



**Decr. No. 27849 19/04/2023**

**Subject: Selection procedure for the conferral of 1 (one) TWO-YEAR RESEARCH COLLABORATION GRANT for the School of Law – Academic Discipline IUS/10 “Administrative Law” – CALL / NOTICE OF SELECTION PROCEDURE**

**THE RECTOR**

**HAVING REGARD TO** Law No. 240 of 30 December 2010, in particular Art. 22 containing provisions regarding “Research Grants”;

**HAVING REGARD TO** Decree-Law No. 36 of 30 April 2022, converted with amendments by Law No. 79 of 29 June 2022, published in the Official Gazette – General Series – No. 150 of 29 June 2022, which entered into force on 30 June 2022, containing further urgent measures for the implementation of the Italian National Recovery and Resilience Plan (Italian acronym: PNRR), which in article 14 paragraph 6-septies introduces research contracts, which will replace research grants, specifying in the following paragraph 6-quaterdecies that it will be possible to continue to launch procedures for the awarding of research grants, limited to the resources already programmed or approved by the respective governing bodies until 31 December 2022;

**WITH REFERENCE TO** Decree-Law No. 198 of 29 December 2022 (the so-called “2023 One Thousand-Extensions Decree”, converted with modifications by Law No. 4 of 24 February 2023, published in the Official Gazette - General Series - No. 49 of 27 February 2023, which in article 6 paragraph 1, letter a), modifies the deadline established by law No. 79 of 29 June 2022 to announce the selective procedures for research grants, extending it to 31 December 2023;

**HAVING ACKNOWLEDGED** that at the moment no procedures for the award of research contracts have ever been announced;

**WITH REFERENCE TO** the Regulation still in force on the Conferral of Research Grants, issued with Rector’s Decree No. 6408 of 07 February 2020;

**HAVING REGARD TO** Ministerial Decree of 9 March 2011, pursuant to Art. 22 of Law No. 240/2010, which established that the minimum amount to be attributed to the holders of research collaboration grants is € 19,367.00;

**HAVING REGARD TO** Ministerial Decrees of 26 February 1999 and of 04 May 1999, respectively concerning identification and reclassification of academic disciplines in university studies, subsequently amended by Ministerial Decree of 04 October 2000;

**Administration**

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**Division of Human Resources, Organisation and Development**

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**HAVING REGARD TO** Presidential Decree No. 445 of 28 December 2000, and subsequent amendments, providing for the so-called “Consolidated Act on legislative and regulatory provisions with reference to administrative documentation”;

**HAVING REGARD TO** the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, signed by the University of Camerino in July 2005;;

**HAVING REGARD TO** Legislative Decree No. 33 of 14 March 2013, as amended by Legislative Decree No. 97 of 25 May 2016, providing for “Reorganisation of the regulation concerning the right of civic access and the obligations of publicity, transparency and dissemination of information by Public Administrations”;

**WITH REFERENCE TO** the Code of Ethical Conduct of the University of Camerino, issued with Rector’s Decree, No. 16 of 3 February 2015, and amended by Resolution of the Board of Directors No. 93/2019 of 26 June 2019;

**WITH REFERENCE TO** the Integrated Plan of Activities and Organisation (Italian acronym: PIAO) 2023-2025, adopted by the Board of Directors in the meeting of 31 January 2023, containing the measures adopted for the prevention of corruption, as indicated by Law No. 190 of 06 November 2012;

**WITH REFERENCE TO THE** Gender Equality Plan 2022-2024 by virtue of which the University of Camerino guarantees equality and equal opportunities between men and women as regards access to employment and the related work, payment, and social security ,conditions;

**ASCERTAINED** the need to carry out the activities imposed by the European research project, of which Unicam was the winner in the context of the Call: DIGITAL-2021-EDHI-01] -- European Digital Innovation Hubs, coordinator Prof. Mostarda (Computer Science), in which the chair of Administrative Law is an active part on the subject of the processing of personal data;

**ASCERTAINED** the need to strengthen and develop the activities carried out by the Administrative Law chair for management training in Healthcare: currently three Advanced Training Courses (1st level management training course for managers of complex facilities - eighth edition; University specialisation course for healthcare/hospital management – third edition; Re-validation course of the management training certificate for corporate healthcare management and for complex facilities managers of the National Healthcare System - second edition), to be continued to be strengthened, and an expansion project with two further Higher Education Courses at the Osimo site – the Campana Institute;

**WITH REFERENCE TO** the Resolution of the Board of the School of Law No. 155 of 08 March 2023, concerning the request for activation of 1 (one) two-year research grant in the Academic Discipline IUS/10 “Administrative Law”;

**WITH REFERENCE TO** the Resolutions of the Board of Directors and of the Academic Senate, relating to the sessions of 27 March 2023, with which the activation of the aforementioned research

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grant was approved;

**ASCERTAINED** the financial availability of € 47,780.00, including all the charges for which the Entity is responsible), which shall be borne by the following cost centres/projects:

STI232001 - EDIH4Marche (Mostarda Leonardo, SST), which will bear the cost of the first year.

GID112001 - Re-validation course of the management training certificate for corporate healthcare management and for complex facilities managers of the National Healthcare System (Spuntarelli Sara), which will bear the cost of the second year;

GID000016 - 1st level management training course for executives of a complex facility (Spuntarelli Sara), which will bear the cost of the second year.

## DECREES

### Art. 1

#### Subject

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

#### SCHOOL OF LAW

**Academic Discipline: IUS/10 – “Administrative Law”**

**Research Area: 12 “Legal Sciences”**

**Research Project Title: “Digital administration and ethical dimension of privacy”**

**Research Activity to be carried out:** During the first year, the research fellow will have to achieve the expected results in the context of the European project coordinated by Prof. Mostarda, and winner in the context of the Call: DIGITAL-2021-EDHI-01] – European Digital Innovation Hubs. In particular: study of European legislation, and drafting of an implementation protocol for Unicom regarding the processing of data of private subjects, in coordination with the international ethics committee set up by the project partners. The research fellow will accompany the practical comparison with the theoretical framework of the changes introduced by digitisation for administrative organisations, also focusing specifically on the health sector, where data processing takes on a significant importance in terms of confidentiality, in the context of projects coordinated by the chair of administrative law for managerial training in health care.

**Head of Research Project:** Prof. Sara Spuntarelli

**Duration of the grant:** 24 months

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**Gross annual amount to be paid to the grant recipient:** € 38,730.00

**Grant cost centre:** STI232001, GID112001, GID000016.

**Place of research activity:** School of Law.

**Admission requirements and qualifications:** Master's Degree (or equivalent) in Law.

**Qualifications valid for evaluation:**

- PhD in Academic Discipline IUS/10 "Administrative Law";
- research activities and scientific publications related to Academic Discipline IUS/10;
- awarding of contracts for research activities in Academic Disciplines IUS/10;
- participation in national or international research projects;
- awarding of prizes for research activities;
- carrying out university teaching activities consistent with Academic Disciplines IUS/10 in Italy and abroad;
- teaching advanced courses and second level university Masters related to Academic Discipline IUS/10;
- admission to practice Law.

Good knowledge of English language is required for participation.

**Preferential criteria:** PhD, obtained in Italy or abroad, in subjects related to the research project in question.

**General criteria for the evaluation of qualifications:** The evaluation of qualifications will concern the adequacy of the curriculum submitted by the candidate in relation to the research activities to be carried out. PhD will be evaluated with a maximum of 10 points.

**Indication of the deadline for submitting the application:** 30 days from the date of publication of the Notice of Competition;

**Possible scores to be attributed to qualifications:** Qualifications: 40 points. Interview: 60 points.

## Art. 2

### Requirements for participation in the selection procedure

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

- Candidates in possession of a Masters' degree in the Class indicated in Art. 1 of this Notice of Competition;
- A scientific-professional curriculum suitable for carrying out the research activity indicated

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in Art. 1 of this Notice.

A PhD degree, as indicated in Art. 1 of this Notice, is preferential for the conferral of the research grant.

**The aforementioned admission requirements must be met on the expiry date of this call for applications, under penalty of exclusion.**

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

Research grants shall not be awarded to permanent staff members at universities, public research and experimentation agencies and institutions, the Italian National Agency for New Technologies, Energy and Sustainable Development (ENEA), the Italian Aerospace Agency (ASI), as well as at the institutions conferring scientific specialisation degrees recognised as equivalent to a PhD degree pursuant to Art. 74, paragraph 4 of Presidential Decree. No. 382 of 11 July 1980.

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

Foreign citizens must also meet the following requirements:

- a) enjoying full civil and political rights in the Country of origin or provenance;
- b) meeting all the requirements necessary for the Italian citizens, except for the Italian citizenship,
- c) having adequate knowledge of the Italian language.

Pursuant to Art. 18, paragraph 1, letters b) and c) of the Law No. 240/2010 and Art. 1, paragraph 3 of the Regulations, candidates having 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.

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.

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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.

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

### **Art. 3**

#### **Application and presentation deadline**

The application and the related attachments must be submitted exclusively through the computer application system adopted, available at the link indicated on the webpage on which the Notice of the Selection Procedure was published.

For the online submission of the application, candidates must have an ordinary e-mail address (not certified e-mail), for the purposes of registering with the system. Registration must be done at the time of first access.

Please note that the e-mail address indicated by the candidate during registration will be used by this Administration for all subsequent communications relating to the selection procedure in question.

All information needed for the correct completion and submission of the application is available in the “*Guide to completing the online application*”, published on the application form home page.

The application must be submitted exclusively through the online procedure indicated in the Notice, containing the following wording, which differs according to the position announced: “*Selection procedure for one (1) research grant, in the Academic Discipline IUS/10 “Administrative Law”, for the School of Law – Head of Research Project: Prof. Sara Spuntarelli*”.

Applications presented in ways other than online will not be considered admissible and therefore will be excluded.

Applications for participation must be sent electronically, under penalty of exclusion, by 11:59 p.m. (Italian time) on the thirtieth day following that of publication of this Notice on the website.

If the deadline of the Notice falls on a Saturday or a public holiday, the deadline will be postponed to the first next working day.

Each candidate can send only one application.

The application and its attachments must be sent in one of the following formats: PDF, JPG, JPEG, PND (maximum size for each attachment 5MB).

Successful application and date of receipt of the application is certified by the computer system by means of a receipt, which will be automatically sent to the e-mail address provided by the candidate during registration.

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The computer application system for submitting the application will remain active even on any days when the University is closed.

After the deadline for submitting applications, the system will no longer allow submissions.

Assistance with the online compilation may be requested by sending a specific support request directly from within the platform and will be suspended starting from the twenty-ninth day from publication of the Notice, and until the deadline for the online compilation and submission of the application.

In the application, candidates must declare, assuming full civil, criminal, and administrative responsibility, the following:

- 1) Their first name, last name, and tax code;
- 2) Date and place of birth;
- 3) Their residence;
- 4) Contact details chosen for the purposes of this selection (in particular, the domicile if different from the residence, the ordinary e-mail address to which all communications relating to this selection procedure should be sent, and the mobile phone number);
- 5) To have Italian citizenship and related enjoyment of civil and political rights;
- 6) Not to have been excluded from the active political electorate;
- 7) Not to have been disqualified from holding public offices or have been dismissed (for disciplinary reasons), or not to have been dismissed from employment in a Public Administration for persistent underperformance, or not to have been deprived of the right to hold a state job for having obtained it through the production of false documents or documents vitiated by non-amendable invalidity;
- 8) To have no criminal convictions, or any pending criminal proceedings (otherwise, indicate which ones);
- 9) That a permanent psychophysical unsuitability for service in the Public Administrations has not been ascertained;
- 10) The degree held, with an indication of the date it was awarded, and the University where it was awarded, pursuant to article 46 of the Presidential Decree No. 445/2000;
- 11) The PhD title held, if any, as well as the date it was awarded, and the University where the PhD course was held, pursuant to article 46 of the Presidential Decree No. 445/2000;
- 12) To hold no other scholarship, fellowship or research grant, and undertaking to renounce them in case of becoming successful candidates in this selection procedure;
- 13) To have no degree of kinship or affinity, up to and including the fourth degree, 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;
- 14) Not to have been holders, or having been holders of research grants, indicating, in the latter case, the duration;

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- 15) Not to have been holders, or having been holders of a fixed-term Researcher contract, indicating, in the latter case, the duration;
- 16) Authorising the University of Camerino to publish their curriculum, without personal data, on the University website.

In particular, candidates who are citizens of non-EU countries must also declare in the application, assuming full responsibility, the citizenship they hold, to enjoy civil and political rights also in the country of origin, and to have adequate knowledge of the Italian language.

Candidates with disabilities, pursuant to Law No. 104 of 05 February 1992, in their application must make an explicit request in relation to their disability and regarding the aid necessary for the completion of the interview, if any.

Candidates must attach the following to the application:

- 1) **Curriculum vitae, bearing their signature and the date.** A 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](mailto:anna.silano@unicam.it) or [tiziana.paniccia@unicam.it](mailto:tiziana.paniccia@unicam.it). The curriculum must contain a specific declaration in lieu of affidavit, in which it is declared that what is reported in the same is true, pursuant to articles 19 and 47 of Presidential Decree No. 445/2000.
- 2) **All documents and qualifications deemed relevant for the purposes of the procedure, and a list of the same** (publications, degree theses, any doctoral theses, certificates of courses, various diplomas, etc.), pursuant to articles 19 and 47 of Presidential Decree No. 445/2000. It should be noted that any publications in a foreign language must be produced in the original language; the same must be translated into Italian or French, or English, or German, or Spanish, only if the original is produced in a language other than those already mentioned;
- 3) **Degree(s) 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;

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 then, necessarily present the original or certified copy of the degree(s), if they are the winners of the selection procedure. The foreign qualification can be declared admissible by the Selection Committee, for the sole purpose of admission to this procedure.

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**4) A copy of a valid identity document;**

The University Administration reserves the right to verify the veracity and authenticity of the statements produced.

Candidates are admitted to the selection with reserve (conditional admission).

**The Administration may decide at any time, on the basis of its own motivated provision, even after the tests have been carried out, to exclude a candidate from the selection procedure.**

The exclusion will be communicated to the interested party directly, via email.

**Art. 4**  
**Selection Committee and selection procedure**

The Committee is appointed by Rector's Decree and is made up of the Head of Research Project and two other members, as well as a substitute member, Professors or Researchers, belonging to the academic discipline relating to the project or to the related sector.

If the funds for the disbursement of the grant derive in whole or in part from external funding, a member of the Committee may be an expert, indicated by the funding body, with particular documented competence with respect to the subject of the research program. The external member shall also be subject to the rules of the University's Code of Ethics

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.

The selection procedure shall be based on the evaluation of qualifications and publications and can may be followed by an interview.

When evaluating the qualifications, the Selection Committee shall consider the doctoral degree or equivalent qualification obtained abroad as a preferential qualification.

When evaluating the qualifications, only publications and specific qualifications relevant to the research activity to be carried out and showing the level of scientific and professional qualification achieved by the candidates will be taken into account.

The interview will focus on topics related to the research project chosen by the candidate and will be aimed at ascertaining the aptitude for research and the professional capacity required for the performance of the tasks to which the selection procedure refers. During the interview, the knowledge of the foreign language requested in the Notice of Competition may also be verified.

At the end of each meeting, the Committee shall draw up a specific report.

At the end of its work, the Committee shall draft a list of qualified candidates on the basis of the evaluation of qualifications and publications presented by the candidates, and of the interview, if conducted.

**With regard to scientific production, the Committee shall also evaluate the degree of creativity and autonomy shown by the candidate.**

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The schedule and venue of the interview will be published on the University of Camerino website after the expiry date of this Notice of Competition.

Therefore, the candidates will not receive any communication calling for the interview from the Administration.

To take the interview, candidates must be in possession of a valid identification document.

A candidate's failure to attend the interview shall be considered an explicit manifestation of their willingness to renounce the selection procedure.

Any changes regarding the schedule will be published by means of a notice on the Unicam website. Therefore, the candidates for this selection procedure are required, in any case, to check the University website at the address indicated above in the days preceding the date set 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.

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 approve the ranking list, which shall be immediately effective.

The results of the selection procedure shall be communicated to the winner of the grant, who will be invited to enter into a private-law contract in which the contractual rights and obligations shall be indicated. This contract does not in any way constitute an employment contract and does not give any right with regard to access to the tenured positions at the University.

No communication shall be sent to any other candidates, who will be able to find out the results of the selection procedure from a Decree approving the procedure acts, published on the University website, under "Staff" – "Competitions and Selection Procedures" – "Procedures for research grants" – "Closed tenders", and in the UNICAM online register (<https://titulus-unicam.cineca.it/albo/>).

## **Art. 5 Conferral of the research grant**

The conferral of the grant is formalised by deliberation of the Director General.

The grant shall be effective from the first day of the month following the Rector's Decree approving the selection procedure documents, unless there is a subsequent starting date resulting from the programs of the research structure and from agreements between the parties.

The research activity must be continuous. The methods of carrying out the research are governed by the organisational provisions in force at the School.

The grant is normally paid in deferred monthly instalments.

Accident insurance coverage is guaranteed to grant holders, in accordance with current legislation.

## **Art. 6 Renewal**

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The research grant, subject to a reasoned request from the Head of Research Project, approved by the School Council, can be renewed in compliance with the maximum limit of 36 months: however, the duration of the renewal can never be less than six months.

### **Art. 7 Incompatibilities, rights, and duties**

Incompatibilities, rights, and duties are established in Articles 8 and 9 of the Research Grant Regulations available on the website of the University of Camerino at: <https://www.unicam.it/ateneo/regolamenti-cat>.

### **Art. 8 Head of the Research Project**

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

### **Art. 9 Personal data processing**

Pursuant to Art. 13 of the General Data Protection Regulation (EU Regulation 2016/679), candidates are hereby informed that the processing of personal data they provide when participating in the competition or in any case acquired for this purpose by the University of Camerino, is aimed solely at carrying out the activities of the selection procedure and the possible recruitment into service, and will be carried out by the persons in charge of the selection procedure, including the Selection Committee, with the use of IT procedures, in the ways and within the limits necessary to pursue the aforementioned purposes, even in the event of any communication to third parties. The provision of such data is necessary to verify the participation requirements and possession of the required qualifications, and failure to provide them may preclude this verification, and therefore may lead to exclusion from this procedure.

Candidates are entitled to the rights referred to in articles 15 et seq. of the aforementioned Regulation 2016/679; in particular, the right to access their personal data, to request their rectification, cancellation, limitation of processing, as well as to oppose their processing.

Interested parties who believe that the processing of personal data referring to them occurs in violation of the provisions of the Regulation have the right to lodge a complaint with the Guarantor, as foreseen by Art. 77 of the Regulation, or to take the appropriate judicial measures, according to the provisions of art. 79 of the Regulation.

The Data Controller is the University of Camerino, with registered office in Camerino, Piazza Cavour 19/f (the operational headquarters, following the post-earthquake condemnation of the Piazza Cavour

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office, are in via D'Accorso No. 16 – Rector's Office – University Campus), Certified e-mail: [protocol@pec.unicam.it](mailto:protocol@pec.unicam.it).

The University of Camerino has appointed a Personal Data Protection Officer, whose contact details are: E-mail: [rp@unicam.it](mailto:rp@unicam.it); Certified e-mail: [rp@pec.unicam.it](mailto:rp@pec.unicam.it).

For more information, please consult the “Information sheet for participants in competitions and selections announced by the University”, published on the University website on the page dedicated to the selection procedure.

### Art. 10

#### 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 of the Selection Procedure, the list of candidates with the related curricula, the Decree appointing the Selection Committee, the minutes of the meetings, and the outcome of the aforementioned selection procedure** will be published on the University website, at: <http://www.unicam.it/bandi>.

This Notice of Selection Procedure is also published on the UNICAM online notice board (<https://titulus-unicam.cineca.it/albo/>), on the website of the Ministry of University and Research <http://bandi.miur.it>, on the EU website <http://ec.europa.eu/euraxess>, and in other ways that ensure international dissemination.

### Art. 11

#### Note on the application of the legislation regarding the prevention of corruption.

The University of Camerino, implementing article 6 of the Decree-Law No. 80 of 9 June 2021, converted into Law No. 113 of 6 August 2021, approved the Integrated Plan of Activities and Organisation (PIAO) 2023-2025, which contains the measures adopted for the prevention of corruption as indicated by Law No. 190 of 6 November 2012. Any reports relating to anomalies found in carrying out the procedure referred to in this Call may be sent to the Head of Corruption Prevention, to the email address [direzione.generale@unicam.it](mailto:direzione.generale@unicam.it), or using the protected reporting procedure at the address: <https://administrationtrasparente.unicam.it/segnalazione-di-condotte-illicit-whistleblowing>.

### Art. 12

#### Person in charge of the Procedure

Person in charge of the procedure referred to in this Notice, is Ms. Anna Silano, phone: (+39) 0737.402024 e-mail: [anna.silano@unicam.it](mailto:anna.silano@unicam.it). For any information, please refer to Ms. Tiziana Paniccià Lambertucci, phone: (+39) 0737.402862; e-mail: [tiziana.paniccia@unicam.it](mailto:tiziana.paniccia@unicam.it).

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UNIVERSITÀ  
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THE RECTOR  
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