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OFFICE OF STUDENT SERVICES,
STUDY GRANTS AND GRADUATION AWARDS

Measure of the General Director Ref. no. 712/2016

Prot. no. 23055/111/12 of 17/06/2016

**ANNOUNCEMENT FOR THE AWARDING
OF 1 STUDY GRANT FOR RESEARCH ACTIVITIES FOR HOLDERS OF A TWO-YEAR SPECIALISATION [LAUREA
MAGISTRALE] OR CORRESPONDING DEGREES OF EQUIVALENT LEVEL UNDER THE OLD UNIVERSITY SYSTEM, TO BE
CONDUCTED AT THE DEPARTMENT OF POLITICAL AND COGNITIVE SCIENCES TUTOR PROF. PIERANGELO ISERNIA**

THE GENERAL DIRECTOR

- Having regard to the laws on university instruction;
- having regard to law of 9 May 1989, no. 168 art. 6, paragraphs 1 and 2, establishing rules on university autonomy;
- having regard to law of 30 November 1989, no. 398 (Rules on university study grants) insofar as it is still applicable;
- having regard to art. 4, paragraph 3 of law of 3 July 1998, no. 210;
- having regard to art. 4 of Italian Legislative Decree 165/2001, relating to the functions and responsibilities of governance bodies;
- having regard to the Statute of the University of Siena;
- having regard to law of 30 December 2010, no. 240 (Rules on the organisation of universities, academic personnel and recruitment as well as delegation to the Government to incentivise the quality and efficiency of the university system) as amended, converted into law of 4 April 2012, no. 35 (Conversion into law, with amendments, of law decree of 9 February 2012, no. 5, containing urgent provisions on simplification and development);
- having regard to the resolutions passed by the Academic Senate and the Board of Directors at the meetings on 29 July and 31 July 2015, respectively, whereby an amendment was made to Measure of the Administrative Director Ref. 1081/2014 "Procedures for the assignment of awards and study grants and reimbursements for internship activities - *amendment of requirements for participation in procedures for the awarding of research grants* - which established "*Participation is allowed only by candidates who, at the expiry date of the selection announcement, earned the university qualifications specified in such announcement no more than five years previously, OR who are not yet 35 years old*", replacing it with the following: "*the individual announcements **may establish, with justification,** limitations on the date on which the university qualifications specified in the same announcement were earned and/or on the age of eligible candidates*".
- having regard to Measure of the General Director Ref. no. 887/2015 prot. 30962 - III - 12 of 5 August 2015, which incorporates the amendments made to art. 5 of Measure of the Administrative Director Ref. no. 1081/2014 in the part relating to requirements for participation in the selection procedure for the awarding of research grants
- having regard to the resolution of the Board of the Department of Political and International Sciences of the University of Siena of 18/05/2016 containing the request for the establishment of 1 study grant for research activities in the amount of € 20,000.00= and for the duration of 12 months, possibly renewable, which will be covered by funds for which prof. Pierangelo Isernia is responsible (ordinary Department of Social, Political and Cognitive Sciences [DISPOC] funds);
- having ascertained the availability of the above-mentioned funds as per project sheet no. 2272-FUNDS-DISPOC;
- having conducted the required investigations;
- considering the principle of transparency that must inspire administrative action;



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ORDERS

Art. 1 - Subject and duration

The University of Siena announces a competition based on qualifications and an interview for the awarding of 1 study grant for research activities to holders of a Two-Year Specialisation (Laurea Magistrale) or corresponding Degrees of equivalent level in the old university system, to carry out activities in the following area: "*Promotion and support in the preparation of European, national and regional research projects*" at the Department of Social, Political and Cognitive Sciences, under the responsibility of tutor Prof. Pierangelo Isernia.

The amount of the grant is € 20,000.00 (subject to taxation as specified in art. 9 of this announcement) for the duration of 12 (twelve) months, possibly renewable (as specified in art. 7 of this announcement).

The following skills are required:

- excellent knowledge of European research funding procedures;
- experience in the preparation and management of European research projects, particularly with reference to the 7th Framework Programme, Horizon2020, ERC. European project management experience will be a key factor in the selection.
- excellent capacity for the acquisition, construction and management of databases;
- excellent capacity in acquiring data from online websites;
- excellent knowledge of written and spoken English;
- good knowledge of administrative and accounting rules for European and regional projects.

Art. 2 - Addressees and ineligibility

Those who have a degree of relation or kinship up to the fourth degree with a professor belonging to the Department making the proposal to activate the study grant, or with a Rector, General Director or member of the Board of Directors of the University are not allowed to participate.

During the study grant period, candidates should not have other study grants assigned on any basis whatsoever, with the exception of those granted by national or foreign institutions used to supplement, with trips abroad, the activity of study grant recipients.

The grant also cannot be combined with other remuneration in the cases set forth by laws or with labour agreements, unless the latter are of an occasional nature and are deemed compatible by the tutor, via a written and justified declaration, with the activities subject to the grant. The Administration may order, at any time, by issuing a justified measure, the exclusion of candidates from the competition due to failure to fulfil the requirements.

Art. 3 - Objectives and activities

Research objective

The research aims to investigate procedures for accessing funding for collaborative research of excellence within competition announcements for European, national and regional funding with the objective of providing theoretical and practical support to research groups active in the Department to favour *matching* between research activities and funding opportunities

Activities of the grant recipient

(a) systematising knowledge about sources of funding available at European, national and regional level. For this purpose a database will be established of the available opportunities that will be made available to the Department and will be freely accessible.

(b) favouring the selection of research proposals and contributing to the design of proposals functional to the scientific requirements of the department. For this purpose, specific procedures will be identified for the circulation of information on open calls.

(c) providing assistance and support activities for the preparation of project proposals and favouring interaction with funding entities in negotiations, the stipulation of contracts and in relations with project partners



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Art. 4 - Selection procedures and Evaluation commission

The Evaluation commission must consist of at least three members and possibly an alternate specified by the structure concerned. A delegate representing the entity providing the funds may also be part of the Commission.

The Evaluation commission is appointed by measure of the competent manager.

The merit of the Commission's evaluation is unappealable.

For the assignment of the grant, the Commission will evaluate the qualifications and conduct an examination to ascertain the experience of the candidates in the specific field of study subject to the grant, and specifically, will discuss the candidate's experience and administer a written and verbal English comprehension test.

A notice regarding the date, time and place where the selection procedure will take place will be sent by email to those directly concerned at least seven days before the day on which it will be held.

The interview is public.

The candidates must bring a suitable identification document with them.

Art. 5 - Awarding of the grant and payment methods

The grant will be awarded by decree of the rector, countersigned, to verify the legitimacy and effective coverage of the expense, by the competent manager.

The Evaluation commission has 100 points for the assessment of each candidate, of which 40 for the evaluation of qualifications and 60 for the oral test.

The evaluation of qualifications must take place prior to the interview. The interview is deemed passed if the candidate obtains at least 42/60.

To be deemed suitable, the candidates must earn a final score of at least 60/100.

Having carried out the selection procedures, the Commission will prepare the ranking and will disclose it to the public by affixing it to the Department bulletin board or the door to the room in which the selection procedure took place.

The relative report will be sent to the Office of student services, study grants and graduation awards.

The study grant will be paid systematically in monthly deferred instalments.

If additional financial resources are made available for the assignment of other study grants on the same topics, the same ranking may be used for their assignment.

Art. 6 - Submission of applications

Competition admission applications, addressed to the Rector of the University of Siena - Banchi di Sotto no. 55

Siena and filled out on the proper form on unstamped paper, must be sent exclusively electronically: by certified email to the address: rettore@pec.unisipec.it or by email to the address: borse.premi@unisi.it by the peremptory deadline of - 7 LUG. 2016

For applications sent via certified email, the date of the return receipt sent automatically by the certified email manager shall apply, and for those sent by email the date of the terminal at this university that receives them shall apply.

The Administration shall bear no liability for failure to receive applications deriving from third-party responsibility.

To ascertain the effective receipt and accuracy of your application, you may contact the Office of student services, study grants and graduation awards at this University - (Tel. + 39 0577-235244 -235245 -235246).

Please note that the applications must include an attachment, pursuant to art. 38 of Presidential Decree 445/2000, containing a copy of a valid identification document of the signatory.

On the application form, the applicant must declare under his or her own responsibility:

- his or her general information, place and date of birth, citizenship, tax code, tax residence and elected domicile for the purpose of the competition, telephone number and email address;

- the academic qualification earned, the date, the University at which it was earned and the mark earned on the final graduation exam;



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- that he or she fulfils the requirements set forth in art. 1 and 2 of this announcement;
- that he or she authorises the processing of personal data in accordance with what is set forth in regulations in force;

The applicant must also attach to the application:

- an abstract of his or her graduate thesis;
- curriculum vitae et studiorum (duly signed);
- self-certification of the qualification earned with a mention of the date, a list of exams passed and the relative marks;
- documentation proving the skills indicated in the announcement (if any)
- any other document and/or qualification deemed useful for the competition;
- copy of the tax code card or passport for foreign citizens;

All documents attached to the application must be listed on the application.

Only for the purposes of this competition, the Evaluation Commission will decide on the validity of the qualifications submitted.

Candidates with a foreign academic qualification must attach to the application:

- Certificate of the qualification with a list of exams and marks - "Transcript" - in Italian or in English, or translated into Italian or English and a copy of every other document deemed useful for the evaluation of the qualification's admissibility.

Candidates with a foreign academic qualification are admitted to the selection procedure with reservations and shall be deemed ineligible for the research grant if, following the verification, it is found that the qualification is not compliant with the requirements set forth in this announcement.

Only for the purposes of this competition, the Evaluation Commission will decide on the validity of the qualifications submitted.

Disabled candidates, pursuant to law of 5 February 1992, no. 104 (Framework law for the support, social integration and rights of handicapped people) may report their condition to obtain the support required to take the test, including any additional time required for the interview.

Art. 7 - Nature of the grant and any renewals

The receipt of the study grant does not constitute a labour relationship, and does not give rise to social security and welfare benefits or legal and economic evaluations or recognitions for career purposes, or automatic recognitions for social security purposes.

The grant, in the presence of the corresponding funding, may be renewed just once (**without prejudice to measures stating otherwise**), provided the renewal complies with the maximum limit of **3 years total**. The renewal is decided upon by the Department Board, at the proposal of the party responsible for the grant, on the basis of the report submitted by the grant recipient at the end of the grant disbursement period.

Art. 8 - Rights and duties of the grant recipient

The grant recipient is entitled to access the facilities of the University to which he or she is assigned and to make use of all services available in accordance with regulations in force in the facility, and to observe regulatory and security rules in force in the facility.

The grant recipient must regularly go to the required facility, according to the methods to be agreed upon with the tutor, for the entire duration of the study grant beginning in the month in which the study grant is awarded.

If for reasons linked to the study activity it is necessary to conduct activities for a time in other facilities deemed adequate (including abroad), this period must be established in accordance with a written plan by the study tutor and the grant recipient, upon approval by the Department Board, with no additional costs for the Department. In any event, it will be necessary to inform the Office of Student Services, Study Grants and Graduation Awards in advance, which will check on whether this is possible, including for insurance purposes.

Halfway through the research activity period, the grant recipient will be required to submit a report to the tutor based on which the tutor will attest to the proper and regular completion of the activities and the results achieved, so that



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the grant period can continue. If the tutor provides a negative assessment, the grant will no longer be disbursed. At the end of the entire period established for the duration of the grant, a final complete report must be prepared on all activities carried out and the results achieved, to be signed by the grant recipient and countersigned by the tutor and sent (original hard copy) to the Office of student services, study grants and graduation awards. Failure to comply with the content of this article may entail the immediate withdrawal of the grant at the unappealable discretion of the tutor.

In the case of compulsory suspension for maternity leave, illness or other documented causes deemed valid by the tutor, the activity and subsequent disbursement of the grant shall be interrupted and resumed when the reason for the interruption no longer applies. The recipient must make up for suspension periods.

The grant recipient who intends to waive the grant must notify the tutor, who will notify the Office of student services, study grants and graduation awards. The compensation paid for the effective period of disbursement of the grant until the waiver date shall not be impacted.

In the case of waiver (even before having started the activity) or forfeiture, the grant is withdrawn by decree of the rector, after verification of the competent manager.

In these cases, at the proposal of the tutor, it will be possible to choose the next candidate the ranking of suitable candidates (if any). If the activity has already started, it will be possible to move on to other candidates in the ranking only if at least half of the original amount of the study grant remains for disbursement, or a new announcement will be made, provided this is compatible with the provisions of the funding entity.

Art. 9 - Insurance coverage and tax provisions

The University of Siena shall provide for insurance coverage for professional risks and accidents associated with the activity to be carried out.

The research grant relies on the exemption set forth in art. 4, paragraph 3 of law 210/1998, as clarified by Resolution of the Italian Revenue Agency no. 120/E of 22/11/2010.

If the tax regulation is amended during the course of the grant period, the beneficiary shall be promptly informed.

Art. 10 - Grant acceptance

The grant assignee shall be called to the Office of student services, study grants and graduation awards at via Sallustio Bandini no. 25 - Siena to declare acceptance of the grant and commit to beginning the research activity.

And, if necessary, he or she must submit a copy of documentation regarding the qualifications held and declared but not attached to the study grant application to the Office of student services, study grants and graduation premiums.

If the study grant assignee is not a citizen of the European Union, the awarding of the grant is subject to the fulfilment of laws in force on migration with respect to entry and residence in the Italian territory.

All applicants will be notified of the results of the competition by email.

Art. 11 - Personal data processing

Pursuant to art. 13, paragraph 1 of Italian Legislative Decree 196/2003, the personal data provided by the candidates shall be collected at the University of Siena for competition management purposes. The provision of such data is compulsory for the purpose of evaluating the requirements for participation, under penalty of exclusion from the competition. The party concerned enjoys the rights pursuant to art. 7 of the above-mentioned legislative decree, including the right to access the data concerning him or her. Such rights may be enforced with regard to the University of Siena, Banchi di Sotto no. 55 - Siena, data controller.



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Art. 12 - Final provisions

The announcement and competition participation application form are available at the Office of student services, study grants and graduation awards, on the website: <http://www.unisi.it/didattica/bandi-e-borse>. The announcement is published on the online bulletin board of the University of Siena (www.unisi.it).
For any matters not addressed in this announcement, regulations in force on university study grants shall apply.

Siena, 16 Oct. 2016

The deputy general director
Giovanni Colucci

approval:

Manager of the proceedings

Roberto Angharumi

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