



DIPARTIMENTO DI FILOLOGIA
E CRITICA DELLE LETTERATURE
ANTICHE E MODERNE

Dipartimento di Eccellenza 2018-2027

Provision of the Director of the Department

Classification: III/13

No. of attachments: 3

NOTICE OF PUBLIC SELECTION UPON QUALIFICATIONS AND INTERVIEW FOR THE AWARD OF 1 RESEARCH GRANT – LETTER B) – 12 MONTHS DURATION

SCIENTIFIC DISCIPLINARY FIELD L-FIL-LET/10 AND L-FIL-LET/13

COMPETITIVE EXAM SECTOR: 10/F1 AND 10/F3

RESEARCH PROJECT “PIM – PETRARCHAN ITALIAN MANUSCRIPTS. A COMPLETE CENSUS”

PRIN PNRR 2022 FINANCING – MISSION 4, COMPONENT 2, INVESTMENT 1.1 - DD N. 1409 OF 14-9-2022

PROJECT CODE P20228T3FF_001

PROJECT CUP B53D23028940001

SCIENTIFIC DIRECTOR PROF. NATASCIA TONELLI

THE DIRECTOR

- In accordance with the current Statute of the University of Siena, issued by Rector's decree rep. n. 164/2012 of 7 February 2012, as amended;
- In accordance with Law no. 241 of 7 August 1990, and successive amendments and additions, containing rules on administrative procedures, and the related University Regulations, adopted with D.R. no. 1037 of 30.05.2007;
- In accordance with Law no. 104 of 5/2/92, as amended, on assistance, social integration, and the rights of disabled people;
- In accordance with Presidential Decree no. 487, of 09.05.1994 and subsequent amendments and additions, laying down rules on access to employment in public administrations and the procedures for conducting competitive exams, single competitive exams, and other forms of recruitment in public employment;
- In accordance with Presidential Decree no. 445 of 28 December 2000 and subsequent amendments and additions thereof, containing the consolidated text of the legislative and regulatory provisions on administrative documentation;
- In accordance with Legislative Decree no. 165 of 30 March 2001, and subsequent amendments and additions;
- In accordance with Legislative Decree 07.03.2005, no. 82 "Digital Administration Code" and subsequent amendments and additions;



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- Having regard to Presidential Decree 30.07.2009, no. 189 "Regulations concerning the recognition of academic qualifications";
- Having regard to Law no. 240 of 30.12.2010, in particular art. 22, and subsequent amendments and additions;
- In accordance with Law no. 183 of 12.11.2011 and in particular art. 15 "Rules on certificates and substitute declarations and prohibition to introduce, in the transposition of European Union directives, additional obligations to those provided for by the directives themselves";
- In accordance with the Code of Ethics of the University Community of the University of Siena, issued by D.R. no. 1381 of 28.07.2011;
- In accordance with Legislative Decree no. 192 of 31.12.2014, converted, with amendments, into Law no. 11 of 27.02.2015 and in particular Article 6, paragraph 2-bis which provides that the total duration of the research grants referred to in Article 22 of Law 240/2010, be extended by two years;
- In accordance with the Regulations for research grants pursuant to art. 22 of Law no. 240/2010, issued by D.R. no. 325/2016 of 03.03.2016 (hereinafter referred to as the "Regulation");
- In accordance with EU Regulation 2016/679 on the protection of personal data and Legislative Decree 101/2018 on the protection of natural persons with regard to the processing of personal data;
- In accordance with the decree of the Minister of Education, University and Research of 9 March 2011 (Minimum amount of research grants – art. 22, law of 30 December 2010, no. 240);
- Having regard to Decree Law no. 36 of 30 April 2022, "Further urgent measures for the implementation of the National Recovery and Resilience Plan (PNRR)" converted with amendments by Law dated 29 June 2022 no. 79;
- Whereas the contracts are funded by the European Union – Next Generation EU, as part of the National Recovery and Resilience Plan, Mission 4 Component 2 Investment 1.1 "Fund for the National Research Program (PNR) and Research Projects of Significant National Interest (PRIN)";
- Having regard to the concession decree of the Ministry of University and Research granting admission to the Prin PNRR tender funding DD no. 1409 of 14.9.2022;
- Having regard to the decree of admission to financing prot. 1372 of 01.09.2023 with which the research project "PRIN 2022 PNRR PIM – Petrarchan italian manuscripts. A complete census" was financed – Project CUP B53D23028940001;
- Whereas Prof. Natascia Tonelli participates in the research project "PIM – Manoscritti petrarcheschi in Italia. Un censimento completo" / "PIM – Petrarchan Italian Manuscripts. A complete census" admitted to PNRR funding to which the University of Siena adheres;



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- Having regard to the resolution of the Department Council of the session of 21.02.2024, Prot. no. 56062 of 05.03.2024 concerning the approval of the activation of the research grant in question and the authorization to issue the relevant notice;
- Having obtained from the scientific director the corresponding grant sheet which is hereby attached;

PROVIDES

Art. 1 -SUBJECT OF THE NOTICE

A public selection is set upon qualifications and interviews for the award of 1 (one) research grant – letter b) with a duration of 12 months, SSD L-FIL-LET/10 and L-FIL-LET/13, PNRR Financing Mission 4, Component 2, Investment 1.1 – DD No. 1409 of 14-9-2022 – Research Project: “PIM – Petrarchan Italian Manuscripts. A complete census” – Project Code P20228T3FF_001 – Project CUP B53D23028940001 – Scientific Director: Prof. Natascia Tonelli.

The activities to be conducted as part of the research grant and any additional requirements besides those provided for in the following art. 2 are indicated in the sheet (Annex A), which is an integral part of this provision.

Art. 2 - ADMISSION REQUIREMENTS

In compliance with the transversal priorities of gender equality and equal opportunities, all citizens of countries belonging to the European Union and non-EU countries may participate in this selection. The candidates must, at the date of submission of the application:

- hold a master's degree/specialist degree/old system degree (or equivalent qualifications) and an adequate professional scientific curriculum suitable for conducting research activities.

Candidates in possession of qualifications obtained abroad must attach to the application for participation the equivalence determination or, alternatively, the certificates of academic qualifications and the analytical certificates of the exams taken – in the original language and, if different from English, French or Spanish, translated into Italian or one of these languages - accompanied by a self-declaration relating to the conformity to the original of the translation itself.

Failure to comply with the above requirements, ascertained during or after selection, shall result in forfeiture of entitlement to the grant.

Candidates are admitted to the competition with reserve. The Administration may at any time, by reasoned decision of the Rector, order an exclusion from the competition itself. The exclusion will be communicated directly to the interested party.

The following are excluded from this selection:



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- the permanent staff of universities, public research and experimentation institutions and bodies, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) and the Italian Space Agency (ASI), as well as those from institutions whose diploma of scientific improvement has been recognized as equivalent to the title of research doctor pursuant to art. 74, fourth paragraph of the Presidential Decree 382/1980;
- those who have a degree of kinship or affinity up to the fourth degree included one with a professor belonging to the research project reference department or structure (as indicated in the table as per art 1), or with the Rector, the Director, or a member of the Board of Directors of the University;
- those who have been holders, at any institution, of research grants pursuant to Law 240/2010 and subsequent amendments and additions for a period that, added to the duration provided for the research grant in this call, exceeds a total of 6 years, including any renewals. For the purposes of calculating the total 6 years, the period in which the grant was used in conjunction with the PhD without scholarship, within the maximum legal duration of the course, is not computed.

Grant holding is not compatible with participation in degree courses, Master's degrees (specialized degree or Master's degree), PhD with scholarship or medical specialization, in Italy or abroad, and means the placement on leave without grant for the employee in service with public administrations.

The possession of the diploma of medical specialization school accompanied by an adequate scientific production, for the sectors concerned, or the title of doctor of research or equivalent obtained abroad, constitutes a preferential qualification.

Art. 3 -APPLICATIONS AND DEADLINES FOR SUBMISSION

Applications for admission to the selection and the attachments indicated below must be sent in pdf/A format exclusively by electronic means: certified e-mail to the address pec.dfclam@pec.unisipec.it or e-mail to the address amministrazione.dfclam@unisi.it **within the peremptory period of twenty days from date of publication of this notice on the University's online register.**

For applications sent by certified e-mail, the date of the return receipt automatically sent by the certified e-mail manager will be the valid one; for those sent by e-mail, the date of the terminal of this University that receives them.

The Department declines all responsibility for the applications not received due to third parties' liability. In order to verify the effective receipt and correctness of your application, interested parties can contact the Administrative Secretariat of the Department of Philology and Criticism of ancient and modern literatures at the telephone numbers 0577 235668/5097 and/or to the email address: amministrazione.dfclam@unisi.it.



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Applications must be drawn up according to the scheme attached to this call (Annex B), giving all the information required.

In the application, candidates must declare, under their own responsibility:

- the name, surname and tax code that will constitute the personal identification code of the candidate;
- the date and place of birth,
- the citizenship held;
- for Italian citizens, the Municipality on whose electoral lists they are registered, or the reasons for not registering or being deleted from the same lists;
- if a citizen of other states, to enjoy civil and political rights in the State of origin or origin, or the reasons for the lack of enjoyment, and to have adequate knowledge of the Italian language;
- that they do not have any reported criminal convictions, i.e., any reported convictions (even if amnesty, pardon, or judicial pardon have been granted) and no criminal proceedings pending against them;
- possession of the qualification referred to in art. 2;
- the position with regard to the leverage obligations, for Italian male citizens only, born before 1985;
- to have the physical fitness to conduct the planned activity, to be ascertained before the start of the activity by the competent Authority;
- the domicile or address, complete with the postal code, to which they desire that any communications be sent;
- not to be a member of the permanent staff of universities, public research and experimentation institutions and bodies, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) and the Italian Space Agency (ASI), as well as of those institutions whose diploma of scientific improvement has been recognized as equivalent to the title of research doctor pursuant to art. 74, fourth paragraph, of the Presidential Decree 382/1980;
- not to be married or have a degree of kinship up to the fourth degree included one with a professor belonging to the department or structure issuing the grant, or with the Rector, the Director general, or a member of the Board of Directors of the University;
- not to have been a holder, at any institution, of research grants pursuant to Law 240/2010 for a period that, added to the duration provided for the research grant in this call, exceeds a total of 6 years, including any renewals.

The applicant must attach to the application:

- a) a copy of an identity document pursuant to art. 38 of the Decree of the President of the Republic of 28 December 2000, no. 445;



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- b) the substitute declaration of certification (annex C);
- c) your signed *Curriculum Vitae* with details of the course of study, research experiences and results achieved (publications, patents, etc.) The CV must contain a declaration, made pursuant to Articles. 46 and 47 of Presidential Decree 445/2000 and subsequent amendments, on the veracity of what is stated therein;
- d) the publications that the candidate intends to submit to the evaluation of the Commission, the maximum number of which may be provided for in Annex A to this call, and the list of which he has signed;
- e) any documentation showing the details of the identification document in Italy, in accordance with current legislation, of the qualifications obtained abroad or, in the absence of a formal recognition, the declaration of submission of the request for equalization.

For foreign citizens who do not indicate the tax code, the Department will determine it, for the sole purpose of inclusion in the database for the management of the competitive procedure.

For works printed abroad, the date and place of publication must be shown.

For works printed in Italy, it is necessary to certify the legal deposit in the forms provided for by law 106/2004 and the related regulations issued by decree of the President of the Republic 252/2006.

Candidates in a situation of disability, pursuant to Law no. 104 of 5 February 1992, must make an explicit request in relation to their disability, regarding the necessary help, as well as the possible need for additional time to be able to do the interview.

The Department assumes no responsibility for the dispersion of communications due to an incorrect indication of the address by the candidate or on failure or late communication of the change of address indicated in the application.

Art. 4 - EXAMINATION BOARD

The Evaluation Board is composed of at least three members who are experts in the field and is designated, after the expiry of the deadlines for submitting applications, after receiving the substitutive declaration of certification made by the Board members regarding the provisions of art. 35/bis of Legislative Decree. 165/2001. The Board shall be appointed at the request of the Director of the Department. The Scientific Director of the research project is part of the Board. The Board may avail itself, at no additional cost to public finance, of highly qualified Italian or foreign auditors external to the University.

At its first meeting, the Board will declare that they are not in situations of incompatibility pursuant to art. 51 of the C.P.C (Code of Civil Procedure) and in particular in a relationship of kinship or affinity up to the fourth degree even among them and will proceed to appoint the Chairperson and the Secretary.

Subsequently, the Board establishes the criteria and procedures for assessing the qualifications and the interview.



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The criteria and procedures are immediately published on the web page dedicated to the competitive procedure <http://www.unisi.it/ateneo/concorsi> on the University's online Register (Albo online dell'Ateneo).

Art. 5 - EVALUATION OF QUALIFICATIONS AND INTERVIEW

The selection is conducted by the Board through a comparative evaluation that includes the examination of qualifications, the scientific-professional curriculum and scientific productivity, as well as the outcome of the interview, according to criteria predetermined by the board itself.

The interview is scheduled on the **21 May 2024 at 2.30 p.m. in telematic mode**. Any changes in the date, made necessary by existing situations, will be communicated at least five days in advance. The candidates/s are responsible for the quality and continuity of the signal coming from their workstation.

All candidates, pursuant to art. 7 of the Code of Ethics of the University Community, before the interview has begun, are required to declare under their own responsibility that they do not have - with the members of the Board-relationships of kinship or affinity up to and including the fourth degree or if among them there is the spouse or the cohabitant and persons with whom they have business relationships.

Candidates must present themselves at the interview with a suitable valid identification document.

Citizens of the European Union must present a passport, or an identity document issued by the country of origin. Those candidates coming from countries outside the European Union will only have to present their passport.

During the discussion, the candidates, if foreign citizens, must demonstrate an adequate knowledge of the Italian language.

At the end of every single day of meetings the Commission draws up the corresponding report.

Art. 6 - RANKING

At the end of the work, the Commission, on the basis of the scores assigned to the individual candidates, draws up a list of suitable candidates. This ranking is valid up to a maximum of one year from the date of approval of the acts; its use is bound to the specific needs indicated in this announcement.

The acts are approved by provision of the Director general of the Department after verification of their regularity. The ranking is published on the University's online Register. The terms for any appeal run from the date of publication.

Art. 7 – SUBJECT-MATTER, FORMALIZATION AND DURATION OF THE GRANT

The act of conferment contains the specific functions, rights and duties relating to the position, the amount of the grant as well as the social security treatment due.



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The act contains, in attachment, the main research activities entrusted and is prepared by the Administrative Manager of the Department and signed by the Director of the Department.

As a rule, the grant shall be renewable for a period of not less than one year if the following conditions are met:

- continuation of the research that gave rise to the first grant;
- ascertained availability of the budget necessary to cover the costs for the new duration of the grant, in the forms provided for by art. 3 of the Regulation mentioned in the introduction;
- positive evaluation of the previous period, based on the report referred to in art. 8.

The total duration of the relationships established also with other bodies, for research grants awarded on the basis of Law 240/2010, including any renewals, may not exceed six years.

In the event that the holder of the research grant is a non-EU citizen, the awarding of the grant is subject to the actual issue/possession, by the competent bodies, of the residence permit/card.

The allowance referred to in this selection has a duration of no. 12 months.

For motivated reasons related to the completion of the research project in which the holder of the grant is engaged, it is possible to extend the grant itself by resolution of the Department Council as a continuation of the aforementioned research topic. The extension may not exceed six months and must in any case respect the duration constraints indicated above.

In the case of public funding, the grant will expire if the funding is lost.

In the event of maternity or illness, the grant is temporarily suspended, and its term is automatically extended for a period corresponding to the periods of suspension. For the purposes of the duration of ownership of the allowance, periods spent on parental leave or for health reasons according to current legislation are not considered.

The University is committed to respecting the principle of gender equality, to providing measures that facilitate the reconciliation of work and family and to promoting and supporting gender equality in education, work, and employment policies.

Art. 8 – RIGHTS AND DUTIES

The activity of the holder of the grant is conducted, without subordination, continuously and not merely occasionally, under the supervision of the Scientific Director. The holder of the grant is required to conduct the requested activity on his/her own.

The holders of research grants relating to the scientific-disciplinary sectors of the areas of biological and medical sciences can conduct assistance activities in the manner and within the limits established by the activity plan attached to the act of awarding the grant. In this case, the grant holder will have to provide insurance coverage relating to civil liability against third parties and professional liability related to the



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performance of the assistance activity; in the absence of such coverage, it is not possible for grant holders to perform assistance functions.

The repeated violation of the indications of the Scientific Director constitutes cause for revocation of the grant. This condition must be reported, with a written report, by the Scientific Director and notified to the Director of the Department. The Department Council arrange the revocation, after hearing the holder of the allowance.

At the end of the activities envisaged in the act of awarding the research grant, the research fellow must submit to the Department a final report on the activity conducted, the results achieved and the scientific production, accompanied by the evaluation of the Scientific Director.

The holder of the research grant can conduct a period of study abroad, according to a program to be defined with the Scientific Director and with the approval of the Department; the costs are borne by the research fellow or the Department or covered by other external funds.

Holders of research grants are only recognized as having the intellectual property of the results of their research. The payment of the fair premium and the right to economic exploitation of the results of the research are excluded.

To all grants apply, with regard to compulsory parental leave, the provisions of the decree of the Minister of Labor and Social Security of 12 July 2007 and, on sick leave, art. 1, paragraph 788, of Law no. 296 of 28 December 2006, as amended.

The activity covered by the research grant is suspended during periods of absence due to maternity, illness, and accident. Research fellows are required to notify the Director of the Department of the occurrence of the aforementioned situations as soon as they are ascertained.

During the period of compulsory parental leave, the allowance paid by INPS is integrated up to the full amount of the allowance compared to the relative monthly payments. The higher costs are borne by the university budget.

The Department may envisage extending, for a maximum period of three months and within the first year of the child's life, the suspension, with relative extension, of the research grant for parental leave, as per the needs of the research project and the rules for reporting the funds used to finance the grant. In this further period of suspension, the research grant is not paid.

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

The total amount for the entire period of the grant referred to in this call is equal to € 19.456,00 gross beneficiary, paid in monthly installments.

The University provides for the payment of insurance and tax social security charges to the extent established by the laws in force.



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Any additional costs resulting from mandatory national provisions, which entail an increase in the gross cost of the research grant, are borne by the university budget.

Art. 10 – REGIME OF INCOMPATIBILITIES AND PERFORMANCE OF FURTHER ASSIGNMENTS

Holding of the grant is not compatible with the following positions:

- enrolment in degree courses, specialist or master's degrees, PhD with scholarship, medical specialization school, in Italy or abroad;
- holding another research grant at any institution;
- researcher/fixed-term position at any University or research institution.

Public administration employees who are awarded a research grant are placed on unpaid leave for the duration of the grant, even if they are employed on a part-time basis.

The performance of occasional self-employment activities and that deriving from teaching contracts is compatible with the research grant only if previously authorized by the Council of the Department, on the reasoned opinion of the Scientific Director of the research, who is required to verify that the activity beyond the research grant does not affect the regular performance of the research itself.

The accumulation of the research grant with scholarships conferred for any reason is not allowed, with the exception of those granted by national or foreign institutions useful to integrate, with stays abroad, the research activity of the holder (Article 22, paragraph 3, of Law no. 240 of 30.12.2010).

Compatibility requirements must be met upon the start date of the activities and maintained for the duration of the grant. The winner issues a specific substitutive declaration of notoriety deed, undertaking to communicate to the Director of the Department any variation with respect to what has been declared, at the same time of the occurrence of the change itself.

The grant referred to in this announcement does not give rise to rights regarding access to the roles mentioned in the article. 7, paragraph 4, letter a) of the Regulation indicated in the introduction.

Art. 11 – FORFEITURE OR RENUNCIATION

Those who, except for documented health reasons, do not sign the deed of conferment upon receipt and do not start their activity within the established terms forfeit the right to the grant.

Without prejudice to the additional penalties provided for by current regulations, those who provide false declarations also lose the right to the research grant.

It is also cause for forfeiture any loss of the incoming established funding.

The forfeiture of the right to the allowance is arranged by provision of the Director of the Department.



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The holder of the research fellowship has the right to withdraw from the relationship, subject to notice of at least thirty days, by submitting to the Director of the Department a declaration attesting to the intention of renunciation and the relative motivation.

In the event of forfeiture or withdrawal within three months from the date of commencement of activities, the allowance made available shall be awarded until the original deadline to the first candidate placed in a useful position in the ranking of the corresponding selection.

It is possible for justified reasons that the winner may request, within three days of the above communication the postponement of the start of the activity, to a date no later than three months from the proposed date. The Director of the Department must authorize this postponement, after consulting the Scientific Director.

Art. 12 - PERSONAL DATA PROCESSING

The processing and protection of personal data, present in the request for participation in this announcement or possibly communicated with supplementary documents of the application, will take place in compliance with EU Regulation 2016/679 on data protection and Legislative Decree. n. 196/2003 Code on the protection of personal data, for provisions not compatible with the Regulation itself, and in particular according to the principles of lawfulness, correctness, transparency, adequacy, relevance, and necessity referred to in art. 5, paragraph 1 of the GDPR.

The data controller is the University of Siena. The personal data provided by the candidates will be processed for the management of the procedure, for the possible conferral of the assignment or hiring, for the management of the rankings (where provided for in the notice) exclusively for the purpose of fulfilling the legal requirements, including the publication obligations provided for by current legislation.

The provision of personal data is to be considered mandatory. Any refusal will make it impossible to conduct the operations necessary for the procedure and, possibly, for the establishment and management of the employment relationship.

Information on the processing of data is published on the University portal on the web page <https://www.unisi.it/ateneo/adempimenti/privacy>

For the purposes provided for by Law no. 241 of 7 August 1990, the person in charge of the procedure concerning the selection referred to in this announcement is identified in the Head of the Administrative Secretariat of the requesting department.

Art. 13 – ADVERTISING

This announcement is published on the online Register, on the University portal at: <http://www.unisi.it/ateneo/concorsi>, on the website of the Ministry of Education, University and Research at www.miur.it and on the European Union portal at: <http://ec.europa.eu/euraxess/>.



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Art. 14 - REFERENCE TO THE PROCEDURES FOR COMPLETING THE SELECTION

For all purposes as per law no. 241 of 7 August 1990, the Head of the procedure concerning the selection referred to in this announcement is identified in the Head of the Administrative Secretariat of the Department.

For anything not provided for in this announcement, the current legislation on competitive procedures applies as appropriate.

Siena, date of the digital signature

The Department Director
Prof. Pierluigi Pellini

Seen by Head of the procedure
Dott.ssa Cinzia Carmignani

Annexes:

- Annex A- project sheet
- Annex B – application facsimile
- Annex C -Substitute declaration of certification