



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Area Risorse
Umane

Settore Gestione Giuridica del Personale
Servizio Personale TA e Collaboratori

CHANCELLOR'S DECREE

*Data that can be deduced from the registration in the protocol:
Repertoire Number, Protocol Number, Title,
Class File Attachments and References*

Object: Public selection procedure, pursuant to Art. 22 of Law 240 of 30th December 2010, for the recruitment of 1 Research contractors at CQIIA - Centro per la Qualità dell'Insegnamento, dell'Innovazione didattica e dell'Apprendimento of the University of Bergamo - Code: 25CR002

DISCLAIMER: *The English version is a translation of the original in Italian for information purposes only. In case of discrepancy, the Italian original will prevail*

- GIVEN the law of 7th August 1990, n. 241 and subsequent amendments. "New rules on administrative proceedings"
- HAVING REGARD TO the D.P.C.M. of 7th February 1994, n.174 "Regulation containing rules on the access of citizens of the Member States of the European Union to jobs in public administrations";
- HAVING SEEN the D.P.R. 28th December 2000, n. 445 "Consolidated law on legislative and regulatory provisions regarding administrative documentation" and subsequent amendments";
- HAVING REGARD TO Legislative Decree 30th March 2001, n. 165 "General rules on the organization of work employed by public administrations";
- HAVING REGARD TO Legislative Decree 11th April 2006, n. 198 containing rules on equal opportunities between men and women;
- GIVEN the Law of 23rd November 2012, n. 215 containing provisions regarding equal opportunities in the composition of competition commissions in public administrations;
- GIVEN the Law of 30th December 2010, n. 240 "Regulations regarding the organization of universities, academic staff and recruitment, as well as delegation to the Government to encourage the quality and efficiency of the university system", in particular art. 22, as amended by article 14, paragraph 6-septies of Legislative Decree no. 36 of 2022, and converted by Law no. 79 of 2022;
- HAVING REGARD TO the current Statute of the University of Bergamo;
- GIVEN the current University Regulations for the awarding of research contracts, pursuant article 22 of the Law 240/2010;
- GIVEN EU Regulation 2016/679 and Legislative Decree 30th June 2003, n. 196 "Personal data protection code" and subsequent amendments;
- REFERRING also to:
- the University's Code of Ethics issued with Chancellor's Decree. Prot. No. 14405/I/003 of 19.7.2011 and amended with Chancellor's Decree. Rep. No. 262/2018, Prot. No. 60030/I/003 of 12.4.2018;
 - the University's Regulations on research integrity and ethics, enacted with Chancellor's Decree Index No. 387/2016 of 18 July 2016;
 - the University's Patent Regulations enacted with Chancellor's Decree Index No. 390/2016 of 19 July 2016 and amended with Chancellor's Decree Index No. 158/2018 of 26 February 2018 and with Chancellor's Decree Index No 421/2020, of 9.9.2020;
- GIVEN the Ministerial Decree n. 639 of 05.02.2024 "Decree containing the determination of the scientific-disciplinary groups and the related declarations, as well as the rationalization and updating of the scientific-disciplinary sectors and the attribution of the latter to the scientific-disciplinary groups, pursuant to 'art. 15, of law 30 December 2010 n. 240" with which the Ministry of University and Research determined the rules of correspondence between the new scientific-disciplinary groups and the macro-sectors and competition sectors referred to in the ministerial decree of 30 October 2015, n. 855;
- GIVEN the resolution of the Board of the Center for the Quality of Teaching, Didactic Innovation and Learning (CQIIA) of 25.09.2025 approved the activation of the proposed research contract;



ASCERTAINED the financial backing reported in annex A;

DECREES

Article 1

Announcement of the selection procedure

The public selection procedure for a position of research contractors, pursuant to art. 22 of the Law 240/2010 and the current University Regulations on the subject, is launched as specified in Annex A.

Article 2

Requirements for admission to the selection

The selection process is open to Italian and foreign candidates holding a PhD or equivalent qualification obtained abroad, or, for the relevant fields, a medical specialization qualification. Candidates who, as of the application deadline, are enrolled in the final year of a PhD or medical specialization program, provided that they are expected to graduate within six months of the date of publication of the call for applications on the University's official noticeboard, are also eligible to participate.

For qualifications obtained abroad, the candidate can request from the University of Bergamo the equalization of the educational path and the release of the final parchment through the instructions published at the following link:

<https://www.unibg.it/ricerca/lavoro-ricerca/dottorati-ricerca/iscriversi-dottorato>

The University of Bergamo can proceed with the recognition of doctoral qualifications if there is relevance to those active at the University; for other doctoral qualifications offered by Italian universities, consult the list at the following link:

<https://cercauniversita.mur.gov.it/php5/dottorati/cerca.php>

In order to participate in this selection, the candidate, **under penalty of exclusion**, is required to attach to the application the certificate of initiation of the procedure for recognition of the qualification obtained abroad at an Italian University or of initiation of the request for the "Certificate of Comparability" issued by CIMEA (Academic Equivalence Mobility Information Centre).

The candidate, in possession of a foreign qualification not yet recognised, is admitted to the selection with reservations; if, following the approval of the documents, the candidate is the winner of the selection, he'll stipulate the contract only if the qualification recognition procedure is concluded.

The Administration may, at any time, issue a reasoned decision to exclude a candidate due to a lack of the required qualifications, failure to obtain the qualification, or failure to complete the academic recognition procedure for the foreign qualification.

Also required:

- **enjoyment of civil and political rights;**
- **absence of criminal convictions or ongoing criminal proceedings which could prevent, pursuant to current legislation, the establishment of the collaboration relationship.**

The candidate, with the following situations, cannot participate in the selections:

- permanent staff, hired on a permanent basis, of universities, public research bodies and institutions whose scientific specialization diploma has been recognized as equivalent to the title of research doctor pursuant to article 74, fourth paragraph, of the decree of the President of the Republic of 11 July 1980, n. 382;
- those who have benefited from fixed-term researcher contracts pursuant to article 24 of Law 240 of 2010, as amended by the Legislative Decree. 36/2022 converted with Law 79/2022;
- those who have a family or affinity relationship up to and including the 4th degree with a professor belonging to the Department who proposed the activation of the contract, or with the Chancellor, the General Director or a member of the Board;
- Those who have been dismissed or relieved from employment with a Public Administration due to persistent insufficient performance, or who have been declared to have lost their position from another state employment, pursuant to Article 127, letter d) of the D.P.R. 10.1.1957, No. 3

Exclusion from the selection procedure is arranged, at any time, with a reasoned decree of the Rector or his delegate and notified to the interested party.



The requirements for admission to the selection must be met on the deadline for submitting applications.

This Administration guarantees equality and equal opportunities between men and women for access to work and treatment at work.

Article 3

Exclusion from the procedure

The following reasons are grounds for exclusion:

- failure to sign the participation application;
- failure to meet the admission requirements set out in the art. 2;
- failure to comply with the procedures for submitting the application for participation referred to in the following art. 4.
- failure to submit the project proposal.

In the event that a supplementary investigation is necessary, candidates must regularize their application within the peremptorily assigned deadlines.

Article 4

Methods and deadlines for submitting the application for participation

Applications for admission to the selection process, as well as any qualifications, documents, and publications deemed relevant to the competition, must be submitted **electronically, under penalty of exclusion**, using the dedicated IT application on the following page:

<https://pica.cineca.it/unibg/>

Candidates can register and access the platform using the Public Digital Identity System (SPID - security level 2). If they do not have one, they can request one following the procedures indicated on the website www.spid.gov.it. Alternatively, candidates can register and access using credentials issued directly by the PICA platform.

The online application requires an email address to register. Candidates must enter all the required information to submit the application and attach documents in PDF format. A maximum of n. 5 publications and n. 10 attachments can be attached.

No other means of submitting applications or supporting documentation are permitted. The system allows you to save your application in draft format by the application submission deadline. The date of electronic submission of your application to participate in the selection process is certified by the computer system with a receipt that will be automatically sent via email. After the submission deadline, the system will no longer allow access to and submission of the electronic form.

Each application will be assigned an identification number, which, along with the competition code indicated in the information application, must be specified in any subsequent communications.

The online application process must be completed **no later than 12:00 (Italian time) on the thirtieth day following the publication of the call** for applications on the University website. If this deadline falls on a holiday, the deadline is extended to 12:00 (Italian time) on the next working day.

The application must be completed and completed as follows:

- **Manual signature:** To manually sign the document, download the PDF file generated by the system to your computer and, without modifying it, print it, add your handwritten signature to the last page of the document, scan it into a PDF file, and upload it to the system, also attaching a valid ID;
- **Digital signature with a smart card or USB Digital Signature token:** The document can be digitally signed by the candidate directly on the server (e.g., ConFirma);
- **Digital signature on your PC:** To digitally sign the document, download the application in PDF format and sign it with a remote signature, generating a pdf.p7m file that will then be uploaded to the system;
- **If you log in with SPID,** you do not need to sign the application, as the signature will be automatically acquired by the process.

The application must include all the data requested in the online procedure and must, under penalty of exclusion, be signed in the manner specified above.

For technical issues, please contact support via the link at the bottom of the page:
<https://pica.cineca.it/unibg>



Article 5

Application for admission

Completing the application, the candidate must declare, under his own responsibility in accordance with the provisions of the Presidential Decree. 445/2000 and subsequent amendments name and surname, date and place of birth, tax code and residence; the address chosen for the purposes of the procedure must also be indicated, as well as a phone number, e-mail address and PEC.

The candidate must also declare:

- a) their citizenship;
- b) possession of the academic qualification referred to in Annex A, indicating the CUN Area of the PhD, the date it was awarded, the institution that issued it, and the final grade/evaluation obtained; candidates with qualifications obtained abroad must declare that they have obtained recognition, indicating the details of the recognition decision in the application or attaching the application for recognition.
- c) proficiency in the foreign language required by this announcement, listed in Appendix A;
- d) enjoyment of civil and political rights;
- e) if an Italian citizen: to be registered on the electoral rolls, specifying the municipality and, if applicable, indicating the reasons for non-registration or cancellation; if a foreign citizen, to enjoy civil and political rights in the countries of citizenship or origin, or the reasons for their non-enjoyment;
- f) to not be excluded from the electorate;
- g) to have/not have an employment relationship with a public or private entity;
- h) to have not been dismissed from public administration employment for persistent poor performance and to have not been dismissed from public employment, pursuant to Article 127, letter d) of Presidential Decree No. 3 of January 10, 1957;
- i) that they have no criminal convictions or any convictions they have received, indicating the details of the relevant sentences and any pending criminal proceedings against them;
- j) their status with respect to military service, for Italian male citizens born before 1985 only.

In the application to participate in the selection, the candidate must also specifically indicate:

- a) not to be permanent staff, employed on a permanent basis, of universities, public research bodies and institutions whose scientific specialization diploma has been recognized as equivalent to the title of research doctor pursuant to article 74, fourth paragraph, of the decree of the President of the Republic of 11 July 1980, n. 382;
- b) not to have benefited from fixed-term researcher contracts pursuant to article 24 of Law 240 of 2010, as amended by Legislative Decree 36/2022 converted with Law 79/2022;
- c) not to have a degree of kinship, or affinity, up to and including the fourth degree, with a professor belonging to the relevant structure or with the Rector, with the General Director or with a member of the Board of Directors of the University.

Candidates who intend to participate in the procedure for multiple competition sectors must submit separate applications with attachments for each selection code, in which they intend to participate.

The Commission reserves the right to verify knowledge of the Italian language for foreign candidates. In this case, knowledge of the Italian language will be assessed under penalty of unsuitability and will not contribute to the final score, unless otherwise established by the Commission.

In the application, the candidates, pursuant to Law 5.2.1992, n. 104, must specify the necessary assistance in relation to their needs, as well as the possible need for additional time to carry out the interview.

The following documents must be attached to the application:

1. copy of a valid identification document of the declarant, in case of handwrite signature;
2. scientific-professional CV in Europass format, dated and signed;
3. maximum n. 5 publications and maximum n. 10 attaches that the candidate intends to assert for the purposes of the procedure
4. maximum no. 5 publications and maximum 10 attachments that the candidate intends to use for the purposes of the procedure, numbered in progressive order as per the relevant list (Annex C);
5. in the case of Extra-EU candidates: copy of the residence permit (if the candidate already has one).



Pursuant to Law no. 183/2011, the Administration cannot accept or request certificates, but only declarations in lieu of certification or notoriety produced in replacement of the certificates themselves, signed by the interested party and presented together with a copy of a valid identity document of the signatory. The Administration reserves the right to carry out appropriate checks on the truthfulness of the content of the substitute declarations in accordance with the provisions of the Presidential Decree. 445/2000.

The requirements and qualifications must be possessed on the expiry date of the announcement.

Article 6 Commission

The examining committee is appointed by Chancellor's decree, upon proposal from the Department Council, upon expiration of the application deadline, according to the procedures set forth in the University Regulations.

The committee is authorized to conduct the procedure electronically, with the understanding that this method may be used until the completion of its work, ensuring the security and traceability of communications.

The examining commission is appointed by Chancellor's decree, upon proposal of the Structure Council, after the deadline for submitting the application for participation pursuant art. 7 of the current University Regulation.

The Commission is authorized to carry out the procedure electronically, with the understanding that this method may be adopted until the completion of the relevant work, guaranteeing the security and traceability of communications.

Article 7 Selection

The selection is carried out through the comparative evaluation of the candidates and is aimed at evaluating the adherence of the project proposals with the research program object of the same, as well as the possession, by the candidates, of a scientific-professional curriculum suitable for carrying out the research activity covered by the contract.

The assessment will be integrated with an interview useful to ascertain the candidates' aptitude for research.

Candidates must attach the documentation useful for the evaluation, in the manner indicated in the call.

Candidates are evaluated comparatively based on the following elements:

- a) scientific-professional curriculum:
 - relevance of the PhD to the research project,
 - carrying out a documented research activity,
 - publications;
- b) project evaluation:
 - clarity and originality of the project objectives
 - relevance of the proposed project with respect to the specific scientific area and research program being selected;
 - congruence of the methodology adopted with respect to the objectives
 - positioning of the project with respect to the state of the art in the specific scientific area
- c) interview which will be aimed at ascertaining suitability for carrying out the research activity covered by the contract and for carrying out the project proposal presented, as well as assessing knowledge of the foreign language and/or other languages relevant to the research

The rating is expressed in cents, as indicated below:

- 45 for the scientific-professional curriculum
- 25 for project evaluation
- 30 for the interview

The selection is considered passed with a minimum score of 70 points out of 100 overall.



Within the scope of its autonomy, the Commission may integrate the declaration referred to in the previous paragraph in relation to the research project and the provisions of the specific notice, setting a minimum score for admission to the interview.

The Commission communicates the criteria and scores adopted to the person in charge of the procedure, who proceeds with their publication on the University website.

The Commission, after adequate evaluation and on the basis of the established criteria, proceeds collegially to express, for each individual evaluation criterion, a reasoned opinion and to assign the relevant score.

The scores attributed to the criteria above mentioned must be made known to the candidates, by publication on the University website, before the interview, which must take place no earlier than 15 days from the publication itself.

Failure to attend the interview will be considered a waiver of the competition for all purposes.

It is the responsibility of each candidate to monitor the website periodically by consulting the notices page for this selection.

To attend the interview, candidates must bring a valid identification document.

Once the evaluation has been completed, the Commission collectively expresses a reasoned overall opinion and related score for each candidate.

The Commission draws up a merit ranking taking into account the scores achieved by the candidates and identifies the winner of the selection.

For each meeting of the Commission, a specific report must be drawn up, initialled and signed by all members, with the relevant attachments.

The documents of the Commission, consisting of the minutes of the meetings, are approved by Chancellor's decree.

Article 8

Object and duration of the contract

The winner will sign a fixed-term individual employment contract, to be signed digitally, and will have to submit all the necessary documentation in accordance with current legislation. For the purposes of signing the contract, in the case of a non-EU foreign citizen, possession of a regular residence permit will be ascertained.

If the successful candidate holds a foreign qualification not yet recognised, the contract may only be signed after the qualification recognition procedure has been completed and in any case within 90 days of publication of the approval of the documents, under penalty of forfeiture.

The employment relationship, between the University and the holder of the research contract, is governed by the provisions in force on the matter, including with regard to tax, welfare, social security and insurance treatment provided for income from employment.

The University also provides insurance coverage against accidents at work and occupational diseases and civil liability.

The research contract may be renewed for a period of 24 months and/or extended up to a further 12 months, based on the specific needs relating to the objectives and type of project.

The holder of the research contract is subject to a probationary period lasting 30 days and the evaluation of whether the period has been passed is the responsibility of the Scientific Manager through a written act. For the purposes of completing the probationary period, only the service actually provided is taken into account.

During the probationary period, either party may withdraw from the contract without the obligation to give notice or to receive compensation in lieu of notice.

Each of the contracting parties may withdraw from the contract before the expiry of the term, if a cause occurs which, pursuant to art. 2119 of the Civil Code, does not allow the continuation, even provisional, of the relationship, or due to supervening impossibility.

Article 9

Work relationship

The research contract holder, who may only carry out research activities, organizes the work performance in agreement with the scientific manager of the project in which he/she is involved, committing to achieve the established objectives and to produce the expected results in compliance with the project timetable.



The performance of the research activity must be self-certified every six months and validated by the scientific manager of the project in which the contractor is involved, unless otherwise provided for in the specific funding initiatives.

The research contract holder, for periods spent away from home authorized by the director of the facility with the prior consent of the scientific manager of the project, is recognized the travel allowance provided by the University with its own regulations.

The Research Structure is required to provide the research contract holder with the necessary support for the implementation of his/her research program, ensuring access to the necessary equipment, resources and use of technical-administrative services.

The contract holder is required to comply with the provisions of the current University Regulations for the integrity and ethics of research.

The winner of the selection must undertake, upon signing the individual contract, under penalty of forfeiture, to maintain confidentiality and to the preventive transfer to the University of all intellectual property rights relating to the results produced and/or achieved by the same during all research activities of the University in which the research contract holder is called to participate in any capacity and without prejudice to the right to be recognized as the author of the results achieved and/or produced by the same.

The University recognizes the holder of the research contract the application of the same economic conditions that the University Patent Regulations grant to its professors/researchers.

The holder of research contracts may participate in activities performed on behalf of third parties pursuant to art. 66 of Presidential Decree 382/80, in the context of topics similar to his/her project, and in the distribution of the related proceeds, as provided for by the current University Regulations on the matter.

Article 10

Processing of personal data

By registering on the PICA platform, the interested party expresses their free and informed consent, authorizing the processing of their personal data, which will be conducted in compliance with EU Regulation No. 2016/679 ("GDPR"), as well as Legislative Decree No. 196/2003 and subsequent amendments. All data provided as part of this procedure will be processed by the Administration solely for institutional purposes instrumentally related to the possible stipulation and management of the subsequent employment contract. The information, pursuant to Art. 13 of GDPR 2016/679, on the processing of personal data is published on the University website, at <https://www.unibg.it/privacy-e-protezione-dei-dati-personali>

Article 11

Reports of violations that harm the public interest or the integrity of the University

In application of the provisions of Legislative Decree 24/2023, those who participate in the selection procedure have the possibility to report to the person responsible for the Prevention of Corruption and Transparency (RPCT) of the University any behaviour harmful to the public interest or integrity of the Administration. The aforementioned reporting subjects and the entities they own, or for which they work, are guaranteed the protection measures referred to in Chapter III of the Legislative Decree 24/2023.

Whistleblowers are also guaranteed special protection of the confidentiality of their personal identity, provided that the reports are submitted through the dedicated channels set up by the Administration, i.e., through the specific IT platform accessible at the following web address: <https://unibg.whistleblowing.it/#/> or, alternatively, through the voice mailbox reachable at the following telephone number: 035.205.2160.

More information in this regard is available on the University's institutional website, in the Transparent Administration section, subsection other contents / Prevention of Corruption / whistleblowing.

Article 12

Person in charge of the procedure

The Person in charge of the selection procedure within this call is Dr. Isabella Arfiero of Personale TA e Collaboratori, Viale Papa Giovanni XXIII, 106 - 24121 Bergamo, phone (+39) 035 2052 594 - 619 - 878 - 462 - 285, e-mail address: contratti.ricerca@unibg.it.



Article 13 Publication

This public selection is published in the University's Official Registry, on the website of the Ministry of Education, Research and University (MIUR) at the link <https://bandi.mur.gov.it/> and on the website of the European Union at the link <http://ec.europa.eu/euraxess> in the form of a notice.

The full selection notice and the related attached forms are available on the University of Bergamo web page www.unibg.it in the specific section "*Concorsi e selezioni – Contratti di ricerca*".

Article 14 Final provisions

For all matters not provided for by this call, the following will be applied: Law No. 240/2010 and following amendments and integrations, the University's Regulations on the awarding of research contracts, the University's Regulations in force, and the Regulations on employment relationships in the public administration.

Bergamo, as per protocol registration

MP/IB/ia/rp

THE CHANCELLOR
(Prof. Sergio Cavalieri)
Documento firmato digitalmente ai sensi
dell'art. 24 del D. Lgs. 82/2005