



# UNIVERSITÀ DEGLI STUDI DELL'AQUILA

AMMINISTRAZIONE CENTRALE  
AREA GESTIONE DELLE RISORSE UMANE  
Settore Concorsi e Selezioni

D.R. Rep. n. 855-2017 - Prot. n. 45307 del 24.11.2017 Allegati: 2

Anno 2017 - tit. VII cl. 1 fasc. 29

## THE RECTOR

**Having regard** to Italian Law 168, 9 May 1989 establishing the Ministry of Higher Education, Scientific Research and Technology;

**Having regard** to Italian Law n. 240, 30 December 2010, "Norms regarding the organization of Universities, academic personnel and recruitment, as well as mandating the Government to provide incentives for quality and efficiency of the University system", and in particular Art. 24, Art. 22, paragraph 9, and Art. 29, paragraph 5;

**Having regard** to Italian Law n. 241, 7 August 1990, as amended and supplemented, concerning administrative procedures and the right to access administrative documents;

**Having regard** to Law n. 183, 12 November 2011 (*Legge di Stabilità 2012*) and in particular Art. 15 regarding certifications and declarations;

**Having regard** to Italian Law n. 106, 15 April, 2004 and Presidential Decree n. 252, 3 May 2006, containing norms relating to depositing documents of cultural interest for public use;

**Having regard** to Law n. 232, 11 December 2016 (*Legge di Stabilità 2017*);

**Having regard** to Law n. 244, 30 December 2016 (extension of deadlines according to the laws);

**Having regard** to Leg. Decree n. 165, 30 March 2001, as amended and supplemented, in particular Articles 35, 35bis, 36, 37, 38 and 57;

**Having regard** to Presidential Decree 445, 28 December 2000, containing regulations concerning administrative documentation (*Testo Unico*);

**Having regard** to the Italian Personal Data Protection Code adopted by Leg. Decree 196, 30 June 2003;

**Having regard** to Leg. Decree n. 82/2005 "Digital Administration Code", as amended and supplemented;

**Having regard** to Leg. Decree n. 198, 11 April 2006, "Equal Opportunities for Men and Women";



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**Having regard** to Leg. Decree n. 49, 29 March 2012 for disciplining the programming, monitoring and assessment of budget management and recruiting policies adopted by universities;

**Having regard** to Leg. Decree n. 5, 09 February 2012 converted into Law n. 35, 04 April 2012, "Urgent Dispositions as to Simplification and Development";

**Having regard** to Presidential Decree n. 62, 16 April 2013, "Civil Servants' Behaviour Code"

**Having regard** to Leg. Decree n. 33, 14 March 2013, "Restructuring the sphere of advertising, transparency and dissemination of information by Public Administrations";

**Having regard** to Ministerial Decree n. 243, 25 May 2011, concerning criteria and parameters for preliminary assessment of public selection candidates, recipients of contracts as indicated in Art. 24, paragraph 2, letter c) of Italian Law n. 240, 30 December 2010;

**Having regard** to the Ministerial Decree n. 159, 12 June 2012, on the determination of competition areas, grouped into competition macro-areas;

**Having regard** to Ministerial Decree n. 855, 30 October 2015, redetermining macro-sectors and competition sectors;

**Having regard** to the Statute of the University of L'Aquila, established by the Rector's Decree n. 50, 12 January 2012;

**Having regard** to the University of L'Aquila's Code of Ethics established by the Rector's Decree n. 1154-2011, 29 July 2011;

**Having regard** to the University of L'Aquila's Code of Behaviour established by the Rector's Decree n. 210-2014, 03 March 2014;

**Having regard** to the University's Regulations as to recruitment of fixed term university researchers established by Rector's Decree n. 621-2012, 05 April 2012 as modified by Rector's Decree 860-2013, 05 June 2013 and lastly by Rector's Decree n. 1490, 29 October 2015;

**Having regard** to the resolutions issued by University Academic Bodies concerning staffing plan and distribution of resources for recruiting teaching staff;

**Having regard** to the resolution issued on 19<sup>th</sup> October 2017 by the Department of Industrial and Information Engineering and Economics – received October 20<sup>th</sup>, 2017 with Protocol n. 39103 - concerning the request of a selection procedure to recruit in compliance with Art. 24, Par. 3, Letter b) of Italian Law 240/2010 n. 1 fixed-term Researcher - **Academic Recruitment Field 13/B1 - Business Administration and**



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## **Accounting Studies - Academic Discipline SECS-P/07 - Business Administration and Accounting Studies;**

**Having regard** to the resolution n. 284/2017 issued by the Board of Directors on 25<sup>th</sup> October 2017, after obtaining assent by the Senate, authorizing the above mentioned public selection procedure, for which the expenses will be covered by the ordinary funds allocated by MIUR;

**Having regard** to the resolution of the Director General, Protocol n. 40363 dated 27<sup>th</sup> October 2017;

### **DECREES THE FOLLOWING:**

#### **Art. 1 – Public Selection, position available and objective of the contract**

- 1) A public selection procedure is being held at the University of L'Aquila to recruit 1 **fixed-term (3 year, non-renewable), full-time Researcher** in compliance with Art. 24, Par. 3, Letter b) of Italian Law 240/2010, December 30, 2010 and related University Regulations:

**Object of the contract:** research and teaching activities, integrated activities and services for the students.

**Academic Recruitment Field 13/B1 - Business Administration and Accounting Studies**

**Academic Discipline SECS-P/07 - Business Administration and Accounting Studies**

**Place of work:** Department of Industrial and Information Engineering and Economics

#### **SPECIFIC ACTIVITIES**

**Research Activity:** The Researcher shall carry out research activity in the field of Business Administration and Accounting Studies (SECS-P/07). In particular, his/her research shall focus on subjects relating to accounting studies in their different connotations, fully participating in the international scientific community debate.

**Teaching Activities, Integrated Activities and Services for the Students:** : the Researcher shall carry out teaching activities in the courses of the Bachelor's Level Degree in Economics and Management, and in the courses of the Master's Level Degree in Business Administration, Economics and Finance. The researcher shall also: teach seminars in English; be a member of examination and thesis discussion committees; hold office hours and assist students in training and thesis work; participate in the department's orientation and tutoring activities for a maximum number of 350 hrs per year.

**Foreign language requisite:** English



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**Number of publications:** 15 (fifteen) publications. The candidate's Ph.D. thesis, in compliance with Ministerial Decree 243/2011, is to be considered a publication and included among the publications submitted.

- 2) For the description of the subjects of the Academic Recruitment Fields indicated in this selection announcement reference has to be made to Ministerial Decree n. 159 June 12<sup>th</sup>, 2012 and to Ministerial Decree n. 855 October 30<sup>th</sup>, 2015.

## **Art. 2 – Admission Requisites and Causes for Exclusion**

- 1) The selection procedure is open to Italian, EU and non EU citizens holding an Italian residency permit as per Leg. Decree 165/2001, Art. 38 and possessing a Ph.D., **OR** an equivalent degree obtained in Italy or abroad, relating to the academic discipline of the position described.

Candidates possessing a Ph.D. or an equivalent degree obtained in Italy or abroad must also have at least one of the following qualifications:

- having obtained National Scientific Qualification, in compliance with Art. 16 of Italian Law no. 240/2010, 30 December 2010, for the functions of First or Second Tier Professor;
- having obtained contracts defined in Art. 24, comma 3, letter a) Law n. 240/2010;
- having obtained research grants for at least 3 years (not necessarily consecutively) in compliance with Art. 51, comma 6, Law n. 449/1997 as amended and supplemented or in compliance with Art. 22, Law n. 240/2010 **OR** post-doctorate grants in compliance with Art. 4, Law n. 398/1989, **OR** analogous contracts, grants or scholarships in foreign universities;
- have been assigned, for at least 3 years, contracts stipulated in compliance with Art. 1, comma 14, Law n. 230/2005;

With reference to admission requisites it is specified that:

- If obtained abroad, the Ph.D. must be accompanied by the official declaration of equivalency issued by the relevant authorities of the foreign country; if the candidate is not in possess of such a documentation within the deadline for application submission, to be submitted anyhow within the date of official appointment, he/she shall submit a copy of the application for obtaining such a declaration;
- Contracts, grants or post-doctorate grants must be accompanied by a detailed description of their typology, period and appointing bodies, in particular if concerning activities carried out abroad, in order to assess the qualification suitability.

Admission requisites must be held by applicants within the deadline for application submission.

- 2) The following categories may not participate in this public selection procedures:
- a) First or second tier university professors or researchers already holding an open-ended contract or who have held such positions in the past either, even if terminated;
  - b) Individuals who have already held fixed-term research contracts as provided in Arts. 22 and 24 of Italian Law 240/10 at the University of L'Aquila or at other Italian Universities, whether public, private or online, or bodies under Par. 1 of Art. 22 of Italian law 240/10 for a period, in addition to the intended duration of the competition contract, exceeding a total of 12 years, even if not continuing. Maternity



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- or sick leave as provided in the laws in force shall not be included in the duration of the aforementioned employment contracts;
- c) Individuals not entitled to exercise civil and political rights;
  - d) Individuals who have been dismissed or relieved from office with a Public Administration for consistently poor performance or have been dismissed from a civil service job as provided in Art. 127, Letter d) of Presidential Decree 10/1/1957, n. 3.
  - e) Individuals who are married, or under condition of civil partnership or common-law marriage pursuant to Italian Law n. 76, 20 May 2016, or related, up to the fourth degree, to professors belonging to the recruiting Department including the Rector, General Director, any member of the Board of Directors;
- 3) The contract outlined for this selection procedure (Art. 24, comma 3 letter b, Law 240/2010) cannot be accumulated with other research grants as per Italian Law 449/1997 Art. 51 and Italian Law 240/2010, Art. 22.
- 4) Candidates are granted provisional admission, as the University Administration reserves the right to review applications and to exclude for just cause at any time until the end of the procedure, in this case a decree shall be issued by the Rector and the excluded candidate shall be notified by the Administration.

## **Art. 3 - Application Submission Procedure and Deadline**

- 1) To participate in the selection, candidates must submit their application within 30 days from the day following publication of the announcement in the Gazzetta Ufficiale della Repubblica Italiana – 4° Serie speciale – Concorsi ed Esami. The publication of the selection announcement is also posted in the University, Ministry and EU websites.
- 2) If the deadline should fall on a holiday, the following weekday shall be considered the deadline for submission.
- 3) The application form, Attachment 1 of this announcement available at <http://www.univaq.it/section.php?id=1532>, is to be addressed to the Rector as follows: **Rettrice dell'Università dell'Aquila – Area Gestione Risorse Umane – Settore Concorsi e Selezioni – Via Giovanni Di Vincenzo, 16/B – 67100 L'AQUILA (AQ).**

The applicant's signature on the application does not require authentication.

- 4) Candidates may present their applications in the following ways:
  - a) Direct consignment by hand to the Settore Concorsi e Selezioni office – Via Giovanni Di Vincenzo, 16/B – 67100 L'AQUILA – Monday to Friday from 9:00 a.m. to 1:30 p.m. The candidate must indicate on the envelope: the University issuing the selection procedure, the requesting Department, the academic recruitment field, academic discipline, position being applied for, name, surname, mailing address for all selection procedure related notifications. The date of submission will be indicated on the receipt of consignment issued by the staff member accepting the application;
  - b) By registered post with notice of receipt, to the above indicated address. Considering the urgency to conclude this selection procedure, any applications shall be excluded that, though posted within the deadline under comma 1 of this Article, do not arrive at the University Administration within the fifth day after



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the designated deadline. Therefore, the date indicating when the letter was posted shall not be taken into consideration, but only the date of arrival at the University  
The University Administration declines all responsibility for any postal delays, misdeliveries, or other problems due to third parties, unforeseeable events or force majeure. On the envelope, candidates must indicate: the University issuing the selection procedure; the requesting Department; the academic recruitment field; academic discipline; position being applied for; name, surname, mailing address for all selection procedure related notifications;

- c) By certified e-mail (PEC) sent to [protocollo@pec.univaq.it](mailto:protocollo@pec.univaq.it) as pursuant to Art. 65 Leg. Decree n. 82/2005, as amended and supplemented. The application and documents requiring the digital signature must be in static, non-modifiable format; they must be sent in full and exclusively via the PEC exchange system on pain of exclusion. The e-mail must contain the following information: the University issuing the selection procedure; the requesting Department; the academic recruitment field; academic discipline; position being applied for; name, surname, mailing address for all selection procedure related notifications; the list of attachments to the e-mail.

Those candidates who shall include attachments exceeding the limit of 25 Mb in total must submit the application by e-mail first, specifying that the attachments or part of them shall be sent by following e-mails to be sent always via PEC within the application deadline.

The certified e-mail account used to forward the application must be the candidate's personal account – the administration shall not accept applications from candidates using certified e-mail accounts belonging to other individuals or to institutions. The University Administration declines all responsibility for any non-deliveries or misdeliveries of the application sent via PEC or in case the documents attached to it are non-readable or damaged.

The date of submission will be indicated on the receipt sent automatically by the PEC system the candidate receives after forwarding his/her application.

**Applications sent in any of the above mentioned ways, must include a photocopy of a valid identity document belonging to the candidate.**

- 5) All applications are subject to verification, in any case the following shall be cause for exclusion:
- omission, incomplete or erroneous indication of the applicant's general details (name, surname, date and place of birth);
  - omission of signature, in accordance with laws and regulations;
  - omission of clear indication of the selection procedure the application refers to;
  - omission of declaration of the requisites indicated for participation;
  - not including a copy of the application for obtaining official declaration of equivalency of the Ph.D. obtained abroad;
  - omission of declaration as indicated in Art. 2, paragraph 2, letter e) of this announcement;
  - presenting the application after the deadline indicated;
  - not including a copy of a valid identification document.



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6) In his/her application the candidate is required to declare the following:

1. Surname and name;
  2. Date and place of birth;
  3. Fiscal code (Italian and foreign citizens to which a fiscal code (codice fiscale) has been issued by competent authorities);
  4. Residency;
  5. Citizenship;
  6. The selection procedure they want to participate in, indicating the requesting Department, the academic recruitment field and academic discipline;
  7. That he/she has the requisites for participation as indicated in Art. 2 of this announcement;
  8. That he/she is in possession of his/her civil and political rights;
- a) **Italian candidates** shall also state on their own account:
- which electoral college they are registered in (municipality) and any reasons for lack of registration or deletion;
  - their current situation with regard to military service.
- b) **Foreign candidates** shall also state on their own account:
- That they are in possession of their civil and political rights in their country or, supply the reasons for lack thereof;
9. That they have not been convicted of a crime nor are they aware of being subject to criminal proceedings or of any pending criminal proceedings against them;
  10. That they have not been dismissed or relieved from office with a Public Administration for consistently poor performance, OR that they have not been dismissed from a civil service job as provided in Art. 127, Letter d) of D.P.R. January 10 1957, n. 3;
  11. That they are not married, or under condition of civil partnership or common-law marriage pursuant to Italian Law n. 76, 20 May 2016, or related, up to the fourth degree, to professors belonging to the recruiting Department including the Rector, General Director, any member of the Board of Directors;
  12. That they do not have a position as first or second tier university professor or as open-ended contract researcher, and have not held such positions in the past either, even if terminated;
  13. That they have not already held fixed-term research contracts as provided in Arts. 22 and 24 of Italian Law 240/2010 at the University of L'Aquila or at other Italian Universities, whether public, private or online, bodies under Par. 1 of Art. 22 of Italian law 240/2010 for a period, in addition to the intended duration of the competition contract, exceeding a total of 12 years, even if not continuing.
  14. **if not an Italian citizen**, that he/she has an adequate knowledge of the Italian language;
  15. that he/she is aware that the Examining Board shall be nominated by Rector's Decree published on the University's Albo Ufficiale and posted on the relevant page of the university website [www.univaq.it](http://www.univaq.it);
  16. that he/she is aware that a list of candidates admitted to the selection procedure is published on the University's Albo Ufficiale and posted on the relevant page of the university website [www.univaq.it](http://www.univaq.it), in all effects representing official notice to the candidates participating;
  17. that he/she is aware that the assessment procedure adopted by the Examining Board in the first session and the interview dates are published for at least seven days on the



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University's Albo Ufficiale and posted on the relevant page of the university website [www.univaq.it](http://www.univaq.it), in all effects representing official notice to the candidates participating.

18. that he/she is aware that all documents related to the selection procedure together with decree of approval are published on the University's Albo Ufficiale and posted on the relevant page of the university website [www.univaq.it](http://www.univaq.it), in all effects representing official notice to the candidates participating.

7) In their applications, candidates must include their selected mailing address for notifications, a telephone number, a mobile number and an e-mail address. Any changes in the above information must immediately be notified to the office to which the application was presented.

In compliance with Law 104/1992, candidates with disabilities must apply for any necessary aid.

8) All declarations made by candidates are to be considered in compliance with Presidential Decree n. 445 28 December 2000 as amended and supplemented. **Non-EU citizens** with a regular residence permit may use the Personal Declarations of Certification in accordance with the procedure laid down for EU citizens whenever it is necessary to provide proof of status, facts or personal qualities certifiable or confirmable by Italian public agencies or if the production of self-executed certificates takes place under international agreements between Italy and the applicant's country of origin.

9) The Administration shall carry out a verification process on the contents of declarations. Any false declarations shall lead to the candidate losing any benefits obtained thanks to said declarations and are subject to related laws.

10) The University Administration declines all responsibility for un-received notifications due to the candidate's failure in providing a correct address or not notifying the University in due time of any change in the address given in the application or for any postal or telegraphic services, misdeliveries, or due to third parties, unforeseeable events or force majeure.

**11) Candidates shall not be able to modify their applications after the indicated deadline and applications deemed as lacking the required elements specified shall be excluded by Rector's Decree and candidates shall be notified of the said exclusion.**

## **Art. 4 – Required Application Attachments**

1. Candidates must also attach the following to their applications:

- a) A photocopy of a valid identity document;
- b) A photocopy of their fiscal code (codice fiscale) number (for Italian citizens and foreign citizens who have been issued one);
- c) A Curriculum Vitae (two copies) listing their scientific and teaching activities, written in Italian and in English, dated and signed with an original signature, or as provided by the law if being sent by certified e-mail (PEC);
- d) A list of qualifications (two copies) indicating type of qualification (qualifications refer to academic qualifications, professional qualifications, specialization,





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- training, etc.) date and issuing institution, dated and signed with an original signature or as provided by the law if being sent by certified e-mail (PEC);
- e) A copy of **qualifications (only for those which cannot be presented with a personal declaration of certification)** complete with a certification of authenticity and certified Italian translation by official translator or consulate/embassy if written in a language other than English;
  - f) A numbered list of publications (two copies) dated and with the candidate's original signature or as provided by the law if sent by certified e-mail (PEC);
  - g) A declaration indicating the candidate's contribution to co-authored publications indicated, dated and signed with an original signature or as provided by the law if being sent by certified e-mail (PEC);
  - h) A list of the candidate's teaching experience (two copies), dated and with the candidate's original signature or as provided by the law if sent by certified e-mail, indicating the University/Body, the period and the subject taught;
  - i) A personal declaration of certification (Attachment 2 of this announcement) as provided in Arts. 46 and 47 of Presidential Decree 445/2000 dated and with the candidate's original signature or as provided by the law if sent by certified e-mail (PEC);
  - j) Official declaration of equivalency of qualifications obtained in a foreign country which are requisites for admission (Ph.D.) or a copy of the application for obtaining such a declaration;
  - k) Publications, in digital format only;
  - l) A copy of residency permit (non EU citizens).

It is specified that **all qualification certificates issued by Italian Public Administration Authorities must only be self-certified as pursuant to Italian Law 183/2011.**

**Italian and EU citizens** shall declare that they possess qualifications by means of a Personal Declaration of Certification (Attachment 2 of this announcement).

**Non EU Citizens** with a regular Italian residence permit may submit original or scanned copies of qualifications, authenticated or certified copies of the original, and declared equivalent to the Italian qualifications required for participation in the selection procedure, as per Leg. Decree 165/2001, Art. 38, Paragraph 3. Certificates issued by the relevant authorities of the applicant's country of origin must be submitted together with a translation into Italian authenticated by the Italian consular authority certifying conformity with the original.

## Art. 5 - Publications

1. Publications must be submitted in order as indicated in the numbered list dated and signed that the applicant must provide in the application. They must be submitted in digital, non-modifiable format only on a digital medium (CD-Rom, DVD, USB) attached to the application, or if being sent by certified e-mail (PEC) attached to the message. The numbered list of files filed in the digital medium and any element useful for correct identification must also be indicated. The University Administration declines all responsibility for any non-deliveries or misdeliveries of any of the publications or in case the digital medium is non-readable or damaged. As regards publications presented the candidate must respect the maximum numbers indicated in Art. 1 of the selection procedure. In case a higher number of



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publications is submitted, the Examining Board shall consider publications in the order as indicated in the numbered list provided by the applicant in the application up to the maximum number in accordance with the requirements.

2. Candidates cannot make references to other publications/documents presented previously to the University of L'Aquila or to any other administration/institution.
3. Once the selection procedure is completed, the selected candidate shall submit the publications presented, in original or in copy certified conform to the original.
4. Works published in Italy will be assessed if they comply with legal standards and are pursuant to Leg. Decree n. 660/1945 as amended by Italian Law 106/2004 and Presidential Decree n. 252/2006. This requires certification to be provided with the application or a personal declaration pursuant to Presidential Decree n. 445/2000. For works published abroad the date and place of publication must be indicated.
5. Publications written in a foreign language must be accompanied by a certified Italian translation by official translator or consulate/embassy. The translation process is not required for publications written in French, English, German and Spanish.

## **Art. 6 - Renouncing Participation**

Candidates wishing to renounce participation in the selection procedure are required to write to the Rector to declare their intentions using the same modalities specified for application consignment, including in their letter a photocopy of a valid identity document. Their renouncement shall be made official during the first meeting following receipt of renouncement.

## **Art. 7 - Nomination of the Examining Board**

1. The Board, made up of three members of which at least two tenured professors and two from other universities, named by the Department and connected with the academic recruitment field or the academic discipline concerning the position object of the public selection procedure, is appointed by a Rector's Decree. One member must be chosen among high profile experts from a university or research center in another OECD country.
2. The following cannot be nominated:
  - Members of the University political board, those who hold a political office as well as representatives of trade unions or professional associations;
  - Individuals condemned for crimes – even if not yet sentenced – in Book II of the Italian Penal Code (“crimes by civil servants against public administration”);
  - Professors or researchers who have received a negative assessment as provided in Art. 6, Paragraph 7 of Italian Law 240/2010;
3. Unless documented reasons exist, at least one third of the Board members is to be reserved to women.
4. The Rector's Decree appointing the Examining Board shall be published on the University's Albo Ufficiale and on the University website.
5. From the date the Rector's Decree nominating the Examining Board is published candidates have 10 days – considering the urgency to conclude this selection procedure - to state their opposition to any of the components of the Board. After this period no instances may be presented.
6. The Board nominates a President and Secretary.
7. The Board operates with the presence of all its members and takes decisions unanimously.



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8. Participation in all Board activities is mandatory for all members.
9. The Board, upon notifying the head of the selection procedure and receiving authorization from the Rector, may hold meetings using telematic technology. At the end of the meeting the minutes must be drawn up, approved, and signed by the Secretary who has actually drawn them up. The other members of the Examining Board underwrite a statement in which they declare that they have joined the meeting and undersigned the minutes, and then forward them telematically to the competent administration office. Where applicable, reference has to be made to the University's Regulations (Rector's Decree n. 467 April 18, 2016).
10. Expenses incurred may be reimbursed in accordance with the University's Regulations pursuant to Art. 7, Paragraph 4 in reference to the recruitment of fixed-term researchers.

## **Art. 8 - Role and Duties of the Examining Board**

1. In the first session the Board, having determined that in compliance with related laws, no incompatibility factors are present, outlines the preliminary assessment criteria and procedures for selection in compliance with the parameters indicated in Ministerial Decree n. 243, 25 May 20011, considering also the specific functions the researcher shall carry out.  
The Board also establishes an analytical system to confer points to candidates after preliminary assessment has been completed. The Board then establishes which candidates are admitted to the interview, together with the criteria for testing their English language skills, and Italian language skills for foreign applicants.
2. The head of the selection procedure is immediately notified of the above mentioned results which are to be published on the University's Albo Ufficiale and on the website for at least 7 days before the Board can move on to the next phase of the selection procedure.
3. The above mentioned preliminary procedure initially involves determining if the candidates possess the requisites for participation, then their CVs and publications, including their Ph.D. thesis, are assessed.
4. Following preliminary assessment, the Board will admit the most worthy candidates - 10 to 20 per cent of the original candidates – and no less than six in number - to participate in a public discussion of their qualifications and scientific work; all candidates shall be admitted to the discussion should their total number be equal to or less than six.
5. The list of candidates is drawn up by the Board and published on the University's Albo Ufficiale and on the website at least 10 days before the interview. **This is to be considered an official notification for candidates. Candidates are required to appear for their interviews on the indicated date with a valid identity document. It is important to remember that candidates are not notified individually but only through the above stated notifications published online.**
6. Following the interviews, the Board grades the candidate's qualifications, attributes a grade to each publication and assesses interview and foreign language skills. Once this has been completed the Board draws up a ranking of the candidates and deliberates (by majority) the winner of the selection procedure.
7. All proceedings are contained in the minutes of the meetings, including all the assessment results obtained during the preliminary meeting, grading of qualifications and publications, and interview to test English language skills. The results of all of the



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above are published on the University's Albo Ufficiale and on the website **which to all effects represents an official notification for the participants in the selection.**

## **Art. 9 - Time Limits of the Selection Procedure**

The Board is to conclude all necessary actions within four months from the Rector's Decree nominating its members.

The Rector may extend the deadline only once and for no more than two months only in the case of exceptional and documented reasons brought forth by the President of the Board before the established deadline expires.

If all procedures are not concluded even within the extended deadline, the Rector shall proceed to the substitution of the Board members, who become liable for the delays caused, establishing a new deadline for completion of the selection procedure.

## **Art. 10 - Determining Validity of Proceedings**

Within thirty days after the proceedings are consigned, the Rector issues a Decree establishing their validity, which is published on the University's Albo Ufficiale and on the website. **This, to all effects, represents official notification** and from that date candidates have a period of time to file a complaint.

The Decree is immediately passed on to the relevant Body in charge of the appointment, as pursuant to the following Art. 11. The candidate selected and the requesting Department shall also be notified.

If the Rector finds any irregularities in the proceedings he/she may make a motivated request to the Board to obtain rectification.

## **Art. 11 - Appointment by the Department**

Within 60 days of the Rector's approval of the proceedings the Department Council that had requested the selection procedure must unanimously adhere to the decision and decide on a date to officially appoint the new researcher; to this end the Council must keep in mind the time needed to stipulate the contract.

The Department's deliberation must also be approved by the University's Board of Directors after which the researcher is invited to present all necessary documents for contract stipulation within 30 days.

## **Art. 12 - Drawing-up of contract**

A fixed-term full-time employment contract shall be drawn up and underwritten by the Rector and by the Researcher. All elements regarding fixed-term researcher contracts specified in Art. 10 of the University's Regulations must be indicated within said contract.

The number of hours required for teaching, integrated activities and services to the students is 350 hrs per year. Research activity is the subject of a specific scientific report to be submitted yearly to the Department's approval.

Given that the contract shall be pursuant to Leg. Decree n.165/2001 Art. 53, it is important to state that it cannot be accumulated with other employment contracts, research grants, Ph.D. or Specialization courses, nor with any other earnings or grants from the University. As regards the researcher's duties the main duties established by law in reference to the category shall be applied.

The researcher appointed will be required to abide by the University's Code of Behaviour, not doing so shall lead to termination of contract. The researcher shall also



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abide by norms regarding security, as established in Leg. Decree n. 81/2008 and also contact the Hygiene and Security Service office of the University to gather information on prevention measures to abide by while carrying out research. The position is subject to all laws regarding termination.

## **Art. 13 - Salary and Social Security Benefits**

The gross annual salary for fixed-term, full-time researcher corresponds to € 41.877,67. The contract is subject to all social security and fiscal taxes.

## **Art. 14 - Documents for Contract Stipulation**

The researcher selected shall present all required documents together with all declarations certifying their requisites for appointment as pursuant to Presidential Decree 445/2000 Art. 46 and 47 to the University's Settore Personale Docente e Ricercatori office as specified in Art. 3 paragraph 6, numbers 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 13 in this announcement. The researcher shall also present a Personal Declaration of Certification regarding their marital status, household members, whether they belong to legally protected categories, whether they receive a pension, whether they are members of professional registers; they must also declare that they are not employed in any other public or private company or institution as pursuant to Presidential Decree 445/2000, Art. 46 and 47.

If the researcher is already employed by a public institution he/she must ask for a leave of absence from their job to accept the researcher contract they have been selected for.

Before starting work the researcher must undergo a medical check-up to obtain a certificate from the University doctor stating that their health allows them to carry out the job duties required; the researcher can contact the Settore Personale Docente e Ricercatori office to make an appointment with the doctor.

The University reserves the right to carry out sample checks to verify the information and certification presented.

If the researcher selected is a non-EU citizen he/she may present declarations pursuant to Presidential Decree 445/2000 in reference to facts that can be certified by Italian public entities; if the documents or declarations are issued by the relevant authorities of the applicant's Country of origin, they must be submitted together with a translation into Italian authenticated by the Italian consular authority certifying conformity with the original.

## **Art. 15 - Restitution of Documents**

Candidates participating in the selection procedure, aside for the winner of the selection, may make a formal request to have all of their documents restituted 60 days and no later than 12 months after the proceedings are declared valid. The University shall return said documents if no appeals are underway.

Any expenses for restitution of documents shall not be on the University.

The candidate can make an appointment by phoning the Area Gestione Risorse Umane – Settore Concorsi office in order to retrieve his/her documents. Once the above time period for document retrieval has passed the University shall not be liable for said documents.



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## **Art. 16 - Personal Data**

The handling of candidates' personal information is disciplined by Leg. Decree n. 196, 30 June, 2003. Personal information supplied by the candidates in the application form shall be collected by the offices of the University and processed for the purposes of the procedure and for the management of relations ensuing therefrom. The provision of said information is compulsory and necessary for the correct implementation of the selection procedure. Candidates are entitled to exercise the rights provided in the Legislative Decree mentioned above, including the right of access to the data concerning them, the right to amend, update, complete or delete erroneous or incomplete data or data collected in a manner that is contrary to law, and to object to processing for legitimate reasons.

## **Art. 17 - Disclosure**

This decree is made available to the public on the University website (<http://www.univaq.it>), on the Ministry of Education, University and Research website, and on the European Union website.

## **Art. 18 - Reference to Implementation Modalities**

For all matters not contained in this announcement, the resolutions, laws and regulations indicated in the introduction together with all laws regulating recruitment of University staff shall apply.

## **Art. 19 - Head of the Selection Procedure**

Pursuant to Art. 5 of Italian Law n. 241, 07 July, 1990, Simonetta Ricciardi, Head of the Settore Concorsi e Selezione office of the University of L'Aquila is also head of this selection procedure.

L'Aquila, November 24<sup>th</sup>, 2017

The Rector  
Prof.ssa Paola Inverardi

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