

The following table is a summary of the requirements for participating in the competition. The official version is the Italian one. For detailed information, please see the competition announcement

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Deadline: December 10th, 2018, 12pm

Selection procedure by comparative evaluation for the recruitment of 1 researcher on external funds with a fixed-term employment contract full-time for the three-year - pursuant to art. 24 paragraph 3 letter a) of Law no. 240/2010

Decree n.	3554/2018 of October 22 th 2018
Positions	Position Code: 3954 Number of positions: 1 Place of work: Department of Clinical Sciences and Community Health Academic Field: 06/B1 - Internal medicine Academic Discipline: MED/09 - Internal medicine Maximum number of publications to be presented: 15 Required foreign language: English
Admission and Eligibility requirements	Requirements for participation: - PhD or equivalent qualification, obtained in Italy or abroad - Medical Specialization Diploma (for medical area positions) In order to be eligible in the selection, candidates must possess the above mentioned requirements within the submission deadline of the application. Applications from Full professors, Associate professors, or researchers with tenure will not be accepted, even if the applicant is not in service. The candidates who cannot be eligible to the participate in the selection are those candidates who have a kinship or affinity degree, included the fourth degree, or a conjugal relationship or cohabitation, with a Professor belonging to the Department which proposes the name of the professor or with the Rector, General Director or a member of the Board of Governors of the Università degli Studi di Milano; if this case occurs after the procedure deadline, these candidates must communicate it and at the same time withdraw from the selection officially.
Application for the selection procedure	The applications must be submitted by above mentioned deadline by only using the online procedure available through the following website http://www.unimi.it/ateneo/valcomp/93997.htm otherwise they will be excluded from the selection. The candidates have to go on http://www.unimi.it/ateneo/valcomp/93997.htm and choose the box regarding the position they request. In the box, they have to click on "Presentazione domanda di partecipazione". The site will redirect them on the account registration page. They have to insert their data. After completing registration, they can log in to Unichiamata and send their application. The participation application must include: - pdf or p7m file of the admission application, which has to be signed, under penalty of exclusion; - pdf file of identity card; - pdf file of Italian Tax Code, if possessed; - pdf file of non-signed CV (max 30 pages), drawn up as shown in the attached outline "Allegato A"; - pdf file of list of submitted publications, which has to be signed; - zip o rar files containing pdf files of submitted publications not exceeding the above-mentioned maximum number; - pdf file of "dichiarazione sostitutiva di atto di notorietà", which certifies that publications are true copies of the originals, drawn up as shown in the attached outline "Allegato B"; - pdf file of copy of the €25,82 payment invoice.
Application fee	Candidates must attach to the application form the receipt of payment of € 25.82 for the application fee. The payment has to be made to the 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: BCITIT33100 – in the name of Università degli Studi di Milano, Via Festa del Perdono 7 – Milano, Italy. They must also record the reason for payment with the description: “contributo selezione RTD – codice concorso...”
Change of address	All the communications will be sent only through e-mail to the e-mail address included in the participation application. Therefore, any change of domicile postal address or e-mail address inserted in the application must be promptly communicated to the Office by e-mail to the following address valcomp@unimi.it .
Disability	Disabled candidates are required to submit a specific request concerning logistics details and support needed for the participation in the oral exams.
How to present qualifications and documents	Foreign citizens have to declare: - to enjoy civil and political rights in their own country; - have an adequate knowledge of Italian language. European citizens can certify on CV the possession of the required qualifications by using the attached outline “A”. Non-EU citizens resident in Italy can present substitutive declarations whenever they have to certify conditions, facts and personal qualities, that can be endorsed or attested by public and private Italian institutions, by using the attached outline “B”. The declarations must to be sent by e-mail to valcomp@unimi.it . Non-EU citizens non-resident in Italy must present the original or a certified copy of their qualifications. Certificates issued by the competent administration of the candidate’s country of citizenship must be consistent with the laws of that country and must also be legalized by the competent Italian diplomatic representatives. Foreign official records and documents must be presented with an attached legalized translation in the Italian language issued by the competent Italian diplomatic representatives or by an official translator. The documents must to be sent by e-mail to valcomp@unimi.it .
Exclusion from the competition	The exclusion from the competition can be decided by motivated action of the Rector at any time in default of the admission prerequisites and is notified to the candidate.
Withdrawal of the candidate	If a candidate withdrawals from the selection procedure, he/she has to send an official document, drawn up as shown in the attached outline “Allegato C”. He/she has to send it by e-mail to valcomp@unimi.it , by enclosing the copy of a valid identity document.
Publications	Publications must be sent only in pdf format, contained in one or more zip or rar files. Scientific publications must be numbered in progressive order and recorded in the dated and signed list. Numeration must coincide with the numbering of the presented publications. Publications recorded in the list but not presented, or presented without having been recorded in the list, will not be taken into consideration by the Selection Board. Publications must be presented in the language in which they were originally written. When written in a language other than Italian, French, English, German or Spanish, they must be translated into one of the above mentioned languages and presented in the original version with an attached typewritten translation. For the competition concerning linguistic subjects, candidates are allowed to present publications written in the language, or in one of the languages, for which the competitive announcement has been issued. For publications printed in Italy, the following must be recorded: authors’ names, title of the publication, publisher, place and date of publication; or title of the article, number of the collection or volume, and year of publication. For publications printed abroad, the following must be recorded: the date, and when possible, the place of publication or in alternative the ISBN code or an equivalent. Papers or articles accepted for publication within the evaluation competition deadline, must be presented with the attached publisher’s acceptance receipt.
Judging Commissions	The Commission, appointed by decree of the Rector, in accordance with art. 12 of the “Regolamento di Ateneo per la disciplina della chiamata di professori di prima e seconda fascia” (Rules concerning the call of Full and Associate Professors). The Judging Commissions are appointed by decree of the Rector and published in the following University Website: http://www.unimi.it/ateneo/valcomp/93997.htm It is possible to address to the Rector notifications of incompatibilities and anomalies through the Office sending an e-mail to valcomp@unimi.it within 15 days from the date of publication of the decree of appointment.
Selection procedure	The selection procedure will be based on the following steps:

	<p>a) definition of the evaluation criteria</p> <p>b) pre-selection of the candidates to be admitted in the participation in discussion of publications, on the basis of the criteria and judgments expressed, according to the overall preliminary judgment. The number of the admitted candidates must not be higher than 20% (rounded up) of the total of the candidates and not lower than 6</p> <p>c) discussion of publications the candidate submitted and, eventually, ascertainment of requested foreign language knowledge</p> <p>d) evaluation and scoring of qualifications, CV and publications</p> <p>e) identification of the most qualified candidate.</p>
Verification of regularity of acts	<p>The Commission must complete all the procedures within three months since the date of the Appointment Rector's decree.</p> <p>The Rector verifies the regularity of the acts within 30 days from the submission of the documents by the Commission.</p> <p>If the verification is positive, the Rector approves the Commission acts through his decree where he declares the name of the selected candidate/candidates.</p> <p>If after the verification, faults are identified, in case they can be rectified, the Rector resend the acts to the Commission.</p>
Call of the selected candidate	<p>Within a month from the date in which the acts are approved by the Rector, the Department proposes to the Board of Governors the call of the applicant/applicants selected by the Commission.</p> <p>Subsequently, the Board of Governors decides whether to approve or not the proposals of the Department.</p>
Information	<p>For more information please contact:</p> <p>Ufficio Reclutamento e Carriere personale docente e ricercatore</p> <p>tel. +39 025031/3065-3102-3103</p> <p>e-mail: valcomp@unimi.it</p>