

COMPETITIVE EXAMS OFFICE

**COMPETITIVE EXAM PROCEDURE BASED ON QUALIFICATIONS, PUBLIC DISCUSSION FOR THE RECRUITMENT OF ONE (1) – JUNIOR - RESEARCHERS PURSUANT TO ART. 24, PARAGRAPH 3, LETTER A), OF LAW 240/2010 IN IMPLEMENTATION OF THE MEASURES PROVIDED FOR BY THE NATIONAL RECOVERY AND RESILIENCE PLAN (PNRR), MISSION 4 COMPONENT 2 – M4C2 FINANCED BY THE EUROPEAN UNION – NEXT GENERATION EU**

Art. 1 – SUBJECT OF THE NOTICE

1. The procedure of comparative evaluation through qualifications, public discussion and oral test, for the recruitment of **one (1)** fixed-term Junior *researchers*, pursuant to art. 24, paragraph 3, letter a) of the law n. 240 of 30.12.2010, in implementation of the measures provided for by the National Recovery and Resilience Plan (PNRR), for the department and the competition sector and/or scientific disciplinary sectors indicated in the sheets attached to this decree (Annex A), an integral part of this decree.

The sheet indicates the department, the competitive examination sector, the scientific disciplinary sector, the PNRR project of reference, the scope and objectives of the research, the place of performance of the activity, the specific teaching activity envisaged, the work commitment regime, the foreign language whose adequate knowledge will be ascertained with reference to the educational needs relating to the courses of study or courses conducted in a foreign language, the maximum number of scientific publications to be evaluated, including the doctoral thesis, if submitted.

2. The all-inclusive gross annual compensation due to the recipients of the contracts is equal to the treatment provided for by current legislation.
3. As regards the rights, duties, and methods to conduct the activity, please refer to the Regulations for fixed-term researchers Law 240/2010 (D.R. 1650/2022).
4. No. of hours of face-to-face teaching: up to a maximum of 60 hours per academic year.
5. The candidates must produce, within days of the request of the competent Office, what is required by the Administration in order to verify the qualifications and curriculum declared at the time of application. Otherwise, the Administration will automatically scroll the ranking.

Art. 2 - ADMISSION REQUIREMENTS

1. Candidates who, on the date of submission of the application, are in possession of the PhD or equivalent title, even if citizens of countries not belonging to the European Community, obtained in Italy or abroad, or of the diploma of Medical Specialization School for the sectors concerned, are admitted to participate in the aforementioned comparative evaluation procedure.
2. Candidates with qualifications obtained abroad are required to attach to the application a copy of the decree of equivalence with the title of doctor of research of the Italian university system issued pursuant to art. 74 of Presidential Decree no. 382/1980 or the determination of equivalence of the foreign degree to the Italian one issued pursuant to art. 38 of Legislative Decree no. 165/2001. The recognition of the

foreign degree is an essential requirement for participation in the selection. Pending the issuance by the competent bodies of the measure of equivalence of the foreign degree, it is possible to produce the receipt of delivery of the submitted application (copy of the PEC). The request for equivalence of the foreign qualification must be submitted by following the instructions on the web page in the section "*request of equivalence of phd title*": <https://www.unisi.it/didattica/corsi-post-laurea/dottorati-di-ricerca/modulistica-e-certificati>. The documentation proving the equivalence of the foreign degree must in any case, under penalty of exclusion, be produced to the Administration at the time of the possible hiring.

3. The requirements referred to in this Article shall be met on the date of expiry of the period laid down in the call for the submission of the application for admission. The lack of the requirements, ascertained during the selection or subsequently, entails the exclusion from the selection itself and constitutes a cause for termination of the employment relationship, if already established.
4. Candidates are admitted to the competition with reserve. The Rector may, at any time, with motivated measure, order the exclusion of candidates from the procedure due to lack of requirements.
5. The following are not eligible for selection:
  - a. first- and second-level university professors and researchers who have already been hired for an indefinite period, even if they have left the service;
  - b. people who have a degree of kinship or affinity up to the fourth degree included that with a professor belonging to the department or structure that makes the proposal for activation of the contract, or with the Rector, the Director, or a member of the Board of Directors of the University.
  - c. those who have been holders of research grants and fixed-term researcher contracts pursuant to Articles 22 and 24 of Law no. 240/2010, respectively, at the University of Siena or at other Italian universities, as well as at the bodies referred to in paragraph 2 of Article 22 of Law no. 240/2010 for a period that, added to the duration provided for in the contract of this notice, exceeds a total of 12 years, even non-continuous. For the purposes of the duration of the aforementioned work relationships periods spent on parental leave or on leave for health reasons are not considered as per the current legislation.
6. For employees of the Public Administrations with a fixed-term and indefinite employment relationship, if called as a result of this selection, the incompatibilities provided for by the current legal provisions and the relative National Collective Labor Agreement remain in force.

#### Art. 3 -APPLICATIONS AND DEADLINES FOR SUBMISSION

1. The application for admission to the procedure must be submitted exclusively electronically through the PICA platform (<https://pica.cineca.it/unisi>), within the peremptory term of fifteen (15) days starting from the day following that of publication of the notice in the Gazzetta Ufficiale della Repubblica italiana. (Official Journal of the Italian Republic). If the submission deadline falls on a public holiday, it shall be extended to the first successive working day.

2. The application, under penalty of exclusion, must be completed fully in each and every section.

By the deadline for submitting the application, the system allows saving it in draft mode so as to let candidates make changes before submitting it. Once the deadline for submission has expired, the system will no longer allow access to and submission of the electronic form.

It is recommended to access the PICA platform well in advance to consult the *Guidelines for completing the application* and avoid system overloads that may not allow the procedure to be concluded in due time.

3. The date of electronic submission of the application for participation in the competition is certified by the computer system by means of a receipt that will be automatically sent by e-mail. The receipt contains the application ID that will identify the candidate for the entire call procedure.
4. Candidates will be able to access the PICA platform using one of the following modes:
  - a) access via digital identity (SPID level 2), selecting the University of Siena among the available federations. Information on the Public Digital Identity System can be found at [www.spid.gov.it](http://www.spid.gov.it) and <https://www.agid.gov.it/it/piattaforme/spid>.
  - b) access via the credentials issued by the same PICA platform
  - c) access via your LOGINMIUR account.

For both modes b) and c) it is necessary to complete the participation application by affixing your electronic or handwritten signature. If access is via the SPID system, the application for admission to the selection procedure will be acquired automatically by the system without the need for a signature and a copy of the identity document.

For information on the electronic signature, please, consult the dedicated page at the Agency for Digital Italy (AGID) <https://www.agid.gov.it/it/piattaforme/firma-elettronica-qualificata>.

5. The application and attachments must be in pdf format, the allowed maximum size for each document being 30 MB. For any technical problem related to the compilation of the application, you can contact CINECA support through the link at the bottom of the page <https://pica.cineca.it/unisi>, by clicking on "*supporto*".
6. Together with the application the following must be attached:
  - a **dated and signed CV** containing the list of titles, scientific publications and activities conducted , specifying any periods of involuntary removal from research activity, with particular reference to parental functions;
  - the **publications** that the candidate intends to submit to the evaluation of the board, in the maximum number established in art. 1 of this notice. Please note that pursuant to Ministerial Decree 243/11, candidates can submit their doctoral thesis among these publications. In this regard, it should be noted that only the publications attached to the application will be evaluated;
  - copy of a valid **identity document**.

7. 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.
8. Publications must be presented in the language of origin which, if different from Italian, English, French, German, and Spanish, requires translation into one of the mentioned languages. The translated texts may be submitted, together with the copies in the original language, in a typewritten copy made compliant with the original in accordance with current legislation.
9. The documents and documentation attached to the application and drawn up in a foreign language, other than Italian, English, French, German, and Spanish, must be accompanied by a translation into Italian, certified in accordance with the foreign text, drawn up by the competent diplomatic or consular representation, or by an official translator.
10. In the case of selections concerning language fields, the submission of publications written in the language or in one of the languages object of the selection, even if different from those indicated in the preceding paragraph, shall be allowed.
11. Candidates in a situation of disability, pursuant to Law 104 of 5.2.1992, must file an explicit request in relation to their disability, regarding the necessary assistance.
12. It should be noted that, in order to conclude the application procedure, payment of the competition fee must be made in the amount of **€ 10.00** (ten euros), as a non-refundable contribution to cover the costs related to the organization and development of the competition proceedings. The payment must be made , following the instructions of the PICA platform when filling out the application (PagoPA). Candidates - within the deadline set by the call - can withdraw their application and submit a new one. In this case, the platform transfers the payment to the new application.
13. The Administration assumes no responsibility for the unavailability of the recipient or for the dispersion of communications due to incorrect indications given by the candidate, for failure or late communication of the change of address indicated in the application, or for any mistake the Administration is not responsible for.
14. The Administration reserves the right to conduct appropriate checks on the veracity of the content of the declarations in lieu of certifications and notoriety deeds. If the control indicated above reveals the untruthfulness of the content of the declarations, the declarant loses any benefits resulting from the measure issued on the basis of the untruthful declaration (without prejudice to the provisions of Article 76 of Presidential Decree no. 445/2000, regarding the sanctions provided for by the Criminal Code and the special laws on the matter).

#### Art. 4 - EXAMINATION BOARD

1. The Examination Board (hereinafter referred to as "Board") is composed, where possible, and in compliance with gender equality and precisely: by three tenured professors, of first and second-level, or of an equivalent role in the case of members from non-Italian universities, belonging to the same scientific-disciplinary sector subject of the competitive procedure or scientific-disciplinary sector falling within the same macro-sector, one of which is designated by the Department.

2. The Board shall be appointed, after the expiry of the deadline for the submission of applications, by the Rector on a proposal from the Department which requested the activation of the contract. The decree of appointment is published in the Albo on-line d'Ateneo (Online Register of the University), with notification value for all purposes.
  3. Candidates, in order to challenge the members of the Board, can send a PEC ( [rettore@pec.unisipec.it](mailto:rettore@pec.unisipec.it) ) addressed to the Rector within seven days from the date of publication of the appointment measure in the Online Register of the University. The Rector decides on the objection. The decision shall be communicated to the person concerned without delay.
  4. If the Board does not complete the selection within forty-five (45) days of the day following the publication of the order of appointment, the Rector shall initiate the procedure for the appointment of a new Board.
  5. Pursuant to art. 35/bis of Legislative Decree 165/2001, those who "*... have been convicted, even with a sentence that has not become final, for the crimes provided for in chapter I of title II of book two of the Criminal Code...*" cannot be part of the board.
  6. After the appointment of the Board, all candidates, pursuant to art. 7 of the Code of Ethics of the University Community, are requested to declare under their own responsibility that they do not have relationships of kinship or affinity up to and including the fourth degree with the members of the Board or if among the members of the board there is the spouse or the cohabitant and persons with whom the candidates have business relations. The declaration must be sent together with a copy of a valid identity document, to the Ufficio Concorsi (Competitive Exams Office) ([concorsi@unisi.it](mailto:concorsi@unisi.it)).
- The model of the declaration can be found at: <https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-professori-e-ricercatori/ricercatori-tempo-determinato-3>
7. At its first meeting, the Board will declare that they are not in situations of incompatibility pursuant to art. 51 and 52 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 if among them and will proceed to appoint the Chairperson and the Secretary. Subsequently, the Board will establish the general criteria and the specific procedures for evaluating and conducting the tests, to be formalized in the relevant minutes, which will be published in the University's online Register, with notification value for all purposes.
  8. Later on, the Board, having seen the list of participants, declare not to find themselves in situations of incompatibility as per art. 51 and 52 of the C.P.C. and in particular in a relationship of kinship or affinity, until the fourth degree included, with the candidates.
  9. As per art. 7 of the Code of Conduct of the university community, members of competitive examinations boards, also when external to the University, as soon as it is known to them that among the candidates are their spouse, or cohabitant, relatives or next of kin until the fourth degree, or people with whom they have business relations, shall resign from the Board for incompatibility reasons.
  10. At the end of each day's meeting, the Board shall draw up a special report on all the examination operations and the decisions taken, which shall be signed by all the members.

11. The work of the Board shall be conducted collectively, even if by electronic means or other means of distance communication.

#### Art. 5 - ASSESSMENT OF QUALIFICATIONS, PUBLIC DISCUSSION AND ORAL EXAM

1. The selection is conducted by the Board by means of a preliminary evaluation of the candidates with reasoned analytical judgement on the qualifications, curriculum and scientific production, including any doctoral thesis, based on the criteria and parameters identified by Ministerial Decree no. 243 of 25.05.2011 (if the candidate intends to present, among the publications, the doctoral thesis, the latter will be counted in the maximum number of publications to be submitted, see Article 1). The Board may provide for a minimum score below which eligibility cannot be declared.
2. Following the preliminary evaluation, the comparatively most deserving candidates, to an extent between 10 and 20 percent of the number of them and in any case not less than six units, are admitted to the public discussion of qualifications and scientific production, and to the oral test (referred to in art. 1 relating to the position of interest). Candidates are all admitted to the discussion if their number is equal to or less than six. Discussion and oral examination may take place, where necessary, telematically.
3. During the discussion of qualifications and publications, there will also be an oral test aimed at ascertaining the adequate knowledge of the foreign language indicated in the notice. The Board will declare whether or not the candidate level of the language is suitable. During the discussion, candidates who are citizens of a nationality other than Italian, must demonstrate an adequate knowledge of Italian.
4. The call for the discussion/oral test will be made known to the candidates at least twenty (20) days before it takes place through publication on the University's online register, with notification value for all purposes. It is possible to derogate said notice period if all the candidates admitted express their explicit written consent to renounce it. Any postponements due to organizational reasons will be published on the online Register of the University with notification value in all respects.
5. Candidates and candidates must present themselves for the discussion/oral exam with a suitable valid identification document. Those candidates coming from countries outside the European Union will only have to present their passport. Those who are not present on the established day, will be considered as having renounced to the selection, therefore excluded from the selection, whatever the cause of the absence, even if not dependent on the will of the individual candidates.
6. In the event that the discussion/oral test is planned telematically the candidates are responsible for the quality and continuity of the signal coming from their position. The Board may at any time decide to exclude the candidate for reasons which make it impossible to conduct the test and to monitor the environment in which the test is taken.
7. Following the discussion, a score is assigned to the qualifications and to each of the publications submitted by the admitted candidates, according to criteria predetermined by the board.

#### Art. 6 - RANKING OF SELECTED CANDIDATES AND CALL PROPOSAL

1. At the end of the selection, the Board, taking into account the overall score, draws up a ranking of suitable candidates valid until the taking of the service of the winner or one of the suitable ones in case of scrolling of the ranking for renunciation of the winner or in the event that said candidate does not produce by January 31, 2023 what is required by the Administration for the purpose of the verifications of the qualifications and curriculum declared at the time of application. In the latter case, the Administration will automatically scroll the ranking.
2. In case of equal score, the provisions regarding the titles of preference or precedence provided for by art. 5 of Presidential Decree no. 487/94 and subsequent amendments will be applied.
3. Once the formal regularity of the procedure has been ascertained, the acts are approved with a Rector's order containing the ranking and the name of the winner. The provision is published on the Online Register of the University, with the value of notification in all respects. The terms for any appeal will run from the day immediately following that of the abovementioned publication.
4. The measure referred to in the previous point shall be transmitted to the Department concerned. The Department Council, with a favorable vote of the absolute majority of the professors of first and second class, shall make the call proposal within 10 days from the approval of the acts, this period starting from the day following the publication in the Online Register. The call proposal is approved by resolution of the Board of Directors.

#### Art. 7 - SIGNING OF THE CONTRACT AND PERFORMANCE OF ACTIVITIES

1. The candidate called will be proposed the stipulation of a full-time individual subordinated contract of three years duration referred to in letter a) of art. 24 par. 3 of Law no. 240/2010 as a (*junior* researcher) regulated by the current provisions on subordinate work, also with regard to tax, welfare and social security treatment.
2. The recipients of the contract must possess a digital signature and must produce the usual documentation for employment in the public service required by the office responsible for recruitment, as well as the documentation certifying the equivalence of the foreign degree within fifteen (15) days.
3. For junior researchers, the total annual commitment to carry out teaching, supplementary teaching and student service activities is 350 hours on a full-time basis and 200 hours on a fixed-term basis.
4. The private law contract stipulated with the researcher must contain, among other things, the following information:
  - the date of commencement and termination of the employment relationship;
  - the commitment scheme chosen by the researcher;
  - the overall economic treatment;
  - social security and insurance treatment;
  - the relevant Department;
  - the competitive exam and scientific-disciplinary reference field.

5. The University also provides insurance coverage for accident risks and civil liability.
6. The contract may be extended for only two years, only once, after a positive evaluation of the teaching and research activities conducted and after verification of the financial coverage. The evaluation of the teaching and research activities conducted will be done in accordance with art. 10 of the Regulations for fixed-term researchers mentioned in the introduction.
7. For the purposes of reporting on research projects, the quantity of the annual activities of research, teaching, supplementary teaching, and service to students is equal to 1500 hours per year for full-time contracts. Researchers hired under this call will have to produce what is necessary for reporting purposes, within the required timeframe.
8. The probationary period shall be three months.
9. The researchers referred to in letter a) of art. 24 paragraph 3 of Law no. 240/2010 (*junior researcher*) articulate the work performance in agreement with the person in charge of the research project/program in relation to the organizational aspects of the project/program itself. The performance of the research activity must be self-certified and validated by the research manager and/or the Head of the Department;
10. With regard to the rights, duties, methods to conduct the activity and anything else not expressly indicated, please refer to the Regulations for fixed-term researchers mentioned in the introduction.
11. To those researchers whose contract is a fixed term one referred to in art. 24 par. 3 of Law no. 240/2010 (*junior researcher*), career and economic progressions do not apply.

#### Art. 8 - REGIME OF INCOMPATIBILITIES AND PERFORMANCE OF FURTHER ASSIGNMENTS

1. The contracts entered into are incompatible with:
  - with any other employment relationship with public and private entities.
  - with research grants also at other universities.
  - with contracts for teaching activities governed by the relevant provisions in force.
  - with doctoral and post-doctoral scholarships and in general with any scholarship or grant for any reason also conferred by third parties.
2. The provisions of the University Regulations regarding authorizations for full-time teaching staff to conduct paid assignments, provided that they are compatible with the regular performance of institutional activities and the prohibition of competition, shall apply to the researchers referred to in this call.
3. For the duration of the contract, the employees of the public administrations referred to in art. 1, paragraph 2, of Legislative Decree 30 March 2001, no. 165 are placed in a position of expectation or out of role or similar position, if provided for by the laws of the administrations to which they belong.
4. The contract stipulated under this notice does not give rise to rights for access to university roles.
5. Completion of the contract is a preferential qualification in competitions for access to public administrations.



### Art. 9 - TERMINATION OF EMPLOYMENT

1. The researcher who intends to withdraw from the contract is required to notify the Rector and the Structure of reference with at least 30 days' notice.
2. In the event of failure to give notice, the Administration retains the amount corresponding to the salary due to the employee for the period of notice not worked.
3. Termination of the contract is determined by:
  - expiration of the contract;
  - by the withdrawal of the researcher;
  - for just cause pursuant to art. 2119 C.C.
  - serious breach by the researcher in carrying out the activity provided for in the contract, assessed by the competent academic bodies.
  - from the lack of the requirements prescribed by law and by this notice ascertained even after the establishment of the employment relationship.

### Art. 10 - PROCESSING OF PERSONAL DATA, HEAD OF THE PROCEDURE

1. The processing of personal data, present in the request to participate in this call or possibly communicated with additional documents of the request, will take place in compliance with EU Regulation 2016/679 on data protection, Legislative Decree no. 196/2003 and subsequent amendments. "*General Data Protection Regulation*" according to the principles of lawfulness, correctness, transparency, adequacy, relevance, accuracy, minimization of processing, limitation of storage, etc. referred to in art. 5, paragraph 1 of the GDPR.
2. The Data Controller is the University of Siena, legally represented by the Rector; pursuant to the University Regulation on the processing of personal data, the Data Designated person is the manager of the Personnel Area. 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.
3. The provision of personal data is to be considered mandatory. Any refusal will make it impossible to conduct the operations necessary for participation in the procedure and, possibly, for the establishment and management of the employment relationship.
4. The information relating to the processing of data, in the management of competitive examinations proceedings, drawn up in accordance with the provisions of art. 13 of EU Regulation 2016/679, is published on the University portal at <https://www.unisi.it/ateneo/adempimenti/privacy>
5. For the purposes provided for by Law no. 241/1990 and subsequent amendments, the Head of the procedure inherent to the selection referred to in this notice is the Head of the Competitive Exams Office (ufficio concorsi) Dott.ssa Rossana Cimato email: [rossana.cimato@unisi.it](mailto:rossana.cimato@unisi.it)

6. Information or clarifications on how to submit applications can be requested from the Competitive exams Office ([concorsi@unisi.it](mailto:concorsi@unisi.it)).

Art. 11 - ADVERTISING and FINAL RULES

1. This announcement, the extract in English and the acts for which publication of this announcement is expected, are published in the University's online Register and on the University's portal at: <https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-professori-e-ricercatori/ricercatori-tempo-determinato>
2. The abstract of this call, in Italian and English, is also published on the website of the Ministry of University and Research at <https://bandi.miur.it/> an on the portal of the European Union at: <http://ec.europa.eu/euraxess/>
3. For what is not provided for in this notice, reference is made to the relevant laws and regulations in force.

Siena, date of the digital signature by

The Rector  
Roberto Di Pietra

Seen by

The Director General  
Emanuele Fidora

Seen by

Head of the procedure  
Rossana Cimato