



UNIVERSITÀ
DI SIENA
1240



DIPARTIMENTO DI SCIENZE DELLA
FORMAZIONE, SCIENZE UMANE E DELLA
COMUNICAZIONE INTERCULTURALE

SEGRETERIA AMMINISTRATIVA

ORDER OF THE DEPARTMENT CHAIR

Classification: III/13

Attachments: 0

**CALL FOR APPLICATIONS FOR THE SELECTION OF A ONE-YEAR RESEARCH FELLOW – SCIENTIFIC-DISCIPLINARY SECTOR
L-OR/21 LINGUE E LETTERATURE DELLA CINA E DELL'ASIA SUD ORIENTALE – MACRO-AREA 10/N3 CULTURE
DELL'ASIA CENTRALE E ORIENTALE – RESEARCH PROJECT *CULTURA E IDIOMI CINESI IN ITALIA / CHINESE CULTURE
AND LANGUAGES IN ITALY* – SCIENTIFIC COORDINATOR PROF.SSA SILVIA CALAMAI –**

THE DEPARTMENT CHAIR

- having regard to the Statutes and Regulations of Università degli Studi di Siena (the "University"), issued by Rector's Decree No. 164/2012 of 7.2.2012, published in Official Journal of the Italian Republic No. 49 of 28.2.2012, as amended;
- having regard to Law No. 241 of 7 August 1990 ("New provisions concerning administrative procedures and the right to access administrative documents");
- having regard to the President of the Republic's Decree No. 487 of 9 May 1994 ("*Regulation concerning access to government employment and the conduct of competitive procedures and other forms of hiring in public employment*"), as amended;
- having regard to the President of the Republic's Decree No. 445 of 28 December 2000, setting out consolidated laws and regulations governing administrative documentation;
- having regard to Legislative Decree No. 165 of 30 March 2001, "*General provisions concerning the organisation of employment within government bodies*," as amended;
- having regard to Legislative Decree No. 196 of 30 June 2003, the personal data protection code;
- having regard to Rector's Decree No. 1037 of 30.5.2007, published in *University Bulletin* No. 69, whereby the Regulations of the University were issued in implementation of Law No. 241 of 7 August 1990 governing administrative procedures and the right to access to administrative documents;
- having regard to Law No. 240 of 30 December 2010, and in particular Art. 22, setting out provisions governing research fellowships, amended by Art. 6, par. 2-*bis*, of Law No. 11 of 27 February 2015;
- having regard to the decree of the Italian Ministry of Education, University and Research of 9 March 2011 ("*Minimum amount of research fellowships – Art. 22, Law No. 240 of 30 December 2010*");
- having regard to the Code of Ethics of the University Community, issued by Rector's Decree No. 1381 of 28 July 2011;
- having regard to Law No. 183 of 12 November 2011 ("*2012 Stability Act*"), and in particular Art. 15, "*Provisions governing certificates and self-declarations and prohibition of formalities beyond those provided for in directives of the European Union when transposing such directives into law*";
- having regard to the "*Regulations for research fellowships pursuant to Art. 22 of Law No. 240/2010*" issued by Rector's Decree No. 325/2016 of 3 March 2016;
- having regard to Resolution No. 188/2017, prot. no. 1931 of 31.10.2017 of the Council of the Department of Education, human sciences and intercultural communication of 26.10.2017.



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SEGRETERIA AMMINISTRATIVA

PROVIDES AS FOLLOWS:

Art. 1 – SUBJECT MATTER

A public selection process based on academic qualifications and an interview is hereby announced for the award of one-year research fellowship - letter b) [renewable, where applicable] in scientific-disciplinary sector L-OR/21 *Lingue e letterature della Cina e dell'Asia sud orientale*, macro area 10/N3 *Culture dell'Asia Centrale e Orientale*, research project "Cultura e idiomi cinesi in Italia / Chinese Culture and Languages in Italy" – scientific supervisor Professor Silvia Calamai.

Art. 2 - ELIGIBILITY REQUIREMENTS

The selection process is open to candidates – who are not required to be citizens of Member States of the European Union – with a professional and academic curriculum suited to research activity and a *laurea magistrale*, or *laurea specialistica*, or other equivalent university degree.

Priority will be given to candidates with a degree from a medical specialisation school who have produced sufficient scientific contributions whenever relevant to the field of interest, or with a Ph.D. from either an Italian or a non-Italian institution.

Candidates are required to possess a native or near-native knowledge of the Chinese language and a good knowledge of Italian and/or English.

Candidates are required to possess an in-depth socio-cultural knowledge of the areas of origin of the Chinese migrants in Italy, and teaching experience within the Chinese educational system, with particular reference to the areas of origin of the Chinese communities in Tuscany.

The requirements for admission to the selection process must be satisfied by the deadline for application.

The Department may decide at any time, on motivated grounds, to exclude candidates who do not meet the requirements.

The following are not eligible:

- personnel in service at universities, institutions and public organisations that conduct research and experimentation, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA), the Italian Space Agency (ASI) and institutions that award scientific degrees that have been recognised as equivalent to a Ph.D. pursuant to Art. 74, par. 4, of Presidential Decree No. 382/1980;
- those who have a consanguinity or affinity relationship, up to and including the fourth degree, with a professor at the Department that has requested that the research fellowship be granted, or the Rector, the Director General or a member of the University's Board of Directors;
- persons who have been granted research fellowships from any organisation, pursuant to Law No. 240/2010, as amended, for a period that, when added to the expected duration of the fellowship to be awarded through the present call, exceeds six years, including extensions (if any). Fellowships awarded without any scholarships during the entire standard duration of a Ph.D. programme are not included.

Art. 3 - APPLICATION AND DEADLINE FOR SUBMISSION

Applications for admission to the selection process, drafted on standard, non-headed paper, must be addressed to Department of Education, human sciences and intercultural communication and may only be submitted electronically: by certified electronic mail to the address pec.dsfulci@pec.unisipec.it or by standard electronic mail to the address amministrazione.dsfulci@unisi.it by November 26, 2017.



UNIVERSITÀ
DI SIENA

1240



DIPARTIMENTO DI SCIENZE DELLA
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SEGRETERIA AMMINISTRATIVA

Applications submitted by certified electronic mail will be considered received on the date of the return receipt sent automatically by the certified electronic mail service provider, whereas those submitted by standard electronic mail will be considered received on the date the University terminal receives them.

The Department is not liable for failure to receive applications for reasons attributable to third parties. Applicants may enquire directly with Segreteria Amministrativa at 0575-926310 or 0575-926408 or 0575-926237 to confirm that their applications have been received and are in good order. Please note that a copy of an identity document of the applicant must be attached, as required by Art. 38 of the President of the Republic's Decree No. 445 of 28 December 2000.

Applications must be prepared using the outline appended to this call for applications (Annex A) and must contain all the required information.

Candidates must declare the following in their applications, under their own responsibility:

- the candidate's given name, surname and tax code, which will serve as the candidate's personal identification number;
- the candidate's date and place of birth;
- the candidate's nationality;
- if the candidate is an Italian national, the municipality where the candidate is registered to vote or the reasons why the candidate has not registered or has been removed from voter registration lists;
- if the candidate is a citizen of another country, that s/he enjoys civil and political rights in her/his country of origin or of current nationality, or the reasons why s/he does not enjoy such rights, and that s/he is suitably proficient in the Italian language;
- that the candidate has not been convicted of a crime, or, if s/he has, the corresponding criminal convictions (even if amnesty, immunity, remission or pardon has been granted), and any ongoing criminal proceeding to which s/he is subject;
- the possession of the academic degree set out under Art. 2 above;
- the candidate's position with regard to military service obligations, solely for male Italian nationals born in or before 1985;
- that s/he is physically fit to carry out the activity in question, which is to be determined by the competent authority prior to the commencement of the activity;
- the domicile or other address, including postal code, where s/he wishes any correspondence to be sent;
- that s/he is not in service at universities, institutions and public organisations that conduct research and experimentation, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA), the Italian Space Agency (ASI) and institutions that award scientific degrees that have been recognised as equivalent to a Ph.D. pursuant to Art. 74, par. 4, of Presidential Decree No. 382/1980;
- that s/he does not have a spouse or a relative, by consanguinity or affinity of up to and including the fourth degree, who is a professor at the Department of Education, human sciences and intercultural communication, the Rector, the Director General or a member of the University's Board of Directors;
- that s/he was not granted research fellowships, pursuant to Law No. 240/2010, for a period that, when added to the expected duration of the fellowship to be awarded through the present call, exceeds six years, including any extension.

The candidate must append the following to her/his application:

- a declaration in lieu of certification (Annex B);
- her/his scientific publications and a signed list thereof;



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FORMAZIONE, SCIENZE UMANE E DELLA
COMUNICAZIONE INTERCULTURALE

SEGRETERIA AMMINISTRATIVA

- a signed curriculum vitae;
- a copy of her/his identity document.

The Department will determine the tax codes of foreign nationals who do not include their own, for the sole purposes of entry into the database for managing the selection procedure.

Academic degrees awarded outside of Italy must generally be recognised in Italy in advance in accordance with applicable legislation (all relevant information is available from the website of the Ministry of Education, University and Research: www.miur.it).

For publications printed outside of Italy, the date and place of publication must be specified.

For publications printed in Italy, certification of legal filing according to Law No. 106/2004 and the implementing regulations issued by the President of the Republic's Decree No. 252/2006 must be provided.

Candidates with disabilities, pursuant to Law No. 104 of 5 February 1992, must file an explicit request for the necessary assistance and any additional time needed to complete the interview.

The Department is not liable for lost correspondence due to incorrect addresses, delayed notice of change of the address indicated in the application, or failure to give notice of such change.

Art. 4 - SELECTION COMMITTEE

The Selection Committee shall be composed of at least three experts in the field and shall be appointed, after the deadline for submission of applications, after obtaining a declaration in lieu of certification from the Committee members pursuant to Art. 35-*bis* of Legislative Decree No. 165/2001. The Committee shall be appointed by order of the Department Chair. The Scientific Supervisor of the research project shall be a member of the Committee. The Committee may avail itself of the services of highly qualified Italian or foreign consultants external to the University, without any additional burden on public finances.

At its first meeting, the Committee shall view the list of participants and declare that none of the Committee member is in a situation of incompatibility pursuant to Art. 51 of the Italian Code of Civil Procedure, and in particular that they are not relatives by consanguinity or affinity of up to and including the fourth degree of either the other members of the Committee or the candidates, pursuant to Art. 35, par. 3, letter e), of Legislative Decree No. 165/2001. Furthermore, Art. 7 of the Code of Ethics of the University Community requires that members of selection committees, even when external to the University, must resign from the committee as soon as they become aware that a candidate is a relative by consanguinity or affinity of up to and including the fourth degree, spouse, cohabiting partner or person with whom they have had business relations, and specify the reasons for their incompatibility. The Committee shall then appoint a Chair and a Secretary.

Art. 5 - EVALUATION OF QUALIFICATIONS AND INTERVIEW

The selection process shall be conducted by the Selection Committee through comparative assessment that includes an examination of the academic qualifications, scientific and professional curricula and scientific publications, in addition to the outcome of the interview, according to criteria previously established by the Committee.

The interview – also possible via the Internet - shall be held on 28.11.2017 at 10.30 a.m. (CET Time) at Department of Education, human sciences and intercultural communication (Room n° 4, Palazzina Biblioteca, 1st Floor). Notice of any change of date required by changing circumstances shall be given at least five days in advance.

Pursuant to Art. 7 of the Code of Ethics of the University Community, before the beginning of their interviews candidates are required to declare, under their own responsibility, that none of the members of the Committee is one of their relatives by consanguinity or affinity of up to and including the fourth degree, their spouse, cohabiting partner or a person with whom they have had business relations.



UNIVERSITÀ
DI SIENA
1240



DIPARTIMENTO DI SCIENZE DELLA
FORMAZIONE, SCIENZE UMANE E DELLA
COMUNICAZIONE INTERCULTURALE

SEGRETERIA AMMINISTRATIVA

The candidates must bring a valid identity document to the interview.

Nationals of a Member State of the European Union must present their passports, or an identification document issued by their home countries. Third-country nationals must present their passports only.

The Committee shall draft minutes after each meeting.

Art. 6 - RANKINGS

Once its work is complete, the Committee shall draw up rankings of suitable candidates based on the scores assigned to each one of them. These rankings shall be valid for up to one year from the date of approval. Their use is subject to the specific requirements specified in this call for applications.

Documents shall be approved by order of the Chair of the Department of Education, human sciences and intercultural communication, after it has been determined that they are in good order. The rankings shall be published in the University's online Register. The time limits for appeal, where applicable, are calculated from the date of publication.

Art. 7 – OBJECT, FORMALISATION AND DURATION OF THE STIPEND

The specific functions, rights and duties associated with the position, the amount of the research fellowship stipend and the applicable social-security treatment shall be indicated in the research fellowship contract.

The main research activities assigned shall be appended to the contract.

The document shall be drafted by the Administrative Director of the Department and signed by the Department Chair.

The stipend may be renewed for a period of no less than one year, provided that the following conditions are met:

- the research project requiring the initial assignment continues;
- it has been determined that funds are available in the budget to cover the costs of the new duration of the stipend, as set out in Art. 3 of the Regulations cited above;
- the previous period has been positively assessed, based on the report set out under Art. 8 below.

If the recipient of the research stipend is a third-country national, the award of the stipend shall be conditional on actual issuance/possession by the competent authorities of a residence permit/card.

The total duration of relationships formed with other organisations, for research stipends awarded pursuant to Law No. 240/2010, including any extension, may not in any event exceed six years.

For valid reasons relating to the completion of the research project to which the recipient of a stipend is committed, the stipend may be extended by resolution of the Department Council, in continuity with the above research project. Such extension may not exceed three months and must comply with the length limitations set out above.

In the event of public funding, the stipend shall cease if the funding received ceases.

In the event of maternity or illness, the stipend shall be temporarily suspended, and its duration shall automatically be extended for a period equal to the period of suspension. Maternity and/or sick leaves in accordance with applicable legislation shall not be counted for the purposes of the duration of the entitlement to the stipend.

Art. 8 – RIGHTS AND DUTIES

The recipient of the stipend shall conduct her/his activity, without any subordination, on an ongoing and non-occasional basis, under the supervision of the Scientific Supervisor. The recipient of the stipend is required to conduct the activity in question personally.



UNIVERSITÀ
DI SIENA
1240



DIPARTIMENTO DI SCIENZE DELLA
FORMAZIONE, SCIENZE UMANE E DELLA
COMUNICAZIONE INTERCULTURALE

SEGRETERIA AMMINISTRATIVA

Recipients of research stipends relating to fields of study in the biological and medical sciences may provide care according to the terms and conditions set out in the plan of activity appended to the research fellowship contract. In this case, the recipient must obtain insurance cover for third-party liability and professional liability in connection with the care provided. In the absence of such cover, stipend recipients may not provide care.

Repeated violation of the instructions provided by the Scientific Supervisor shall constitute grounds for revocation of the stipend. This condition must be reported, in a written document, by the Scientific Supervisor to the Department Chair. Revocation is ordered by the Department Council, in consultation with the recipient of the stipend.

Following the completion of the activities set out in the research fellowship contract, the recipient shall submit a final report to the Department on the activity performed, the results achieved and the resulting scientific production, accompanied by an assessment by the Scientific Supervisor.

The recipient of the research stipend may benefit from a period of study abroad, according to a programme to be defined with the Scientific Supervisor and the Department's approval. The costs shall be borne by either the recipient or the Department, or covered by external funds.

Recipients of research stipends receive solely intellectual property rights to their research. Recipients shall not be entitled to an extraordinary inventor's indemnity or the right to economic exploitation of the results of their research.

The provisions concerning mandatory maternity leave as of the Minister of Labour and Social Security's Decree of 12 July 2007, and sick leave, as of Art. 1, par. 788, of Law No. 296 of 28 December 2006, as amended, shall apply to stipends.

Activity subject to research stipends shall be suspended during periods of absence for maternity, illness and accident. Recipients are required to inform the Department Chair of the occurrence of such conditions as soon as these become known.

During periods of mandatory maternity leave, the indemnity paid by INPS shall be increased by the full amount of the stipend, in proportion to the related monthly instalments. The additional cost shall be borne by the University.

The Department may decide to extend the suspension for an additional maximum period of three months, within the first year of the child's life, with the related extension of the research stipend for parental leave, as compatible with the needs of the research project and the rules for accounting for the funds used to finance the stipend. The research stipend shall not be provided during this additional period of suspension.

Art. 9 – AMOUNT OF THE STIPEND AND TAX, SOCIAL SECURITY AND INSURANCE TREATMENT

The annual amount of the research fellowship stipend governed by this call for applications shall be a total of € 25.000,00. gross (€ 20.411,50 gross for the beneficiary).

The University shall pay social-security contributions, insurance premiums and taxes in the amounts established by applicable legislation.

Any greater costs resulting from imperative national provisions that entail an increase in the gross cost for the provider of the research stipend shall be borne by the University.

Art. 10 – INCOMPATIBILITY RULES AND ADDITIONAL ASSIGNMENTS

Receipt of a research fellowship stipend is not compatible with the following positions:

- enrolment in an undergraduate degree programme, undergraduate specialisation programme, Ph.D. programme with scholarship or medical specialisation school, in Italy or abroad;
- receipt of another research stipend from any organisation;
- researcher with a fixed-term contract at any University or research organisation.



UNIVERSITÀ
DI SIENA
1240



DIPARTIMENTO DI SCIENZE DELLA
FORMAZIONE, SCIENZE UMANE E DELLA
COMUNICAZIONE INTERCULTURALE

SEGRETERIA AMMINISTRATIVA

Government employees who are awarded research stipends shall be placed on leave without pay for the entire duration of the stipend, even if they are part-time employees.

Occasional independent contracting and teaching are compatible with a research stipend only if authorised in advance by the Department Council and agreed upon by the Scientific Supervisor of the research, who is required to verify that the activity in addition to the research stipend does not jeopardise the research tasks that the fellow is required to conduct.

Research stipends cannot be received concurrently with scholarships granted in any capacity, with the exception of those granted by national or foreign institutions capable of supplementing the recipient's research activity with study abroad.

Compatibility requirements must be satisfied at the start date of the activity and maintained for the entire duration of the stipend. The recipient shall issue a specific declaration in lieu of an affidavit undertaking to inform the Department Chair of any change with respect to the content of the declaration when such change occurs.

The stipends governed by this call for applications shall not entitle the recipient to access the roles of the parties cited in Art. 7, par. 4, letter a), of the Regulations cited above.

Art. 11 – FORFEITURE OR WAIVER

Recipients who fail to sign the fellowship contract in acknowledgement of receipt thereof, or who do not begin their activity on schedule, unless they have documented health reasons for doing so, shall forfeit their right to the fellowship.

Without prejudice to any additional penalties set out in applicable legislation, those who render false declarations shall also forfeit their right to a research fellowship.

Forfeiture of the right to the fellowship shall be ordered by the Department Chair.

The recipient of the research fellowship may withdraw by giving the Department Chair a notice of at least 30 days.

In the event of forfeiture or withdrawal within three months from the start of the activity, the fellowship stipend made available shall be transferred, until the end of its original duration, to the next candidate in the rankings for the selection procedure in question.

The winner may request that the commencement of the activity be deferred for no more than three months from the proposed date, for valid reasons, within three days from the above notice. Such deferral must be authorised by the Department Chair, in consultation with the Scientific Supervisor.

Finally, the loss of programme funding shall constitute grounds for forfeiture of the fellowship.

Art. 12 - PROCESSING OF PERSONAL DATA

Pursuant to Art. 13, par. 1, of Legislative Decree No. 196 of 30 June 2003, the personal data provided by candidates shall be collected by the University for the purposes of managing the selection process and shall be processed in an automated database, before or after the contract is signed, where applicable, for purposes relating to the management of the contract.

The data must be provided in order to permit evaluation of the requirements for participation, under penalty of exclusion from the selection process.

The subject providing the data has the rights set out under Art. 7 of the above-mentioned Legislative Decree, which include the right to access to data concerning her/him.

These rights may also be exercised by contacting Università degli Studi di Siena, via Banchi di Sotto 55, Siena, which is the data controller.



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1240



DIPARTIMENTO DI SCIENZE DELLA
FORMAZIONE, SCIENZE UMANE E DELLA
COMUNICAZIONE INTERCULTURALE

SEGRETERIA AMMINISTRATIVA

Art. 13 – PUBLICITY

This call for applications shall be published in the University's online Register and on the European Union's portal.

Art. 14 - REFERENCE TO PROVISIONS CONCERNING THE SELECTION PROCESS

For the purposes set out in Law No. 241 of 7 August 1990, the supervisor of the selection procedure governed by this call for applications is the Department's Administrative Secretary.

Applicable legislation governing competitive procedures shall apply to all matters not provided for in this call for applications.

Arezzo, date of digital signature

The Department Chair
Loretta Fabbri

In confirmation
Procedure Supervisor
Laura Landini