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UFFICIO CONCORSI

ABSTRACT

COMPARATIVE SELECTION FOR N. 1 FIXED TERM TENURE TRACK RESEARCH ASSOCIATE (RTT) – ART. 24, PARAG. 3, OF LAW NO. 240 DATED 30 DECEMBER 2010 – FULL TIME - SIX-YEAR TERM

1 Research:

- **GSD:** 06/MEDS-15 NEUROSURGERY AND MAXILLOFACIAL SURGERY
- **SSD:** MEDS-15/A Neurosurgery
- DEPARTMENT OF MEDICINE, SURGERY AND NEUROSCIENCE (DSMCN)
(Relief activities: With assistance activities)

ART. 1 – ASSESSMENT PROCEDURES

1. Comparative selection procedures based on qualifications, public interview and oral exam are hereby announced for the recruitment of **one (1) fixed-term research associates (RTT)** pursuant to art. 24, par. 3 of law no. 240 dated 30 December 2010. These are full-time positions for a non-renewable six-year term in the departments and the competition sector and/or academic field or discipline indicated in the attached information sheets (annex A), which are an integral part of this document.

ART. 2 – REQUIREMENTS FOR ADMISSION TO THE PROCEDURE

1. Candidates who, on the date of submission of the application, even if citizens of countries not belonging to the European Community, are in possession of the School of Medical Specialization Diploma or equivalent degree and registered with the Surgeons and Dentists National Association (Ordine dei medici chirurghi e odontoiatri), are eligible to participate in the aforementioned comparative evaluation procedure. Doctoral degrees or equivalent qualifications, obtained in Italy or abroad, constitute preferential qualifications.
2. Candidates must hold the above qualification on the date of the deadline for submission of applications.
3. Applicants holding qualifications awarded abroad must attach to the application a copy of the academic recognition (*equipollenza*) or specific legal recognition (*equivalenza*) of the equivalence of the foreign qualification to the Italian one issued pursuant to art. 38 of Legislative Decree 165/2001.
4. Pending the release of academic recognition or the declaration of equivalence of the qualification obtained abroad by the competent bodies, candidates will be admitted to the selection process with reservations.
5. The documentation proving the equivalence/equipollenza of the foreign qualification must in any case, on pain of exclusion from the selection procedure, be presented by the successful candidate to the Administration at the time of employment.
6. The requirements referred to in this article shall be met on the date of expiry of the period determined in the call for the submission of the application. Failure to meet the requirements,



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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.

7. Candidates are admitted to the competition conditionally. The Rector may, at any time, with motivated measure, order the exclusion of candidates from the procedure due to lack of requirements.
8. The following people are not admitted to the selection:
 - a. first- or second-level university professors and researchers already holding a permanent position, even those no longer in service, and individuals who have previously been awarded, for a period of at least three years, fixed-term research contracts pursuant to article 24, par. 3 of law 240/2010 (RTT);
 - b. people who have a degree of kinship or affinity up to the fourth degree including 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.

ART. 3 – APPLICATIONS AND DEADLINES FOR SUBMISSION

1. The application for admission to the procedure must be submitted only online through the PICA platform (<https://pica.cineca.it/unisi>), within the peremptory term of thirty (30) 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 must be completed in its entirety. The application cannot be sent/submitted in any other way, under penalty of exclusion from the selection. Additions/changes to the application are not allowed once the call for applications has closed.
3. Applicants are advised to access the PICA platform well in advance to consult the Guidelines for completing the application (available on the page dedicated to the call for applications procedures) and avoid system overloads that may not allow the procedure to be concluded in due time. 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.
4. In the application, applicants must declare under their own responsibility that the information provided by selecting and/or filling in the fields presented by the platform (personal data and contact information, qualifications/ admission requirements under this notice, declarations, request for aid, attachments, publications and research products, etc.) is true and correct.
5. 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 and <https://www.agid.gov.it/it/piattaforme/spid>.
 - b) access via the credentials issued by the same PICA platform



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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.

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>.

6. The date of online submission of the application 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 throughout the competition procedure.
7. The application and attachments must be in pdf format, the allowed maximum size for each document being 30 MB.
8. 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*".
9. Note that candidates of non-Italian citizenship must declare that they have adequate knowledge of the Italian language, which will be verified during the interview.
10. Together with the application the following must be attached:
 - a **dated and signed CV** containing the list of qualifications, scientific publications and activities conducted, specifying any periods (date) of involuntary removal from research activity, with particular reference to parental functions.
 - the **publications** that the candidate intends to submit for their evaluation by 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**.
11. 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 related regulations issued by decree of the President of the Republic 252/2006.
12. 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.
13. The 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 in Italian, certified in accordance with the foreign text, drawn up by the competent diplomatic or consular representation, or by an official translator.
14. For selections concerning the area of linguistics, the submission of publications written in the language or one of the languages for which the selection is announced, even if different from those



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indicated in the preceding paragraph, is permitted.

15. 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.
16. It should be noted that, in order to conclude the application procedure, payment of the competition fee must be made in the amount of **€ 20.00** (twenty 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. There is no refund of the contribution paid, even if the application is withdrawn or refused.
17. The Administration assumes no responsibility 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.
18. 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 based on 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 Board is composed of three professors, respecting where possible gender parity, from the same academic field or discipline as that of the competitive procedure or from one falling within the same macro-sector. One member is designated by the Department, while the other two members, external to the University of Siena, are drawn from a shortlist of four names compiled 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. If the Board does not complete the selection within six months of the day following the publication of the order for appointment, the Rector shall initiate the procedure for the appointment of a new Board.
4. 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.
5. Candidates, in order to challenge the members of the Board, can send a PEC addressed to the Rector (rettore@pec.unisipec.it) within seven days from the date of publication of the



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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.

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 relationships. The declaration must be sent together with a copy of a valid identity document, to the Ufficio Concorsi (Competitive Exams Office) (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-14>

7. At its first meeting, the Board will declare not to find themselves 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. After that, 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 no 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 there are their spouse, or cohabitant, relatives or next of kin until the fourth degree, or people with whom they have business relationships, shall resign from the Board for incompatibility reasons.
10. At the end of each daily meeting the Board writes up the minutes. At the end of the selection procedure, the Board shall draw up the merit ranking of candidates in order of decreasing score.
11. The Board's activities are carried out collegially and may also be completed online.

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

1. The selection is conducted by the Board by means of a preliminary assessment of the candidates with reasoned analytical judgement on their qualifications, CV 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 establish a minimum score below which candidates are not deemed eligible.
2. Should there be six candidates or less, these shall all be admitted to the interview. Conversely, if there are more than six applications, the Board shall make a preliminary selection and shall admit



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between 10 and 20 percent (in any case no less than six) of the comparatively more deserving candidates. If necessary, the oral and public discussion/examination may be held online.

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 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 draws up a ranking of suitable candidates considering the overall score.
2. The acts are approved by rectoral order after verifying the correctness of the procedure. The ranking list is published on the University's Online Register, which serves as official notification for all intents and purposes. The period for any appeals starts from the date following that of said publication.
3. The order referred to in the point above shall be transmitted to the Department concerned. The Departmental Council, with the favorable vote of the absolute majority of the first- and second-level professors, formulates the call proposal within forty-five (45) days of the approval of the acts, with said term beginning the day after publication on the Online Register.
4. The contract for the position of fixed-term university researcher (RTT) must be stipulated within ninety days of the conclusion of the selection procedure. If the contract is not stipulated, for the following three years the university cannot issue new selection procedures for the same academic field-discipline in relation to the department concerned.



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5. The ranking remains valid until the winner or one of the other suitable candidates is hired, in case the ranking is scrolled.

ART. 7 - SIGNATURE OF THE CONTRACT AND PERFORMANCE OF ACTIVITIES

1. Based on placement in the final ranking, winners will be offered a non-renewable six-year full-time contract of employment pursuant to art. 24 par. 3 of Law no. 240/2010 (Tenure track researcher), governed by the provisions in force concerning salaried employment, also in relation to tax, healthcare and social security contributions.
2. The contract may take one of two forms: full-time or part-time teaching. The total annual commitment to teaching activities and services to students amounts to 350 hours for full-time teaching and 200 hours for part-time teaching;
3. In calculating the duration of the relationship established with the contract holder and at the request of the same, periods spent on maternity, paternity or health leaves in accordance with current regulations shall not be counted.
4. The total annual commitment to research, teaching, supplementary teaching, and student support amounts to 1500 hours per year for full-time teaching and 750 hours per year for part-time teaching.
5. The University shall pay for insurance against accidents and third-party liability.
6. The trial period lasts three months.
7. For the duration of the contracts referred to in this article, employees of public administrations shall be placed, without salary or social security contributions, on leave or off-duty in cases where such a position is provided for by the relevant regulations.
8. The contract of employment does not give any right to permanent employment as academic or technical/administrative staff at the University of Siena, nor to economic or career progression. The fulfillment of these contracts constitutes a preferential qualification in competitions for access to public administrations.
9. As for the rights, duties, performance of activities and anything else not expressly indicated herein, please refer to the Regulations for Fixed-term Researchers cited in the introduction.

ART. 8 – REGIME OF INCOMPATIBILITIES AND PERFORMANCE OF FURTHER ASSIGNMENTS

1. The stipulated contracts are not compatible with the following:
 - a) any other contract of employment with a public or private body;
 - b) research grants, also from other Universities or public research bodies,
 - c) teaching contracts regulated by the relevant provisions in force;
 - d) doctoral grants or, in general, any scholarship for any purpose awarded by national or foreign institutions, except those awarded for international research mobility.

The provisions of the University Regulations regarding the authorization of full-time faculty members to carry out paid work apply to the researchers referred to in this announcement,



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provided that they are compatible with the regular performance of institutional activities and non-compete obligations.

ART. 9 - PROCESSING OF PERSONAL DATA

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 Regulations*” 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.
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 the web page: <https://www.unisi.it/ateneo/adempimenti/privacy>.

ART. 10 - ADVERTISING, FINAL RULES AND HEAD OF THE PROCEDURE

1. This announcement, the extract in English and the acts for which publication in this call is expected, are published in the University's online Register and on the University portal at: <https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-professori-e-ricercatori/ricercatori-tempo-determinato-14>
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/> and on the portal of the European Union at: <http://ec.europa.eu/euraxess/>
3. 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 identified in the Head of the Competitive Examinations Office of this University (concorsi@unisi.it).
4. For what is not provided for in this notice, reference is made to the relevant laws and regulations in force.

Date digital signature

The Rector
Roberto Di Pietra



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Endorsement
The Director General
Beatrice Sassi

Endorsement - Procedure manager
Natale Cicienia