

**GUIDELINES FOR PROCEDURES AND PRACTICES
OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT OF RESEARCHERS
(OTM-R)**

Premise

This document describes the recruitment procedures of the following profiles: full and associate professors, fixed-term researchers, postdoctoral researchers, early-stage researchers, doctoral students.

**CALL PROCEDURES FOR FULL AND ASSOCIATE PROFESSORS AND RECRUITMENT PROCEDURES OF
FIXED-TERM RESEARCHERS**

Publication of the call (advertising and application phase)

The advertisement of the call shall be published for at least 30 days in the “Gazzetta Ufficiale della Repubblica Italiana” – 4th Special Series – Competitions and Exams.

After the publication of the advertisement in the “Gazzetta Ufficiale”, the call for applications is published on the University website at www.unimc.it and in the online Official Register.

Furthermore, all information details about the procedure are published in both Italian and English, along with the link of the call on the University webpage, on the website of M.I.U.R. at <http://bandi.miur.it> and on the website of the European Union at <http://ec.europa.eu/euraxess>.

The main information about the call shall be provided within this framework: number of available positions, competition sector and scientific disciplinary field of reference, Department, type of contract (duration, annual hourly commitment, salary structure), eligibility requirements for participation (academic qualifications, language skills, previous research experience, publications), application submission procedures, application deadline.

The publication on three different websites aims to ensure greater visibility for the call, as well as transparency and accessibility to the information at local, national and European level.

Calls for fixed-term researchers (three-year contracts, pursuant to Art. 24, paragraph 3, letter b of Law no. 240/2010) are also published on the PICA platform at <https://pica.cineca.it/unimc/>, on which it is possible to submit applications through e-recruitment.

Contents of the Call

A. Participation Requirements and Selection Procedures

1) Full and Associate Professors – Requirements:

- a) Meet eligibility standards for the first and second level procedures pursuant to the previous regulations (Law No. 210/1998) in compliance with the time limit of the eligibility itself for the corresponding level issued in the call, as required by law;
- b) Be scholars holding the proper qualifications for the competition sector, or one of the competition sectors included in the same macro-sector, and for the roles covered by the procedure, or for higher roles provided they are not already holders of those roles;

- c) Be full and associate professors already in service at other Universities, in the same level and in the same competitive or scientific-disciplinary sector for which the selection is issued;
 - d) Be scholars permanently working abroad as researchers or professors at university holding positions corresponding to those covered by the call, which are based on correspondence tables updated every three years and outlined by the Minister after consulting the CUN (National University Council).
- 2) **Fixed-term researchers pursuant to Art. 24, paragraph 3, letter b of Law no. 240/2010 (so-called junior contracts).** Candidates, including non-EU citizens, who hold a doctoral degree or an equivalent qualification issued in Italy or abroad are eligible to participate.
- 3) **Fixed-term researchers pursuant to Art. 24, paragraph 3, letter b of Law no. 240/2010 (so-called senior contracts).** Candidates, including non-EU citizens, who hold a doctoral degree or an equivalent qualification issued in Italy or abroad are eligible to participate, provided they meet at least one of the following requirements:
- a. They have been holders of *junior* contracts, pursuant to Art. 24, paragraph 3, letter b of Law no. 240/2010;
 - b. They have obtained the national scientific qualification for the role of either full or associate professor in accordance with the current legislation;
 - c. They have been awarded fellowships and postdoctoral research grants or similar contracts, grants or fellowships in foreign universities for at least three years, even non-consecutive.

B. Application Submission Procedure

- 1) **Calls for full and associate professors.** Applications for participation must be submitted:
- a) by registered mail with acknowledgement of receipt;
 - b) by certified email (Italian PEC).
- 2) **Recruitment of fixed-term researchers pursuant to Art. 24, paragraph 3, letter b of Law no. 240/2010.** The e-recruitment process is implemented through the PICA platform (Piattaforma Integrata Concorsi Atenei). Candidates must submit their application form by filling out the online application form at the following link <https://pica.cineca.it/unimc/> (where the main information regarding the selection procedure is published both in Italian and in English, along with the link to the call, on the University website). The procedure allows candidates to modify the draft application form at any time (until the deadline), to have a summary of the information sent on the submitted application form, and to receive immediate confirmation via email that the application has been sent thanks to the Protocol system adopted by the University.

By the year 2021, the e-recruitment process will be extended to all recruitment procedures via the PICA platform.

C. Procedure for the Identification and Appointment of Commissions (Evaluation and selection phase: Setting up selection committees)

- 1) **Call for full and associate professors.** After the expiry of the 30-day deadline for the submission of applications, the selection Committee is appointed by the Rector, on appointment by the Department Council, by a resolution passed by an absolute majority of

full professors. The Committee for the call procedures for associate professors is made up of three full professors of whom the majority belongs to other universities, while the Committee for the call procedures for full professors is made up of five full professors of whom only one is internal. The members of the Committee are part of the competition sector indicated in the call. One of the members of the selection Committee is identified by direct appointment, while the others by drawing lots from a shortlist of at least five names for the call procedures for associate professors, and of at least seven names for the call procedures for full professors. The Department prepares the list by choosing among full professors who meet the proper requirements to join the committees for national scientific qualification. In the competition sectors in which the number of full professors is less than ten, the names are identified within the same macro-sector.

- 2) **Fixed-term researchers.** After the expiry of the 30-day deadline for the submission of applications, the selection Committee is appointed by the Rector, on appointment by the Department Council, by a resolution passed by an absolute majority of full professors. The Committee is made up of three members, chosen among full professors or associates, of whom at least two are external to the University and are part of the competition sector indicated in the call. One of the members of the selection Committee is identified by direct appointment, while the others by drawing lots from a shortlist of at least five names prepared by the Department; full professors included in the shortlist must meet the proper requirements to join the committees for national scientific qualification. In the competition sectors in which the number of full and associate professors is less than ten, the names are identified within the same macro-sector.

For **all recruitment procedures**, in accordance with the current provisions of the law (Art. 6 paragraphs 7-8 of the Law no. 240 of December 30, 2010), professors who have obtained a negative evaluation cannot be part of the Committee.

The professors who are members of the Board of Directors and the Academic Senate of the University cannot be part of the Committee.

In order to ensure equal opportunities between men and women to support access to employment, at least one member of the Commission is female, as required by the University Regulations.

The Committee may also include professors from foreign universities, provided they hold an equivalent academic qualification.

The appointment decree is published on the University website and on the online Official Register. The Committees may meet once the 30 days have elapsed from the aforementioned publication (in order to meet the deadline in case of any possible objection by candidates).

Responsibilities of the Committee

A. Submission of Recommendations

Once the Committee has been appointed by Rector's Decree for all competition procedures, the members are sent an information note containing the appointment provisions, minutes templates for carrying out the activities and a document setting out the key principles of the OTM-R to be taken into consideration during the selection phase.

In the aforementioned note, the Committee is required to carry out a comparative evaluation referring exclusively to the disciplinary scientific sector covered in the call, as the assessment leading to the identification of the best candidate is merit-based. Any other element of judgment referring to more specific criteria that could extend the assessment to a wider pool of candidates will be ignored. The objectives of scientific productivity and the teaching activity specified in the call will not be taken into consideration, as they serve a purely informative purpose related to the specific roles to be assigned to eligible candidates.

As part of the material for their work, the Committees are given specific Guidelines published on the University website, which include references to: Law provisions and the related University regulations; legal guidelines about the most recurring issues in the call; the key principles adopted by the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers, as well as the Policy of the University of Macerata for the OTM-R.

B. Evaluation Criteria

- 1) **Recruitment of full and associate professors.** Minutes templates should also be used by the Committee to evaluate scientific research, in compliance with the following criteria set out in the University Regulations:
 - a. Temporal continuity of the scientific research, with the exception of documented periods of involuntary removal from the research activity, which may be related to parental functions;
 - b. Originality, innovativeness, methodological rigor and relevance of each publication;
 - c. Consistency of each publication with the profile of full or associate professor, according to the position to be filled;
 - d. Scientific relevance of the publishing location of each publication and its dissemination within the scientific community;
 - e. Individual contribution of the candidates in case of joint collaborative research projects, taking into consideration the standard criteria of the international scientific community of reference.

The evaluation will also take into account:

- a) The organisation, management and coordination of national and international research groups, or the related participation, and the management of the awarded research funds;
- b) Participation as speaker at national and international congresses and conferences;
- c) The organisation, management and coordination of scientific journals equipped with a peer review system;
- d) The achievement of national and international prizes and awards for research activities.

- 2) **Recruitment of fixed-term researchers.** The minutes templates used by the Committee include an ad hoc scheme with the areas of assessment and their weight in the evaluation process (qualifications, scientific publications and oral exam). The comparative evaluation is carried out on the basis of the criteria provided in accordance with the provisions of the Ministerial Decree no. 243/2011 on the preliminary assessment of candidates for public procedures pursuant to Art. 24 of Law no. 240/2010.

The Committee may award candidates a total of 100 points according to the following

parameters:

- a) Evaluation of each qualification after discussion: up to a maximum of 25 points;
- b) Evaluation of each publication after discussion: up to a maximum of 50 points;
- c) Oral discussion in the chosen foreign language: up to a maximum of 25 points. The Committee determines the final ranking order based on the assigned total scores.

Candidates who have obtained a total score equal to or higher than sixty points out of a hundred are eligible for the call.

To ensure adherence to the principles of impartiality and equal treatment **in all competition procedures**, the Committee can have access to the list of candidates and their documentation only after defining the evaluation criteria in the first meeting.

The Committees shall carry out their work in the presence of all the members and may make use of telematic tools for collective work (as required by Rector's Decree nos. 333 and 334 of October 2, 2019).

C. Selection procedures

1) **Calls for full and associate professors.** The selection process includes the following steps:

- a) In the first meeting, the Committee appoints the chairperson and the secretary choosing from among its members, who previously confirmed the absence of any incompatibility and conflict of interest among them. Before having access to the list of candidates and their documentation, the Committee defines the evaluation criteria and parameters within the framework of guidelines adopted by the University administration. The minutes of the first meeting, which include the criteria adopted, are sent to the teaching staff office and subsequently published on the University website. After 7 days from the date of publication, the Committee may continue its work;
- b) In the following meeting, after reading the applications and confirming the absence of any incompatibility and conflict of interest between candidates and commissioners, the Committee evaluates each candidate on the scientific publications, the curriculum and teaching activities, as well as the discussion in a foreign language, where required, in accordance with the criteria adopted.
The evaluation is carried out on the basis of the criteria described above and outlined in the University Regulations;
- c) For each candidate, the Committee produces a document attached to the minutes of the competition procedures, which includes:
 - the curricular profile;
 - the individual evaluation of each commissioner and the final collective evaluation concerning the profile, the scientific publications, curriculum and teaching activity, as well as the oral discussion in a foreign language, where required;
- d) The Committee finalises its work within 3 months from the publication date of the appointment by Rector's Decree in the online Official Register. The deadline may be extended by the Rector for 2 months for proven exceptional circumstances, as determined by the chairperson of the Committee.
- e) After carrying out the comparative evaluation of the candidates, the Committee decides on the successful candidate by a resolution passed by the majority of the members for the

purpose of the subsequent call of the Department; alternatively, the Committee may decide not to award any candidate by motivating this choice;

- f) By Rector's Decree, the competition documents are approved and the name of the successful candidate is announced within thirty days from the conclusion of the work. The Decree is published on the University website and in the online Official Register;
- g) After receiving the proposal of the Department Council requesting the application, the call is finally approved by the Board of Directors and adopted within two months from the date of the approval of the competition documents.

2) Calls for fixed-term researchers. The selection process includes the following steps:

- a) In the first meeting, the Committee appoints the chairperson and the secretary choosing from among its members, who previously confirmed the absence of any incompatibility and conflict of interest among them. Before having access to the list of candidates and their documentation, the Committee defines the evaluation criteria and parameters in accordance with the provisions of current legislation (Ministerial Decree no. 243/2011) within the framework of guidelines adopted by the University administration. The minutes of the first meeting, which include the criteria adopted, are sent to the teaching staff office and subsequently published on the University website. After 7 days from the date of publication, the Committee may continue its work;
- b) In the following meeting, after reading the applications submitted by the candidates (made available on the PICA platform) and confirming the absence of any incompatibility and conflict of interest between them and each commissioner, the Committee carries out a preliminary and comparative evaluation of their curricula, qualifications and scientific production, including the doctoral thesis, in relation to the specific competition sector and any scientific-disciplinary sector envisaged in the call;
- c) Following the preliminary assessment, should there be more than 6 candidates, the Committee will draw up a shortlist of the more deserving candidates out of the ten and twenty percent of the total pool, choosing no less than 6 people. The candidates are then admitted to the public discussion of their qualifications and scientific production. Should there be 6 or less candidates, they will be directly admitted to the public discussion;
- d) The list of candidates admitted to the discussion and the exam calendar are published in the online Official Register and on the University institutional website at least 30 days before the public discussion and oral exam aimed at assessing adequate knowledge of the foreign language required by the call in relation to one of the candidate's research topics;
- e) The evaluation of the candidates' qualifications and the discussion of their publications will take place on the due date, as well as the oral discussion in the chosen foreign language, which will focus on one of the candidates' research topics and for which the Committee may ask for the support of one or more experts. Other written or oral exams will not be taken into consideration for the evaluation of candidates. It is possible to use telematic platforms for the oral exam;
- f) The Committee finalises its work within 4 months from the date of publication of the appointment by Rector's Decree in the online Official Register. The deadline may be extended by the Rector for 2 months for proven exceptional circumstances, as determined by the chairperson of the Committee;
- g) After carrying out the comparative evaluation of the candidates, the Committee decides on the successful candidate by a resolution passed by the majority of the members for the purpose of the subsequent call of the Department; alternatively, the Committee may decide not to award any candidate by motivating this choice;
- h) By Rector's Decree, the competition documents are approved and the name of the successful

candidate is announced. The Decree is published on the University website and in the online Official Register;

- i) After receiving the proposal of the Department Council requesting the application, the call is finally approved by the Board of Directors.

PROCEDURES FOR THE RECRUITMENT OF POSTDOCTORAL RESEARCHERS

The proposal for research grants, made by the applicant professor on the template available on the University website and approved by the relevant Department Council and academic bodies, is subject to Rector's decree. As a rule, the procedure for issuing the notice takes about one month from receipt of the departmental resolution. The Office then requests advertisement from the PICA management system, which is Cineca's service aimed at implementing the procedure in e-recruitment mode. After its implementation in PICA, the full text of the call is published on the university website at <https://www.unimc.it/it/ateneo/bandi-e-concorsi/finanziamenti-ricerca/bandi-assegni-ricerca>, on the MIUR website at <https://bandi.miur.it/> which simultaneously sends a summary sheet in English on the European Union website at <https://euraxess.ec.europa.eu/>, based on the information entered by the Office.

The main information disclosed through the procedure described above are: the number of places available; the title of the project; the disciplinary fields and the ERC sector advertised; the description of the scientific skills required; the envisaged monetary amount; the duration of the contract (starting date and deadline); the scientific project head; the requirements for candidates; the procedures for carrying out the competition; the promoter and the funding body; any planned journey abroad and destinations; the procedure for submitting the application and deadline for *submission*. In compliance with the HR policy, it is important to highlight that, among the requirements documented by the selection Committee, all calls include the knowledge of one or more European languages, computer skills, any mobility experiences (for study, training or research purposes), as well as any extra-academic skills.

The advertisement of the aforementioned call for applications meet all the requirements to allow opportunities of recruitment at local, national and international level.

The time limit for advertising the call is never less than 30 days; often the Office manages to extend the deadline, where planning allows it.

Operational recommendations for the selection Committees

Once the Committee has been appointed by Rector's Decree, the members are sent an information note containing the appointment provisions, minutes templates for carrying out the activities and a document setting out the key principles of the OTM-R to be taken into consideration during the selection phase.

The requirements for candidates provided for in Art. 4, which are subject to evaluation by the selection Committee, are always agreed upon by the Office and the proposing teacher. Specifically, the Office defines in the document the requirements recommended by the European Commission, as it plays a part in the implementation of HR policies.

Furthermore, through the PICA management system, the Commissioner teachers promptly receive operational communications for the conduct of the competition, along with the minutes templates prepared by the Office, in which the HR principles are listed.

The main principles are found below:

- a. The competition is divided into different phases to ensure an objective evaluation of the candidates. The Committee's inauguration session and the outline of the evaluation criteria

are carried out by accessing the list of candidates on PICA (the documents attached by the candidates are not visible);

- b. Once the minutes of the preliminary session have been finalised, the session for the analysis of qualifications may begin, for which the Office has planned a comprehensive review of the applications (the start of the sessions is on pica, while the minutes are pre-filled in the main sections and sent to the commissioners – however, they may also be generical on pica);
- c. Before the interview with the candidates, as soon as the examining Committee reports the results of the analysis of the qualifications, the outcomes are made public, usually by publishing the document on the website;
- d. The interview is carried out ensuring the publicity of the session, even when carried out telematically;
- e. At the bottom of the candidate's individual evaluation form is found a section for the overall evaluation of the candidate's profile reporting the strengths and weaknesses of the applicant; the aforementioned individual evaluation form is then sent to each candidate by e-mail, along with the notice of approval, in order for them to take account of the evaluation for future call procedures;
- f. The Commissioners are not only asked to assign a score for each parameter in compliance with the *range* defined in the preliminary session, but also to motivate their choice for each score, in order for the candidate to understand the outcome of the overall evaluation;
- g. As mentioned in the introduction, in compliance with the principles of the HR policy, evaluation will be based on the knowledge of one or more European languages, computer skills, any mobility experiences (for study, training or research purposes), as well as any extra-academic skills;
- h. The approval of the proceedings and the appointment of the successful candidate are issued by Rector's Decree. The results are published on the website at the link <https://www.unimc.it/it/ateneo/bandi-e-concorsi/finanziamenti-ricerca/bandi-assegni-ricerca> and the successful candidate promptly receives, privately, the contract and the forms required to start working;
- i. In order to ensure the transparency of the selection, participants have access to the minutes produced by the Committee by following the procedure provided for by the Public Relations Office.

Selection Requirements and Procedures

Following the entry into force of Law no. 240/2020, the University has chosen to recruit postdoctoral researchers holding a Master's / Specialist / Single Cycle / Old Academic System Degree, favouring any PhD qualification over the others. This applies only on the assumption of equal evaluation of candidates, based on the requirements and assigned total score including the achievement of the PhD.

This means that in order to participate in the competitions for postdoctoral researchers organised by the University of Macerata it is required to have a second level degree, corresponding to the Master's Degree, and, more generally, to the early-stage researcher or 0-4 years (post-graduate) qualification.

In addition to the qualification, the candidate is required to have a CV suitable for the research activity requested in the call.

For each call, there are specific requirements based on the relevance to the research topic, as listed below:

- Knowledge of the scientific topics covered by the call;
- Further academic qualifications, licenses, professional training;
- Research experience documented by scientific publications;

- Research experience documented by participation in conferences as a speaker (*dissemination*);
- Research experience documented by participation in research groups in official national or international projects or projects of the European Commission;
- Previous experience such as further postdoctoral research, research grants, research collaboration contracts;
- Language and computer skills;
- Mobility experiences abroad, preferably for carrying out study and research activities, even in national or international projects or projects of the European Commission;
- Any further extra-academic experiences.

As part of the application process, it is also required to attach the CV, as well as scientific publications, certificates, contracts, etc. to the application form.

This is possible thanks to the online application submission on the PICA platform.

The selection procedure is based on qualifications and interview.

The call already includes the date of the competition.

Any qualifications obtained abroad are subject to examination by the Committee to confirm their equivalence. For this purpose, the candidate is asked to attach the certification, along with the list of exams taken, which have to be translated into English or Italian.

Appointment of the competition Committee

The competition Committee is proposed by resolution of the Department Council, which approves the form for the research grant.

The Commission is appointed by Rector's Decree and is composed of three members from among university professors and researchers, including those external to the University.

The appointment provision is published in advance of the work on the webpage at <https://www.unimc.it/it/ateneo/bandi-e-concorsi/finanziamenti-ricerca/bandi-assegni-ricerca>.

Each member receives the appointment provision and is called upon to accept the assigned role through the PICA management system.

In case of inability to participate, an alternate member is envisaged. The alternate member also receives the appointment provision and is called upon to accept the role on the PICA platform.

PROCEDURES FOR THE RECRUITMENT OF EARLY-STAGE RESEARCHERS

The selection procedures for recruiting early-stage researchers are very similar to the procedures described above, with a few changes.

In the first place, the type of collaboration is pursuant to Law no. 240 of December 30, 2010, Art. 18, paragraph 5, which governs the participation of early-stage researchers in university research groups and projects, and to Art. 29, paragraph 11 letter b), which repeals Art. 4 of Law no. 398/89 recorded as "Fellowships for post-doctoral research activities".

In the absence of internal regulations on the subject, the same regulations concerning research grants will be applied by analogy and compatibility.

The establishment of the fellowships is subject to funding deriving from conventions, contracts and contributions stipulated with public or private bodies, or from ministerial or European funds intended for scientific purposes without additional charges for the University except for the direct costs to carry out the research activity and any insurance expenses.

Unlike grants, fellowships may be of two types:

- Postgraduate fellowship: it requires a second level degree;
- Postdoctoral fellowship: it requires a doctoral degree or PhD.

No standard minimum amount has been set by any national law, however the University will provide

an amount which should be not less than € 1,000.00 per month.

No standard minimum duration of the contract has been set by any national legislation either, however the University will set an adequate minimum time for carrying out scientific research which should last at least 6 months.

Pursuant to Art. 6 paragraph 6 of Law no. 398 of 1989, the remuneration is not subject to IRAP and INPS social security contributions.

The University provides insurance coverage for accidents and third party liability.

At tax level, it is applied the resolution of the Revenue Agency no. 120/E of November 22, 2010 concerning the tax and social security treatment of awarded research grants, therefore the assigned amount is not taxable.

As for the advertisement procedure, the only difference between the call for research grants and this call is that it is not advertised on the call/miur website, as it is reserved for PhD and Grant procedures. Since September 2020, even the procedures for the assignment of research grants are implemented by the PICA management system.

The operational recommendations for the competition Committees, the selection procedures and the appointment of the Committees are similarly applied.

SELECTION PROCEDURES FOR RESEARCH DOCTORATE

It is possible to be admitted to the research doctorate without discrimination of any kind based on gender, age, religion, nationality, sexual orientation, political opinions, socio-economic conditions and disabilities by holding a Master's / Specialist / Old Academic System Degree or any corresponding qualification validated by academic authorities. The candidates' academic qualifications must be self-certified; candidates admitted to courses are required to produce legally recognised documentation upon enrolment (if the qualifications are obtained abroad).

The call, published in both Italian and English, is advertised on the University website at <https://www.unimc.it/it/ateneo/bandi-e-concorsi/finanziamenti-ricerca/bandi-dottorati-ricerca>, on the MIUR website at <https://bandi.miur.it/> which simultaneously sends a summary sheet in English on the European Union website at <https://euraxess.ec.europa.eu/>, based on the information entered by the Office.

To participate in the competition it is required to submit the application exclusively by electronic format, which should be made accessible on the website indicated in the call. Applicants have at least 30 days to complete the application process.

In the application, in addition to their curriculum and any publications, candidates are required to write a letter of motivation and a hypothetical research programme for one of the topics proposed for each PhD course, with the possibility of providing up to two letters of recommendation. It is also required to include any mobility programmes for study and research, language and computer skills, as well as any additional extra-academic experiences.

Given the nature of the electronic procedure, it is possible for candidates, even foreigners, to participate to the fullest extent possible. The competition procedure is divided into two sessions: the first one is held to assign the grants funded by the university and the positions without grants; the second to assign the grants for a specific topic funded by external sources, including the regional Eureka and Innovative Doctorate programmes.

Evaluation of candidates

For each session, the evaluation is divided into two phases. The first phase of the evaluation is carried out by a committee, which, by motivating its choice, declares the applicant either eligible or ineligible to be admitted to the second selection phase (interview). For each PhD course, the outcome of the first evaluation phase is made public on the website at <https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi>.

The candidates will be informed of the second selection phase, which consists of an interview, through the publication of the exam calendar on the aforementioned website, which will count as an official notification to interested parties.

In the second phase, the admitted candidates are interviewed before the internal selection Committee of the PhD course, which is also in charge of assessing their knowledge of the languages indicated in the application form.

At the end of the interview, candidates will be assigned a score on a scale from 1 to 10 and the competition will be considered passed with a score equal to or higher than 7. Should there be a tie, the younger candidate will have priority.

At the bottom of the candidate's individual evaluation form is found a section for the overall evaluation of the candidate's profile reporting the strengths and weaknesses of the applicant; the aforementioned individual evaluation form is then sent to each candidate by e-mail in order for them to take account of the evaluation for future call procedures.

The second session is held in the same way as described above, with the only difference that the examining Committee makes the proposal for the assignment of grants for a specific topic by evaluating the relevance of qualifications, training profile, skills, experiences and attitudes with regard to the research activity concerning the grant. Successful candidates who accept the position are then required to carry out the applied research programme.

The final rankings of suitable candidates for each PhD course and for each session of the competition are approved by Rector's Decree and published at <https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi>, which counts as an official notification.

At the end of the selection procedures, all candidates receive a copy of the evaluation of the Committee concerning the pre-evaluation session and interview, in compliance with the principles set out by the European Charter for Researchers.

Appointment of the Competition Committees

For each session and for each course, the selection Committees for the admission to PhD courses are appointed by Rector's Decree and are made up of professors and/or university researchers. The chairmanship of the Committees is held by the Coordinator of the PhD programme or his delegate.

The provisions for the appointment of the selection Committees are available on the webpage related to the competition at <https://www.unimc.it/it/dottorato-di-ricerca/ammissione-ai-corsi>.