

**REGULATIONS GOVERNING THE RECRUITMENT, LEGAL FRAMEWORK AND
REMUNERATION OF FIXED-TERM RESEARCHERS**

(RECTOR'S DECREE NO. 334 OF 12 OCTOBER 2018 AND AMENDED BY RECTOR'S DECREE NO. 334 OF 2 OCTOBER 2019)

**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 researchers in compliance with the University Code of Ethics and the principles set out in the European Charter for Researchers.⁽²⁾ They also govern the teaching, supplementary teaching, student services and research of such fixed-term researchers at 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 RELATIONSHIP AND TYPES OF CONTRACTS**

1. The employment relationship between the University and the fixed-term researcher referred to in these regulations is established by the conclusion of a private-law employment contract.

2. In accordance with the relevant regulations in force, the University may stipulate the following types of contracts:

- a) three-year contracts, extendible for two years and for one time only (junior contracts)⁽³⁾;
- b) three-year contracts (senior contracts)⁽⁴⁾.

(3) Article 24, paragraph 3, letter a) of Italian Law no. 240 of 30 December 2010.

(4) Article 24, paragraph 3, letter b) of Italian Law no. 240 of 30 December 2010.

**ARTICLE 3
JUNIOR CONTRACTS**

1. Junior contracts last three years and may be extended for two years only once, subject to positive evaluation of the research and teaching done, as envisaged in Article 17 below.

2. Junior contracts can be concluded on a full-time or fixed-term basis. The teaching, supplementary teaching, research and student service commitments of researchers with junior contracts are governed by Article 14 below.

**ARTICLE 4
SENIOR CONTRACTS**

1. Senior contracts last three years and are reserved for those who have entered into junior contracts, i.e. those who have earned national scientific qualification for the functions of full or associate professor in accordance with the regulations in force ⁽⁵⁾, or who have earned a medical specialisation for the sectors concerned, or who have received research fellowships for at least three years, even if not consecutive⁽⁶⁾ or post-doctoral fellowships or similar contracts, grants or fellowships in foreign universities.

2. Senior contracts may be concluded on a full-time or fixed-term basis ⁽⁷⁾. The teaching, supplementary teaching, research and student service commitments of researchers with senior contracts are governed by Article 14 below.

(5) Article 16 of Italian Law no. 240 of 30 December 2010.

(6) Article 51, paragraph 6, of Italian Law no. 449 of 27 December 1997 and Article 22 of Italian Law no. 240 of 30 December 2010.

(7) Article 5, paragraph 5-bis, of Italian Decree-Law no. 34 of 30 April 2019, converted with amendments by Italian Law no. 58 of 28 June 2019.

ARTICLE 5

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 ⁽⁸⁾.
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 or insurance 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.

(8) 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 6

ACTIVATION OF THE PROCEDURE

1. In compliance with the personnel planning referred to in Article 5 above, the Board of Directors approves proposals for the activation of contracts under these regulations and for the possible extension of junior contracts.
2. The activation of fixed-term researcher contracts is proposed by the Department Board. The resolution, passed with the favourable vote of the absolute majority of the full and associate professors, must contain:
 - a) the type of contract for which the fixed-term researcher is to be hired, specifying the full-time or fixed-term commitment;
 - b) the source of funding guaranteeing the economic sustainability of the contract;
 - c) the academic sector and any profile, defined exclusively by specifying one or more subject areas;
 - d) the way in which teaching, supplementary teaching and student service activities are carried out, as well as the scientific productivity objectives to be achieved;
 - e) the maximum number of publications to be submitted, in compliance with the provisions of Article 7, paragraph 3, letter h) below;
 - f) the requirements for participation in the selection procedure, in accordance with the provisions of Article 8 below;
 - g) the foreign language required for the oral discussion of the specific requirements of the contract.

3. Before approval by the Board of Directors, the resolution referred to in the previous paragraph must be submitted for the opinion of the Evaluation Committee and the Academic Senate.

ARTICLE 7

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, the type of contract and its duration, and the relevant department;
- b) the reference to the required commitment scheme;
- c) the specification of the academic sector 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, the qualifications that can be assessed and how to submit a curriculum vitae;
- f) any procedures for the electronic submission of 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 8

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. Participation in selections for senior contracts also requires the fulfilment of the requirements set out in Article 4 of these regulations.

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 had contracts as research fellows and fixed-term researchers at the University or at other Italian state, non-state or online universities or other bodies and institutions envisaged by law for a period that, added to the duration of the contract offered, exceeds 12 years, even if not continuous.

Periods spent on maternity or health leave in accordance with current law do not count towards the duration of these relationships;

c) those who have a 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 9

SELECTION COMMITTEE

1. The selection process for the hiring of fixed-term researchers is carried out by a Selection Committee, proposed by resolution of the Department Board passed with the favourable vote of the absolute majority of the full and associate professors and appointed by Rector's Decree.
2. The Committee is made up of three members chosen from among full or associate professors, at least two of whom are external to the University, currently 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. The full professors included in the slate must meet the requirements for participation in committees for national scientific qualification.
4. In sectors where the number of full and associate professors is less than ten, the names are identified within the same macro-sector.
5. Professors who have received a negative evaluation under the current legal provisions may not be members of the Committee ⁽⁹⁾.
6. Furthermore, professors who are members of the University's Board of Directors and Academic Senate cannot be members of the Committee.
7. 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 ⁽¹⁰⁾.
8. 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 sectors with a low number of candidates.
9. 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.
10. 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.
11. 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.

⁽⁹⁾ Article 6, paragraphs 7-8, of Italian Law 240 of 30 December 2010.

⁽¹⁰⁾ Article 57, paragraph 1, letter a) of Italian Legislative Decree no. 165 of 30 March 2001.

ARTICLE 10
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 ⁽¹¹⁾, 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, with respect to the academic sector in question and any subject group envisaged 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 thirty days before the public discussion and the oral test aimed at ascertaining the candidate's adequate knowledge of the foreign language envisaged by the notice with respect to one of the research topics.
6. The assessment of the qualifications and discussion of the publications, as well as the oral discussion in the chosen foreign language focused on one of the candidate's research topics, shall take place at the same time on the date set, for which the committee may be supported by one or more experts. Other written or oral examinations for the assessment of the candidates are excluded.
7. 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.
8. The Committee has a total of one hundred points to award to the participants based on the following parameters:
 - a) evaluation of each degree following the relevant discussion: up to a maximum of twenty-five points in total;
 - b) evaluation of each publication following the relevant discussion: up to a maximum of fifty points in total;
 - c) oral discussion in the chosen foreign language: up to a maximum of twenty-five points. 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.
10. The Commission concludes its work within four 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 two months 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.

⁽¹¹⁾ Ministerial Decree no. 243 of 25 May 2011.

ARTICLE 11
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 12
CALL PROPOSAL

1. Within two months from the date of the Rector's Decree approving the documents, the Department Board adopts the resolution containing the proposal for the call of the winner, which, taken with the favourable vote of the absolute majority of the full and associate professors, is forwarded to the Board of Directors for approval. If the majority indicated in the previous sentence is not reached, the Board of Directors shall take the necessary decisions.
2. If the Department Board adopts a resolution not to proceed with the call, such decision must be justified in detail and submitted to the Board of Directors for approval, also for the purpose of the possible application of the measure envisaged in paragraph 3 below.
3. Should the Department allow the deadline referred to in paragraph 1 above to pass without adopting the call resolution, it may not request a new selection procedure for posts of the same qualification and the same academic sector in the two years following the date of the decision approving the documents.
4. In the event of non-acceptance by the person concerned, the Department shall issue a new call proposal based on the final ranking, in accordance with the procedures set out in paragraph 1. Paragraphs 2 and 3 above shall apply.

ARTICLE 13
STIPULATION OF THE CONTRACT

1. The fixed-term researcher is hired with a fixed-term employment contract signed by the Rector and the person hired. The contract must expressly provide for the following:
 - a) the type of contract referred to in Article 2, paragraph 2, of these Regulations;
 - b) an indication of the start and end date of the relationship;
 - c) the relevant department, the place of employment, the academic sector and the subject group;
 - d) the commitment scheme;
 - e) the identification of research, teaching, supplementary teaching and student service activities and how they are to be carried out;
 - f) the economic, social security and insurance package;
 - g) an indication of the grounds for termination of the contract and the necessary notice periods.
2. In the event of compulsory maternity leave, the contracts referred to in these Regulations shall be suspended and the expiry date extended for a period equal to that of the compulsory leave.
3. Throughout the duration of the contracts referred to in Articles 3 and 4 of 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 14
EMPLOYMENT CONTRACT

1. Persons with the junior and senior contracts referred to in Articles 3 and 4 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 60 hours and 40 hours respectively.
2. The researcher may change the initial commitment scheme envisaged in the employment contract only once during the entire duration of the relationship, subject to authorisation by the relevant department, which must guarantee financial sustainability in the event of a change from fixed term to full time.
3. The actual performance of teaching, supplementary teaching and student service activities is certified in a special register, which is submitted each year to the Department Director concerned for approval.
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.
7. The contracts referred to in this regulation do not give rise to any rights regarding access to the university's tenured positions. Their completion constitutes a preferential qualification in competitions for access to employment in public administrations.

ARTICLE 15
ECONOMIC, TAX, SOCIAL SECURITY AND INSURANCE TREATMENT

1. The all-inclusive gross remuneration payable for the entire duration of the relationship to researchers employed under the junior contracts referred to in Article 3 shall be equal to the remuneration payable to the confirmed class 0 researcher, according to the commitment scheme.
2. The all-inclusive gross remuneration payable for the entire duration of the relationship to researchers employed under the senior contracts referred to in Article 4 shall be equal to the remuneration payable to the confirmed class 0 researcher, increased by 10%.
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 16
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 13, paragraph 3;

- b) research fellowships, including at other universities;
 - c) attendance at a PhD or post-doctoral programme, and in general with any scholarship or grant awarded for any reason whatsoever, including by third parties.
2. Researchers are permitted to engage in other teaching assignments conferred by the University in addition to those referred to in Article 14, 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 17 **EXTENSION OF JUNIOR CONTRACTS**

1. Where consistent with the resources available for personnel planning, the Department that has formulated the proposal for the call of the junior contract holder referred to in Article 3 of these Regulations may, in the six months prior to the expiry of the contract and with the consent of the person concerned, and by resolution of the Board passed with the favourable vote of the absolute majority of the full and associate professors, propose the extension of the contract for one time only and for just two years, justifying it with respect to teaching and research requirements.
2. The teaching and research performed by the researcher under the contract for which the extension is proposed shall be assessed by a special Committee consisting of three members chosen from among tenured university professors, including those from outside the University, and appointed by decree of the Rector based on a report prepared by the Department concerned.
3. The Committee shall assess the adequacy of the research and teaching carried out by the researcher in fulfilment of their work contract. In the event of a positive outcome of the assessment, the extension proposal, along with the report of the Department concerned and the Committee's assessment, shall be submitted to the Board of Directors for approval.
4. The resolution of the Board of Directors referred to in the preceding paragraph shall be adopted within the expiry date of the contract that is the subject of the extension proposal.

ARTICLE 18 **TRANSITIONAL AND FINAL PROVISIONS**

1. The provisions of these Regulations apply with respect to recruitment procedures initiated after the date of their entry into force.
2. These Regulations replace and repeal the "*Regulations governing the recruitment, legal framework and remuneration of fixed-term researchers*" issued by Rector's Decree no. 501 of 31 October 2013.
3. For anything not expressly covered by these regulations, the relevant laws and regulations in force shall apply.