



Università degli Studi di Roma "Tor Vergata" (University of Rome "Tor Vergata")

**PUBLIC SELECTION FOR QUALIFICATIONS AND INTERVIEW FOR THE ISSUING OF 1st
LEVEL GRANTS FOR COLLABORATION IN RESEARCH ACTIVITIES TO BE CARRIED OUT IN
THE DEPARTMENTS OF THE UNIVERSITY OF ROME "TOR VERGATA" ANNOUNCED WITH**

DECREE OF DIRECTOR GENERAL N. 2578 OF THE 5/12/2017

PUBLISHED ON THE UNIVERSITY'S WEBSITE

ON THE 6/12/2017

**EXPIRY OF THE PRESENTATION OF APPLICATIONS
27/12/2017**

(art. 6, paragraphs 1 and 11 of the notice)

The notice can also be found at the following addresses:

<http://bandi.miur.it>

Ministry of Education University and Research

**<http://ec.europa.eu/euraxess> - Area: JOBS
European Union**



Università degli Studi di Roma "Tor Vergata" (University of Rome "Tor Vergata")

Second Direction - First Division

Second Compartment - Research grants

D.D. n. 2578 of the 5/12/2017

THE GENERAL DIRECTOR

GIVEN law 30th December 2010, n. 240 containing: "Regulations relating to the organisation of universities, academic staff and recruitment, as well as Government measures to incentivize the quality and efficiency of the university system" and, in particular, art. 22;

GIVEN Ministerial Decree of the 9th March 2011, n.102: "Minimum value of research grants - art. 22, law 30th December 2010, n. 240";

GIVEN Rector's decree n. 1929 of the 6th July 2011 and *ss.mm.ii.* with which the Regulations for the awarding of research grants were approved in accordance with art. 22 of law 30th December 2010, n. 240, hereinafter referred to as the "Regulations";

GIVEN art. 14 of the Regulations which envisages the establishment of 1st, 2nd, 3rd and 4th level grants, defining the respective values of the these in relation to the access requirements established in the notices, the complexity of the research projects these are linked to and the scientific activities to be carried out;

GIVEN the requests for the activation of grants with financing to be borne entirely by the balance sheet of the research Department in question as per art. 2, paragraph 1, letter b) of the Regulations, sent by the Managers of the research programmes before the deadline of the 24/11/2017 established with file note n. 34039/2017 sent by the second Compartment - Research grants, on the 2/11/2017;

DECREES

ART. 1

1. A public selection is called for qualifications and interview, in accordance with art. 3, paragraph 2, letter B) of the Regulations, for the awarding of 1st level grants for collaboration in research activities to be carried out in the following Departments of the University of Rome "Tor Vergata":

Cod.	RESEARCH DEPARTMENT	Research programme	Subject sectors	number of grants	duration grant months
F1-2017-0095	Department of Medical Systems	ENDOSCOPIC EDUCATION SURVEY _phase 2 (CUP:E82I16000340007)	MED/12	1	12
TOTAL GRANTS				1	



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ART. 2

Requirements for admission to selection process

1. The following individuals are admitted to the selection for the awarding of the 1st level research grants specified in the previous article, scholars of any nationality that are in possession of the following requirements:

a) Master degree as per Ministerial Decree (D.M.) 22nd October 2004, n. 270 (art. 3, paragraph 1, letter b), or the degree obtained with the old system (courses with a duration of no less than four years, envisaged by the teaching systems before D.M. 3rd November 1999, n. 509) or a master degree as per D. M. 3rd November 1999, n. 509 (art. 3, paragraph 1, letter b);

b) Specific skills in organizational, communicative and archive activities. In addition, experience is required in the use and management of online surveys;

c) scientific-professional CV suitable for carrying out the research activity in the relevant sector;

2. The general admission requirements to the public selections, as well as any additional qualifications, must be held at the date of expiry of the deadline established for the presentation of the admission requests.

3. The equivalence of the degree certificate and any other qualifications acquired abroad which have not already been recognised in Italy with the formal procedure in accordance with the prevailing legislation will be assessed, solely for the purposes of the candidate's admission to the specific selection process, by the examining Commission as per art. 7 below of the present notice. In the case of a degree certificate, the Commission must assess its equivalence to the degree in letter a) of the present article.

ART. 3

Incompatibility

1. Research grants cannot be granted to tenured employees in service at universities, public institutions and bodies for research and experimentation, the national Agency for new technologies, energy and sustainable economic development (ENEA) and the Italian Space Agency (ASI), as well as at the institutions whose post-graduate scientific diplomas have been recognised as equivalent to the qualification of research doctors in accordance with art. 74, fourth paragraph, of the decree of the President of the Italian Republic 11th July 1980, n. 382.

2. Beneficiaries of research grants in service with government offices other than those detailed in the previous paragraph or resulting from private employers are forfeited unless they are on leave without grants for the period of duration of the research grant, even if they are part-time employees.



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3. The awarding of the grant is not compatible for individuals taking degree courses, master's courses, research doctorates with scholarships or medical specialisation, in Italy or abroad.
4. Inadmissibility also applies to applications from individuals who would, with the fruition of the grant, exceed the overall limits of duration as per art. 9 below.
5. In accordance with the terms of art. 18, paragraph 1, letter b), last sentence of law 30th December 2010, n. 240, referred to in the same article by letter c), participation is also excluded for individuals with a degree of kinship or affinity, up to the fourth degree including with a professor that belongs to the research Department that is awarding the research grant, or with the Rector, the General Director or a member of the University's Board.
6. Combination with other scholarships awarded for any reason is not permitted, except for those granted by national or foreign institutions for the purpose of integrating, with stays abroad, the research activity of the beneficiaries of grants.

ART. 4

Value of the grant

1. The annual value of the 1st level research grants amounts to € 19,367.00 net of charges to be borne by the issuing Administration, as established by art. 14, paragraph 1 of the Regulations.
2. The grant is paid to the beneficiary monthly in arrears.
3. The University will provide insurance cover in favour of the research associates for injuries and civil liability towards third parties in the context of the completion of their activities. The value of the respective premiums is deducted from the sum due to them.
4. The issuing of the grant is suspended, in compliance with the prevailing regulations, during periods of absence due to illness or for reasons which are duly documented and in any case for a period of no more than one year, beyond which time the legal forfeiture of the benefit will apply. In such cases, the duration of the relationship will extend for the residual period for the realisation of the plan of scientific activity, and will recommence from the date of expiry of the cause of suspension.
5. During periods of suspension for maternity and the resulting obligatory abstention from the research activity, the issuing of the grant will take place according to the terms of art. 5 below.



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ART. 5

Fiscal, social security and insurance treatment

1. For the fiscal treatment of the research grants the measures outlined in art. 4 of law 13 the August 1984, n. 476 and subsequent amendments and supplements apply, as well as, in the field of social security, those in art. 2, paragraphs 26 and following, of law 8th August 1995, n. 335 and successive amendments, relating to obligatory abstention for maternity, the provisions as per the Decree of the Ministry of Employment and social insurance 12th July 2007 and with regard to leave for illness, art. 1, paragraph 788, of law 27th December 2006, n. 296 and subsequent amendments.
2. In the period of obligatory abstention for maternity, the allowances paid by INPS, in accordance with art. 5 of D.M. 12th July 2007, is supplemented by the University up to the level of the entire sum deriving from the research grant.

ART. 6

Admission applications and qualifications: instructions for presentation

1. For the purposes of the present notice, the candidates must present the admission application, their qualifications, the documents deemed useful for the selection process and any publications, according to the following on line procedure, before the expiry date specified in the table for each individual research grant, or within the final deadline of twenty days from the day following the publication of the present notice on the website of the University and on the website of the Ministry of Education, University and Research, on penalty of disqualification from the procedure.
2. For the purposes of the completion of the on line admission application and the attached relevant documentation the only languages permitted are Italian and English, even through a translation.
3. The procedure to present the admission application is available on-line at the following URI:
<http://concorsionline.uniroma2.it> .
4. The candidates must proceed with the registration indicating their personal and contact details, following the instructions of this procedure.
5. At the end of the registration the system releases a PIN number which allows the admission application to be filled out. The PIN number is also sent by e-mail along with a summary of the data that was inserted. If the PIN number is not received by e-mail, the candidate must ensure that he/she has provided the correct information and, if necessary, update them.



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6. After the registration, the candidate needs to access the reserved area, select the research programme for which he/she intends to present the admission application and follow the respective procedure.
7. It is possible to save and recommence the filling out of the admission application at any moment, as long as the established deadline is respected.
8. Once the required obligatory data is provided, the system enables the application to be sent, once the data inserted has been confirmed. To carry out the operation it is necessary to use the PIN number received when the registration was made.
9. At the end of the procedure the system will release a registration number which certifies that the application has been sent.
10. In the case of any additions or amendments to an application for which a registration number has already been issued, it is possible to cancel this and make the required changes within the established deadlines. At the end of the operation the application must be confirmed and the system will issue a new registration number.
11. The on-line service is active for the entire period the present notice is advertised for from 01:30 to 23:59 (Central European Summer Time).
12. A support service is available for users at the address:
concorsionline@uniroma2.it.
13. Applications and qualifications that are sent to the University Administration in a manner other than that outlined in the present article will not be considered.
14. The Administration can decide at any moment, until the announcement of the winners, to exclude individuals from the selection processes on the basis of shortcomings in the declared requirements. The exclusion will be decided by a rector's decree.
15. Moreover the forfeiture of the right to the research grant will be ordered for any candidates who turn out to have made untruthful declarations in the application for admission to the selection.
16. The university Administration does not accept any responsibility for the loss of correspondence which is the result of incorrect registration of contact details by candidates, or lack of or delayed notification of changes in the contact details provided during the application or from any technical hitches not attributable to the blame of the Administration or, in any case, attributable to the actions of third parties, unforeseeable circumstances or force majeure.



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17. Candidates recognised as disabled in accordance with law n. 104 of the 5.2.1992 must make an explicit request, in the application to the selection, in relation to their handicap, of the necessary supports, as well as the need, if applicable, for additional time to complete the interview, in accordance with the above mentioned law.

ART. 7

Examining Commission

1. The granting of the research grants as per the present notice takes place after selection procedures are carried out which ensure a comparative assessment of candidates and the publication of the deeds, made by examining Commissions appointed by decree by the General Director, upon a resolution of the competent body of the Body that intends to issue the grants.

2. The examining Commission is made up of the Manager of the research project and by two experts in the subject for which the grant is requested, who will be chosen from amongst the professors and tenured researchers of the University, and elects from within the commission members a Chairman and Secretary.

ART. 8

Selection procedure and ranking

1. The examining Commission detailed in the previous article will establish, during the first meeting, the criteria and means of assessment of the qualifications to be described in the respective minutes, as well as the criteria to be adopted for the assessment of the interview.

2. For the purpose of the present selection, preference will be given, for the sectors concerned, to medical specialisation qualifications, supported by adequate scientific production. The following will also be considered as qualifications, in that they are directly pertinent to the scientific sectors in question: specialisation diplomas and attendance certificates for postgraduate specialisation courses, obtained in Italy or abroad, qualifications connected to a documented research activity with private and public Italian, foreign or international bodies with contracts, scholarships, appointments, publications, certificates, as well as additional qualifications which are suitable for qualifying the candidate's professionalism.

3. For the purpose of the comparative assessment the Commission will mark candidates out of 100.

3.1. For qualifications the Commission can attribute to each candidate a maximum score of 40 points, in relation to the relevance with the specific scientific sector of the research grant.

3.2. For the interview, which is meant to check the specific knowledge of the candidate in the scientific sector in question, the Commission can attribute to each candidate a maximum score of 60 points.



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3.3. In order to be suitable the candidates must receive a score of at least 24 points in the qualifications and a score of at least 36 points in the interview.

4. The examining Commission assesses the qualifications and invites suitable candidates to attend the interview. The notification relating to the date and place where the interview is to be held must be made to the individual clients at least 20 days prior to the interview itself, unless all interested parties have waived in writing the advance warning.

5. In the case of candidates who are resident or live more than 500 km away from the location where the selection interview is to be held, depending on the technical feasibility, the examining Commission can decide to carry out the interviews with long distance communication instruments, using IT, audio and video supports which guarantee the effectiveness and transparency of the procedures, as well as the identification of the candidate.

6. At the end of its work, which must be completed within ninety days from the date of the rector's decree of appointment, without prejudice to cases of postponement authorized by the University for causes of force majeure or for particular justified impediments of the components, the Commission will prepare suitable minutes containing the assessment criteria, the judgments, the overall score attributed to each candidate, formulates the ranking on the basis of a decreasing order resulting from the score given in the assessment of qualifications and the score obtained in the interview and determines, in the order of the ranking, the winner of the selection.

7. The final judgment formulated by the Commission for every candidate will be made public by being affixed on the University's notice board.

8. The deeds relating to the selection as well as the ranking are approved by decree by the General Director.

9. In the event of waivers or forfeiture of a beneficiary of the right to the grant, the candidate placed immediately after will take his/her place.

10. In the event of an advanced termination of the contract, following a proposal by the scientific Manager of the research project, the competent body of the research Department concerned can decide on the attribution of the residual fraction of the grant, as long as has a duration at least one year, to the alternative candidate that is next in the ranking.

ART. 9

Formalising the relationship

1. The grants are granted with a private law contract. This contract does not in any way represent a



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contract of employment and does not give rise to rights relating to access to positions within the University.

2. The research grants start without fail from the first or fifteenth day of each month, on the express indication of the Manager of the project the assignment relates to.

3. The research grants can be granted to citizens of States that do not belong to the European Union only if they are in possession of the necessary requirements in accordance with the prevailing legislation for the carrying out in Italy of the activities envisaged by the contract.

4. The research associate that wins the selection is required to document to the competent administrative Office that qualifications presented actually satisfy the requirements as per the law or the Regulations.

4.1 If the winner is an Italian citizen or a citizen of a European Union state, he/she can produce the qualifications he/she has and the documents deemed useful for the purpose of the selection:

- in an original copy;
- in a true copy of the original as certified by a competent public officer;
- through a sworn statement in accordance with articles 46 and 47 of DPR 445/2000;
- a copy along with a sworn statement certifying the conformity of this to the original in accordance with articles 19, 19 - bis and 47 of DPR 445/2000.

4.2 If the winner is not a citizen of a State of the European Union, without prejudice to the terms of paragraphs 2, 3 and 4 of art. 3 of DPR n. 445/2000, he/she must produce his/her qualifications and the documents deemed useful for the purpose of the selection, exclusively in original copies or through certificates or attestations released by the competent authority of the foreign State.

4.3 For all deeds and documents in languages other than Italian and English a certified Italian translation of the foreign text must be attached, prepared by the competent diplomatic or consular offices, or an official translator.

5. Upon the signing of the contract the research associate that wins the selection must present sworn statements, provided in accordance with DPR 28th December 2000 n. 445, in which he/she declares not to have criminal convictions, that he/she is not the recipient of orders which relate to the application of precautionary measures, civil decisions and administrative measures that are registered in the criminal records office in accordance with the prevailing legislation, he/she is not aware of being subjected to criminal proceedings and that none of the cause of incompatibility detailed in art. 3 above of the present notice apply to him/her.



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ART. 10

Duration and renewal

1. The grants have a duration of between one and three years and are renewable with the same individual for the continuation of the same research. The duration of any renewal cannot be less than one year.
2. The renewal application must be presented by the Manager of the research project and authorized by the competent bodies of the research Department involved.
3. The overall duration of the relationships established with the individual research associate, including any renewals, cannot in any case exceed six years, excluding the period in which the grant was received at the same time as a research doctorate without a scholarship, up to the maximum limit of the legal duration of the respective course, in accordance with art. 22 of law 30th December 2010, n. 240, as well as modified by D.L. of December 31, 2014, with amendments into L. February 27, 2015, n.11.
4. The calculation of the maximum limit of six years must include the grants received by the same individual even if these were awarded by different universities and bodies.
5. The calculation of the maximum limit of six years must not include the years as research associate carried out in accordance with the previous law (art. 51, paragraph 6, law 27th December 1997, n. 449).
6. The overall duration of the relationships established with the beneficiaries of the research grants and fixed term research contracts in accordance with articles 22 and 24 of law 30th December 2010, n. 240 with the same individual even with different universities, including public, private or on-line institutions, as well as with bodies as per art. 3, paragraph 1 of the present notice, cannot in any case exceed twelve years, even if not consecutive.
7. For the purpose of the duration of the above mentioned relationships consideration is not given to periods spent on leave for maternity or for health reasons in accordance with the prevailing legislation.
8. The duration of the research grants which the present selection relates to is specifically detailed in art.1.

ART. 11

Forfeiture and termination of the contract

1. The relationship ends at the contractually envisaged expiry date.
2. The right to receive the research grant is forfeited by any party who, within thirty days of the publication of the results of their favourable selection, does not declare that they accept the grant or do not appear within the established deadline for the signing of the contract. Delays in acceptance may only be justified in cases of



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serious illness which are duly certified, obligatory abstention for maternity or cases of force majeure which are appropriately demonstrated.

3. The right to the grant is also forfeited by anyone who makes false declarations or fails to report any causes of incompatibility in accordance with art. 3 of the present notice, without prejudice to additional sanctions envisaged by the prevailing regulations.

4. During the collaboration relationship where a beneficiary of a grant, without a valid reason, fails to duly continue with the research activity, or is responsible for serious failings or breaches, the Manager of the research project may present a proposal for the commencement of a procedure for the termination of the contract.

5. Additional causes of the termination of the collaboration relationship are the arising of causes of incompatibility in accordance with art. 3 of the present notice, the voluntary interruption of the activity of the research associate or a serious and relevant breach in accordance with the provisions of the Civil Code, a negative judgment on the report relating to the activity carried out and the results obtained from the competent body of the applicable research Department as per art. 11, paragraph 7 below.

6. The holder of the research grant may withdraw from the contract by providing written notice, with an advance warning of at least twenty days, to the Manager of the research project, who in turn must forward this to the competent administrative Office for the resulting procedural matters.

ART. 12

Rights and duties of research associates

1. The research associate must exclusively carry out research activities in the context of the project he/she is involved in, with the exclusion of activities of mere technical or administrative support, with the obligation to keep confidential any information acquired during the course of the collaboration relationship.

2. The hosting research Department is required to provide to the beneficiary of the grant the available means for the realisation of the research programme, guaranteeing access to the necessary equipment and resources, as well as the use of the technical-administrative services in accordance with the provisions approved by the research Department.

3. The research activity can be carried out partially at a university or research body abroad, as long as this is compatible with the research programme and objectives that are given to the research associate. The period spent abroad must be expressly authorized in advance by the Manager of the research project, who must promptly notify the competent administrative Office, specifying both the



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period and the foreign institution where the activity will be carried out.

4. The beneficiaries of research grants can be authorized to carry out teaching activities, as long as these do not interfere with the commitment relating to the research project and in any case for a maximum of sixty hours per academic year.

5. The research grants are compatible with other sources of income deriving from self-employed work, upon condition that the corresponding duties do not interfere and do not involve conflicts of interest with the specific research activity carried out by the beneficiary of a grant, do not cause any harm to the image or interests of the University, take place in tempi and in a manner which is compatible with the regular execution of the research activity.

6. In cases of doubt, the assessment of the compatibility of the activity detailed above with the carrying out of the functions connected to the research activity relating to the is delegated to the Manager of the research project, who must notify his/her authorization to the University's competent Office.

7. The beneficiaries of the grants are required to present annually, and in any case at the end of the relationship, to the competent body of the research Department involved, which must express a positive or negative judgment, a detailed report, approved by the Manager of the research project, on the activities carried out and on the results obtained.

ART. 13

Beneficiaries of the grants in the scientific disciplinary sector of the medical-clinical area

1. The beneficiaries of grants in the scientific disciplinary sector of the medical-clinical area are allowed, in accordance with the means envisaged by the individual agreements and by prevailing Regulations, to use the health facilities associated with the University and in particular the facilities of the Tor Vergata Polyclinic, for purposes directly connected to the carrying out of their research activities, including for the acquisition of the clinical data relating to the treatments applied to patients, as per legislative decree of the 30th June 2003, n. 196.

ART. 14

Publication

1. The present notice is made public on the website of the University of Rome "Tor Vergata" in the section "Avvisi e bandi" and in the link "La Ricerca" - "Ricerca nazionale e di Ateneo" - "Ripartizione 4 - Assegni di ricerca" - "Bandi attivi", on the website of the Ministry of Education, University and Research and on that of the European Union.

THE GENERAL DIRECTOR
f.to (dott. Giuseppe Colpani)