

Personnel management

Manager: Dr. Ascenzo Farenti

Prot. 8429

14<sup>th</sup> march 2014

Expiration date 29<sup>th</sup> march 2014

## THE CHANCELLOR

On the basis of the following:

- The Statute of the University of Pisa, issued by a decree from the Vice Chancellor 27 February 2012, no. 2711
- The law of 30 December 2010, no. 240: on “Norms on University organisation regarding academic staff and recruitment, as well as government delegation for encouraging the quality and efficiency of the university system.”
- The Ministerial Decree of 9 March 2011, no. 102, by which the minimum amount of research grants was determined under article 22 of the aforesaid law.
- The University Regulations regarding research grants issued by the Vice Chancellor’s Decree no. 5958 of 28 April 2011 and subsequent modifications;
- The emergency measure taken by the Head of the Department of Surgery, Medical, Molecular, and Critical Area Pathology no. 3167 (Rep. 216/2014) dated 11<sup>th</sup> march 2014 by which a research grant has been requested, financed by PRIN 2010-2011 to which it is responsible Professor Stefano Berrettini;

## DECREES

### Article 1 - Subject of Announcement

The University of Pisa announces a public selection procedure assessed by qualifications and an interview for the assignment of **1** temporary research associate position at the **Department of Surgery, Medical, Molecular, and Critical Area Pathology** for the following research program:

1. **“Development of translational devices for otologic surgery by in vitro methods. Scientific coordination of research activities”**

**Scientific discipline sector MED/31 - Otorhinolaryngology**

### Article 2 - Characteristics of temporary research associate positions

The position will cover a period of **12 months** and can be renewed for a period lasting not less than a year within the limits established by article 2, commas 2 and 3 of the University Regulations on research grants.

The overall annual amount of the grant, including all contributions is € 30.507,96 for those having health cover in addition to INPS (social security); and € 31.700,00 for those without any further health cover other than INPS. It will be paid by the administration in monthly payments.

The payments are fiscally subject to the conditions of article 4 of the law (passed on 13 August 1984) 476/1984 (no withholding local taxes shall be incurred on the above amount nor upon the income of physical persons), as well as those of article 2, commas 26 and following, of the law (passed on 8 August 1995), no. 335 regarding health cover, and subsequent modifications (application for separate INPS - social security - management).

Insurance cover against injury and for civil responsibility is guaranteed by the University.

### **Article 3 - Admission requirements**

The following candidates can take part in the selection for the research funding: master degree graduates in possession of a professional scientific CV appropriate to the research activity required to be carried out. Candidates with a PhD or with a qualification of specialisation in the medical field accompanied with an adequate scientific production would be preferential.

Research grants are conferred in accordance with the ethical Code of the University. The aforementioned sums cannot, in any event, be attributed to those who are related by birth, by marriage or have affinity (up to a 4<sup>th</sup> grade) with a professor or researcher belonging to the structure from which the sum is assigned, or with the Chancellor, the General Director or any component member of the University Administration Governing Board.

Research grants cannot be conferred upon permanent contract (or short term contract) employees of the following bodies of the University, institutions and public bodies of research and experimentation, the national Agency for new technology, energy and sustainable economic development (ENEA) and the Italian Space Agency (ASI).

The University Exams Commission, for the sole purpose of the aims of the present selection procedure, will evaluate the equipollence of the candidate's qualification title conferred abroad.

The requirements for gaining admission to the selection process must be in possession of the applicant at the termination date of the present applications.

The Administration can decide to exclude those candidates that do not meet the requirements; and can do so at any moment with reasoned measures.

A certificate of Italian citizenship is not requested.

#### **Article 4 - Applications and deadlines for submission**

Applications, on plain paper, should follow the structure of Appendix A and be signed by the applicant. They should be sent within the deadline of **15 days** starting on the day after publication of this announcement being posted on the general register of the University.

Applications should be addressed to the Magnifico Rettore dell'Università di Pisa - Lungarno Pacinotti, 44 - 56126 PISA.

The Ufficio Protocollo dell'Università di Pisa (the university administrative department dealing with grand applications) is open from Monday to Friday 9 am - 1 pm and on Tuesdays and Thursdays from 3 pm - 5 pm.

If the application is presented directly to the Ufficio Protocollo Generale, then the date of its receipt there shall be considered proof. If it is sent by post, which must be by registered mail with return receipt or by express mail, then the stamp of the accepting post office shall be considered proof.

The Administration assumes no responsibility for loss of mail due to any incorrect addressing by candidates, or due to changes of address from that indicated in the application; or for any problems relating to the post or telegraph; or problems due to third parties or any unforeseeable circumstances.

Applications for each research grant must be made separately, otherwise the applicant will be excluded from the selection process. Applications must be made in accordance with the forms attached to this announcement, and they must be filled out in all parts.

Applicants must fill in the forms with the details (a-g) below under their own responsibility, otherwise they risk being excluded from the selection process:

- a.) personal details, date and place of birth, residency
- b.) the research and department being applied for
- c.) fiscal code if any
- d.) declaration of not being in possession of a permanent or short term employment contact with the University; of not being employed in any role at the University, the national Agency for new technology, energy and economic development (ENEA) and the Italian Space Agency (ASI)
- e.) declaration of not have any degree of blood relation, marriage or affinity (up to a 4<sup>th</sup> grade) with a professor or researcher belonging to the structure from which the research grant is assigned or with the Chancellor, the General Director or any component member of the University Administration Governing Board.
- f.) The degree possessed with indication of the date and University from which it was awarded; or the qualification study title awarded abroad.

g.) Domicile or address including post code, telephone number and e-mail via which to receive any communication regarding the present selection procedure.

Applicants with physical disabilities, in accordance with law no. 104, dated 5 February 1992, must make an explicit request in relation to their disability with regard to any help they may need to be able to take part in the interview.

#### **Article 5 - Educational qualifications and curriculum vitae**

The following should be attached to each application:

- a.) A curriculum vitae containing all educational qualifications and scientific achievements. It must be signed and dated by the applicant.
- b.) Documents and certificates that the applicant believes are relevant for the selection process. They should be either the originals, authenticated copies or a photocopies by utilising the declaration in substitution of a notarised act (see Appendix C), or with auto-certification by attaching the declaration in substitution of certification (see Appendix B).
- c.) One copy of publications considered relevant to this selection procedure. These can be presented either in their original version or as a photocopy. If presented as photocopies applicants must declare the conformity of them to their originals by utilising Appendix C. The declaration can be singular for all the publications presented and must be accompanied by a photocopy of the candidate's identity document. Under "art 19 bis" of the same decree the declaration of conformity to the original can be attached to the same copy.
- d.) A list of educational qualifications and publications, dated and signed by the candidate.
- e.) A photocopy of the applicant's fiscal code (if any) and an identity document.

Candidates Non-EU citizens resident in Italy can use the substitutive declarations of certification limited to cases in which it is to attest status, facts and personal qualities certifiable by public or private Italian subjects pursuant to Article 3, paragraph 2, of decree of the President of the Republic December 28, 2000, 445.

The certificates issued by the competent authorities of foreign countries must comply with the provisions in force in the same state and must also be legalized by the competent Italian consular authorities.

Publications must be produced in their original language; must be translated into one of the following languages: Italian, French, English, German and Spanish, only if the document is produced in a language different from those already mentioned. The translated texts can be submitted in typewritten copies together with the text printed in the original language accompanied by a self-declaration in substitution of attested affidavit attesting the compliance of the translated text.

If the above Educational qualifications and publications are sent to the University after the deadline for the presentation of applications, they will not be considered.

#### **Article 6 - Committee and selection procedure**

The committee is appointed by the head of the facility, as approved by the Board of the structure, and consists of the head of the research project and two other members, professors or researchers belonging to the scientific field related to the project or related field.

Selection is based on qualifications and an interview.

The scoring system adds up to 100/100 points of which 60 points is for the evaluation of qualification and publications, 40 points is for the interview; 60 points are distributed as follows:

- a.) Up to 10 points for a PhD degree or diploma or specialisation in the medical field.
- b.) Up to 5 points for the nature of the degree grade.
- c.) Up to 25 points for publications and other research results.
- d.) Up to 10 points for further post graduate course certificates.
- e.) Up to 10 points for certification of other activities carried out (under contract, study grants or posts, enrolment at post graduate or specialist schools, courses abroad, etc...)

The commission, having appointed their own President and the Secretary, shall assess the curriculums and documents presented by the applicant and thus decide which candidates to interview.

The interview will be held on **14<sup>th</sup> april 2014** at **14.00** in the Hospital Cisanello - Building no. 30B - First floor - Via Paradisa, 2 - Pisa.

In order to take part in the interview candidates must show their I.D.

Failure to appear for the interview will be deemed an explicit expression of the candidate's non willingness to take part in the selection procedure.

The interview will take place in a place that is accessible to the public; and anyone can attend.

Candidates committed abroad and therefore unable, in the opinion of the Commission, for the interview at the University, can do the interview electronically subject to their identification at foreign universities recognized internationally. The declaration of the validity of the procedure is done through the acquisition of a declaration by the Commission that acquires copy of the identity document of the applicant.

A candidate will pass the interview if he/she obtains a mark between 32 and 40 points. These points are then added to the other assessment marks above.

Only in the case whereby a sole candidate is presented can the committee, after a qualification and publications assessment, express judgement upon the candidate's suitability for the carrying out of the research post under consideration without recourse to an interview. In this case the committee will communicate this to the Personnel Management who will then inform the candidate of the above two days before the interview date on the website: <http://www.unipi.it/ateneo/bandi/assegni/2014/index.htm>. A similar notice will be published if the committee is not able to respect the date set for the interview.

Therefore the candidates of the present selection must consult the University website (of the above address) two days before the date set for the interview.

#### **Article 7 - The ranking list**

Within 30 days of receiving the proceedings of the selection procedure (in the committee meeting) the Chancellor shall attest that they conform to the regulations and shall declare the name of the successful candidate. The Chancellor's decree is then sent to the head of the research department concerned and to the successful candidate.

No communication shall be sent to other eventual candidates who will be able to know the results of the procedure via the publication of the act approval decree on the University of Pisa website at the following address: <http://www.unipi.it/ateneo/bandi/assegni/index.htm>.

#### **Article 8 - Publication of the selection procedure**

The announcement relating to the present selection procedure is published on the official online University register available at <http://www.unipi.it/ateneo/bandi/assegni/index.htm>.

#### **Article 9 - Awarding of the grants**

The provision of the grant is formalized by a decision of the head of the structure in stating the title of the research, the activities that must be carried out and the holder's contractual obligations regarding finance and rights.

The above measure must, furthermore, indicate the person in charge of the research activity previously nominated by the appointed head of the research department, professors and researchers on the governing board of the same research department.

The research grant takes effect from the first day of the month following the official approval of the selection proceedings, unless there are different starting dates due to schedules of the department where the research will be carried out, and agreements by the parties.

The successful candidate will be invited by the department to present the following documentation:

- a.) Copy of I.D.
- b.) Photocopy of fiscal codes
- c.) Declaration that the holder is not incompatible as required by articles 1 and 8 of the Research grant regulations.
- d.) Declaration that the research grant holder does not exceed the maximum limits required by commas 2 and 3 of article 2 of the Research grant regulations relating to the duration concerning the terms established.

The declarations and certificates above shall be subject to checks including sample checks, by the University of Pisa for verification of their validity.

The above contract will include the address, the duration and modality of the research activity as required by article 9 of the research grant regulations as indicated by the person in charge of the research activity as required by article 9 of the research grant regulations as indicated by the person in charge of the research.

The grant will be suspended in the case of maternity leave for the entire period of obligatory absence. It can further be suspended, with prior documented approval with the head of the research department for up to a maximum of two months for the period of optional maternity leave, for serious health or family reasons.

The grant holder who intends to pull out of the contract must give at least thirty days notice to the Magnifico Rettore or head of department concerned justifying his/her reasons. In such cases the grant holder shall receive payments due up until the moment the contract is terminated.

A copy of the regulations is sent to every successful candidate upon conferment of the research grant.

#### **Article 10 - Incompatibility, rights and obligations**

Incompatibility, rights and obligations are established in articles 8 and 9 of the research grant regulations which may be consulted on the University of Pisa website at: <http://www.unipi.it/ateneo/bandi/assegni/regolament/index.htm>.

#### **Article 11 - Return of documents and publications**

At the end of the selection procedure and 60 days after the publication of the ranking list in the Official Register, the University shall return to those applicants, who specifically so requested, their original documents; unless there is any on going litigation. The documents must be collected by the applicant within 30 days of the expiry of the said termination date. Beyond this date the University is no longer responsible for the keeping and returning of the above documentation.

#### **Article 12 - Person in charge of the procedure**

In accordance with article 5 of Law no. 241 dated 7 August 1990, the person in charge of the present announcement is Laura Tangheroni, Personnel Management - Università di Pisa - Lungarno Pacinotti 44 - Pisa - e-mail: [l.tangheroni@adm.unipi.it](mailto:l.tangheroni@adm.unipi.it).

#### **Article 13 - Protection of personal data**

The protection of personal data is subject to the "Protection of Personal Data" legislative decree no. 196 dated 30 June 2003, published in the Official Gazette of 29 July 2003, general series no. 174, ordinary supplement no. 123/L.

Any data provided by applicants will only be used for the purposes of the present announcement.

Such data must be provided as part of the requisites for participation; and if not so provided the applicant shall be disqualified.

Applicants enjoy the right of the above mentioned norms, including the right to access any data that regards them, and also have the right to rectify, update, complete or delete any erroneous and incomplete data; or any data collected in under terms not conforming to the law.

#### **Article 14 - Rule of court**

Although not specifically provided for, as applicable, the provisions of the regulations mentioned in the introduction of this notice and the laws in force.

THE CHANCELLOR  
Prof. Massimo Augello



Al Magnifico Rettore dell'Università di Pisa  
Lungarno Pacinotti, 44  
56126 PISA

The undersigned applicant (name and surname), \_\_\_\_\_ born in \_\_\_\_\_ (day, month, year) in \_\_\_\_\_ (town, country) and resident in \_\_\_\_\_ (street number, street) \_\_\_\_\_ (town) \_\_\_\_\_ (postal code).  
e-mail: \_\_\_\_\_

### REQUESTS

To be admitted for participation in the selection procedure to collaborate on the research project entitled:

\_\_\_\_\_

Sector of Scientific Discipline \_\_\_\_\_

At the Department of \_\_\_\_\_

Aware of his/her responsibility the applicant declares the following:

- a.) fiscal code, if any (*obligatory for Italian citizens and foreigners with residence in Italy*)
- b.) to not be under a permanent (or short term employment contract) with the University; institutions and public research and experimentation bodies; the National Agency for new technology, energy and economic development (ENEA) and the Italian Space Agency (ASI).
- c.) to not have any degree of blood relation, marriage or affinity (up to a 4<sup>th</sup> grade) with a professor or researcher belonging to the structure from which the research grant is assigned, or the Chancellor, or the General Director or any component member of the University Administration Governing Board.
- d.) to be in possession of:

° a degree certificate from an Italian University according to the “vecchio ordinamento” in \_\_\_\_\_ graduating on \_\_\_\_\_ (date) from the University of \_\_\_\_\_ with a mark of \_\_\_\_\_.

° an Italian “specialista” degree (2 year post-bachelor degree) ex. D.M. 509/99 and successive modifications and integrations in \_\_\_\_\_ graduating on \_\_\_\_\_ from the University of \_\_\_\_\_ with a mark of \_\_\_\_\_.

° an Italian “magistrale” degree ex. D.M. 270/04 in \_\_\_\_\_ graduating on \_\_\_\_\_ from the University of \_\_\_\_\_ with a mark of \_\_\_\_\_.

° the following study certificate from abroad \_\_\_\_\_ graduating on \_\_\_\_\_ from the University of \_\_\_\_\_ with a mark of \_\_\_\_\_.

e.) to be aware of the following:

° the maximum limits relative to the duration of the research period as stipulated by commas 2 and 3 of article 2 of the research grant regulations

° the incompatibility under article 8 of the research grant regulations

° the date of the interview as published in article 6 of this announcement

f.) to be domiciled at \_\_\_\_\_ (street, number, town, country, postal code)

Tel. \_\_\_\_\_ Cell. \_\_\_\_\_

e-mail \_\_\_\_\_

g.) to authorise the University of Pisa to use his/her personal data in accordance with article 12 of the present announcement.

The following is attached in accordance with article 5 of this announcement:

- qualification certificates and publications the candidate intends to be evaluated
- CV (dated and signed) describing previous and current scientific activity
- List of publications and documents attesting qualifications (dated and signed)
- Photocopy of fiscal code (if any) and ID

The undersigned declares he/she understands that false declarations are punishable in accordance with the penal code and related laws.

The undersigned agrees to inform the university administration of any subsequent variations and acknowledges that the administration is not liable for loss of any communications due to any incorrect addressing by candidates; or due to late changes of address from those indicated in the application. Nor is the administration liable for post office or telegraph problems, problems due to third parties or any unforeseeable circumstances.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**SUBSTITUTE DECLARATION OF CERTIFICATION**  
**Article 46 of the DPR 445 dated 28/12/2000**

I, the undersigned \_\_\_\_\_, born in \_\_\_\_\_ province of  
\_\_\_\_\_ on the \_\_\_\_\_ resident in  
\_\_\_\_\_ province of \_\_\_\_\_ street/square  
\_\_\_\_\_ no. \_\_\_\_\_

Acknowledging the penal responsibility set out in Arts. 75 and 76 of the DPR 445/2000 regarding the hypothesis of falsehood in records and false declarations,

**DECLARE**

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Date \_\_\_\_\_

The Applicant \_\_\_\_\_

**No validation of signature required. No stamp duty required.**

Appendix (C)

**SUBSTITUTE DECLARATION OF NOTARY ACT**  
**Article 19 and 47 of the DPR dated 28/12/2000**

I, the undersigned \_\_\_\_\_, born in \_\_\_\_\_ province of  
\_\_\_\_\_ on the \_\_\_\_\_ resident in  
\_\_\_\_\_ province of \_\_\_\_\_ street/square  
\_\_\_\_\_ no. \_\_\_\_\_

Acknowledging the penal responsibility set out in Arts. 75 and 76 of the DPR 445/2000 regarding the hypothesis of falsehood in records and false declarations,

**DECLARE**

(for example: the training curriculum and scientific submitted contains truthful information and that the copies of documents presented comply with the originals)

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Date \_\_\_\_\_

The Applicant \_\_\_\_\_

**No validation of signature required. No stamp duty required.**