



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

Translation of Notice No.4515 and 4516 in Official Gazette No.7 of 26 January 2021

Public selections for recruiting 2 research fellows at various Departments of the University of Milan by entering into a 3-year subordinate employment contract under art.24 of Law 240/2010, paragraph 3.b

THE RECTOR

HAVING REGARD TO Law No.158/1987 of 22 April 1987;
HAVING REGARD TO Law No. 168/1989 of 9 May 1989, with specific regard to art. 6, under which Universities are entrusted with regulatory autonomy;
HAVING REGARD TO Law No. 241/1990 of 7 August 1990 concerning new norms governing the access to administrative documents and any subsequent amendments thereto;
HAVING REGARD TO LAW No.125/1991 of 10 April 1991 concerning gender equality at the workplace;
HAVING REGARD TO Decree of the Italian Prime Minister No.174/1994 of 7 February 1994 governing the access of the citizens of the European Union member states to jobs at public administrations;
HAVING REGARD TO Decree of the President of the Italian Republic No.487/1994 of 9 May 1994 governing the access to Public Administration jobs and the implementation of competition procedures, unique competitions and other recruitment procedures at public institutions;
HAVING REGARD TO Decree of the President of the Italian Republic No.445/2000 of 28 December 2000 concerning the Consolidated Act on legislative and regulatory provisions governing administrative documentation;
HAVING REGARD TO Law No.106/2004 of 15 April 2004 concerning the provisions related to the legal deposit of documents of cultural interest destined to public use;
HAVING REGARD TO Decree of the President of the Italian Republic No.252/2006 of 3 May 2006, published on the No.191 Official Gazette of 18 August 2006, concerning the regulation providing the provisions related to the legal deposit of documents of cultural interest destined to public use entered into force starting from 2 September 2006;
HAVING REGARD TO Leg. Dec. No. 198/2006 of 11 April 2006 concerning the "Code for Equal Opportunities between man and woman, under art.6 of Law No.246/2005 of 28 November 2005" and any subsequent amendments thereto;
HAVING REGARD TO Law No.240/2010 of 30 December 2010 concerning "Norms on university organisation, academic staff and recruiting, as well as the proxy to the Government for improving university quality and efficiency", with specific regard to art.24;
HAVING REGARD TO Ministerial Decree No.243/2011 of 25 May 2011 on "Accepted criteria and parameters, also at international level, for the preliminary assessment of candidates benefiting from contracts referred to in art.24 of Law No.240/2010;
HAVING REGARD TO the University Charter;
HAVING REGARD TO Rector's Decree of 19 July 2011 issuing the University Regulation concerning the University of Milan Ethical Code;
HAVING REGARD TO Rector's Decree of 13 July 2011, amended by Rector's Decrees of 7 October 2015 and 31 July 2020, issuing the University Regulation for recruiting fixed-term researchers under art.24 of Law No.240/2010;
HAVING REGARD TO Leg.Dec. No.5/2012 of 9 February 2012 on "Streamlining and development urgent provisions" converted into law No.35/2012 of 4 April 2012, and with specific regard to art.8 to streamline the participation to competitions and selection examinations;
HAVING REGARD TO Leg. Dec. No.33/2013 of 14 March 2013 concerning the "Reorganisation of the provisions governing the duties of information publicity, transparency and dissemination by the Public Administration";
HAVING REGARD TO Ministerial Decree No.855/2015 of 30 October 2015 concerning the "Redefinition of competition macro sectors and sectors" laid down in art.15 of Law No. 240/10;
HAVING REGARD TO the Ministry of Education, University and Research memo port.No.3672 of 15 March 2016, by which the research fellowships awarded under art.22 of Law No.240/2010 have been



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

equated to those awarded under art.51, paragraph 6, of Law No.449/1997;

HAVING REGARD TO the Board of Directors deliberation of 24 February 2015 which laid down the emolument for research fellows;

HAVING REGARD TO Ministerial Decree No.662/2016 of 1 September 2016 governing the table of correspondence between Italian and foreign academic posts under art.18, paragraph 1b, of Law No.240/2010;

HAVING REGARD TO Leg. Dec. No. 196/2003, and subsequent additions and amendments thereto, and Leg. Dec. No. 51/2018 of 18 May 2018, implementing the UE Directive No.2016/680 by the European Parliament and Council of 27 April 2016 concerning the protection of physical subjects in terms of personal data processing;

HAVING REGARD TO art. 249 of Law Decree No.34/2020 of 19 May 2020, coordinated with the Law of conversion No.77/2020 of 17 July 2020, under which the principles and directive criteria laid down in art. 247 and 248 concerning the modalities to implement competition examinations, judging committee activities and those to submit applications can be applied also to the Public Administration referred to in art.1, paragraph 2, of Leg. Dec. No. 165/2001 of 30 March 2001;

HAVING REGARD TO Rector's Decree No.2278/2020 of 17 July 2020 governing the implementation of competition examinations online and the related annexes providing guidelines for committees and candidates;

HAVING REGARD TO the Ministerial Decree No.83/2020 of 14 May 2020 on the "Special Plan for recruiting fixed-term research fellows";

HAVING REGARD TO Law No.178/2020 of 30 December 2020;

HAVING REGARD TO the deliberation of 30 June 2020 by which the Board of Directors ruled to assign one research fellow post to the Department of Biosciences on resources from the "Special Plan for recruiting fixed-term research fellows" as provided for by Ministerial Decree No.83/2020 of 14 May 2020;

HAVING REGARD TO the deliberation of 22 December 2020 by which the Board of Directors approved the aforementioned request from the Department of Biosciences;

HAVING REGARD TO the deliberation of 30 June 2020 by which the Board of Directors ruled to assign one research fellow post to the Department of Health Sciences for the BIO/16 scientific-disciplinary sector - Human Anatomy- on resources from the "Special Plan for recruiting fixed-term research fellows" as provided for by Ministerial Decree No.83/2020 of 14 May 2020;

HAVING REGARD TO the deliberation of 17 September 2020 by which the Department of Health Sciences requested for the aforementioned BIO/16 sector to be substituted by the 06/F3 competition sector - Otorhinolaryngology and Audiology - MED/31 scientific-disciplinary sector- Otorhinolaryngology;

HAVING REGARD TO the deliberation of 27 October 2020 by which the Board of Directors approved the aforementioned substitution from the Department of Health Sciences;

HAVING REGARD TO the deliberations by which the Boards of Departments of Biosciences and Health Sciences laid down useful indications to release the relevant competition notice;

NOW THEREFORE DECREES AS FOLLOWS

Art. 1

Public selections via qualifications and interview

1. The following public selections, via qualifications and public discussion, for entrusting 2 posts as fixed-term research fellows by entering into a 3-year subordinate employment contract, which may not be renewed, under art.24, paragraph 3.b to carry out research and teaching activities, complementary teaching and service activities to students have been announced:

Department of BIOSCIENCES



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

Competition code: 4515 Number of posts: 1

Competition sector: 05/D1 - Physiology

Scientific-disciplinary sector: BIO/09 - Physiology

Maximum number of publications to be submitted at the candidate's choosing: 12

Required foreign language: English

Specific duties that the researcher is requested to carry out:

- *Teaching duties: holding lectures pertaining to the BIO/09 scientific-disciplinary sector afferent to the didactic offer of the Department in the field of General, Cellular and Molecular Physiology.*
- *Scientific duties: scientific activity to study ionic channels of excitable cells and otherwise with electrophysiological and biomolecular techniques.*

Department of HEALTH SCIENCES

Competition code: 4516 Number of posts: 1

Competition sector: 06/F3 - Otorhinolaryngology and Audiology

Scientific-disciplinary sector: MED/31 - Otorhinolaryngology

Maximum number of publications to be submitted at the candidate's choosing: 15

Required foreign language: English

Specific duties that the researcher is requested to carry out:

- *Teaching duties: holding lectures pertaining to the MED/31 scientific-disciplinary sector with specific regard to laryngology.*
- *Scientific duties: autonomous research in the field of statistical analysis;*
- *Clinical-aid duties: pertaining to the MED/31 scientific-disciplinary sector.*

Art. 2

Admission requirements

1. The following are entitled to participate in the selection: candidates, non-EU citizens included, holding a doctoral degree or equivalent qualifications earned in Italy or abroad, or a medical specialization school diploma - as far as the medical area is concerned.

In case of a doctoral degree earned abroad, it is necessary to attach a copy of the equipollence decree with the Italian university PhD qualification submitted under art.74 of Decree of the President of the Italian Republic No.382/1980 or of the deliberation attesting the equivalence between the foreign qualification and the Italian one submitted under art.38 of Leg.Dec. No.165/2001. When providing these documents, the relevant authorities can provide a copy of the submission form for a request of equivalence. The request for equivalence of the qualification earned abroad must be submitted to the relevant authorities according to the instructions available at <http://www.cimea.it/en/servizi/procedure-di-riconoscimento-dei-titoli/riconoscimento-non-accademico.aspx> - *Non-academic recognition*.

In any case the documentation attesting the foreign qualification equivalence must be provided, under penalty of exclusion, to the Administration upon the potential hiring.

Candidates must also meet one the following specific requirements:

- Having entered into a contract under art.24, paragraph 3.a, of Law No.240/2010;
- Having carried out a at least 3-year research fellowship or equivalent grants at foreign universities, even if not in a row, under art.51, paragraph 6, of Law No.449/1997 of 27 December 1997, and subsequent amendments thereto;
- Having carried out a at least 3-year research fellowship or equivalent grants at foreign universities, even if not in a row, under art.22 of Law No.449/1997 of 27 December 1997;
- Having carried out a at least 3-year post-doctoral scholarship or equivalent grants at foreign



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

universities, even if not in a row, under art.4 of Law No.398/1998 of 30 November 1998;

- Having carried out at least 3 years of contracts entered into under art.1, paragraph 14, of Law No.230/2005 of 4 November 2005.

For the purposes of calculating the aforementioned minimum period of 3 years, the five different kinds of activities above can be combined.

- Holding the national scientific qualification (ASN) for full tenured or associate professors under art.16 of Law No.240/2010, provided that it is still valid, for the competition sector in question or for one of the competition sectors included in the related macro sector;
 - Holding a medical specialization diploma.
2. Open-ended full or associate professors and researchers, even if no more in service, are not admitted to participate.
 3. The following also are not admitted: applicants who were given a research fellowship and/or carried out activities as fixed-term researchers under art.22 and 24 of Law No.240/2010 at the University of Milan and/or at other Italian Universities for a period which, added together with the duration of the contract in question, is over 12 years overall.
 4. Maternity or health related issues leaves of absence under the legislation in force are not included in the aforementioned period.
 5. The following are not entitled to participate: candidates who, at the moment of their application, are within the forth degree of kinship with a professor afferent to the Department announcing the post, or with the Rector, the General Director or with a member of the University Board of Directors. The following are not entitled to participate as well:
 - a) Those who are excluded from enjoying civil and political rights;
 - b) Those who have been removed, relieved or lost their public job at the Public Administration.
 6. Candidates must meet the aforementioned prerequisites upon the deadline for the present notice.

Art. 3

Transparency

1. Pursuant to the transparency obligations laid down in Leg. Dec. No. 33/2013 of 14 March 2013, the present competition notice, the list of candidates and their curriculum vitae, the composition of the judging committee, the minutes and the results of each selection procedure are published on the University of Milan website.

Art. 4

Online application

1. The application for the selection procedure must be submitted, under penalty of expulsion, **by 12 noon (Italian time) of the fifteenth day** starting from the day following the publication of the announcement of the present competition notice on the Official Gazette.
2. The application for the present selection procedure must be **completely and exclusively filled in and submitted online** by using an IT platform available on the University of Milan website.
3. Two steps are to be followed when applying:
 - a) **Registration**
In order to register, go to the Unimi website on page https://www.unimi.it/reg_utenti_esterni/registrazione/form.html and follow the instructions below:
 - enter the chosen username and password in the required field;



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

- enter the required data.

After registering, the candidate will receive a confirmation email with a link to activate their credentials.

By entering their credentials, candidates have access to the SICON platform.

Employees at the University of Milan, who already have their official credentials - username: name.surname@unimi.it + password: email address password -, can enter the SICON platform by using their credentials with no need to register anew.

b) Filling in and submitting the application

Go to the Unimi webpage <https://www.unimi.it/it/node/581/> and select the procedure code through the research browser at the top of the page.

When entering the box related to the procedure for which you intend to apply, click on "*Presenta la domanda*".

You are now inside the SICON platform.

Fill in the application according to the relevant instructions provided by the IT system. The application form is available starting from the day on which the present competition notice is published on the Official Gazette.

After filling in the application online, candidates must print the documentation provided by the system, sign it and scan it in pdf format - or, as an alternative, e-sign it and upload the file in p7m format.

Unsigned applications entail being expelled from the procedure.

The application can be submitted 24 hours a day, within the deadline, from any computer. The online application procedure is disabled, without exception, on the deadline. On this day the IT system will not allow candidates to access the form nor send the application.

In order to complete the procedure, the candidate must upload the pdf or p7m format application accompanied by the following documents:

- 1) a pdf copy of a valid identification document;
 - 2) a pdf copy of the tax code;
 - 3) a pdf format of the self-certification, according to the Annex A table, under the provisions laid down in art. 46 and 47 of the Decree of the President of the Italian Republic No.445/2000 governing the possession of the specific requisites laid down in art.2, paragraph 3;
 - 4) a pdf format curriculum vitae, up to 30 pages, according to the Annex B table, reporting the date, but **no signature or initials**. As declared in the application, the curriculum vitae is equivalent to a self-certification under the provisions laid down in art. 46 and 47 of the Decree of the President of the Italian Republic No.445/2000 governing the possession of the qualifications reported there;
 - 5) a pdf format copy of the list of the publications submitted according to the modalities laid down in the following art.8, reporting number, date and signature;
 - 6) a .zip or .rar compressed folder containing the digitalised publications according to the modalities laid down below (it is possible to upload up to 5 compressed folders);
 - 7) a pdf format copy of the Annex C self-certification certifying that the publications comply with their original version;
 - 8) **in case of a doctoral degree earned abroad:** a copy of the equipollence decree under Decree of the President of the Italian Republic No.382/1980, or of the equivalence deliberation under Leg.Dec. No. 165/2001, or a copy of the submission form for a request of equivalence (up to 1MB);
 - 9) a pdf copy of the 25.82 euro payment slip, referred to in the following paragraph 11.
4. **The application procedure terminates by selecting "Conferma" at the bottom of the "Allegato domanda" page.** An email is sent by the system to the email address provided by the candidate confirming that the application has been received.
5. After the confirmation email, it is still possible to upload a new application within the deadline indicated in the competition notice. **To modify the application or one of the annexes submitted, it is necessary to enter "Annulla domanda" and then upload the new application and any new annexes.** Should the candidate want to replace just one or more of their annexes,



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

still it is necessary to download again the application documentation generated by the system, sign it and scan it in pdf format - or, as an alternative, e-sign it again and upload the file in p7m format. To terminate the modification process, it is necessary to select the "Conferma" option at the bottom of the "Allegato domanda" page. Should the confirmation be missing, the application shall be deemed invalid.

6. The online application procedure, of both application form and annexes, must be completed by 12 noon (Italian time) of the fifteenth day starting from the publication of the competition notice on the Official Gazette.
7. The procedure is deemed as complete once the application form and the related annexes are uploaded and sent; should the application not be sent, it will not be taken into consideration.
8. Should the deadline be on a public holiday, it will be possible to fill in and submit the application by 12 noon (Italian time) of the first available working day.
9. Those candidates whose applications were not sent within the deadline or in way different from that explained above are not admitted to participate in the selection procedure.
10. Should the aforementioned online procedure be unavailable, the University of Milan reserves the right to communicate on its website the alternative modalities to submit the application.
11. **Candidates are requested to pay, under penalty of expulsion, for each selection they intend to participate in, a fee of 25.82 euros to post office account No. 17755208 property of the University of Milan or to bank account BANCA INTESA S.p.A. – Servizio Tesoreria Enti – via Verdi n. 8 – 20121 Milano – C/C 000000463971 - IBAN: IT97 G 03069 09400 000000463971 – SWIFT CODE: BCITITMMXXX for payments issued from abroad - property of the University of Milan, 7, Festa del Perdono street specifying the compulsory reason for payment: "contributo selezione RTD – codice concorso".**
12. Any potential modifications to the address, telephone number or email address indicated by the candidate for the purposes of the present procedure must be communicated to the University of Milan without delay.
13. Disabled candidates must specify the support they need in relation to their disability in their application, as well as the potential need for extra time to sit the examination, under Law No.104/1992 of 5 February 1992.
14. All the qualifications that the candidate intends to submit must be held upon the deadline of the present notice and must be reported on the curriculum vitae exclusively by using the Annex B table.
15. The Administration reserves the right to run some sample checks to verify whether what was reported in the self-certification is true.
16. Reference to documents submitted to this or other administrations, or to documents attached to other selection procedure applications, is not allowed.

Art. 5

Application by foreign citizens

1. In addition to what is laid down in the previous article and in the documents provided during the online application, foreign citizens must declare:
 - To enjoy civil and political rights in their Country of origin, or the reason why they do not meet this requisite;
 - To have an adequate knowledge on the Italian language.



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

2. The qualifications which the European Union citizens intend to submit can be reported in their curriculum vitae by using the Annex B table.
3. Non-EU citizens who hold a regular residence permit can provide the self-certifications referred to in art.46 and 47 of Decree of the President of the Italian Republic No.445/2000 of 28 December 2000 to report status, facts and personal qualities that can be certified by public or private Italian subjects, except for the specific provisions laid down in laws and regulations governing immigration and the status of foreigners. These declarations must be sent by email to email address valcomp@unimi.it, including in the email subject line the competition code the candidate intends to participate in.
4. The Administration reserves to right to run the necessary verifications on whether what was reported in the self-certifications is true.
5. Non-EU citizens who do not hold a regular residence permit must provide a pdf digital copy of their qualifications and certificates released by the relevant authorities from their State of citizenship. These documents must come together with their translation into Italian certified by the relevant Italian consular authorities. Both qualifications and translations must be sent by email to email address valcomp@unimi.it, including in the email subject line the competition code the candidate intends to participate in. The original copies must be submitted to the Administration office upon being hired.

Art. 6 Publications

1. Publications and texts accepted for publication in compliance with the legislation in force, as well monographs, essays included in collections and articles published on paper or digital magazines exclusively are deemed as assessable for the present selection procedure. Doctoral degrees or equipollent qualifications are also taken into consideration. Internal notes and departmental reports are not assessable.
2. Scientific publications which the candidates intend to submit must be numbered in running order, in accordance with the relevant dated and signed list, and must be submitted in a digital version exclusively on pdf files collected in compressed folders - .zip or .rar - up to 5 folders.
3. The candidate must respect the maximum number of publications to be submitted (doctoral thesis or equivalent qualifications included), if laid down in art.1. Sending more publications than the maximum number laid down in art.1 of the present notice shall entail being expelled from the procedure.
4. Tests and articles accepted for publication, within the deadline of the present notice, must be submitted together with the acceptance document from the publisher.
5. Publications included in the list but not submitted or publications submitted but not included in the list attached to the application will not be taken into consideration by the judging committee.
6. Publications published in Italy must comply with Law No.106/2004 of 15 April 2004 and with the relevant regulation issued by Decree of the President of the Italian Republic No.252/2006 of 3 May 2006.



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

7. Publications published abroad must report the date and, if possible, the place of publication or, as an alternative, the ISBN, ISSN code or the like.
8. Publications must be submitted in their original language. Should this language be different from Italian, French, English, German or Spanish, candidates must submit a certified Italian translation which must comply with the original version and be written by the relevant diplomatic or consular representatives or by an official translator.
9. For procedures regarding linguistic sectors it is allowed to submit publications produced in a language or in one of the languages for which the competition was announced, even if they are different from the ones laid down in the previous paragraph.

Art. 7

Forgoing to participate in the selection procedure

1. Candidates who wish to forgo to participate in the selection/assessment procedure will have to send the pdf format scan of the relevant declaration by using the Annex D sample together with a copy of their identification document to the email address valcomp@unimi.it at the Academic and Research Staff Recruitment Office.
2. Being absent on the date of the discussion and of the oral examination, if any, shall be deemed as the wish to forgo to participate in the selection procedure.

Art. 8

Expulsion from the selection procedure

1. Candidates are admitted to the selection procedure under reserve.
2. A Rector's Decree shall motivate the expulsion of one of the candidates in default of the requirements specified in the present notice.
3. Should the reasons which motivate an expulsion be verified after implementing the selection/assessment procedure, the Rector shall decree the expiration of any rights following the participation in the procedure itself; candidates whose self-certifications provided during the application or under Decree of the President of the Italian Republic No.445/2000 are found to be untrue shall likewise forfeit their rights.

Art. 9

Formation of the Judging Committee

1. The judging Committee is composed of three professors in accordance with the modalities laid down in art.7 of the University of Milan Regulation governing the recruitment of fixed-term researchers.
2. If expressly required by the proposing Department, the Committee may be entirely composed of scholars or experts in service with foreign universities who have specific competences in the competition and scientific-disciplinary sectors referred to in the present notice and holding qualifications equivalent to the full tenured or associate professor academic positions.
3. The judging Committee is composed in respect of the provisions governing incompatibility and conflict of interest.
4. The Committee is appointed by Rector's Decree and its composition is published online on the University website.



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

Art. 10

Recusal

1. Candidates can ask for one or more of the committee members to recuse, under art.51 and 52 of the Code of Civil Procedure, by sending their request to the Rector within fifteen days from the publication on the University website of the Rector's Decree by which the Committee is appointed. The request of recusal, signed and dated, together with a valid identification document must be sent to the certified email address unimi@postecert.it and also to the email address valcomp@unimi.it.
2. Should a reason to recuse arise after the aforementioned time limit, but still before that the Committee has taken office, the deadline starts from the moment that the reason to recuse arose.

Art. 11

Duties of the Judging Committee

1. The judging Committee can hold online sessions as well.
2. During the first session, chaired by the most senior academic member, the Committee appoints the President and the secretary.
3. In order to implement a comparative assessment among candidates, the judging Committee draws up some general criteria and submits them to the procedure supervisor, who shall publish them on the University website.
4. The criteria defined by the Committee are published for at least five days after which the Committee may proceed.
5. The assessment of the candidates by the Committee includes a preliminary phase, at the end of which the Committee delivers, for each candidate, a motivated judgement on their qualifications, curriculum vitae and scientific production, doctoral thesis included, on the basis of the parameters and criteria referred to in the Ministerial Decree No.243/2011 of 25 May 2011.
6. Following the preliminary assessment, the most creditable candidates, in a number of 10% to 20% of the overall number of candidates and of no less than six, are admitted to the public discussion of their qualifications and scientific production; should the number of candidates be equal or inferior to six, all candidates are admitted to the discussion: in this event the Committee shall assess their qualifications and publications without delivering their judgement.

Art. 12

Qualifications and curriculum assessment

1. Pursuant to art.2 of Ministerial Decree No.243/2011 of 25 May 2011, for the purposes of assessing qualifications and curricula, the following elements are taken into consideration by the Committee:
 - a) doctoral degree or equivalent qualification or medical specialization diploma or equivalent, for the relevant sectors, earned in Italy or abroad;
 - b) teaching activity at Italian or foreign universities, if any;
 - c) attested training or research activity at qualified Italian or foreign institutions;
 - d) attested activity in the clinical field as regards competition sectors for which these specific competences are requested;
 - e) implemented projects as regards competition sectors for which these are requested;
 - f) organising, directing and coordinating national and international research groups or participating in them;
 - g) holding patents for the competition sectors for which they are requested;
 - h) speaking at committees and national or international conferences;
 - i) being awarded or having received national and international recognition for research activities;
 - j) holding a European specialisation diploma recognised by international boards, for the competition sectors for which it is requested;



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

k) qualifications under art.24, paragraph 3.a and 3.b of Law No.240/2010 of 30 December 2010.

2. Each element is assessed with specific regard to its significance in relation to the quality and quantity of the research activity carried out by each candidate.
3. The Committee assesses any other qualifications or statements even if not expressly required to be admitted to the present selection.

Art. 13

Assessment of scientific production

1. During the candidate preliminary comparative assessment, the Committee takes the following into consideration exclusively: publications and texts accepted for publication in compliance with the legislation in force, as well monographs, essays included in collections and articles published on paper or digital magazines exclusively are deemed as assessable for the present selection procedure. Internal notes and departmental reports are not assessable. Doctoral theses and equivalent qualifications are taken into consideration even if the aforementioned conditions do not subsist.
2. Under art.3 of Leg.Dec. No.243/2011 of 25 May 2011, the criteria applied by judging committees when assessing scientific publications are the following:
 - a) originality, innovation, methodological accuracy and resonance of each scientific publication;
 - b) coherence between each publication and the competition sector for which the selection is announced and the potential profile, defined exclusively by indicating one or more scientific-disciplinary sectors, or the interdisciplinary topics strictly linked with these sectors;
 - c) scientific resonance of each publication and its dissemination within the scientific community;
 - d) analytical definition of the individual contribution provided by the candidate when working in collaboration, also based on criteria recognised by the international scientific community of reference.
3. In assessing the candidates, the overall amount, intensity and temporal continuity of the scientific production submitted by each candidate are taken into consideration by the judging committee, excluding those periods of time they had to stop doing research, upon due justification, with particular reference to parenting.
4. For those competition sectors whose use is internationally accepted, when assessing publications, the Committee shall take into consideration the following indicators, under art.4 of Ministerial Decree No.243/2011 of 25 May 2011:
 - a) overall number of quotations;
 - b) the mean of quotations per publication;
 - c) overall impact factor;
 - d) the mean of impact factors per publication;
 - e) combinations of the aforementioned parameters to enhance the impact of the candidates' scientific production (Hirsch indicator and the like).

Art. 14

Public discussion of qualifications and scientific production

1. The date of the discussion shall be communicated to candidates at least 20 days in advance. Should a preliminary selection be necessary, the potential admission shall be published on the University website on page <https://www.unimi.it/it/node/581/> in the days following the preliminary assessment. Candidates must bring with them a valid identification document.
2. Together with the discussion of qualifications and publications, the adequate knowledge of the foreign language laid down in art.1 shall be tested.
3. Following the public discussion, the Committee attributes a score to the qualifications and publications submitted by the candidate.



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

4. Qualifications are given a maximum of **30 points**; scientific publications are given a maximum of **50 points**. The overall amount, intensity and temporal continuity of the scientific production submitted by each candidate are also assessed by the judging committee for a maximum of **20 points**, excluding those periods of time they had to stop doing research, upon due justification, with particular reference to parenting.
5. Following the results of each assessment, the Committee draws up a ranking and selects the winner, by a deliberation passed by absolute majority.
6. The documentation produced by the Committee includes the minutes for each session, including judgements for each candidate and the reason why the winner was chosen as such, together with the final report on the activities carried out by the Committee.
7. Following the end of its activities, the Committee submits all the competition documentation in a close envelope sealed by the initials of each committee member.
8. The judging committee must terminate the selection procedure within 3 months starting from the announcement of the relevant decree by which the Committee is appointed.

Art. 15

Documentation regularity verification

1. The Committee President shall deliver the documentation to the selection supervisor within 5 days from the last committee session.
2. By decree the Rector verifies the documentation regularity, approves the ranking and appoints the winner within 30 days from their submission.
3. Candidates are informed about the results of the selection exclusively through the publication of a Rector's documentation approval Decree on the University website, on page <https://www.unimi.it/it/node/581/>. The time period to challenge the results starts from the date of publication of the aforementioned Rector's Decree on the University website.
4. The minutes and the final report drawn up by the judging committee are published on the University website.
5. Should the Rector notice an irregularity, upon due justification, the documentation might be resent to the Committee for it to be regularised within the deadline established by the Rector themselves.

Art. 16

Call

1. The relevant Department Board shall submit the call for entrusting the post to the candidate appointed as the winner by absolute majority of full tenured and associate professors.
2. The Department Board can take advantage of the ranking listed by the judging Committee for calls which become effective within six months from the documentation approval exclusively and for the following cases only:
 - if it is impossible to implement the call in default of the prerequisites declared in the application or should the equivalence/equipollence of the foreign qualification lack;
 - if the candidate called for the post forgoes;
 - if the aforementioned candidate does not take up working duties;
 - if the candidate resigns after taking up duties.
3. The Board of Directors approves the call proposal and authorises to enter into a contract.

Art. 17

Contract



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

1. At the moment of entering into an individual fixed-term subordinate employment contract, the Administrations requires that the relevant person submit the necessary documents to be employed in a public institution.
2. The private law contract entered into with and by the researcher must also report the following indications:
 - the date of start and termination of the relevant employment;
 - the working regime chosen by the researcher;
 - the overall emoluments;
 - welfare and insurance;
 - the Department of reference;
 - the competition and scientific-disciplinary sectors of reference.

Art. 18 **Incompatibility**

1. The relevant contract shall not be added up to similar contracts, even if entered into at different universities or public or private scientific institutions, nor to attending PhD degree courses, nor to research grants or post-graduate research scholarships.
2. For the duration of the contract, Public Administration employees referred to in art.1, paragraph 2, of Leg.Dec. No.165/2001 of 30n March 2001 are sent on leave or untenured or on a similar position if laid down in the Administration regulations they belong to.
3. For compatible activities, if not amended by Law No.240/2010, the provisions governing confirmed tenured researchers shall apply to compatible activities, with specific regard to Leg.Dec. No.57/1987 converted into Law No.158/1987.
4. The provisions laid down in art.53 of Leg.Dec. No.165/2001 and the University Regulation on the authorisation to render paid external services shall apply to authorisations.

Art. 19 **Activities of fixed-term researchers**

1. Regardless of the kind of contract, the fixed-term researcher:
 - shall carry out scientific research in the field of the scientific-disciplinary sector pertaining to the profile;
 - shall carry out teaching activities, in compliance with the legislation and the University Regulations in force, according to the decisions of the relevant Bodies;
 - shall carry out aid activities if linked to their teaching tasks, following an agreement between the university and the relevant health institutions;
 - shall participate in Committees checking on students' advancement and in final dissertation Committees to earn a degree at the university, also by following theses implementations;
 - shall carry out tutoring and guidance activities for students for the purposes of arranging their study plan, according to their office hour calendar;
 - might be entrusted with research projects in compliance with the legislation in force;
 - shall participate in Departmental activities and in the Didactic Committee meetings in accordance with the modalities regulated by the Department Regulation.
2. The estimated overall annual emolument is of 1,500 hours on full time.
3. 350 hours on full time and 200 hours of fixed time must be dedicated to rendering teaching, complementary teaching activities and service activities to students, in accordance with the deliberations of the relevant University Regulations.

Art. 20 **Activity assessment**



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

1. The results and the activities carried out by fixed-term researchers are assessed in accordance with the modalities designated by the Board of Directors, following the opinion of the Academic Senate.
2. The researcher must submit an annual report in compliance with templates and criteria laid down by the University.

Art. 21 Emolument

1. The overall gross annual emolument awarded to the contract holders is equal to that provided for by the legislation in force.

Art. 22 Contract termination

1. The researcher who wishes to terminate the contract must communicate their will to the Rector and to the relevant facility with a 30-day advance notice.
2. Without any notice, the Administration shall withhold the amount corresponding to the wages which the employee should have received for the duration of the notice period during which they did not work.
3. A contract terminates:
 - on the expiration date of the contract;
 - if the researcher wishes to terminate it;
 - for just cause under art.2119 of the Civil Code;
 - if the researcher fails to perform the activities laid down in the contract, assessed by the relevant Academic Bodies.

Art. 23 Personal data processing

1. Under Legislative Decree No.51/2018 of 18 May 2018, the University of Milan undertakes to respect the confidentiality of all information provided by the candidate. All the data provided are processed for the relevant purposes connected to and functional to the procedure and potential appointment, in compliance with the legislation in force. The privacy information sheet is available at <https://www.unimi.it/it/ateneo/normative/privacy>.

Art. 24 Procedure supervisor

1. The present selection procedure supervisor is Ferdinando LACANNA - email address: ferdinando.lacanna@unimi.it .
2. For further information, please refer to the Academic and Research Staff Recruitment Office - telephone number 025031/3065-3101-3103; email address: valcomp@unimi.it .

Art. 25 Publication of the competition notice

1. The present notice is announced on the Official Gazette - Concorsi ed Esami 4th special series.
2. The complete text is published on the University of Milan website, on the Italian Ministry of Education, University and Research website and on the EU platform for researcher mobility.

Art. 26 Final provisions



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
Settore Procedure Concorsuali Personale Docente e TAB

1. What is not expressly laid down in the present notice shall remain with the provisions laid down by the legislation referred to in the present deliberation, if applicable, as well as with the relevant legislation in force.

THE RECTOR
Elio Franzini