

REGULATIONS GOVERNING FIXED-TERM RESEARCHERS (RTT)

(pursuant to Article 24 of Italian Law 240/2010 as amended by Italian Decree-Law no. 36/2022, converted into Italian Law 79/2022)

(Issued by Rector's Decree no. 217 of 7 June 2023)

ARTICLE 1

SUBJECT

1. In implementation of the provisions of the relevant national laws ⁽¹⁾, these regulations govern the recruitment procedures, the legal framework and the economic treatment of fixed-term tenure-track researchers (RTT) in compliance with the University Code of Ethics and the principles set out in the European Charter for Researchers ⁽²⁾, the Code of Conduct for the recruitment of researchers and the OTM-R Policy adopted by the University.

(1) Article 24 of Italian Law no. 240 of 30 December 2010.

(2) EC Commission Recommendation no. 251 of 11 March 2005.

ARTICLE 2

NATURE OF THE EMPLOYMENT RELATIONSHIP

1. The employment relationship between the University and the fixed-term tenure-track researcher referred to in Article 24 of Italian Law no. 240/2010 is established through the stipulation of a private-law employment contract with individuals with appropriate scientific qualifications who meet the requirements set out in the call for applications for the recruitment procedure.

2. The contract, which is established for a total duration of six years and is non-renewable, involves research, including as part of specific projects, as well as teaching, supplementary teaching and student services.

3. The contract is concluded on a full-time or fixed-term basis according to the selection notice.

ARTICLE 3

FINANCIAL COVERAGE

1. The financial coverage for the recruitment of fixed-term researchers is ensured within the resources available for the planning of personnel requirements, in compliance with current national laws.

2. The costs arising from the conclusion of fixed-term researcher contracts may be borne in full by public or private third parties, within the framework of specific contractual relationships established with the University. In this case, the agreement concluded with the funding party must guarantee coverage of the cost of the contract under the terms established by the regulations in force ⁽³⁾.

3. The agreements referred to in paragraph 2 above must govern the manner in which the sum corresponding to the cost of the contract is to be paid, which may be in a lump sum upon conclusion of the agreement or in annual instalments. In the latter case, the agreement must be backed by an appropriate bank surety for an amount equal to the entire sum financed. The agreements must also specify which party must provide any additional funding due to any increase in the contribution or tax burden that may be envisaged by law during the term of the contract.

(3) Article 18, paragraph 3, of Italian Law no. 240 of 30 December 2010 and Article 5, paragraph 5, of Italian Legislative Decree no. 49 of 29 March 2012.

ARTICLE 4
ACTIVATION OF THE PROCEDURE

1. As part of the three-year planning, the University shall allocate resources corresponding to at least one third of the amounts earmarked for the conclusion of contracts to candidates who for at least thirty-six months, even cumulatively, have attended PhD programmes or carried out research on the basis of a formal assignment – excluding unpaid activities – at other Italian or foreign universities or research institutes.
2. The activation of fixed-term researcher contracts shall be approved by the Board of Directors in compliance with the personnel planning referred to in Article 3 above, subject to the proposal made by the full and associate professors of the Department Board with respect to the personnel recruitment planning adopted. The resolution of the Department Board, passed by an absolute majority vote, must contain:
 - a) the indication of the discipline group and any profile exclusively by specifying one or more subject areas;
 - b) an indication of the full-time or fixed-term commitment scheme required;
 - c) the activities covered by the contract, including the objectives of scientific productivity (publications, conferences, other types of products) and the qualitative characteristics of the scientific production, the way in which teaching, supplementary teaching and student services are carried out, the commitment to participate in training courses for research staff organised by the University;
 - d) the maximum number of publications to be submitted for selection, but no fewer than twelve;
 - e) the remuneration to be paid to the profile requested with an indication of the source of funding intended to guarantee the economic sustainability of the contract;
 - f) the foreign language required for the oral discussion;
 - g) an indication of any specific research project/programme the contract is linked to.
3. Before approval by the Board of Directors, the resolution containing the proposal adopted by the Department Board must be submitted for the opinion of the Evaluation Committee and the Academic Senate.

ARTICLE 5
SELECTION PROCEDURE

1. The selection of fixed-term researchers is carried out by means of a public procedure announced by Rector's Decree, published in the Official Gazette of the Italian Republic and – electronically – in the official online register and on the institutional website of the University, the Ministry of Education, University and Research and the European Union.
2. The 30-day deadline for submitting applications starts on the day following the publication of the selection notice in the Official Gazette of the Italian Republic.
3. The notice must contain:
 - a) the number of posts available with an indication of the relevant department;
 - b) the reference to the envisaged commitment scheme;
 - c) the specification of the discipline group and any profile exclusively by specifying one or more subject areas;
 - d) detailed information on the specific functions, rights and duties of the researcher and on the relevant remuneration and social security;
 - e) an indication of the requirements for participation and of the qualifications that can be assessed;
 - f) the procedures for submitting applications;
 - g) any research programme and its duration, together with the objectives of scientific productivity and

overall teaching commitment;

h) an indication of the maximum number of publications, in any case no fewer than twelve, to be submitted with the application;

i) cases of incompatibility;

j) specification of the foreign language required for the oral discussion;

k) how the selection board is constituted;

l) the manner in which the selection will be carried out, indicating the criteria and parameters for the preliminary evaluation of the candidates' qualifications, curriculum vitae and scientific production;

m) identification of the person in charge of the procedure.

ARTICLE 6

PARTICIPATION REQUIREMENTS

1. The selections are open to candidates, including citizens of non-EU countries, with a PhD or equivalent qualification earned in Italy or abroad, or a medical specialisation school diploma, for the fields concerned.

2. The following are excluded from participation in the selection procedures under this regulation:

a) full and associate university professors and researchers hired on a permanent basis, even if they have stopped working;

b) those who have already benefited from fixed-term tenure-track researcher contracts under these Regulations for at least three years;

c) those who have a relationship of kinship or affinity up to and including the fourth degree with a professor belonging to the department that proposed the activation of the contract, or with the Rector, the Director General or a member of the University Board of Directors.

ARTICLE 7

SELECTION COMMITTEE

1. The selection process for the hiring of fixed-term researchers is carried out by a Selection Committee proposed by the full and associate professors of the Department Board by resolution passed by an absolute majority vote.

2. The Committee, appointed by Rector's decree, is made up of three full or associate professors, at least two of whom are external to the University, classified in the academic sector indicated in the notice.

3. One of the members of the Selection Committee is chosen by direct appointment, and the others by drawing lots from a slate of at least five names prepared by the Department, taking into account the need to ensure compliance with the provisions of paragraph 6 below. The full professors included in the slate must meet the requirements for participation in committees for national scientific qualification.

4. Professors who have received a negative evaluation under the current legal provisions may not be members of the Committee ⁽⁴⁾.

5. Furthermore, professors who are members of the University's Board of Directors and Academic Senate cannot be members of the Committee.

6. In order to ensure the equal opportunities of men and women to access employment, where possible at least one member of the Committee shall be of the female gender, as envisaged by national laws ⁽⁵⁾.

7. Full professors of the University may serve as members of selection committees for competitions for fixed-term researcher posts announced by the University for a maximum of two procedures per calendar year, which may be extended to three for academic sectors with a low number of candidates.

8. The Rector's Decree appointing the Committee is published in the official online register and on the University website.

The 30-day period for any objection of candidates to the committee members begins the day following the date the decree is published in the official online register.

9. The resignation of a member of the Committee due to unforeseen impediments must be adequately justified and documented and shall only take effect following acceptance by Rector's Decree. Any changes in legal status after appointment do not affect the status of the committee member.

10. The members of the committee working at the university do not receive reimbursement or remuneration in any capacity. Committee members from outside the University are only granted treatments for external assignments in accordance with the regulations in force.

(4) Article 6, paragraphs 7 and 8, of Italian Law 240 of 30 December 2010.

(5) Article 57, paragraph 1, letter a) of Italian Legislative Decree no. 165 of 30 March 2001.

ARTICLE 8

WORK OF THE COMMITTEE

1. At its first meeting, after appointing its chair and secretary from among its members, and after having declared that there are no grounds for incompatibility and that there is no conflict of interest between them, before gaining access to the slate of candidates and the documentation they have submitted, the Committee predetermines its evaluation criteria and parameters in accordance with the provisions of the regulations in force ⁽⁶⁾, also in line with the framework of guidelines adopted by the University administration. The criteria adopted are published on the University website. Seven days after publication, the Committee may continue its work.

2. At the following meeting, having examined the applications received, and having declared the absence of any cause of incompatibility or conflict of interest with the candidates, the Committee performs a preliminary comparative assessment of the candidates' CVs, qualifications and scientific production, including the doctoral dissertation, in relation to the profile indicated in the call for applications.

3. Following the preliminary assessment, the Committee admits the comparatively most deserving candidates to a public discussion of their qualifications and scientific production in a number between ten and twenty per cent of the total candidates, but no fewer than six.

4. The candidates are admitted directly to such public discussion if their number is six or less.

5. The slate of candidates admitted to the discussion and the calendar of the tests are published on the official online register and on the University's institutional website at least twenty days before the public discussion and the test aimed at ascertaining the candidate's adequate knowledge of the foreign language envisaged by the notice.

6. The Committee shall carry out its work in the presence of all its members and may make use of online solutions for working together, consistent with the activities to be carried out.

7. The Committee has a total of one hundred points to award to the participants following the relevant discussion based on the following parameters:

- a) Evaluation and scoring of each qualification;
- b) Evaluation and scoring of each publication

Any letters of reference produced by the candidate may also be taken into account in the evaluation.

8. The Committee proceeds with the public discussion of the qualifications and scientific production, thus awarding the scores referred to in paragraph 7, as well as with the assessment of linguistic competence, for which it may be assisted by one or more experts.

The Committee prepares a final ranking based on the overall scores awarded.

9. Candidates with a total score of sixty points or more out of one hundred are declared eligible for the call. The Committee identifies the winner and draws up a slate of suitable candidates valid for six months.

10. The Commission concludes its work within three months from the date of publication of the Rector's Decree of appointment in the official online register. The deadline may be extended by the Rector for a further month for

demonstrated and exceptional reasons presented by the Committee chair.

11. If the work is not completed by the deadline referred to in the preceding paragraph, even if extended, the Rector shall initiate the procedures for the disqualification of the members responsible for the causes of the delay or of the entire Committee by means of a reasoned order, at the same time setting a new deadline for the completion of the work.

(6) Ministerial Decree no. 243 of 25 May 2011.

ARTICLE 9

VERIFICATION OF THE VALIDITY OF THE DOCUMENTS

1. By decree, the Rector ascertains the validity of the documents within thirty days of their submission and approves the final ranking.
2. The decree is published in the official online register and on the University's institutional website.
3. Should the Rector find any irregularities in the procedure, the documents are returned to the Committee with a reasoned decision and a new deadline.
4. The decree approving the final ranking is then forwarded to the department in question for the call proposal.

ARTICLE 10

CALL PROPOSAL

1. Within 90 days from the adoption of the Rector's Decree approving the acts, subject to the approval of the call by the Board of Directors, the University shall proceed to conclude the researcher contract with the winning candidate.
2. If the contract is not concluded by the aforementioned deadline, except in the event that such failure is due to causes beyond the University's control, for the following three years the University may not launch new selection procedures for the same academic group with respect to the department concerned.
3. While the ranking remains valid, it may be used for the position created and, after consultation with the Department concerned, in the event of the winning candidate's resignation or early termination.
4. For all matters not expressly covered, the principles of national laws on public competitions shall apply.

ARTICLE 11

STIPULATION OF THE CONTRACT

1. The contract is signed by the Rector and the person concerned. The contract must expressly provide for the following:
 - a) an indication of the start and end date of the relationship;
 - b) the relevant department, the place of employment, the subject group and the academic field;
 - c) the commitment scheme;
 - d) the identification of research, teaching, supplementary teaching and student service activities and how they are to be carried out;
 - e) the economic, social security and insurance package;
 - f) an indication of the grounds for termination of the contract and the necessary notice periods.
2. In the event of compulsory maternity leave, the corresponding period of leave shall be counted within the duration of the contract, and in the event of a positive outcome of the assessment referred to in Article 15 the holder of the contract shall be classified in the role of associate professor upon its expiry. Without prejudice to the foregoing, before the expiry the holder of the researcher's contract referred to in these regulations may request its extension for a period not exceeding that of the compulsory maternity leave.
3. Throughout the duration of the contract referred to in these regulations, civil servants of public administrations shall be placed on leave or in a position of non-tenure track where such a position is envisaged by the pertinent regulations, without allowances or social security contributions.

ARTICLE 12

EMPLOYMENT CONTRACT

1. Persons with the contracts referred to in these Regulations are required to make a total annual commitment to teaching, supplementary teaching and student service activities of 350 hours for the full-time commitment scheme and 200 hours for the fixed-term commitment scheme. In any case, the total annual hourly commitment for in-class teaching is 80 hours for full time and 60 hours for fixed term.
2. The commitment scheme may be modified only after one year from the date of employment, upon justified request of the researcher addressed to the relevant Department, in order for the Department Board to assess the aspects related to the scientific and teaching requirements, and in the case of a change from fixed-term to full-time, the full financial sustainability of the change. The favourable opinion expressed by the Departmental Board is submitted to the Rector for the adoption of the measure relating to the application. The change in the commitment scheme ordered by Rector's Decree is formalised through the signing of an addendum to the employment contract.
3. The actual performance of teaching, supplementary teaching and student services is certified on a special register, which is submitted each year for approval by the Director of the Department concerned.
4. For the purpose of reporting on research projects, the quantification of research, teaching, supplementary teaching and student service activities is 1,500 hours per year for full-time researchers and 750 hours per year for fixed-term researchers.
5. Each year researchers are required to submit a detailed technical-scientific report on their research to the Department Board. Failure by the Board to approve the report may constitute grounds for termination of the contract.
6. The provisions of the by-laws and regulations governing the right to vote and the right to stand for election in the university's governing bodies apply to fixed-term researchers.

ARTICLE 13

ECONOMIC, TAX, SOCIAL SECURITY AND INSURANCE TREATMENT

1. The all-inclusive gross remuneration payable for the entire duration of the relationship to fixed-term researchers, indicated in the selection notice, is normally equal to the remuneration payable to the confirmed full-time class 0 researcher, increased by 10%.
2. In the case of contracts financed entirely with external resources, the gross annual all-inclusive salary may be increased in relation to the provisions of the preceding paragraph and up to a maximum of 30 per cent by the Structure proposing the establishment of the profile with an express instruction.
3. Fixed-term researchers are not subject to the economic and career advancements envisaged for researchers on permanent contracts.
4. The employment contracts of fixed-term researchers are subject to all the obligations set out for other employment relationships entered into with the University.

ARTICLE 14

INCOMPATIBILITY SCHEME AND PERFORMANCE OF ADDITIONAL TASKS

1. The contracts referred to in these Regulations are not compatible with:
 - a) any other employment relationship, including part-time or fixed-term, with public and private entities, without prejudice to Article 11, paragraph 3;
 - b) research fellowships, including at other universities or public research institutions;
 - c) attendance at a PhD or post-doctoral programme, and in general with any scholarship

awarded for any reason whatsoever by national or foreign institutions, unless it is for the purpose of international mobility for research purposes.

2. Researchers are permitted to engage in other teaching assignments conferred by the University in addition to those referred to in Article 12, paragraph 1, whether paid or free of charge.
3. Full-time researchers are allowed to carry out additional assignments conferred by third parties, subject to the authorisation of the Rector, based on the binding opinion of the Department Board, provided that they are compatible with the proper performance of institutional activities and in compliance with current regulations.
4. Researchers on fixed-term contracts are allowed to carry out freelance activities, as well as other activities conferred by third parties, provided that they do not jeopardise institutional activities and do not lead to conflicts of interest with the University, in compliance with current regulations. In the event of possible conflicts of interest, the compatibility of the performance of the activity shall be assessed by the Rector, after consulting the Director of the relevant department.

ARTICLE 15 TENURE TRACK

1. Within the resources available for planning, starting from the conclusion of the third year and for each of the following years of the contract, upon request of the interested party the University shall evaluate the holder of the contract who has obtained the national scientific qualification referred to in Article 16 of Italian Law 240/2010 for the purpose of being called to the role of associate professor. The application may be submitted each year by the person concerned to the relevant department starting from the end of the third year of the contract and no later than 180 days before the end of the contract.
2. The evaluation in question is carried out according to the procedures outlined in Article 7 of the Regulations governing the call of full and associate professors (issued by Rector's Decree no. 209 of 5 July 2018 and amended by Rector's Decree no. 333 of 2 October 2019). A teaching test is also envisaged within the academic group of reference. The teaching test consists of the presentation of a course unit on a topic drawn by the candidate from three possibilities predetermined by the Selection Committee at least 24 hours before the test itself and after formal convocation. At the end of the teaching test, the Committee expresses a reasoned positive or negative judgement on the test, which is only deemed to have been passed in the event of a positive judgement.
3. Until the date envisaged by Italian Decree-Law no. 36 of 30 April 2022, converted with amendments by Italian Law no. 79 of 29 June 2022, Article 14, paragraph 6-duodevices, for the purpose of classification at the request of the RTT the following is recognised:
 - a period of service equal to three years for those who have held university Researcher contracts for at least three years pursuant to Article 24, paragraph 3, letter a), of Italian Law no. 240 of 2010. In this case, the evaluation for classification as Associate Professor takes place no earlier than 12 months after taking up the post;
 - a period of service equal to two years for those who have been research fellows for at least three years pursuant to Article 22 of Italian Law no. 240/2010.

ARTICLE 16 TRANSITIONAL AND FINAL PROVISIONS

1. The provisions of these Regulations apply with respect to recruitment procedures that have not yet been announced on the date of their entry into force.
2. Until the adoption of the ministerial decree envisaged in Article 15 of Italian Law no. 240/2010, identifying the academic groups, the documents relating to the recruitment procedures will refer to the academic sectors and the related subject areas.
3. Until the date envisaged by Italian Decree-Law no. 36 of 30 April 2022, converted with amendments by Italian Law no. 79 of 29 June 2022, Article 14, paragraph 6-septiesdecies, the University shall reserve a share of no less than 25 per cent of the resources earmarked for the conclusion of the contracts referred to in Article 24 of Italian Law no. 240 of 30 December 2010, as amended by Article 14, paragraph 6-decies, of Italian Decree-Law no. 36/2022, to persons who are

or have been, for a period of no less than one year, holders of fixed-term researcher contracts, as referred to in Article 24, paragraph 3, letter a), of Italian Law no. 240 of 30 December 2010, or to persons who have been, for a total duration of no less than three years, holders of one or more research fellowships pursuant to Article 22 of Italian Law no. 240 of 30 December 2010, in the text in force prior to the date of entry into force of the law converting Italian Decree-Law no. 36/2022.

4. For researcher contracts activated pursuant to Article 24 of Italian Law no. 240/2010 in the version prior to Italian Law no. 79/2022, the employment relationships established remain governed by the "*Regulations governing the recruitment, legal framework and remuneration of fixed-term researchers*", issued by Rector's Decree no. 334 of 12 October 2018 and amended by Rector's Decree no. 334 of 2 October 2019.

5. These regulations enter into force on the date of their publication on the University website.

6. For anything not expressly covered by these regulations, the relevant laws and regulations in force shall apply.