Type

The short-term research fellowships referred to in these Regulations are aimed at participation in research groups or projects, pursuant to Article 18, paragraph 5, lett. f) of Law no 240 of 30 December 2010, as amended by Legislative Decree no 5 of 9/2/2012.

Art. 3 Requirements

To participate in the public selections referred to in these Regulations, applicants must hold a Bachelor's or Master's degree or equivalent foreign qualification. Failure to meet this requirement must be adequately justified. Each call may include additional admission requirements.

Art. 4 Funding, duration and amounts

Short-term research fellowships must be entirely covered by external funding, even from multiple entities and/or savings from other external funding, with the exception of direct costs relating to performing the research and any insurance costs, which must be covered by the department budget.

The duration of short-term research fellowships is commensurate with the research and funding requirements. Normally, the duration does not exceed 12 months, unless there is due justification.

Where necessary to complete the research and subject to funding, the short-term research fellowships may be extended for up to the same period as the initial one and in any case up to a maximum of 24 months in total, maintaining the same remuneration, without prejudice to the conditions under which the research fellowship was established.

The short-term research fellowship amount, calculated annually, cannot exceed the minimum amount established by the University for gross research fellowships, except where the funding body explicitly foresees a different amount.

Research fellowships lasting less than 3 months will normally be paid at the conclusion of the contract in a single instalment, while short-term research fellowships lasting more than 3 months will instead be paid with deferred bimonthly payments.

Art. 5 Establishment of short-term research fellowships, call for applications and applications

The short-term research fellowships referred to in these Regulations are approved by the Research Department, upon proposal of the Delegate Professor or Head of Research of the agreement, contract or contribution referred to in Article 1 above.

The related resolution must establish:

- the duration and amount of the short-term research fellowships;
- the research to be carried out by the short-term research fellow;
- the research supervisor;
- the funding.

The calls for applications, prepared in accordance with the model provided by the University, shall be issued, with relevant order, by the Director of the research department.

Applications must be submitted in the ways and times established by each call, no later than the peremptory deadline set in the call.

Applicants must declare in the application, under their own responsibility:

- 1) that they understand that the short-term research fellowship is not compatible with the positions referred to in Art. 12 of the Regulations for awarding University research fellowships and current legislation;
- 2) that they are not subject to restrictions of personal freedom;
- 3) not to have a degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the department or facility issuing the call or with the Rector, the General Manager or a member of the University Board of Directors and that they are aware of the provisions of the Law no 240/2010, Art. 18, para. 1, letter b).

Applications must include the following attachments:

- 1) a detailed scientific, academic and professional CV;
- 2) a copy of the candidate's identity document;
- 3) any other attachments required by the call;
- 4) any other document deemed relevant for the purposes of the evaluation.

The department may disregard the selection procedure if it intends to award the short-term research fellowship to a person already adequately selected, on the basis of specific requirements, for the implementation of projects in the context of regional, national, European or international programmes and projects financed by the European Union, by the Italian Ministry of Education or by other Italian and foreign public or private bodies.

Art. 6 Advertisement

The calls and records relating to the selection shall be published in the online University notice board, on the specific Department web page and on the University website. The calls for application are published for a minimum of 15 days.

Art. 7 Selection committee and selection procedures

The Selection Committee shall be appointed by order of the Director of the research department.

The public selection for awarding of the short-term research fellowships referred to in these Regulations can be made by qualifications only or by qualifications and interview.

The Selection Committee shall establish, in the meeting held before proceeding with the evaluation:

- the maximum score, which, in any case, cannot exceed 100 points;
- the qualification evaluation criteria and procedure;
- a possible minimum score for admission to interview (where foreseen by the call);
- the interview criteria and procedure (where foreseen by the call).

Foreign or Italian candidates who live abroad may sit the interview (where foreseen by the call) remotely via internet.

On the basis of the scores given the Selection Committee shall define a final ranking of merit and name the winner.

If the event of a tie, priority shall be granted to the younger of the two candidates.

Art. 8 Awarding the short-term research fellowship

The Selection Committee shall submit a selection report to the Director of the research department, who, after verifying the legitimacy of the records, shall approve them and award the short-term research fellowship.

Notification, including the start date of the short-term research fellowship, shall be sent to the winning candidate.

The winner must accept the short-term research fellowship within seven days of receipt of the written notification referred to above, under penalty of revocation. In the event of withdrawal, the short-term research fellowship shall be awarded to another candidate, following the order of the final ranking of merit.

Art. 9 Taxes, social security and insurance

The taxes and social security provided for by the law in force at the time of payment shall be applied to the short-term research fellowships referred to in these Regulations.

The research department shall provide insurance cover for accidents and civil liability towards third parties for the short-term research fellows referred to in these Regulations, in their research activity.

Art. 10 Rights and duties of short-term research fellows

Short-term research fellows have the following obligations:

1. start the research by the short-term research fellowship start date;
2. carry out the research regularly for the entire duration of the short-term research fellowship, following the instructions given by the research supervisor;
3. submit a research report to the Department Board or Centre of the University by the end of the short-term research fellowship period;
4. short-term research fellows have the right to use the tools and equipment of the department in which they work;
5. short-term research fellows have the right to access libraries and to request a multi-service card;
6. without prejudice to copyright legislation, ownership of the results obtained shall remain with the University or shall be managed in accordance with the agreement signed with the funding body, in any case in compliance with the University regulations;
7. short-term research fellows must comply with the University Code of Ethics, the Code of Conduct for public employees pursuant to Art. 54 of Decree-Law no 165 of 30 March 2001 and with the internal University Regulations.

Art. 11 Suspension, revocation or withdrawal

Research is compulsorily suspended for maternity leave. In the event of compulsory maternity leave, the short-term research fellowship is automatically extended in accordance with current legislation. Research may be suspended for other duly justified reasons. No compensation shall be paid during the period of suspension. The periods of suspension can be made up for at the natural end of the short-term research fellowship, subject to agreement with the research supervisor and subject to available funding.

If a short-term research fellow fails to work regularly on the research without justification, or is responsible for serious or repeated failings, or for any other justified reason, the Head of Research may propose the revocation of the short-term research fellowship, to be ordered by specific decree of the Director of the research department.

Short-term research fellows have the right of withdrawal, which must be communicated by means of notice sent to the University research department in due time in relation to the duration of the short-term research fellowship and indicated in the contract signed by the short-time research fellow.

Art. 12 Incompatibility

The short-term research fellowship may not overlap with:

- other research fellowships;
- scholarships awarded for any reason, except those awarded by national and foreign research institutes for research periods abroad as part of the specific activities stated in the programme of work carried out by the holder.

If the short-term research fellow is also self-employed or an employee or contract worker, compatibility shall be certified by the Head of Research.

The awarding of the short-term research fellowship does not imply the establishment of any employment contract, nor does it give rise to any rights of access to positions of employment at the university.

Art. 13 Final rules

Should the short-term research fellowship be financed within the framework of national or international funding programmes, in case of conflict between the provisions of these regulations and the regulations of the funding programme, the latter shall prevail over the former.

For anything not explicitly covered by these regulations, please refer to the current applicable legislation.