



Disposizione del Direttore

Classificazione: III/13

**PUBLIC SELECTION, BASED ON QUALIFICATIONS AND INTERVIEW, FOR AWARDING ONE TYPE-A RESEARCH FELLOWSHIP (ART. 22, LAW 240/2010) – OF TWELVE-MONTH DURATION - Academic-scientific sector (ssd) ING-IND/35 - Competition Sector 09/B3 – HEAD SCIENTIST PROF. MARCO PRANZO- Research: Statistical analysis of the results of the implementation of scheduling algorithms for a productive cell with human operator and a Cobot - Project: CIS 5.0 - POR FESR TOSCANA 2014 – 2020, AZIONE 1.1.5 sub A1) BANDO N.2: Progetti di ricerca e sviluppo delle MPMI – DR. Gianluca Murgia**

THE DEPARTMENT HEAD

- a) Having regard to the Statute of the University of Siena issued by Rectoral Decree no. 164/2012 of 7 February 2012, as amended and supplemented;
- b) having regard to Law no. 241 dated 07.08.1990, as amended and supplemented, containing provisions governing administrative procedures, and the related University Regulations for their implementation, adopted through Rectoral Decree no. 1037 dated 30.05.2007;
- c) having regard to Law no. 104 dated 05.02.1992, as amended and supplemented, regarding the assistance, social integration and rights of disabled persons;



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- d) having regard to Presidential Decree 09.05.1994, no. 487, as amended and supplemented, containing norms governing access to jobs in public administrations and the procedures for public competitions, single competitions and other forms of recruitment in public administrations;
- e) having regard to Presidential Decree no. 445 dated 28 December 2000, as amended and supplemented, containing the act consolidating legislative provisions and regulations governing administrative documentation;
- f) having regard to legislative decree no. 165 dated 30 March 2001, as amended and supplemented;
- g) having regard to legislative decree no. 82 dated 07.03.2005, "Code for digital administration", as amended and supplemented
- h) having regard to Presidential Decree no. 189 dated 30.07.2009, "Regulations concerning the recognition of academic qualifications";
  - i) having regard to law no. 240 dated 30.12.2010, in particular art. 22, as amended and supplemented;
  - j) having regard to law no. 183 of 12.11.2011, and in particular art. 15 "Norms in matters concerning certificates and declarations in lieu of certificates and the ban on introducing, in the transposition of EU directives, other obligations in addition to those specified in the directives themselves";;
  - k) having regard to the Code of Ethics of the University of Siena Community, issued through Rectoral Decree. no. 1381 dated 28.07.2011;
  - l) having regard to Law no. 190 dated 06.11.2012 regarding "Provisions for preventing and suppressing corruption and illegality in public administrations";
  - m) having regard to Legislative Decree no. 192 dated 31.12.2014, converted, after amendment, into Law no. 11 of 27.02.2015, and in particular art. 6, par. 2-bis, which sets out that the total duration of fellowships under art. 22 of Law 240/2010, is increased by two years;
  - n) having regard to the Regulations for research fellowships pursuant to art. 22 of Law no. 240/2010, issued through Rectoral Decree no. 325/2016 of 03.03.2016, as amended and supplemented (hereafter "Regulations");
  - o) having regard to EU Regulations 2016/679 regarding personal data protection and Legislative Decree 101/2018 regarding the protection of natural persons with regard to the processing of personal data;
- p) having regard to Rectoral Decree no. 1624/2019, reg. no. 158158 of 05.09.2019, regarding the requirements for admission to procedures ex-art. 18, 22 and 24 of Law 240/2010;
- q) having regard to the resolution of the Department Board del 26.5.2021 of 115/2021, prot. 90929 DEL 27/5/2021;
- r) having regard to the provision for starting the procedure, pursuant to art. 4 of the Regulations;



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HEREBY DECREES

Art. 1 – SUBJECT

Notice **PUBLIC SELECTION, BASED ON QUALIFICATIONS AND INTERVIEW, FOR AWARDING ONE TYPE-A RESEARCH FELLOWSHIP (ART. 22, LAW 240/2010) – OF TWELVE-MONTH DURATION - Academic-scientific sector (ssd) ING-IND/35 - Competition Sector 09/B3 – HEAD SCIENTIST PROF. MARCO PRANZO-Research: Statistical analysis of the results of the implementation of scheduling algorithms for a productive cell with human operator and a Cobot - Project: CIS 5.0 - POR FESR TOSCANA 2014 – 2020, AZIONE 1.1.5 sub A1) BANDO N.2: Progetti di ricerca e sviluppo delle MPMI – DR. Gianluca Murgia**

as indicated in Annex A, which is an integral part of the present notice.

Art. 2 – ADMISSION REQUIREMENTS

1. Individuals, even extra-EU nationals, holding a second cycle degree (*laurea magistrale* or *specialistica* or a degree under the old university system or equivalent qualification) and who have a suitable scientific background for conducting research activity may be admitted to the selection procedure.
2. For academic qualifications awarded abroad, candidates must attach, on pain of exclusion from the selection procedure, the declaration of equivalence to the abovesaid academic qualification pursuant to art. 38 of Legislative Decree 165/2001, or equivalence with (*equipollenza*) the title of *dottore di ricerca* (PhD) of Italian university regulations awarded in accordance with art. 74 of Presidential Decree 382/1980.
3. Candidates may be admitted conditionally, subject to delivery, within 30 days of taking up their position, of the provision declaring the equivalence (*equipollenza*) or the declaration of equivalence pursuant to par. 2 above, if it has not yet been issued by the relevant administration by the deadline for application. In this case candidates must attach the submitted request for equivalence to the application, on pain of exclusion from the selection procedure (reference website: <http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>).
4. Failure to meet the requirements set out under point 1, as ascertained during the selection procedure or after it, will lead to the candidate's exclusion from the procedure or termination of any employment contract.
5. Candidates are admitted to the selection procedure conditionally. The administration can, at any time and under a reasoned order issued by the Head of the Department, exclude candidates from the selection procedure. Candidates shall be notified directly of their exclusion from the procedure.
6. The following cannot apply:
  - staff members of a university, institution or public research and testing agency, the National agency for New Technologies, Energy and Sustainable Economic Development (ENEA) or the Italian Space Agency (ASI), nor of the institution that awarded the advanced scientific qualification declared equivalent to the *Dott. Ric.* (PhD) pursuant to art. 74, par. 4 of Presidential Decree 382/1980;
  - those with a relationship of consanguinity or affinity up to and including the fourth degree with a professor from the Department requesting activation of the fellowship (as indicated in the table under art. 1), or with the Rector, the General Manager or a member of the University Council;



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- those who have been in receipt, from any institution, of a fellowship pursuant to law 240/2010, as modified and amended, for a period which, including the expected duration of the fellowship object of this notice, exceeds a total of 6 years, including any renewals. Fellowships received during a doctoral programme without scholarship, for the legal duration of the programme only, do not count towards the 6 year limit.

7. Candidates with a relationship of consanguinity or affinity up to and including the fourth degree with a professor from the Department requesting activation of the fellowship, or with the Rector, the General Manager or a member of the University Council cannot take part in the selection procedure.

8. Receipt of a fellowship is not compatible with enrolment on first or second cycle degree courses, doctoral research with scholarship, or postgraduate specialization in the field of medicine, in Italy or abroad, and recipients who are employees of public administrations must take a period of unpaid leave.

Art. 3 – APPLICATION PROCEDURE AND DEADLINES

1. Applications for admission and the attachments indicated below must be sent as **PDF files** by electronic means only: by certified email (PEC), by email to [pec.diism@pec.unisipec.it](mailto:pec.diism@pec.unisipec.it) or by e-mail to [amministrazione.diism@unisi.it](mailto:amministrazione.diism@unisi.it) (with attached copy of a valid identity document) **no later than 28 june 2021**

2. The date of submission is that indicated on the delivery receipt sent automatically by the certified email provider or the date the University terminal receives the email.

3. The Administration accepts no responsibility for the failed delivery of the application due to third party negligence or error. For confirmation of receipt and of the correctness of their application, candidates may call the following number: +39 0577 235897 or by mail to [amministrazione.diism@unisi.it](mailto:amministrazione.diism@unisi.it) or [tiziana.bellavista@unisi.it](mailto:tiziana.bellavista@unisi.it)

4. Applications must be drafted using the template attached to this notice ([annex B](#)) and must contain all the information requested.

In the application form candidates must declare the following under their own responsibility:

1. name, surname and Italian tax identification code (*codice fiscale*), date and place of birth;
2. nationality;
3. if Italian, the municipality in which they are enrolled on the electoral register;
4. that they have no criminal record, or any convictions (also in the case of amnesty, remission, pardon or conditional pardon) or criminal proceedings which are pending against them, that they enjoy civil and political rights;
5. if not Italian, that they enjoys civil and political rights in their country of origin or residency, and that they are adequately proficient in the Italian language;
6. that they hold the academic qualification specified in art 2;
7. their position concerning military service, only for male Italian citizens born before 1986;
8. that they are physically able to carry out the work in question. The administration reserves the right to have winners undergo a physical examination, pursuant to the laws in force;
9. their home address, and if not the same, residence for tax purposes, and email address to which any communications should be sent, as well as a contact telephone number;



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10. that they are not staff members of a university, institution or public research and testing agency, the National agency for New Technologies, Energy and Sustainable Economic Development (ENEA) or the Italian Space Agency (ASI), nor of the institution that awarded the advanced scientific qualification declared equivalent to the *Dott. Ric.* (PhD) pursuant to art. 74, par. 4 of Presidential Decree 382/1980;
11. to not have a relationship of consanguinity or affinity up to and including the fourth degree with a professor from the Department requesting the public competition or with the Rector, the General Manager or a member of the University Council;
12. to not have been in receipt, from any institution, of a fellowship pursuant to law 240/2010 for more than a total of 6 years, including any renewals and the expected duration of the fellowship object of this notice;
13. to not be enrolled on first or second cycle degree courses, doctoral research programmes with scholarship or a postgraduate school in the field of medicine, in Italy or abroad.

5. Candidates must also declare that they are aware that:

- a) the Selection Committee members will be nominated by order of the Head of the requesting Department and published on the University online noticeboard, which will serve as official notification;
- b) the selection criteria adopted by the Committee will be published on the University online noticeboard, which will serve as official notification;
- c) the approved acts will be published on the University online noticeboard, which will serve as official notification;
- d) any variation in residence or contact telephone number/email address must be promptly reported to the proposing department's administrative assistant ([amministrazione.diism@unisi.it](mailto:amministrazione.diism@unisi.it)).

6. The following must be attached to the application:

- the declaration in lieu of certification pursuant to articles 46 and 47 of Presidential Decree 445/2000 as amended and supplemented (annex C);
- a signed CV, documenting in detail the completed course of studies, research experience and outputs (publications, patents, etc.). The CV must contain a statement, pursuant to articles 46 and 47 of Presidential Decree 445/2000 as amended and supplemented, in which the applicant declares the truthfulness of the information reported therein;
- the publications submitted for evaluation by the Committee (the number of which must not exceed any limits set out in Annex A of this notice), as reported in the list signed by the candidate;
- a copy of a valid identity document, pursuant to art. 38 of Presidential Decree no. 445 dated 28.12.2000;
- any documentation providing details of the document which recognizes in Italy the qualification issued abroad, pursuant to current legislation, or, should it not yet be available, the declaration that the request for equivalence has been submitted.

7. The candidate must indicate the date and place of publication of works printed abroad. For works printed in Italy candidates must present the certificate that it has been legally registered pursuant to law 106/2004 and the related regulations issued through Presidential Decree 252/2006.



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8. Publications must be presented in the original language: those in a language other than English, French, German or Spanish must be translated into any one of these same languages. The translated texts must be submitted as typewritten copies declared to be true and accurate translations of the original, in accordance with the relevant laws in force.
9. Documents in a language other than English, French, German or Spanish must be submitted along with their translations into Italian, certified by the Italian consular or diplomatic authority or by an official translator.
10. Pursuant to art. 20 of Law no. 104 dated 5 February 1992, disabled candidates must explicitly request any required assistance in relation to their disability.
11. The administration cannot be held responsible for any lack of communication due to an error in the address indicated by the candidate or failure to notify the administration in due time of a change in the address indicated in the application form, nor for any postal errors or telegraphic malfunctions that are not attributable to the University Administration itself.

Art. 4 – SELECTION COMMITTEE

1. The Selection Committee (hereafter the “Committee”) comprises at least three experts in the field nominated by the Department Head after the deadline for application, having acquired the declaration in lieu of certification submitted by the members pursuant to art. 35/bis of legislative decree 165/2001. The scientific head of the research project is a member of the committee. The order of appointment is published on the University online noticeboard, which serves as official notification.
2. During its first meeting the Committee declares that there is no situation of incompatibility under art. 51 and 52 of the Code of Civil Procedure and in particular the absence of any relationship of kinship or affinity up to and including the fourth degree among its members, and will then proceed to nominate the Chairperson and Secretary. The Committee will subsequently establish the general criteria and the specific methods for assessing qualifications and interview, to be formalized in the corresponding minutes, which will be published on the University online noticeboard, serving as official notification.
3. At the end of each meeting the Committee shall write up the minutes.
4. All candidates, pursuant to art. 7 of the Code of Ethics of the University of Siena Community, before the start of the interview, must declare under their own responsibility that among the members of the Committee there are no persons with whom they have affinity or kinship up to the fourth degree, their spouse, cohabiting partner or business associate.

Art. 5 - ASSESSMENT OF QUALIFICATIONS AND INTERVIEW

1. The Selection Committee selects winners through comparative assessment of qualifications, professional-scientific curriculum and scientific output, as well as the interview.
2. Individual candidates will receive a notice asking them to attend the interview at least fifteen days before it is to take place. This advance notice may be shortened if all candidates explicitly agree in writing.
3. Candidates must present to interview with a valid identity document. EU nationals must present their passport or an identity document issued by their country of origin. Non-EU nationals are required to present their passport only.
4. During the interview, candidates who are foreign nationals must show adequate proficiency in the Italian language.

#### Art. 6 – RANKING

1. At the end of the procedure the Committee draws up a ranking based on the score assigned to each candidate: this ranking shall be used solely for the specific purposes set out in this notice and is valid for one year at most.
2. The acts are approved by order of the Department Head after verifying the correctness of the procedure. The ranking shall be published on the online noticeboard, serving as official notification. The period for any appeals starts from the date of publication online.

#### Art. 7 – AWARDING OF THE FELLOWSHIP

1. The fellowship agreement contains the specific functions, rights and obligations of the fellow, salary, social security contributions, and the main research activities to be undertaken. It is drafted by the Head of the Administrative Office of the Department and signed by the Department Head.
2. For fellowships in academic-scientific sectors (SSD) pertaining to the area of biology or medicine, the act shall also report the plan of healthcare assistance to be delivered in connection to the research project. Should the fellowship recipient be a non-EU national, awarding of the fellowship is subject to the actual issuance/possession, by the relevant authorities, of a residence permit/card.
3. The total duration of fellowships conferred pursuant to Law 240/2010, including those conferred by other institutions and any renewals, cannot exceed 6 years.
4. The University undertakes to respect the principle of gender equality, adopt measures to help reconcile work and family, and promote and support gender equality in the context of training, work and occupational policies.

#### Art. 8 – RIGHTS AND OBLIGATIONS

1. Fellowship activities shall be undertaken, without a contract of subordinate employment, with continuity and not just occasionally, under the supervision of the Head scientist. The fellow must personally carry out the activities requested.
2. The repeated violation of instructions from the Head scientist shall lead to withdrawal of the fellowship. The head scientist must notify the Department Head in writing of such circumstances. Withdrawal is ordered by the Department Head, after consulting with the fellowship recipient.
3. At the end of activities specified in the fellowship contract, the fellow must submit a final report to the Department head on activities completed, results and scientific outcomes, along with an assessment by the Head scientist.
4. The fellow may complete a period of research abroad, following a programme to be defined with the head scientists and on approval from the Department; expenses shall be borne by the fellow or the Department, or else covered by other external funding.
5. The fellow shall retain only his/her intellectual rights on research outcomes. They are not entitled to fair compensation nor to the economic exploitation of research results.
6. Fellowship activity is suspended during absences due to maternity, illness or injury. Fellows must inform the Head of the Department of said circumstances, as soon as they occur.

Art. 9 – SALARY AND TAX, SOCIAL SECURITY AND INSURANCE CONTRIBUTIONS

1. The annual salary will amount to **24,990 TWENTY FOUR NINE NINE HUNDRED NINE euros** gross of social security and pension contributions and personal tax liability, including administrative burdens, and will be paid in monthly instalments in arrears.
2. The University shall provide for payment of social security and tax obligations in accordance with the laws in force.
3. Any increase in the gross fellowship costs to the institution deriving from mandatory national provisions shall be charged to the university budget.

Art. 10 – RULES GOVERNING INCOMPATIBILITY AND OTHER COMMITMENTS

1. Those awarded a fellowship who are already in receipt of other scholarships or research fellowships must forgo them before accepting any joint fellowships funded through this notice, without prejudice to the exceptions provided for under art. 22, par. 3, of Law no. 240 dated 30.12.2010.
2. The fellowship is not compatible with:
  - enrolment on first or second cycle degree courses, doctoral research programmes with scholarship, postgraduate medical school, in Italy or abroad;
  - receipt of any other fellowship from any institution;
  - the position of fixed-term researcher at any University or research institute.
3. Employees, even those working part-time, of public administrations who are awarded a fellowship must take a period of unpaid leave for the entire duration of the fellowship.
4. Occasional self-employed work and work activity in relation to teaching contracts is compatible with the research fellowship only if it is previously authorized by the Head of the Department, on the basis of the reasoned opinion of the scientific head of the project, who must check that the extra activity does not hinder the regular completion of research activities.
5. The compatibility requirements must be met on the day the fellowship activities begin and must be maintained for the entire duration of the fellowship. Winners shall issue a special declaration in lieu of certification in which they undertake to notify the department Head of any variation with respect to declarations, at the moment in which said variation occurs.
6. The fellowship awarded by this competition does not assign any rights in relation to the permanent employment of the subjects mentioned in article. 7, par. 4, letter a) of the fellowship regulations indicated in the premise.

Art. 11 – FORFEITURE AND WITHDRAWAL

1. Those who do not sign the fellowship agreement or fail to start working by the specified date will forfeit the fellowship, unless due to documented health reasons.
2. Without prejudice to further sanctions pursuant to current legislation, anyone issuing false declarations will also forfeit the research fellowship.
3. The fellowship shall terminate should the expected funding not materialize.
4. Loss of the right to a fellowship is issued by order of the Head of the requesting department.





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5. Those in receipt of a fellowship may withdraw, giving at least thirty days' notice, by informing the Department Head in writing that they give up their fellowship and the reasons for doing so.
6. In the case of forfeiture or early withdrawal, the fellowship may be reassigned to the first candidate on the original ranking if there are at least 12 project months remaining.

Art. 12 - HANDLING OF PERSONAL DATA, PROCEDURE MANAGER AND PUBLICATION

1. The processing and protection of personal data contained in the application to participate in this selection procedure or communicated in documents supplementing the application, will take place in compliance with EU Regulation 2016/679 on data protection, with legislative decree no. 196/2003, as supplemented and amended, and with legislative decree no. 101/2018 regarding the protection of natural persons in the processing of personal data, provisions not conflicting with regulations, and in particular in accordance with the principles of lawfulness, correctness, transparency, appropriateness, relevance and necessity, pursuant to art. 5, par. 1 of GDPR
2. The Data Controller is the University of Siena. The personal data provided by candidates will be processed for the purpose of managing this procedure, for conferring the assignment or contract of employment, for managing rankings (where provided for in the notice) exclusively for the purpose of compliance with the law, including publication obligations pursuant to the laws in force.
3. Candidates are obliged to provide personal data. Refusal to do so would make it impossible to carry out selection procedures and to draw up and manage any contracts of employment.
4. The privacy policy is published on the University website at <https://www.unisi.it/ateneo/adempimenti/privacy>
5. For the purposes under law no. 241 of 7 August 1990, as amended and supplemented, the Manager of this selection procedure is the Head of the Administrative Offices of the requesting Department.
6. This notice of competition and the acts mentioned under art. 3 par. 5, letters a, b and c are published on the University's online noticeboard and on the University website at:  
<http://www.unisi.it/ateneo/concorsi>
7. This notice has also been published on the website of the Ministry of Education, Universities and Research ([www.miur.it](http://www.miur.it)) and on the EU portal at: <http://ec.europa.eu/euraxess/>

Siena, date of the digital signature

The Department Head  
Prof. Andrea Garulli

Approved  
The Procedure Manager  
Tiziana Bellavista



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