



SETTORE CONCORSI - RECLDOC

7.1 Rector's Decrees

**Public selection for recruiting 1 fixed-term tenure track researcher (RTT) at the Departments of Clinical Sciences and Community Health, by entering into a 6-year subordinate employment contract under art. 24 of Law no. 240/2010 of 30/12/2010, as amended by art. 14 paragraph 6-decies of Law Decree no. 36/2022 of 30/04/2022, converted with amendments into Law no. 79/2022 of 29/6/2022, to be funded by the resources pursuant to Ministerial Decree no. 445/22**

THE RECTOR

HAVING REGARD TO Law no.158/1987 of 22/4/1987;

HAVING REGARD TO Law no.168/1989 of 9 May 1989 and in specific regard to art. 6, pursuant to which Universities possess regulatory autonomy;

HAVING REGARD TO Law no. 241/1990 of 7 August 1990 concerning the new regulations governing the access to administrative documents and subsequent amendments thereto;

HAVING REGARD TO D.P.C.M. (Prime Ministerial Decree) no. 174/1994 of 7/2/1994, laying down regulations on the access of the citizens of the Member States of the European Union to jobs at public administrations;

HAVING REGARD TO Presidential Decree no. 445/2000 of 28 December 2000, laying down the Consolidated Text of the legislative and regulatory provisions on administrative documentation;

HAVING REGARD TO Law no. 106/2004 of 15/4/2004 concerning the regulations pursuant to the legal deposit of the documents of cultural interest intended for public use;

HAVING REGARD TO Presidential Decree no. 252/2006 of 3/5/2006 concerning the regulations pursuant to the legal deposit of the documents of cultural interest intended for public use;

HAVING REGARD TO Legislative Decree no. 198/2006 of 11/4/2006 "Code of equal opportunities for men and women, pursuant to art. 6 of Law no. 246/2005 of 28/11/2005", and subsequent amendments;

HAVING REGARD TO Law No.240/2010 of 30/12/2010 concerning "Regulations on university organisation, academic staff and recruiting, as well as proxy to the Government for improving university quality and efficiency";

HAVING REGARD TO Ministerial Decree n. 243/2011 of 25/5/2011 "Criteria and standards approved, also at international level, for the preliminary evaluation of the candidates recipient of the contract as provided for in art. 24 of Law no. 240/2010;

HAVING REGARD TO the University Statute;

HAVING REGARD TO Legislative Decree no. 5/2012 of 9/2/2012 "Urgent measures regarding simplification and development" converted in Law no. 35/2012 of 4/4/2012, in specific regard to art. 8 in terms of facilitating the participation to selection procedures and tests;

HAVING REGARD TO Legislative Decree no. 33/2013 of 14/3/2013 "Reorganisation of the discipline regarding disclosure obligations, transparency and dissemination of information on behalf of the Public Administrations";

HAVING REGARD TO Ministerial Decree n. 855/2015 of 30/10/2015 "Reassessment of the macro-sectors and the selection procedures' sectors";

HAVING REGARD TO the EU Regulation 2016/679 and Legislative Decree no. 196/2003 and subsequent additions and amendments thereto, concerning the protection of natural persons with respect to the processing of personal data;

HAVING REGARD TO Rector's Decree no. 224/2019 of 18/1/2019, with which have been issued the University Regulations related to the Code of Ethics and for integrity in the University of Milan's research;

HAVING REGARD TO Law Decree no. 36/2022 of 30/4/2022, converted with amendments into Law no. 79/2022



of 29/6/2022;

HAVING REGARD TO Ministerial Decree no. 445/2022 of 6/5/2022 “Extraordinary plans for university staff recruitment 2022-2026”;

HAVING REGARD TO Ministerial Decree no. 456/2023 of 10/5/2023 which regulates the correlation tables between academic positions both Italian and foreign, pursuant to art 18, paragraph 1.b) of Law 240/10;

HAVING REGARD TO Rector’s Decree no. 2694/2023 of 22/5/2023, with which have been issued the new University Regulations for the recruitment of tenure track researchers (RTT), under art. 24 of Law no. 240/2010 of 30/12/2010, as amended by art. 14 paragraph 6-decies of Law Decree no. 36/2022 of 30/04/2022, converted with amendments into Law no. 79/2022 of 29/6/2022;

HAVING REGARD TO Rector’s Decree no. 2962/2023 of 6/6/2023, which regulates the carrying out of the competition tests in telematic mode and the respective annexes with guidelines for commissioners and candidates;

HAVING REGARD TO the deliberation of 27/6/2023, in which the Board of Directors has ordered the assignment, among others, to the Department of Clinical Sciences and Community Health, of 1 fixed-term tenure track researcher (RTT) for the competition sector 06/F3 - Otorhinolaryngology and Audiology, ssd MED/31 - Otorhinolaryngology, to be funded by the resources pursuant to Ministerial Decree no. 445/22;

HAVING REGARD TO the deliberation of 18/10/2023, by which the Council of Department of Clinical Sciences and Community Health has supplied useful information for the emanation of the pertinent call;

### HEREBY DECREES AS FOLLOWS

#### Art. 1

#### Public selection by qualifications and interview

1. The following public selection procedure, based on qualifications and public debate, is hereby announced for the recruitment of 1 fixed-term tenure track researcher (RTT), by stipulating a 6-year subordinate employment agreement, pursuant to art. 24 of Law no. 240/2010 of 30/12/2010, as amended by art. 14 paragraph 6-decies of Law Decree no. 36/2022 of 30/04/2022, converted with amendments into Law no. 79/2022 of 29/6/2022, for carrying out research and didactic activities, integrative didactic and service activities for students, to be funded by the resources pursuant to Ministerial Decree no. 445/22;

#### Department of Clinical Sciences and Community Health

Competition code: **5435** Positions: **1**

Competition sector: **06/F3 - Otorhinolaryngology and Audiology**

Scientific-disciplinary sector: **MED/31 - Otorhinolaryngology**

Maximum no. of publications to be submitted, chosen by the candidate: **15**

Foreign language required: **English**

Specific functions that the researcher has to perform:

- *Didactic functions: assignment of the teachings related to SSD MED/31 in Bachelor’s Degree, Master’s Degree and postgraduate courses.*
- *Scientific functions: research activities concerning SSD MED/31 with specific regard to otologic disorders.*
- *Clinical-care functions: relevant to the SSD MED/31 in the field of otorhinolaryngology, with specific regard to ENT surgical and neurosurgical borderline diseases in adults and children, after prior agreement with a Regional and Public Service of the National Health System (SSN).*



**Art. 2**  
**Admission Requirements**

1. The selection is open to candidates, including citizens of countries belonging or not belonging to the European Union, in possession of a PhD or equivalent qualification obtained in Italy or abroad, or a medical specialisation diploma for the fields concerned.

In case of a PhD obtained abroad, the candidate can:

- attach a copy of the recognition procedure for academic purposes (equipollence), issued by an Italian University, of the PhD obtained abroad;  
or
- attach a copy of the non-academic recognition procedure (equivalence) of the PhD for participating in competitions for researchers in Universities and in Public Research Institutions, pursuant to Legislative Decree 206/2007 - modified with Legislative Decree 15/2016 (for EU titles) - and Presidential Decree 394/99 (for non-EU titles);  
or
- attach a copy of the non-academic application for recognition (equivalence) of the foreign title for participating in competitions for researchers in Universities and in Public Research Institutions, pursuant to Legislative Decree 206/2007 - modified with Legislative Decree 15/2016 (for EU titles) - and Presidential Decree 394/99 (for non-EU titles); forwarded to the Ministry of Education, University and Research, as follows:

The application must be submitted by filling the specific form (Annex A of this call).

The documents to be attached are indicated in the form, and specifically, the following must be issued by using the ensuing procedure:

- 1) PhD parchment with the formality of the Hague Apostille;
- 2) academic certificate which states both the institution in which the PhD course has been attended, and the attendance options of the course (full-time or part-time; on-line or in-person) with the formality of the Hague Apostille;
- 3) Degree parchment with the formality of the Hague Apostille;
- 4) certificate of the exams related to the title with the formality of the Hague Apostille.

With regard to point 2), if the foreign institution does not issue the certificate regarding the on-line or in-person attendance, the MUR can be authorised, upon transmission of the application, to acquire the information directly from the institution.

The application and the related documents must be sent to the certified e-mail address [dginternazionalizzazione@pec.mur.gov.it](mailto:dginternazionalizzazione@pec.mur.gov.it). This address can also receive e-mails from ordinary, uncertified e-mail addresses.

A successful recognition procedure for academic purposes (equipollence) of the foreign title or the non-academic recognition procedure (equivalence) of the title are a fundamental requirement for participating in the selection and for the potential hiring.

2. The subjects who already work with an open-ended contract, such as full or associate professors, or



university researchers, even if no more in service, as well as those who were assigned, for at least three years, a contract of fixed-term tenure track researcher, are not eligible for participating in the selection.

3. Those who, at the time of application, are within the fourth degree of kinship - up to and including the fourth degree - with a professor attached to the department or facility requesting the post, or with the Rector, the General Director, or a member of the University Board of Directors, are also considered not eligible. Marital relationship is not a ground for ineligibility to participate in the procedure.
4. Moreover, the following categories can't participate in the selection procedure:
  - a) those who are excluded from the enjoyment of civil and political rights;
  - b) those who have been relieved, revoked or removed from a public employment at a Public Administration.
5. Applicants must be in possession of the aforementioned requirements at the deadline of the call.
6. The procedure referred to in this call is open and not subject to any participation reservation laid down in paragraphs 2 and 3 of art. 2 of the University Regulations for the recruitment of fixed-term tenure track researchers (RTT).

### Art. 3 Transparency

1. In application of the transparency obligations under Legislative Decree no. 33/2013 of 14/3/2013, this competition notice, the list of candidates with their CVs, the judging committees, the Minutes and the result of the selection procedure will be published on the University website.

### Art. 4 Online application

1. The application for the selection must be issued, under penalty of exclusion, **by 12 noon (Italian time) of the thirty-first day** starting from the day following the publication of the competition notice on the Official Gazette.
2. The application for the 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](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;
- enter the required data

After registering, the candidate will receive a confirmation email (at the email address stated during the procedure) 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 ([name.surname@unimi.it](mailto: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 for the selection.

The candidate goes to the Unimi website, on page

<https://www.unimi.it/it/node/581/> and chooses the procedure code through the search engine at the start of the page.



Inside the box related to the selection the candidate wishes to apply to, click on the link “*Presenta la domanda*”.

You are now inside the SICON platform.

The candidate fills 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 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 PAdES o CADES format.

**The signature at the bottom of the application must exclusively be either handwritten or digital.**

The application can be submitted 24 hours a day, within the deadline, from any computer. The online application procedure is disabled, without exception, at 12 noon (Italian time) 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 hand-signed application form scanned in PDF format (or, alternatively, e-signed in PAdES or CADES format) and the following documents:**

- 1) a pdf copy of a valid identification document without any signature or initials;
- 2) a pdf copy of the tax code without any signature or initials;
- 3) a pdf format curriculum vitae, up to thirty pages, according to the form (Annex B), dated, without any signatures 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 Presidential Decree no. 445/2000 governing the possession of the qualifications reported there;
- 4) a numbered list, with date and signature, of the publications no older than 10 years counting from the year of publication of this notice, with effect from 1 January, issued with the modalities laid down in the following art. 6, hand-signed and scanned in PDF format or, alternatively, e-signed in PAdES or CADES format.
- 5) a compressed folder in .rar or .zip format containing the publications in digital format, according to the modalities specified below (it is possible to upload up to 5 compressed folders);
- 6) self-certification in lieu of affidavit (Annex C), certifying that the publications comply with their original version, hand-signed and scanned in PDF format or, alternatively, e-signed in PAdES or CADES format.
- 7) In case of PhD obtained abroad: a copy of the decree of academic recognition (former equipollence) of the foreign title or a copy of the non-academic recognition provision (former equivalence) or a copy of the receipt for submitting the request of equivalence;
- 8) a pdf copy of the receipt for the payment of € 25,82, as referred to in the following paragraph 11, without any signatures or initials

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 submitting the application, it is possible to insert a new one within the deadline indicated in the call. **To modify the application or one of the annexes submitted after their confirmation, 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, still it is necessary to download again the application documentation generated by the system, hand-sign it and scan it in pdf format - or, as an alternative, e-sign it again and upload the file in PAdES o CADES 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 thirty-first day starting from the day following 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; in case of non-submission, the application 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. The applications of the candidates which were not sent within the deadline or in any different way 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. **The candidates are required to pay a non-refundable contribution of € 25,82, exclusively by means of standard wire transfer on the bank account of 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 the payments from abroad - addressed to the University of Milan, Via Festa del Perdono 7, forcefully by indicating the reason: "contributo selezione RTT - codice concorso.....". It is not possible to pay the contribution via instant wire transfer.**
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 at the email address [valcomp@unimi.it](mailto:valcomp@unimi.it).
13. Candidates with disabilities have to state in their application the support service needed, in relation to their handicap, as well as the possible need for additional time for the completion of tests, pursuant to Law no. 104/1992 of 5/2/1992.
14. All the qualifications that the candidate intends to submit must be held upon the deadline of the present notice and must be reported **exclusively on the curriculum vitae using the form referred to in Annex B**
15. In the application the candidates declare, under their own responsibility:
  - 1) their citizenship;
  - 2) the absence of criminal record or any criminal convictions they may have committed;
  - 3) if Italian citizens: to be registered in electoral rolls, specifying the municipality and stating, if possible, the reasons for their non-registration or cancellation.
  - 4) if foreign citizens: to enjoy civic and political rights in their home Country, or the reasons why they are denied such rights;
  - 5) of not having been removed from an employment at a Public Administration due to persistent insufficient performance, and of not having been revoked a public employment, pursuant to art. 127.d) of Presidential Decree no.3/1957 of 10/1/1957;
  - 6) of possessing the required qualification provided for by art. 2;
  - 7) of not being subjects who already work with an open-ended contract, such as full or associate professors, or university researchers, even if no more in service, and of not having been assigned, for at least three years, a contract of fixed-term tenure track researcher;
  - 8) of not being within the fourth degree of kinship, up to and including the fourth, with a professor attached to the department or facility requesting the post or with the Rector, the General Director or with a member of the University Board of Directors.
16. The Administration reserves the right to carry out inspections, as well as sample checks, on the truthfulness of the self-declaration of certification.
17. It is not allowed to refer to documents submitted to this or other administrations, or documents attached to applications for other selection procedures.



## Art. 5

### Application for foreign citizens

1. Foreign citizens, in addition to what stated in the previous article and in the documents available in the online procedure, must also declare in their application:
  - of enjoying civic and political rights in their home Country, or the reasons why they are denied such rights;
  - of having an adequate knowledge of the Italian language.
2. The qualifications that the European Union citizens wish to submit must be included in the curriculum vitae using the form referred to in Annex B.
3. Non-EU citizens in possession of a valid residence permit may use the self-declarations in lieu of affidavit under art. 46 and 47 of Presidential Decree n. 445/2000 of 28/12/2000, if they are required to prove status, facts and personal qualities, which can be certified or attested by public or private Italian entities; Such self-declarations must be uploaded in a compressed folder in .zip or .rar format.
4. Non-EU citizens who cannot use the self-declaration in lieu of affidavit under art. 46 and 47 of Presidential Decree n. 445/2000 of 28/12/2000 must include in their curriculum vitae the qualifications they wish to submit to the assessment of the Committee, uploading in addition a compressed folder in .zip or .rar format which includes the documents and qualifications in .pdf format, with an attached self-declaration of conformity with the original.
5. The Administration reserves the right to carry out appropriate checks on the truthfulness of the self-declaration of certification.
6. Non-EU citizens must provide, at the request of the Administration, at any time or, in any case, at the time of the possible recruitment, the qualifications issued by the competent authorities of the State of which they possess the citizenship, or of non-EU Countries, legalized by the Italian consular authorities or by an official translator.

## Art. 6

### Publications

1. The scientific publications which the candidates wish to submit must be numbered progressively, in correspondence with the related list with date and signature, and must be submitted **exclusively in digital format, in .pdf format**, collected in no more than 5 compressed folders (.zip or .rar).
2. The candidate is required to respect the maximum number of publications to submit (including the PhD thesis), if provided for by art. 1. **Submitting a number of publications higher than the maximum provided for in art. 1 of this call will result in the exclusion of the candidate from the selection procedure.**
3. Candidates must **exclusively** submit publications no older than 10 years, counting from the year of publication of this notice, with effect from 1 January, that is, no publications prior to **1 January 2013**.
4. Notwithstanding the maximum number of publications to submit pursuant to art. 1, the publications which do not respect the time limit established in paragraph 3 of this article will not be evaluated.
5. For the purposes of the present procedure, the Committee took the following into consideration exclusively: publications or texts, uploaded on the online platform, accepted for publication in compliance with the legislation in force. The PhD thesis is taken into account for evaluation even without the conditions set out in this paragraph and in paragraph 3 of this article. Internal notes and departmental reports are not assessable.
6. By the deadline of the call, the texts and the articles accepted for publication must be submitted with



the publisher's acceptance document.

7. The publications included in the list but not submitted, or the submission of publications not included in the list attached to the application will not be taken into consideration by the judging Committee.
8. For the publications issued in Italy, the obligations required by Law no. 106/2004 of 15/4/2004 and the relevant regulation issued by Presidential Decree no. 252/2006 of 3/5/2006 are applied.
9. For all the publications, whether issued in Italy or abroad, it is necessary to state:
  - a) The date and, if possible, the place of publication;
  - b) The ISBN Code, or ISSN code, or DOL code, or another equivalent code.
10. The publications must be submitted in their original language. In the case of a language other than Italian, French, English, German or Spanish, the publications must be translated in a certified Italian language compliant with the foreign text, edited by the competent diplomatic or consular representation or by an official translator.
11. For the selections regarding linguistic fields, it is possible to submit publications edited in the language or in one of the languages for which the call has been announced, even if different from the ones stated in the previous paragraph.

#### **Art. 7**

##### **Forgoing to participate in the selection procedure**

1. The candidates who wish to withdraw from the selection procedure for which they have applied can send at the Academic and Research Staff Recruitment Office, at the email address [valcomp@unimi.it](mailto:valcomp@unimi.it), the declaration of withdrawal, using the attached form (Annex D), with a copy of the identity card.
2. The candidate's absence on the day of the discussion is considered as a manifestation of their will to withdraw from the selection procedure.

#### **Art. 8**

##### **Exclusion from the selection**

1. The candidates are admitted conditionally at the selection.
2. The exclusion for the lack of one of the requirements of this call is effected by decree of the Rector, giving reasons for the same.
3. If the reasons determining the exclusion are ascertained after the fulfilment of the selection, the Rector shall order the forfeiture of all rights resulting from participating in the selection; likewise, the candidates whose declarations submitted in the application pursuant to Presidential Decree no. 445/2000 result untrue will also be disqualified.

#### **Art. 9**

##### **Establishment of the judging committee**

1. The judging committee consists of three professors according to the modalities provided for by art. 6 of the University Regulations for the recruitment of fixed-term tenure track researchers (RTT).
2. If expressly required by the proposing Department, the Committee can be entirely composed by scholars or experts in service at universities of foreign Countries, in possession of specific knowledge in the competition sectors and the scientific-disciplinary sector to which refers the call, with roles equivalent to those of full and associate professors.





3. For the establishment of the judging committee, the rules on incompatibility and conflict of interests are observed.
4. The committee is appointed with a rectoral decree and its composition is made public telematically on the University website.

#### **Art. 10** **Recusal**

1. Any request of recusal by the candidates of one or more of the Committee members, pursuant to art. 51 and 52 of the Code of Civil Procedure, must be presented within the final deadline of 15 days from the date of issue of the judging Committee's decree of appointment on the University portal. The recusal request, duly dated and signed, with a copy of a valid identification document attached, must be submitted to the certified address [unimi@postecert.it](mailto:unimi@postecert.it) and to the email address [valcomp@unimi.it](mailto:valcomp@unimi.it).
2. If the cause of recusal arises after the aforementioned deadline, as long as it happens prior to the setting-up date of the Committee, the time limit begins from its occurrence.

#### **Art. 11** **Compliances of the judging committee**

1. The sittings of the Judging Committee can also take place in telematic mode.
2. During the first sitting, chaired by the member with the highest academic seniority, the Committee appoints the President and the Secretary.
3. The Judging Committee, in order to carry out the comparative assessment of the candidates, predetermines the general criteria and submits them to the procedure supervisor, who ensures their publication on the University Portal.
4. The criteria are made public at least five days before the continuation of the Committee's work.
5. The candidates' evaluation by the judging Committee involves a preliminary phase, after which the Committee expresses for each candidate a reasoned analytic judgement on the qualifications, on the curriculum vitae and on the scientific production, including the PhD thesis, based on parameters and criteria pursuant to Ministerial Decree no. 243/2011 of 25/5/2011.
6. After the preliminary evaluation, the candidates comparatively more deserving, by between 10% and 20% of their number, and in any case no less than six, are admitted to the public discussion of the qualifications and the scientific production; if the candidates' number is equal to or less than six, they are all admitted to the discussion: in such case, the Committee carries out the evaluation of the qualifications and publications without expressing any judgement.

#### **Art. 12** **Evaluation of the qualifications and the curriculum vitae**

1. The Committee carries out the preliminary comparative evaluation, referring to the specific competition sector and, as need be, to the profile defined with the indication of one or more scientific-disciplinary sectors of the curriculum and the following qualifications:
  - a) PhD degree or equivalent, or, for the sectors concerned, the medical specialization diploma or equivalent, obtained in Italy or abroad;
  - b) any didactic activity at university level, in Italy or abroad;
  - c) documented activities of formation or research at qualified Italian or foreign institutes;



- d) documented activities in the clinical field concerning the competition sectors in which such specific skills are required;
  - e) carrying out project activities concerning the competition sectors in which they are envisaged.
  - f) organization, management and coordination of national and international research groups, or participation thereto;
  - g) ownership of patents concerning the competition sectors in which it is envisaged;
  - h) speaker at national and international conferences and conventions;
  - i) national and international awards and recognition for research activities;
  - j) European specialisation diploma acknowledged by international Boards, concerning the competition sectors in which it is envisaged;
2. The evaluation of each qualification is carried out taking specifically into account the significance it acquires in relation to the quality and quantity of the research activity conducted by each candidate.

#### Art. 13

##### Assessment of scientific production

1. When carrying out comparative assessment among candidates, the Committee shall take the following into consideration exclusively: publications or texts accepted for publication in compliance with the legislation in force, as well as essays included in collections and articles published in paper or digital journals, excluding internal notes and departmental reports. The Committee takes into account for evaluation purposes exclusively publications no older than 10 years, counting from the year of publication of this notice, with effect from 1 January, that is, no publications prior to 1 January 2013. The PhD thesis is taken into account for evaluation even without the conditions set out in this paragraph.
2. The Judging Committees carry out, pursuant to art. 3 of Ministerial Decree no. 243/2011 of 25/5/2011, the selection of the publications on the basis of the following criteria:
  - a) originality, innovation, methodological accuracy and significance of each scientific publication;
  - b) consistency of every publication with the competition sector for which the selection has been announced and with the profile, if any, exclusively defined through indications of one or more scientific-disciplinary sectors, or with interdisciplinary subjects related thereto;
  - c) scientific relevance of the editorial classification of each publication and their 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. The Judging Committee shall also evaluate the overall amount, intensity and temporal continuity of such scientific production, excluding those periods of time candidates had to stop doing research, upon due justification, with particular reference to parenting.
4. In the context of competition sectors in which they are internationally used, upon evaluating the publications the judging Committee shall also take into consideration, pursuant to art. 3 paragraph 4 of Ministerial Decree no. 243/2011 of 25/5/2011, the following indicators:
  - 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 candidate's scientific



production (Hirsch indicator and the like).

#### Art. 14

##### Public discussion of the qualifications and the scientific production

1. Candidates will be notified the date of the discussion of the qualifications by publication on the University website on page <https://www.unimi.it/it/node/581/> at least 20 days before the discussion. In case a preliminary selection is necessary, the admission or non-admission will be published on the University website at page <https://www.unimi.it/it/node/581/> in the days following the preliminary evaluation. The candidates are required to present themselves with a valid identification document.
2. The candidates' adequate knowledge of the foreign language referred to in art. 1 of this call is ascertained contextually to the discussion of the qualifications and publications.
3. At the end of the public discussion, the Committee assigns a score to the qualifications and every publication submitted by the candidates.
4. The qualifications can be attributed a maximum of **30 points**, whereas the scientific publications can be attributed a maximum of **60 points**. Within the score to be allocated for publications, the Committee determined that some points shall be allocated to the overall amount, intensity and temporal continuity of such scientific production, excluding those periods of time candidates had to stop doing research, upon due justification, with particular reference to parenting, up to a maximum of **10 points**.
5. After comparing the results of the individual evaluations, the Committee, by deliberation adopted by the absolute majority of its members, lists a ranking based on merit and identifies the winner. The candidates who achieve a total score equal to or higher than 60 points out of 100 will be included in the ranking.
6. The documents of the Committee consist of the minutes of each meeting, of which are an integral part the judgements, the scores attributed to each candidate and the reasons for choosing the winner.
7. At the end of its works, the Committee submits the competition documents to the procedure Supervisor.
8. The Committee concludes its work within three months starting from the date of publication on the University Website of the rector's decree by which it was appointed. The month of August is not included in the aforementioned deadline. The Rector may extend the deadline by two months to allow the conclusion of the procedure only for proven and exceptional reasons reported by the Committee President.

#### Art. 15

##### Ascertainment of the documents' regularity

1. The Rector ascertains by his own decree the regularity of the documents, he approves the ranking based on merit and declares the winner.
2. The candidates will be informed of the result of the selection exclusively by publication of the Rectoral Decree of approval of the competition documents on the University portal, on the webpage <https://www.unimi.it/it/node/581/>. The time limits for any rebuttal commence on the publication date of the Rectoral decree of the documents' approval on the University website.
3. In case of irregularities, the Rector submits with reasonable cause the documents to the Committee, for the regularization, establishing a deadline by which the Committee must intervene.



**Art. 16**  
**Recruitment**

1. The Council of Department involved proposes the recruitment of the winner with the favourable vote of the absolute majority of full and associate professors.
2. The ranking can exclusively be used for recruitments finalized within six months of the documents' approval, and strictly in the following cases:
  - Impossibility to finalize the recruitment due to lack of requirements stated in the application, such as the lack of achievement of the equivalence/equipollence of the foreign qualification;
  - withdrawal from the recruitment by the candidate called to hold the position;
  - failure of the candidate to take up service;
  - resignation after taking up service.
3. The Board of Directors approves the proposal of recruitment and authorises the stipulation of the contract.

**Art. 17**  
**Nature and stipulation of the contract**

1. The subordinate employment agreement for TT researchers must be stipulated within the final deadline of ninety days from the date of issue of the decree of approval of the competition documents, deadline for the conclusion of the selection procedure.
2. The Board, upon stipulating the fixed-term individual employment contract, exhorts the involved party to submit the required documentation for the public service recruitment. The documentation which attests the equivalence or equipollence of the foreign qualification pursuant to art. 2 of this call will in any case have to be presented to the Board within the time limit of six months of the recruitment date, under penalty of forfeiture from the work relationship.
3. In addition, the private law contract established with the researcher has to include the following information:
  - the starting and end date of the work relationship;
  - the commitment regime chosen, full-time or part-time;
  - the overall emoluments;
  - the social security and insurance treatment;
  - the Department;
  - the competition sector and scientific-disciplinary sector of reference.

**Art. 18**  
**Duration of the contract and incompatibility**

1. The agreement for fixed-term TT researchers has an overall duration of six years and may not be extended or renewed. The present assignment is incompatible with any other subordinate employment contracts at public or private entities, with the ownership of research contracts even at other universities or public research institutions, with doctoral scholarships and in general with any kind of scholarship awarded by national or foreign institutions, except in cases where it is aimed at international mobility for research purposes. For the purpose of the duration of the business relationship with the contract holder, periods on leave for maternity, paternity or for medical issues, in accordance with current regulations, are not taken into account upon request of the contract holder.



2. What is not laid down in the present article, regarding incompatibility and the authorisations to carry out paid external assignments shall be subject to the legislation and regulations in force.

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

1. A fixed-term TT researcher:
  - carries out scientific research activities, in the context of the scientific-disciplinary sector of reference;
  - carries out didactic activity, in compliance with the regulations in force and the University Regulations, according to the decisions of the competent Bodies;
  - carries out aid activities when connected to the research and didactic assignments, by prior agreement between the University and competent health facilities;
  - participates in the Committees for student exams and for the final exam for the achievement of the qualification issued by the University, also following the development of the theses;
  - carries out tutoring and guidance activities for students for the purposes of arranging their study plan, establishing an office hour schedule;
  - may undertake roles of responsibility for research projects in compliance with the regulations in force;
  - participates in the Department activities and in the didactic Committee meetings, according to the procedures disciplined by the regulations of the Department itself.
2. The total annual commitment is estimated at 1500 hours for the full-time status. According to the decisions of the relevant University Regulations, full-time researchers must dedicate a total of 350 hours to didactic activities, integrative didactic and service activities, which becomes a total of 200 hours for fixed-time researchers.
3. The researcher is required to submit an annual report based on the forms defined by the University.

**Art. 20**  
**Emoluments**

1. The emolument due to the TT researcher is equal to the initial emolument due to a full-time tenured researcher, increased, following a resolution of the Board of Directors, up to 30 percent.
2. What is not expressly laid down in the present article shall be subject to the legislation in force and the University Regulations.

**Art. 21**  
**Termination of employment**

1. The researchers who wish to withdraw from the contract shall notify both the Rector and the relevant structure with at least 30 days' notice.
2. In case of failure to give notice, the Board shall withhold the amount corresponding to the remuneration due to the employee for the period of notice in which he has not worked.
3. The termination of the contract is determined:
  - by its expiry date;
  - by the researcher's withdrawal;





- for just cause, pursuant to art. 2119 C.C.;
- due to the researcher's non-performance of the activity envisaged by the contract, evaluated by the competent academic Bodies;
- by the lack of the requirements prescribed by law and by this call, ascertained even after establishing a work relationship.

#### **Art. 22**

##### **Personal Data processing**

1. The personal data supplied by the candidate will be collected and processed by the University in quality of data controller in compliance with EU Regulation 679/2016 (General Data Protection Regulation, or in short, GDPR) as well as Legislative Decree no. 2003/196 (Code regarding the protection of personal data) and subsequent amendments and additions thereto, for the purposes connected to the carrying out of the selection procedure.

Thorough information is available on webpage: [https://www.unimi.it/sites/default/files/2022-09/Informativa%20Candidati%20a%20selezioni%2026.9.22\\_signed.pdf](https://www.unimi.it/sites/default/files/2022-09/Informativa%20Candidati%20a%20selezioni%2026.9.22_signed.pdf) .

#### **Art. 23**

##### **Selection procedure supervisor**

1. The present selection procedure supervisor is Manuela ROMEO - e-mail: [manuela.romeo@unimi.it](mailto:manuela.romeo@unimi.it).
2. Further information or clarifications regarding the methods for submitting the application may be requested at the Academic and Research Staff Recruitment Office (tel. 025031/3102-3103-3122-3123; e-mail address: [valcomp@unimi.it](mailto:valcomp@unimi.it) ).

#### **Art. 24**

##### **Call publication**

1. This announcement is published on Official Gazette - IV, "Serie speciale Concorsi ed Esami."
2. The complete text is published on the University website, on the Ministry of Education, of University and Research site, as well as on the European portal for researchers mobility.

#### **Art. 25**

##### **Final report**

1. What is not expressly laid down in the present notice shall remain with the provisions laid down by the legislation aforementioned in the introduction of this decree, as well as the relevant legislation in force.

THE RECTOR  
Elio Franzini