**SELECTION PROCEDURE FOR THE CONFERRAL OF 1 (ONE) ONE-YEAR RESEARCH COLLABORATION GRANT FOR THE SCHOOL OF PHARMACEUTICAL AND HEALTH PRODUCTS SCIENCES – ACADEMIC DISCIPLINE BIO/16.**

- **WITH REFERENCE TO** the Regulation on the Conferral of Research Grants issued with Rector’s Decree No. 331 of 5 April 2004 and amended by Rector’s Decree No. 426 of 8 June 2006;

- **HAVING REGARD TO** Law of 30 December 2010, No. 240, providing for “Rules for the organisation of universities, academic staff and recruitment, as well as the Government's responsibility to encourage the quality and efficiency of the university system”, in particular Art. 22 containing provisions regarding “Research Grants”;

- **HAVING REGARD TO** the provisions on taxation, as per Article 4 of Law No. 476 of 13 August 1984;

- **HAVING REGARD TO** the provisions on social security, referred to in Article 2, paragraphs 26 and following, of Law No. 335 of 8 August 1995 as subsequently amended;

- **HAVING REGARD TO** the provisions on compulsory maternity leave provided for in the Decree of the Minister of Labour and Social Security of 12 July 2007;

 - **HAVING REGARD TO** the provisions concerning sick leave, referred to in Article 1, paragraph 788 of Law No. 296 of 27 December 2006, as subsequently amended;

- **GIVEN** that, pursuant to Article 22 of Law No. 240/2010, the universities and research institutes may confer, as provided by paragraph 7 of that Article, research grants of an amount determined by the same body which awards the allowances and on the basis of a minimum amount established by a decree of the Minister;

- **HAVING REGARD TO** the Ministerial Decree of 9 March 2011, which established the minimum amount of € 19.367,00 to be awarded to research grants holders;

- **GIVEN** that during compulsory maternity leave, the indemnity paid by INPS (Italian National Social Security Institution, as per Italian acronym) is supplemented by the University in order to maintain the full amount of the research grant, pursuant to Article 5 of the aforementioned Decree of 12 July 2007;

- **HAVING REGARD TO** the University of Camerino signing the declaration of commitment to adopt the European Charter for Researchers and of the Code of Conduct for the Recruitment of Researchers, in July 2005;

- **GIVEN** that the University Senate of 17 October 2006 adopted the Minerva Code;

- **WITH REFERENCE TO** the Code of Ethical Conduct of the University of Camerino, issued with Rector’s Decree, No. 16 of 3 February 2015;

- **WITH REFERENCE TO** the Resolution of the Council of the School of Pharmaceutical and Health Products Sciences No. 106 of 13 November 2019, concerning the request for activation of one one-year research grant in the Academic Discipline BIO/16 “Human Anatomy”;

- **WITH REFERENCE TO** the University Senate Resolution of 18 December 2019, approving the activation of the aforementioned research grant;

- **ASCERTAINED** the financial availability of € 25.000,00, including all the charges for which the Entity is responsible, to be borne in its entirety by the cost centre FPD100062 – Master’s Degree Course in “Aesthetic Medicine and aesthetic therapy” Academic year 2018/2019.

**Art. 1**

**Subject**

Selection procedure, based on qualifications and interview, for conferral of 1 (one) one-year research grant for the carrying out of research activities at the School and for the research project indicated below:

**SCHOOL OF PHARMACEUTICAL AND HEALTH PRODUCTS SCIENCES**

**Academic Discipline**: BIO/16 “Human Anatomy”

**Research Area:** 05 (Biological Sciences)

**Research project title**: “Evaluation of the effect of the treatment with the cholinergic precursor choline alfoscerate in mild cognitive dysfunction: Pilot Study”

**Duration of the grant**: 12 months (1 year) with possibility of renewal

**Gross amount to be paid to the grant recipient**: € 20.355,00

**Research Tutor**: Prof. Francesco Amenta

**Admission requirements**: Degree in Medicine and Surgery, Psychology or Pharmaceutical Sciences (LM13);

**Specific skills**: Knowledge of problems associated with the adult onset dementia, their evaluation and treatment

**Training and Professional experiences:** Administration and grading of specific tests for cognitive, functional and behavioural evaluation of dementias.

**Art. 2**

**Requirements for participation in the selection procedure**

The following shall be admitted to the selection procedure for the conferral of the research grant:

Candidates in possession of **a PhD degree or equivalent qualification obtained abroad** or a **postgraduate specialisation degree with the programme of study and research lasting at least three years**, and c**andidates holding a bachelor’s degree according to the previous regulations**, or **candidates holding specialist / master’s degree according to the new regulations,** **with the programme of study and research lasting at least four years,** in possession of a scientific-professional curriculum suitable for the performance of scientific activities, with the exclusion of permanent staff at universities, astronomical and astrophysical observatories, the Vesuvius Observatory, public research and experimentation agencies, research institutions as defined in Art. 8 of the Decree of the President of the Council of Ministers No. 593 of 30 December 1993 and subsequent amendments and integrations, the Italian National Agency for New Technologies, Energy and Sustainable Development (ENEA), the Italian Aerospace Agency (ASI), as well as the institutions conferring scientific specialisation degrees recognised as equivalent to a PhD degree pursuant to Art. 74, paragraph 4 of Presidential Decree. No. 382/1980.

 Candidates must meet the requirements at the time of the submission of their application for the participation in the selection procedure.

 Foreign citizens must be in possession of **a degree equivalent to those previously mentioned**. Equivalence must be certified by competent authorities.

**Qualifications obtained abroad that have not yet been declared equivalent** pursuant to the current legislation, **shall be evaluated solely for the purpose of selection by the Selection Committee.** **To this end, they must be translated, authenticated and provided with a declaration of value issued by the competent Italian diplomatic representations abroad** and attached to the application (original or photocopy). Moreover, they must submit the study plan for the studies completed, the exams passed and grades for each exam.

Candidates must meet the requirements at the time of the submission of their application for the participation in the selection procedure.

In addition to the requirements indicated in the previous paragraphs, **physical fitness for the job is also required.** In accordance with the legislation in force, the University reserves the right to request from the successful candidates to undergo medical examinations.

 Candidates excluded from the active political electorate shall not be admitted to the selection procedure.

Pursuant to Art. 18, paragraph 1 , letters b) and c) of the Law No. 240/2010, candidates having a marital, civil union or cohabitation-outside-marriage relationship, pursuant to Law of 20 May 2016, No. 76, or a degree of kinship or affinity, up to and including the fourth degree, with a Professor working at the School publishing the proposal for the activation of the contract, or with the Rector, Director-General, or a member of the University’s Board of Governors, shall not be admitted to the selection procedure.

Foreign citizens must also meet the following requirements:

1. to enjoy full rights as citizens in the Country of origin or provenance;
2. to meet all the same requirements necessary for the Italian citizens, except for the Italian citizenship,
3. to have adequate knowledge of the Italian language.

At any time, and by reasoned decision, the University Administration may order exclusion from the selection procedure due to lack of necessary requirement.

Furthermore, candidates who have already been awarded research grants by any institution, pursuant to Law No. 240/2010, for a period exceeding 6 years when summed up with the duration of this grant, shall not be admitted to this selection procedure. If the grant has been awarded during a PhD programme without a scholarship and up to the legal duration of the course., that period is not counted.

Furthermore, candidates who have held contracts as research fellows or fixed-term researchers, pursuant to Articles 22 and 24 of Law No. 240/2010, with the University of Camerino or any other Italian university, government, non-government or online, or with institutions described in Art. 22, paragraph 22 of Law No. 240/2010, for a period exceeding 12 years, when summed up with the duration of this grant, even if not continuous, shall not be admitted to this selection procedure.

Periods spent on maternity leave or sick leave, according to the current legislation, shall not be taken into account for the purposes of the duration of the aforementioned work relationships.

**Art. 3**

**Application and presentation deadline**

Applications for the participation in the selection procedure, drafted on plain paper and accompanied by the required documentation, addressed to the Rector, must be sent by **registered mail with return receipt** to the following address: Campus Universitario – Via D’Accorso No. 16 – 62032 Camerino (MC), or **hand-delivered directly to** the **Division of Human Resources, Organisation and Development** [Area Persone, Organizzazione e Sviluppo], located in Via Gentile III da Varano, Monday to Friday, from 09:00 a.m. to 02:00 p.m.

**Applications for participation must be presented, under penalty of exclusion, within the peremptory deadline of 30 days, starting from the day following the date of publication of the Notice of Competition on the website.**

 If the deadline for submitting the application falls on a Saturday or a public holiday, the deadline shall be postponed to the first working day.

In order to verify compliance with the terms of the application, the stamp of the accepting post office shall be considered valid in case of shipment, while, in case of delivery by hand, the date considered valid shall be the date of receipt of the application by the Division of Human Resources, Organisation and Development, which will issue a specific receipt.

 This Notice of Competition will be published on the University of Camerino website, at [www.unicam.it](http://www.unicam.it), on the MIUR [Italian Ministry of Education, University and Research] website, at <http://bandi.miur.it>, and on the European Union website, at <http://ec.europa.eu/euraxess>.

Under penalty of exclusion, Applications must be drafted according to the scheme attached to this Selection procedure (Annex 1), containing all the information requested from the candidates by the current legislation. all requested information.

The Administration shall not be held responsible for the loss of communications due to the incorrect indication of the address by the candidate, or due to failure to communicate, or late communication of the change of the address indicated in the application, or due to any postal or telegraphic issues, not attributable to the Administration, or in any case, attributable to third parties, in the case of unforeseeable circumstances or force majeure.

In the application, candidates must declare, assuming full responsibility and under the penalty of exclusion from the selection procedure, the following:

1) Their last name, name, place and date of birth;

2) To have Italian citizenship, or citizenship of one of the Member States of the European Union;

3) (In case of Italian citizens) Municipality in which they are registered in the Electoral Register, or the reasons for the non-registration or cancellation from the same;

4) To have no criminal convictions, or any pending criminal proceedings;

5) The degree obtained with the relevant grade, the date on which the degree was awarded and the University from which it was obtained;

6) The obtained PhD degree, the date on which the degree was awarded and the University from which the degree was obtained;

7) To hold no other scholarship, fellowship or research grant, and undertaking to renounce them in case of becoming successful candidates in this selection procedure;

8) To be physically fit for this job;

9) Domicile or address, including the ZIP code, to which all communications regarding this selection procedure shall be sent, as well as an e-mail address;

10) Citizens of the Member States of the European Union must also declare that they enjoy civil and political rights in the Country of their origin or provenance, or the reasons for the non-enjoyment of the same, and that they have adequate knowledge of the Italian language;

11) To have knowledge of the foreign language required in the Notice, as provided by Art. 1;

12) To have no degree of kinship or affinity, up to and including the fourth degree, or a marital, civil union or cohabitation-outside-marriage relationship, pursuant to Law of 20 May 2016, No. 76, with a Professor working at the School publishing the Notice, or with the Rector, Director-General, or a member of the University’s Board of Governors; **Failure to present this last declaration shall result in the exclusion from the procedure**;

Candidates who are citizens of non-EU countries must also declare in the application, assuming full responsibility:

* their citizenship
* to have adequate knowledge of the Italian language.

Candidates with disabilities, pursuant to Law of 5 February 1992, No. 104, in their application must make an explicit request in relation to their disability and regarding the aid necessary for the completion of the interview.

Furthermore, candidates must attach the following to the application:

1. **Two paper copies of their curriculum vitae** (an electronic copy of the curriculum, **omitting the personal data,** pursuant to Art. 4, paragraph 3 of Legislative Decree No. 33/2013, must also be sent in PDF format to one of the following e-mail addresses: anna.silano@unicam.it or maddalena.falcioni@unicam.it, in order to have it published on the University website;
2. **All documents and qualifications deemed relevant for the purposes of the procedure, and a list of the same** (publications, degree thesis, courses, various diplomas, etc.);
3. Degrees obtained abroad, required for admission to this selection:

a) original copy or a copy authenticated by an Italian authority, notarised and accompanied by a certified or sworn translation;

b) with attached declaration of value or the transcripts of the exams taken, relative to the degree required for participation;

1. **Annex “6” regarding any roles or positions held in private entities governed or financed by the Public Administration, or professional activities, carried out** in accordance with Art. 15, paragraph 1, letter c) of Legislative Decree No. 33/2013.

 In order to ensure the broadest possible participation in the procedure, candidates unable to present a degree obtained abroad when submitting the application, as indicated in the previous paragraph, must enclose with the application a photocopy of the degree accompanied by translation in Italian or English, and later, in case of successful candidates, obligatorily present the degree, according to the methods described in the previous paragraph.

Regulations for the submission of degrees:

* notarised, accompanied by certified or sworn translation, authenticated / original copy;
* with an attached declaration of value or the transcripts of the exams taken, relative to the degree,

This is an obligatory requirement for the signing of the contract in any case (for candidates non-EU citizens, who are not yet in possession of the Residence Permit in Italy, submission of degrees according to these methods constitutes an obligatory requirement for the start of activity).

1. **a copy of a valid identity document**;
2. **a copy of a document showing the tax identification code.**

Candidates may also demonstrate possession of the aforementioned qualifications by means of the declaration in lieu of certification (pursuant to Presidential Decree No. 445/2000) – (Annex 2).

The qualifications, on the basis which the candidates ask to be evaluated, must be produced within the deadline set for the submission of applications.

With reference to publications and qualifications deemed useful for the purpose of this selection procedure, candidates must also attach a special declaration in lieu of affidavit, attesting the compliance with the original copy (pursuant to Articles 19 and 47 of Presidential Decree No. 445/2000), if no copies are presented – (Annex 3).

If not signed in the presence of a person in charge of the receipt of documents, declarations in lieu of certification / affidavit, must be accompanied by a photocopy of an identity document.

The procedures envisaged for Italian citizens also apply to citizens of the European Union.

Non-EU citizens residing in Italy may use declarations in lieu of certification / affidavit only in the cases when proving personal status, facts and qualifications, certifiable or attestable by public or private Italian entities, pursuant to Article 3, paragraph 2 of Presidential Decree No. 445/2000.

Certificates issued by the competent authorities of foreign Countries must comply with the provisions in force in that Country, and must also be authenticated by the competent Italian consular authorities.

Publications must be presented in the original language; they must be translated into one of the following languages: Italian, French, English, German and Spanish, only if the original language is not one of the above. The translated texts may be presented in typewritten copies together with the text printed in the original language, accompanied by a declaration in lieu of affidavit, which certifies the compliance of the translated text with the original.

**Documents, degrees and publications sent to the University after the deadline for submitting applications shall not be taken into consideration.**

Personal status, facts and qualifications, self-certified by successful candidates of this selection procedure, shall be subject to appropriate checks by the University of Camerino regarding their truthfulness.

The envelope containing the application form and the pertaining attachments must bear the candidate’s last name, name and address.

Reference to documents and publications already presented in other competitions is not allowed.

**Art. 4**

**Selection Committee and selection**

The Selection Committee is appointed by Rector’s Decree and is composed of three members: the Research Project Manager and two members external to the University, proposed by the School Council.

The Committee shall be made known by publishing the nomination decree on the University website, together with the individual names of the Committee members and their curricula.

At the end of their work, the Committee shall draw up a specific report.

The selection is based on qualifications and interview. The interview must be public.

**Assessment of qualifications, after having identified the general criteria, shall be carried out before the interview. 60 points are reserved for qualifications and publications, and 40 point for the interview.**

**A PhD degree (Italian or foreign) is a preferential qualification and will entail a maximum score of 25 points.**

Other qualifications subject to assessment, in accordance with the preceding paragraph, and the criteria to which reference must be made in order to assign the relative scores are the following:

* **up to 5 points for the final degree grade,** divided as follows:

up to 107/110 = 0 points

 108/110 = 1 point

 109/110 = 2 points

 110/110 = 3 points

 110/110 with honours = 5 points

* **up to 20 points for “research products”;**
* **up to 5 points for postgraduate specialisation degrees; attendance certificates for post-graduate specialisation courses;.**
* **up to 5 points for other qualifications related to the service provided, resulting from contracts, grants and appointments in Italian, foreign or international research institutions, duly certified** and showing the period and the duration of the activity.

The results of the evaluation of the qualifications will be made known to the candidates by publication of the same on the University website.

The notice for the presentation at the interview must be given to the individual candidates at least

30 days before the day of the interview. The notice will include the score obtained during the qualification evaluation phase.

Only candidates obtaining a score of at **least 30** out of the 60 available points shall be admitted to the interview.

Foreign candidates, in particular the non-EU citizens, will have the possibility of a remote interview, using workstations located at universities or diplomatic offices, the officials of which must certify that the interview is being carried out by the candidate without any aid, subject to the consent of the Selection Committee and verification of the technical feasibility (Annexes 4 and 5).

Candidates must present a valid identity document in order to be interviewed.

During the interview, the Committee will also verify the knowledge of a foreign language, as foreseen by Art. 1 of the Notice; the interview will focus on topics concerning the research subject of the grant.

The research grants will be awarded, with respect to the number of positions announced in this Notice, to candidates obtaining **at least 30 points** out of the total of 40 points available for the interview.

In case of renunciation of the successful candidates before the beginning of the activity, or in case of early termination due to unjustified failure to start the research activity, the grants may be conferred to suitable candidates, according to the order of the respective rankings.

Grants are conferred under the provisions of a civil law contract.

Grants are usually effective starting from the beginning of the month following the date of stipulation of the contract.

The start of the activity must be documented by sending to the Rector a declaration issued by the Research Project Manager.

The payment of the grant to the successful candidates shall be made in monthly instalments of the same amount.

**At the end of their work, the Committee will express an overall judgment for each candidate, which will be recorded in the report and draw up a ranking list of eligible candidates, based on the sum of the scores obtained,** designating the most successful candidate or candidates (in cases when there are more than one grant), on the basis of this ranking list and the grants available.

The Rector, by Rector’s Decree, shall ascertain the regularity of the acts of the selection procedure, consisting of the minutes of each meeting of the Committee, and shall approves the ranking list, which shall be immediately effective.

 The most deserving candidate will receive a written communication of the conferral of the research grant.

**Art. 5**

**Prohibition of accumulation, incompatibility, leave, interruptions**

 This grant may not be accumulated with any other grant, conferred for any reason, except for those awarded by national or international institutions in order to integrate this research activity of the grant holder with periods abroad.

 This grant is not compatible with participation in Bachelor Degree Courses, Master's Degree Courses or Specialisation Degree Courses, PhD Courses with scholarships, or Medical Specialty Courses, in Italy or abroad.

Research grant holders may carry out teaching activities, including the assignment of specific courses and/or lesson plans.

The Department or School, in which grant holders carry out their activity has the duty to ensure that the accumulation of teaching activities that may be entrusted, for whatever reason, to the grant holders is such as not to prejudice the efficient performance of the research activities and in any case that it does not exceed the 60 hours/year limit.

Consistent with the assigned research activity and subject to the written authorisation by the Research Project Manager, endorsed by the Director of the School, the research grant holder may participate in the execution of research and consultancy activities on behalf of third parties, commissioned to the University, and in the distribution of the related income, in accordance with the procedures established by the applicable regulations.

The research activity and the grant may be suspended due to pregnancy or illness, bearing in mind that the duration of the research activity cannot be reduced due to the aforementioned suspensions.

A total period of justified leave, not exceeding thirty days in a year, does not constitute suspension and, consequently, lost time doesn’t have to be made up for.

Grant holders employed by Public Administration bodies must be given unpaid leave for a period equivalent to the duration of the research grant.

**Art. 6**

**Rights and duties of grant holders**

Grant holders carry out research activities foreseen by the research program adopted by the School; they may assist students in the research regarding their degree theses or doctoral dissertations. Grant holders have the right to avail themselves, for the purposes of carrying out their research activities, of the facilities and equipment of the related School, and to use the services available to researchers, according to the rules in force in the School.

The research activity can be carried out, in part, in institutions external to the School, as long as it is expressly authorised by the School Council.

The University undertakes to encourage grant holders’ study stays abroad.

For the periods spent in transfer, grant holders are entitled to travel and accommodation allowance, as provided by the specific University Regulations.

Grant holders are required to submit to the School Council an annual written report on the research activity carried out, signed by the Research Project Manager.

Contracts with grant holders may be terminated in the following cases:

1. unjustified failure to commence research activity;
2. unjustified suspension of the research activity for a period exceeding ten days;
3. violation of the incompatibility regime;
4. negative evaluation of the research activity expressed by the related School, after each year of activity.

Only delays or interruptions due to serious health reasons or to force majeure, duly substantiated, may be justified.

In the matter of compulsory maternity leave, grant holders are subject to the provisions of the Decree of the Minister of Labour and Social Security of 12 July 2007, and in the matter of sick leave, they are subject to Art. 1, paragraph 788 of Law No. 296 of 27 December 2006 and subsequent amendments.

During the period of compulsory maternity leave, the compensation paid by INPS [Italian National Social Security Institute], pursuant to Art. 5 of the aforementioned Decree of 12 July 2007, shall be supplemented by the University up to the entire amount of the research grant.

Grant holders may withdraw from the contract upon thirty days written notice.

Grant holders undertake to comply with the provisions of the Code of Ethics and Conduct issued by this University with Rector's Decree No. 16 of 3 February 2015.

**Art. 7**

**Research Project Manager**

 Research Project Manager is a Full Professor or Senior Researcher, under whose guidance and direction the research activities envisaged by the grant are carried out.

**Art. 8**

**Stipulation of the Contract**

 The winner of the selection procedure is invited to stipulate a civil law contract as independent contractor, usually effective from the beginning of the month following the date of the singing of the contract. The resulting relationship is not part of the institutional configuration of university teaching and the role of university researchers, and therefore has no effect for the purposes of recruitment to the roles and positions at Italian universities.

 Upon termination of the contract, grant holders must present a report on the activity carried out.

**Art. 9**

**Restitution of qualifications and publications**

Candidates may request, within six months from the completion of the competition, except in case of ongoing legal disputes, restitution of their academic qualifications and any publications sent to the University of Camerino, personally, from the Division of Human Resources, Organisation and Development [Area Persone, Organizzazione e Sviluppo] of the University of Camerino, Via Gentile III da Varano 62032 Camerino (MC), or by drafting a proper request for the restitution of documents.

After the above deadline, the University shall not be in any way held responsible for the aforementioned publications.

**Art. 10**

**Taxes and Social Security Benefits**

Research grants referred to in this Regulation are subject, in the matter of taxation, to the provisions contained in Art. 4, Law No. 476 of 13 August 1984 and subsequent amendments and integrations, and, in the matter of social security benefits, to the provisions contained in Art. 2, paragraphs 26 and following of Law No. 335 of 08 August 1995 and subsequent amendments and integrations.

**Art. 11**

**Processing of personal data**

 The personal data transmitted by the candidates within the applications for participation in the selection procedure, pursuant to EU Regulation 2016/679, will be processed exclusively for the purposes of this selection procedure, and of assignment procedures for the grants in question, if any.

**Art. 12**

**Public access to official records**

In application of the transparency obligations, pursuant to Legislative Decree No. 33 of 14 March 2013, as amended by Legislative Decree No. 97 of 25 May 2016, this Notice, the list of candidates with the related curricula and the outcome of the aforementioned selection procedure will be published on the University website, at: <http://www.unicam.it/bandi>.

**Camerino, 15 gennaio 2020**

 THE RECTOR

Prof. Claudio Pettin