



UNIVERSITÀ  
POLITECNICA  
DELLE MARCHE

AREA RISORSE UMANE E SERVIZI INFORMATIVI  
SERVIZIO PERSONALE DOCENTE E DI RICERCA  
Resp. Salvatore Diano  
UFFICIO CONCORSI PERSONALE DOCENTE E DI RICERCA  
Resp. Lorella Piccioni

Chancellor's Decree

Classification VII/1

no. of attachments: 1

**Subject: Selection procedures to appoint no. 2 fixed term Tenure Track Researchers (RTT), pursuant to art. 24, paragraph 3, of Law no 240 dated 30.12.2010, academic recruitment fields 08/B3 and 09/D2, academic disciplines ICAR/09 and ING-IND/26**

#### THE CHANCELLOR

- HAVING REGARD** to Law no. 168 dated 09.05.1989 and in particular Art. 6, which implemented the constitutional principle of university autonomy, providing for the recognition of the academic, scientific, organisational, financial, and accounting autonomy of Universities;
- HAVING REGARD** to Law no. 241 dated 07.08.1990 regarding the regulations for access to administrative documents, and subsequent modifications and integrations;
- HAVING REGARD** to Law no. 104 dated 05.02 1992;
- HAVING REGARD** to Law no. 537 dated 24.12.1993, particularly Article 5, which initiated the financial autonomy of the University;
- HAVING REGARD** to Ministerial Decree No 174 dated 07.02.1994 on the regulations access to employment in Public Administrations for European Union member states citizens;
- HAVING REGARD** to Presidential Decree no. 487 dated 09.05.1994, and subsequent modifications and integrations;
- HAVING REGARD** to art. 9 of Legislative Decree no. 120 dated 21.04.1995, converted with modifications by Law no. 236 dated 21.06.1995;
- HAVING REGARD** to Presidential Decree no. 445 dated 28.12.2000, containing the Consolidated Act of legislative and regulatory provisions on administrative documentation;
- HAVING REGARD** to the personal data protection Code, pursuant to Legislative Decree no 196 dated 30.06.2003, particularly Article 13, paragraph 1;
- HAVING REGARD** to the General Data Protection Regulation (EU) no. 679/2016 of the European Parliament and of the Council dated 27.04.2016, concerning the protection of individuals with regard to the processing of personal data, as well as the free movement of such data;



- HAVING REGARD** to Legislative Decree no. 198 dated 11.04.2006, on the Code of Equal Opportunities between men and women, pursuant to Article 6 of Law no. 246 dated 28.11.2005;
- HAVING REGARD** to Presidential Decree no. 252 dated 03.05.2006, on the regulation of the legal deposit of documents of cultural interest intended for public use;
- HAVING REGARD** to Law no. 240 dated 30.12.2010 and subsequent amendments and integrations, containing “Rules on the organisation of universities, academic staff and recruitment, as well as delegation to the Government to promote the quality and efficiency of the university system” and in particular Article 24, paragraphs 2, letter b), and 3, as modified by Article 14, paragraph 6-decies of the decree-law no. 36 dated 30 April 2022, converted with modifications by law no. 79 dated 29 June 2022, which provides for the possibility to sign non-renewable fixed-term employment contracts for a total duration of six years, with holders of a doctorate or equivalent degree, or, for the relevant sectors, a medical specialisation degree;
- HAVING REGARD** to the Ministerial Decree dated 25.05.2011 published in the Official Gazette of the Italian Republic no. 220 dated 21.09.2011, which defines the criteria and parameters, including internationally, for the preliminary evaluation of candidates for the contracts referred to in Article 24 of Law no. 240/2010;
- CONSIDERING** the principles stated in the European Charter for Researchers and the University Code of Ethics, approved by the Board of Directors at its meeting on 1 July 2011;
- HAVING REGARD** to Law no. 190 dated 06.11.2012, containing provisions for the prevention and suppression of corruption and illegality in public administration;
- HAVING REGARD** to Ministerial Decree no. 855 dated 30.10.2015, regarding the redefinition of academic recruitment fields, grouped into macro academic recruitment fields, pursuant to Article 15, Law 30.12.2010 no. 240;
- HAVING REGARD** to the Statute of Autonomy of the Università Politecnica delle Marche;
- HAVING REGARD** to Chancellor's Decree No 765 dated 24 July 2023, which issued the University Regulation on the recruitment of fixed term Researchers in Tenure Track (RTT);
- HAVING REGARD** to the resolution of the Department of Construction, Civil Engineering and Architecture dated 08.11.2023, which propose the appointment of no. 1 full-time fixed-term researcher in tenure track (RTT), pursuant to article 24, paragraph 3, of Law no. 240 dated 30.12.2010 in the academic recruitment field 08/B3 - Structural Engineering, academic discipline ICAR/09 – Structural Engineering;



- HAVING REGARD** to the resolutions of the Department of Life and Environmental Sciences dated 14.11.2023 e 07.02.2024 which propose the appointment of no. 1 full-time fixed-term researcher in tenure track (RTT), pursuant to article 24, paragraph 3, of Law no. 240 dated 30.12.2010 in the academic recruitment field 09/D2 - Systems, Methods and Technologies of Chemical and Process Engineering, academic discipline ING-IND/26 – Theory for the Development of Chemical Processes;
- HAVING REGARD** to determination no. 70 dated 17.11.2023 of the Dean of the Faculty of Engineering, in ratification of the Assembly, expressing a favourable opinion;
- HAVING REGARD** to the decision of the Academic Senate dated 28.11.2023, giving a favourable opinion within its competence;
- HAVING REGARD** to the resolution of the Board of Directors dated 29.11.2023, authorising the commencement of the aforementioned recruitment procedures;
- HAVING VERIFIED** compliance with the limits of expenditure provided by Legislative Decree no. 49 dated 29.3.2012

## DECLARES

### ART. 1

#### Purpose

The selection procedures for the recruitment of no. 2 fixed-term researchers, on a full-time basis, pursuant to Article 24, paragraph 3 of Law no. 240 dated 30.12.2010, as specified in Annex C, an integral part of this call for applications.

### ART. 2

#### Requirements

To participate in the selection, candidates must have the academic qualification specified in Annex C, an integral part of this call for applications, under penalty of exclusion.

These requirements must be met by the application deadline.

**Applicants with a foreign qualification must submit documentation issued by the competent authorities relating to the equivalence/recognition of their qualification.** If the candidate does not have this documentation at the time of application, they must, under penalty of exclusion, present the documentation proving the equivalence/recognition no later than the date of possible employment.

The following are excluded from the selection process of this call for applications:

- persons already employed on a permanent basis as first or second-tier university professors or as permanent researchers, even if no longer in service, as well as persons who have already



benefited, for at least three years, from contracts for Fixed-term Researcher in Tenure Track (RTT), pursuant to the amended Article 24, paragraph 3, of Law no. 240/2010;

- persons who are related to or have an affinity, up to and including the fourth degree, with a professor or researcher from the Department indicated in Annex C of this call for applications, or with the Chancellor, the General Director, or a member of the University Board of Directors.

### ART. 3

#### Application Submission Procedure

Those wishing to participate in the selection must apply to the Chancellor of the Università Politecnica delle Marche within a strict deadline of **20 days**, starting from the day after the notification of publication of this call for applications in the Official Gazette of the Italian Republic.

To participate in the procedure, the candidate must fill out the application exclusively through the computer application available at the link indicated on the page on the University website <http://www.univpm.it> under the section “Bandi, Concorsi e Gare – Concorsi e Selezioni – Personale Docente - concorsi ricercatori a tempo determinato” (Notices, Recruitment and Tenders - Recruitment and Selections - Academic Staff - fixed-term researcher recruitment).

**Access to the platform will only be granted** with **SPID** (Public Digital Identity System), **CIE** (Electronic Identity Card) or **CNS** (National Service Card).

All information regarding the correct completion and submission of the application can be found in the “*Guide to completing the online application*” published on the homepage of the application form.

Applications submitted in ways other than the electronic method described above will not be considered admissible and will therefore be excluded.

**The use of the LOGIN & PASSWORD is reserved exclusively for foreign users**, who do not have a SPID, CIE or CNS, who can then register and access the application by creating an account with e-mail (no certified email) and password.

The application must be completed and sent electronically by 23:59 (Italian time) on the day of the deadline. The application validity and the date it was received is certified by the computer system through a receipt that will be automatically sent to the email address provided by the candidate during registration.

The application for online submission will still remain active on any days the University is closed. After the submission deadline, the system will no longer allow any applications to be sent.

Assistance with online completion may be requested directly from the platform. Assistance will be provided on working days from Monday to Friday and will be suspended from the nineteenth day of publication until the deadline for the completion and electronic submission of the application.



The following documentation, *in PDF format and with a maximum attachment size of 5 MB*, must be attached to the application:

1. signed curriculum vitae containing teaching and scientific experience;
2. signed list of documents and qualifications submitted with the application;
3. signed list of publications submitted with the application.

The following documentation *in PDF format and with a maximum attachment size of 20 MB*, must also be attached:

1. documents and qualifications deemed useful for the comparative evaluation procedure;
2. publications numbered according to the order of the attached list.

In the application, under their responsibility and pursuant to Presidential Decree No 445/2000, applicants must indicate their personal details (surname and first name), date and place of birth, and Italian tax code.

The candidate must also state:

- 1) their citizenship;
- 2) whether they are registered in the electoral lists, indicating the respective council, or the reasons for not being registered or for being removed;
- 3) whether they have criminal convictions or any criminal convictions they may have;
- 4) that they have civil and political rights in their country of origin or citizenship;
- 5) that they possess the admission requirements provided for in Article 2 of this call for applications and in the respective annex;
- 6) their status regarding military obligations;
- 7) that they have not been dismissed or released 'destituito or dispensato' from employment in a Public Administration, or have not been declared dismissed or released as 'decaduto' from any public employment as per Article 127, first paragraph, letter d) of Presidential Decree 3/1957;
- 8) that they are not a tenured university professor or researcher, even if no longer in service;
- 9) that they are not related to, or have no affinity, up to and including the fourth degree, with a professor or researcher from the department or structure requesting the public selection procedure, or with the Chancellor, the General Director, or a member of the University Board of Directors;
- 10) that they have not already had, for at least three years, from contracts for Fixed-term Researcher in Tenure Track (RTT), pursuant to the amended Article 24, paragraph 3, of Law no. 240/2010;

At the end of the application process and before the electronic submission of the application, with a specific declaration in lieu of certification and affidavit, pursuant to Articles 46 and 47 of Presidential Decree 445/2000, the candidate will certify the following:

- that the content of their academic and scientific curriculum vitae is true;



- that they possess all the qualifications referred to therein;
- that the publications and qualifications attached conform to the originals.

In the application, the candidate must include an address for the purposes of the selection. The Ufficio Concorsi Personale Docente e di Ricerca dell'Ateneo (The University Teacher Recruitment Office) must be promptly notified of any change thereof.

The University administration declines all responsibility if the candidate cannot be contacted or for the loss of notifications due to the incorrect indication of their address or failed or delayed notification of a change to the address indicated in the application. The University administration also declines all responsibility for any failed or delayed delivery of notifications relating to the recruitment selection for any reason not attributable to the fault of the administration but due to telematic problems, third-party actions, force majeure, or unforeseen circumstances.

For evaluation purposes, candidates must attach documents proving the qualifications possessed to their application, also using the methods indicated in Presidential Decree no. 445, dated 28.12.2000, regarding self-certification.

With regard to publications and qualifications deemed useful for the purpose of this procedure, at the end of their online application the candidate will make a specific declaration in lieu of affidavit to attest the conformity to the original.

Candidates may not refer to documents and publications already presented to Universities or attached to applications to participate in other comparative evaluation procedures.

For documents in a foreign language, excluding publications, an Italian translation must be attached together with a declaration in lieu of affidavit, as indicated above, attesting the conformity of the translation to the content of the document.

#### **ART. 4**

##### **Applications for foreign candidates**

Citizens of the Member States of the European Union and non-EU citizens shall submit applications in Italian in accordance with the methods and terms established in the previous article 3.

In their application, the candidate must also declare that they have adequate knowledge of the Italian language and specify their address in Italy for the purpose of selection.

The Ufficio Concorsi Personale Docente e di Ricerca (University Teacher Recruitment Office), Via Oberdan n. 8 – Ancona, must be promptly notified of any change thereof.

For the purpose of the declarations as per Article 3 of this call for applications, the same procedures apply to EU citizens as to Italian citizens.

Non-EU citizens residing in Italy may use the declarations provided for in art. 3 of this call for applications, limited to cases where it is a question of proving facts and personal qualities that are certifiable or attestable by Italian public or private entities.



Documents in a foreign language must be accompanied by an Italian translation, certified as conforming to the foreign text, drawn up by the competent diplomatic or consular office or by an official translator.

The publications of foreign candidates must be produced in the original language and translated into one of the following languages: Italian, French, English, German, and Spanish. Translated texts may be presented as typed copies together with the text printed in the original language.

## ART. 5

### Examining Board and Related Procedures

The Examining Board is put forward by the Board referred to as per Annex C of this call for applications and appointed by Chancellor's decree, which can be consulted on the University website [www.univpm.it](http://www.univpm.it). The Board is made up of three university professors, of whom at least one is a full professor, who must belong to the specific GSD/MSD/SC referred to in the position mentioned in the call.

The Board shall pre-determine the criteria to be used after the public interview to assign marks to the qualifications and publications presented by the candidates who are admitted. The board shall also predetermine the general criteria for the comparative evaluation of candidates in compliance with the criteria and parameters defined by Ministerial Decree 25.5.2011.

The examining board of the procedure referred to in Article 1 shall carry out a motivated evaluation followed by a comparative evaluation, referring to the specific academic recruitment field and any profile defined exclusively by an indication of one or more academic discipline fields, the candidate's curriculum vitae and the following documented candidate qualifications:

- a) PhD or equivalent, or, for the fields concerned, a diploma of medical specialisation or equivalent, obtained in Italy or abroad;
- b) any teaching experience at university level in Italy or abroad;
- c) documented training or research activities in qualified Italian or foreign institutes;
- d) documented clinical activity in the academic recruitment field where such specific skills are required;
- e) project activities in the academic recruitment field where foreseen;
- f) organisation, direction and coordination of, or participation in, national and international research groups;
- g) patents in the academic recruitment field where foreseen;
- h) speaker at national and international congresses and conferences;
- i) national and international awards and recognitions for research activities;
- j) European specialisation diploma recognised by international boards, in the academic



recruitment areas where foreseen.

The evaluation of each qualification indicated in point a) is made with specific regard to its significance in terms of the quality and quantity of research activity carried out by the individual candidate.

In the preliminary comparative evaluation of candidates, the examining board shall exclusively consider publications or texts accepted for publication according to current rules in force, as well as essays included in collective works and articles published in printed or digital format, excluding internal notes or departmental reports. Theses for PhDs or equivalent qualifications shall also be taken into account if any of the conditions mentioned in this paragraph are not met.

The examining board shall carry out the comparative evaluation of the abovementioned publications on the basis of the following criteria:

- a) the originality, innovation, methodological rigour and relevance of each scientific publication;
- b) the consistency of each publication within the relevant academic recruitment field and with any profile, defined exclusively by an indication of one or more academic discipline fields or by interdisciplinary themes related to them;
- c) the scientific relevance of the editorial placement of each publication and its dissemination within the scientific community;
- d) analytical determination, including on the basis of criteria recognised in the relevant international scientific community, of the individual contribution of the candidate in any collaborative work.

The examining board must evaluate the overall consistency of the applicant's scientific production, its intensity and temporal continuity, without prejudice to any adequately documented periods of involuntary absence from research activity, with particular reference to parental responsibilities.

When evaluating publications, in the areas of academic recruitment where the following indicators are used at an international level, the Board shall also consider them, taken at the time of the application deadline:

- 1) total number of citations;
- 2) average number of citations per publication;
- 3) total "impact factor";
- 4) average "impact factor" per publication;
- 5) combinations of the above parameters to enhance the impact of the candidate's scientific production (Hirsch index or similar).





The Board shall make the selection through a preliminary evaluation of the candidates, following which it shall express an analytical evaluation of the qualifications, curriculum vitae and scientific production, including the PhD thesis.

If the call for application stipulates a maximum limit of publications presented, for candidates who have exceeded the maximum limit the examining Board will only evaluate the publications in the order indicated in the list up to the limit.

Following a decision taken by a majority of the board members, the candidates considered comparatively as most deserving, ranging from 10 to 20 percent of the total number of candidates and in any case no fewer than 6, are called to illustrate and discuss their qualifications and publications in a public interview with the board.

All candidates shall be admitted to the discussion if there are 6 or fewer than 6 of them in total.

At the same time as the discussion of candidates' qualifications and publications, an oral exam shall be carried out to ensure an adequate knowledge of the foreign language indicated in Annex C.

The interview may take place via videoconference, using the Microsoft Teams platform, as indicated on the University website [www.univpm.it](http://www.univpm.it) under “Bandi, Concorsi e Gare – Concorsi e Selezioni – Personale Docente - concorsi ricercatori a tempo determinato”(University– calls, recruitments and tenders – Calls and Recruitment– Teaching staff – Fixed-term researcher recruitment).

**The details of the interview will be published on the University website [www.univpm.it](http://www.univpm.it) website under “Bandi, Concorsi e Gare – Concorsi e Selezioni – Personale Docente - concorsi ricercatori a tempo determinato” (University – calls, recruitment and tenders – Recruitment and Selections – Teaching staff – Fixed-term researcher recruitment).**

**Publication of the notice on the University website constitutes legal notification for calling candidates to attend.**

At the end of the candidates' interview, the Board shall give a mark to the qualifications and publications submitted by the candidates admitted, following which, it shall assess the knowledge of the foreign language indicated in Annex C and identify the most suitable candidate.

The official Board documentation shall include the minutes of each meeting, of which the individual and collective opinions expressed on each candidate shall form an integral part, as well as a summary report of the work carried out.

Members of the Board must actively participate in all the work, with the exception of justified and documented reasons.

The Chancellor ascertains the formal regularity of the documentation by means of a decree, published on the University website [www.univpm.it](http://www.univpm.it).



Further to the examining Board's evaluation, the Board of the faculty/department requesting the call for applications shall propose the recruitment of the temporary researcher.

**ART. 6**  
**Official Documentation**

The successful candidate who is called by the Department in question will be notified to present the following documents to enter into the private law contract for fixed-term employment as a researcher:

- 1) a photocopy of a valid identity document;
- 2) a declaration regarding their status as regards military service;
- 3) a declaration in lieu of the general certificate issued by the Judicial Records Office;
- 4) a declaration in lieu showing they are on the electoral roll;
- 5) declaration stating whether the candidate holds other employment under the State, Provinces, Municipalities, or other public or private entities and, if so, a declaration to opt for the new employment (Article 8 of Law no. 311 dated 18.03.1958).

Pursuant to articles 71 and 75 of Presidential Decree no. 445 dated 28.12.2000, in the event that the verification carried out by the Administration should reveal the untruthful nature of the declarations referred to in the previous points, the declarant shall lose their position since they were appointed on the basis of false information.

In accordance with current legislation, in order to make the declarations in lieu referred to in this Article, the same rules apply to European Community citizens as to Italian citizens.

If the successful candidate is a non-EU citizen, they must present the following documents:

- 1) birth certificate;
- 2) certification attesting to citizenship;
- 3) certificate equivalent to the general certificate of the Judicial Records Office issued by the competent authority of the State where the foreign candidate is a citizen. If the foreign candidate resides in Italy, in addition to the above-mentioned certificate, they must present a declaration in lieu of the general certificate issued by the Italian Judicial Records Office.

The documents referred to in points 2) and 3) must be dated no earlier than six months from the date of communication of the outcome of the procedure.

Certificates issued by the competent offices of the Italian Republic must comply with the current provisions.

Certificates issued by the competent authorities of the state where the candidate is a citizen must comply with the provisions in force in the same State and must also be legalised by the competent Italian consular authorities. .



Documents in a foreign language must be accompanied by an Italian translation, certified as conforming to the original text, drawn up by the competent diplomatic or consular representation, or by an official translator.

#### **ART. 7**

##### **Publication of the call for applications**

This call for applications is published in the Official Gazette– 4<sup>a</sup> Serie Speciale – Concorsi (Recruitment) and the full text is published on the University website <http://www.univpm.it> under “Bandi, Concorsi e Gare – Concorsi e Selezioni – Personale Docente - concorsi ricercatori a tempo determinato” (University– Calls, Recruitment and Tenders– Recruitment and selections – Teaching staff – Fixed-term researcher recruitment), on the MIUR institutional website <http://bandi.miur.it> and on the European Union website <http://ec.europa.eu/euraxess> .

#### **ART. 8**

##### **Remuneration**

The gross annual salary of the full-time fixed-term researcher is equal to the initial salary of permanent university researchers on the same basis, with a 20% increase as determined by the Board of Directors.

#### **ART. 9**

##### **Personal Data Processing**

In compliance with the provisions of EU Regulation 2016/679 (GDPR) of 27 April 2016 on the protection of individuals regarding the processing of personal data and on the free movement of such data, at the Università Politecnica delle Marche the personal data provided by the candidates will be processed for the purposes of managing the selection procedure and possible recruitment. Candidates must provide such data in order to participate.

Further information on personal data processing is available for candidates applying to teaching positions at:

[https://www.univpm.it/Entra/Privacy/Informativa\\_procedure\\_reclutamento\\_personale\\_e\\_selezioni\\_conferimento\\_assegni\\_ricerca\\_incarichi\\_collaborazione\\_e\\_o\\_insegnamento](https://www.univpm.it/Entra/Privacy/Informativa_procedure_reclutamento_personale_e_selezioni_conferimento_assegni_ricerca_incarichi_collaborazione_e_o_insegnamento).

#### **ART. 10**

##### **Person in charge of procedure**

In accordance with article 5, paragraph 3 of Law No 241 dated 7th August 1990, the person in charge of this call for applications is the Head of the Academic and Research Personnel Service at the Università Politecnica delle Marche.



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**ART. 11**

**Reference legislation**

The current university legislation and legislation on access to employment in public administration shall be applicable for any matters not provided for in this call for applications.

*Ancona, dated as per protocol*

**THE CHANCELLOR**

Prof. Gian Luca Gregori

*Digitally signed document  
in accordance with Legislative Decree 82/2005  
subsequent modifications and amendments,*