



UNIVERSITÀ
di CAMERINO

Decr. No. 11966 21/02/2023

Subject: Selection procedure for the conferral of 1 (one) ONE-YEAR research collaboration grant for the School of Pharmaceutical Sciences and Health Products – Academic Discipline CHIM/09 “Applied pharmaceutical technology” – 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”;

WITH REFERENCE TO the new Regulation 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;

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 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;

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;

Administration

www.unicam.it

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Division of Human Resources, Organisation and Development

Via Gentile III Da Varano

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WITH REFERENCE TO the Integrated Plan of activities and organisation 2022-2024, containing the measures adopted for the prevention of corruption as indicated by Law No. 190 of 06 November 2012;

WITH REFERENCE TO the Resolution of the School of Pharmaceutical Sciences and Health Products No. 139 of 18 January 2023, concerning the new request for activation of 1 (one) one-year research grant in the Academic Discipline CHIM/09 “Applied pharmaceutical technology”;

ASCERTAINED the financial availability of € 24.000,00 (including all the charges for which the Entity is responsible), which shall be borne by the cost centre/project: FPD100076;

DECREES

Art. 1 Subject

Selection procedure, based only 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, is now open:

SCHOOL OF PHARMACEUTICAL SCIENCES AND HEALTH PRODUCTS

Academic Discipline CHIM/09 – “Applied pharmaceutical technology”

Research Area: 03: Chemical Sciences

Research Project Title: “Development of dermatological formulations based on new functional ingredients extracted from waste matrices”.

Research Activity to be carried out:

Selection of natural waste matrices (vegetable and animal), the development of green methodologies for the extraction of active ingredients of cosmetic interest, their analytical characterisation, the formulation of the same active ingredients in dermo-cosmetic products, and finally, clinical testing on volunteers..

Head of Research Project: Prof. Roberta Censi

Duration of the grant: 12 months

Gross annual amount to be paid to the grant recipient: € 19.455,00

Grant cost centre: FPD100076

Place of research activity: Departments of the School of Pharmaceutical Sciences and Health Products.

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Admission requirements and qualifications: Single-cycle Master's Degree in Pharmacy, and Pharmaceutical Chemistry and Technology.

Qualifications admissible for evaluation: Publications, participation in congresses, post-doctoral experience, acquisition of research funds and scholarships, research experience abroad.

English Language: Excellent knowledge of English language is required for participation.

Preferential qualifications: PhD degree 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 degree may obtain a maximum score of 10 points.

Indication of the deadline for submitting the application: 30 days from the date of publication of the Notice of Selection Procedure;

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 Master's degree and a PhD degree in the Class indicated in Art. 1 of this Notice of Competition, having a scientific-professional curriculum suitable for carrying out the research activity.

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

Research grants are awarded in compliance with the University's Code of Ethics.

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.

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

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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:

- 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.

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

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 Selectin 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 selectin 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 the conferral of one (1) research grant, in the Academic Discipline CHIM/09 “Applied pharmaceutical technology” for the School of Pharmaceutical Sciences and Health Products – Head of Research Project: Prof. Roberta Censi”.

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.

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 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 Masters’ degree obtained with the date on which the degree was awarded and the University from which it was obtained;
- 6) The PhD degree, obtained, 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) Their residence;
- 9) 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;

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10) 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;

Candidates who are citizens of non-EU countries must also declare in the application, assuming full responsibility, their citizenship status.

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.

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 or tiziana.paniccia@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) **The qualification(s) obtained abroad, required for the purposes of admission to this selection:**

a) in original copy or a copy certified by Italian authorities, authenticated, and accompanied by certified or sworn translation;

b) attached declaration of value or the transcripts of the exams taken, relating to the degree required for participation.

In order to ensure the widest possible participation in the procedure, candidates who, at the time of submitting their application, are unable to submit the qualification(s) obtained abroad, as indicated in the previous paragraph, must attach to the application a photocopy of the qualification(s), accompanied by translation into Italian or English, and then necessarily submit the qualification(s), according to the procedures described in the previous paragraph, if they are successful in the selection.

Submission of qualification(s):

o authenticated, accompanied by certified or sworn translation, in certified copy/original;

o attached declaration of value, or the transcripts of the exams taken, relating to the degree held;

is a necessary condition for the stipulation of the contract (for candidates citizens of non-EU countries, who are not yet in possession of a residence permit in Italy, the delivery of the qualification(s) according to these methods is a necessary condition for the research activity).

4) Photocopy of a valid identification document.

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Possession of university degrees can also be proven by means of a declaration in lieu of certification (pursuant to art. 46 of Presidential Decree No. 445/2000) - (Annex 2).

With reference to publications and other qualifications, which are deemed useful for the purpose of this selection procedure, candidates must also attach a specific declaration in lieu of affidavit certifying their conformity with the original (pursuant to articles 19 and 47 of Presidential Decree No. 445/2000), if they are presented in non-original copy - (Annex 3).

In addition, candidates must attach a specific declaration in lieu of affidavit, declaring that what is reported in the curriculum corresponds to the truth (pursuant to articles 19 and 47 of Presidential Decree No. 445/2000) - (Annex 3).

Declarations in lieu of certification and in lieu of affidavit, if not signed before the reception officer, must be accompanied by a photocopy of an 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.

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.

Art. 4

Selection Committee and selection procedure

The Committee, appointed by Rector's Decree, is made up of the Head of the research project, and two other members, as well as a substitute, professor or researcher, belonging to the Academic Discipline relating to the project, or a related Academic Discipline.

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, appointed by the funding body on the basis of particular

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documented competence with respect to the subject of the research program. Even the external member remains subject to the rules of the University Code of Ethics.

The Commission will be announced 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 carried out through the evaluation of the qualifications and publications presented by the candidates, and on the basis of the statements produced, and may be followed by an interview.

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

In the evaluation of the qualifications, only publications and qualifications specifically relevant to the research activity to be carried out, and showing the level of scientific and professional qualification achieved by the candidates, shall 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 activities to which the selection refers. During the interview, the knowledge of the foreign language referred to in the Notice of Selection Procedure may also be verified.

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

At the end of the procedure, the Selection Committee, based on the evaluation of qualifications and publications and the outcome of the interview, shall decide on the suitability or otherwise of each candidate, and shall draw up a ranking list of suitable candidates.

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

The schedule and venue for the interview will be published on the University of Camerino website (www.unicam.it/bandi) after the deadline indicated in this Notice.

Candidates will therefore not receive any communication from the administration inviting them to the interview.

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

Failure of a candidate to attend the interview shall be considered an explicit manifestation of their will to renounce the selection.

Any changes regarding the schedule will be published as a Notice on the website: www.unicam.it/bandi.

Therefore, the candidates participating in this selection are however required to consult the University website, at the address indicated above, in the days preceding the date set for the interview.

In the case of renunciation of the assignees before the start of the activity, or termination due to unjustified failure to start the research activity, the grants can be awarded to candidates who are found to be suitable according to the order of the respective ranking lists.

The Rector, by means of a Decree, shall ascertain the regularity of the selection procedure documents, consisting of the minutes of the individual meetings of the Committee, and shall approve the ranking list, which will become immediately effective.

The outcome of the selection shall be communicated to the winner of the grant, who will be invited to enter into a private law contract, which will set the contractual rights and obligations. Such

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contract shall not, in any way, constitute an employment relationship, and shall not give any right with regard to access to tenured university positions.

No communication shall be sent to any other candidates, who will be able to find out the outcome of the procedure by reading the decree approving the procedure, published on the University website (www.unicam.it), in the “Selection Procedure Notices” section, 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

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 one year,

Art. 7

Incompatibility, rights, and duties

Incompatibility, 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

Restitution of qualifications and publications

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Candidates may request, within six months from the completion of the selection procedure, except in case of ongoing legal disputes, restitution of their academic qualifications and any publications sent to the University of Camerino. They may do it by personally going to 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 **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 office, are in via D'Accorso No. 16 – Rector's Office – University Campus), Certified e-mail: protocol@pec.unicam.it.

The University of Camerino has appointed a Personal Data Protection Officer, whose contact details are: E-mail: rpd@unicam.it; Certified e-mail: rpd@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. 11

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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. 12

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

The University of Camerino, implementing Art. 6 of Decree Law No. 80 of 09 June 2021, converted into Law No. 113 of 06 August 2021, approved the Integrated Plan of activities and organisation 2022-2024, which contains the measures adopted for the prevention of corruption, as indicated by Law No. 190 of 06 November 2012. Any reports relating to anomalies found in carrying out the procedure referred to in this Notice of Selection Procedure can be sent to the Head of Corruption Prevention, to the email address: direzione.generale@unicam.it, or using the protected reporting procedure at the address: <https://amministrazionetrasparente.unicam.it/segnalazione-di-condotte-illecite-whistleblowing>.

Art. 13

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.

For any information, please refer to Ms. Tiziana Paniccià Lambertucci, phone: (+39) 0737.402862; e-mail: tiziana.paniccia@unicam.it.

THE RECTOR
Prof. Claudio Pettinari

Administration

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