

**Document reviewed on 31/07/2015**

**Article 2 - Requirements for admission to the open selection (“valutazione comparativa”)**

The procedure is open to Italian and foreign citizens having at least one of the following qualifications:

- Ph.D. or equivalent;
  - Medical Specialization degree;
  - Master’s degree, or equivalent, together with a professional scientific curriculum suitable for the carrying out of the research activities. The selection committee shall evaluate the above requirements.
- The requirements must be possessed on the date of the application deadline.

The following categories are excluded from the selection procedure:

- full and associate professors and researchers with permanent positions, even if they have retired;
- those who have already had contracts with research grants and fixed-term researchers pursuant to arts. 22 and 24 of Law 240/2010 at the University of Pavia or other Italian Universities, state-run or not, or on-line, and also those Bodies pursuant to clause 1 art. 22 of Law 240/2010, for a period which, added to the overall duration of three years envisaged for the contract announced, exceeds a total of 12 years, even if not continuously. For the purposes of the duration of such relationships, any periods spent on maternity leave, or for health reasons according to current legislation, shall not be considered.

Besides other categories excluded from the selection procedure:

- those who are excluded from civil and political rights;
- those who have been dismissed or dispensed from a position at a Public Administration due to a persistent unsatisfactory performance;
- those who have been dismissed from another State position pursuant to art. 127 letter d) of Presidential Decree n. 3 of 10/1/1957.

**Article 3 Application for admission**

Application for admission must necessarily be presented within the established deadline, that is, within 30 days from the day following the publication of the announcement on the Official Journal of the Republic of Italy, otherwise the candidate will be excluded. This announcement will be published on the official online University’s Register on University of Pavia’s website, page Professor Office - Competition announcement, on MIUR’ and UE ‘s websites. If the deadline expires on a holiday, it is postponed to the first workday thereafter.

The application form’s facsimile will be able to download from the following website’s page:

<http://www.unipv.eu/site/home/ateneo/bandi-e-concorsi/concorsi-per-personale-docente/articolo12680.html>

The application form must be written in a clear way and absolutely readable, duly signed and addressed to the Rector of the University of Pavia, Via Mentana, 4 – 27100 – Pavia, within the above mentioned and final term of 30 days.

The application could be sent in the following ways:

- by hand, to the University of Pavia, “Servizio Sistemi archivistici di Ateneo – Protocollo” – Via Mentana, 4 – Pavia – from Monday to Friday, from 9 am to midday;
- by courier or by registered mail. In this case, the date of the postmark of the Post Office that accepts the mail must come before the deadline.

The application may also be sent by Italian "Posta Elettronica Certificata" (PEC) in the name of the candidate, to the address [amministrazione-centrale@certunipv.it](mailto:amministrazione-centrale@certunipv.it) within the same deadline. The application and all its attachments must be in non-editable PDF/A or Adobe PDF format. In this last case, the submission date will be based on the time stamp of the certified e-mail, according to law D.L.gs. 82/2005 e del DPCM 22/02/2013.

On the application form, it is mandatory that candidates write: surname and name, date and place of birth, personal identification code (e.g., tax code or social security number) and email address or, if owned, certified email (PEC).

Under their responsibility, all candidates will have to declare:

- 1) Citizenship (Italians not living in the Italian Republic have the same status as Italians).  
Or (for non-Italian citizens)
  - Citizenship and home country;
  - Full possession of civil and political rights in home country;
- 2) no criminal convictions or having the convictions as attached on the application form facsimile.
- 3) to be enrolled in the electoral lists, specifying the Municipality and eventually declaring the reasons of not enrolment and cancellation on the above mentioned lists;
- 4) position with respect of the military service;
- 5) never been dismissed from any position from a Public Administration for persistent unsatisfactory performance, not been dismissed from any State job pursuant to art. 127, letter d) of Presidential Decree n. 3 of 10.01.1957;
- 6) not to be in this moment and not to have been in the past a full or associate professor or university researcher with a permanent position, or retired;
- 7) not to have any degree of family relationship or affinity, up to the fourth degree, with a professor or belonging to the Department proposing to issue the contract, or with the Rector, the General Director or any component of the University Board of Governors;
- 8) not had any contracts with a research grant or as a fixed-term researcher pursuant to arts. 22 and 24 of Law 240/2010 at the University of Pavia or other Italian Universities, whether State-run or not or online, or any Bodies pursuant to clause 1 of art. 22 of law 240/2010, for a period which, added to the overall duration of three years as established by the contract announced, exceeds 12 years in all, even not continuously.
- 9) any periods of leave of absence due to maternity or illness;
- 10) to satisfy the requirements to the art. 2 of the selection announcement;
- 11) in case that candidate wants to send reference letters, it is compulsory to indicate names and email accounts of signatories.

The Signatories will have to send their reference letters in scanned version, exclusively in pdf format to the following email address: [ufficio-concorsi-professori-ricercatori@unipv.it](mailto:ufficio-concorsi-professori-ricercatori@unipv.it) by the same 30 days deadline from the day after to the announcement on Official Gazette regarding the selection announcement;

Application forms will cannot be taken into consideration if they lack the signature at the bottom of the form, if they lack the personal data, if they are sent after the compulsory deadline of 30 days from the day

after to the announcement on Official Gazette regarding the selection announcement, and if they lack the declarations mentioned in items 2), 3), 5), 6), 8) e 10).

On the application form the candidate will have to write his/her residence address for the purposes of the selection.

Any variation of the above mentioned address, email account or certified email (PEC) will have to be communicated to the "Servizio Gestione Personale Docente" of the Pavia University.

All information will be sent to the email account written on the application form, except the communication of the selection's result.

In case of certified email account (PEC), all information will be sent to such email account, including the selection's result.

The Administration will announce the candidates' list admitted to the interview, to the following website:

<http://www.unipv.eu/site/home/ateneo/bandi-e-concorsi/concorsi-per-personale-docente/articolo12680.html>

Call to the interview will be notified only to the admitted candidates through email or registered email (PEC) no less than 20 days before the above mentioned call.

The interviews are open to the public.

Any candidate recognized as disabled must specify in the application any equipment needed for his/her disability, pursuant to Law n. 104 of 05/02/1992.

The University Administration declines all responsibility if the candidate cannot be found and if communications are lost, due to an inexact indication of the address by the candidate, or due to a late communication, or non-communication, of any change in address as indicated in the application.

The University Administration also declines all responsibility for any late delivery, or non-delivery, of communications relating to the competition for reasons not imputable through gross negligence to the Administration but to postal or telegraphic mistakes, to third parties, to fortuitous events or to force majeure.

Applications that do not arrive within the deadline established by the announcement will not be taken into consideration, and no additional documentation will be admitted.

The candidate must enclose in the application:

- 1) a valid photocopy of ID;
- 2) Curriculum Vitae in double copy, duly signed and dated, declaring that CV is valid according to the D.P.R. 445/2000, art. 46 e 47 (annex B);
- 3) if not declared on the CV, it will be possible to enclose in the application form documents and qualifications, in original or authenticated copy. Documents issued by an Italian Public Administration can be self certified (using annex "C").
- 4) list of all documents attached to the application form;
- 5) list of scientific publications, duly signed, dated and given in double copy. Numbers in the list must correspond to the numbers in the publication; Ph.D. thesis is considered as a scientific publication.

6) scientific publications in hard original copy or on a CD record exclusively in pdf. format; if documents are sent by certified email address (PEC), they have to be sent in a zip. and pdf. File;

7) declaration that the enclosed documents are true and faithful copies of the originals, pursuant to the Presidential Decree 445/2000 (using annex "C");

8) declaration attesting leaves of absence due to maternity or illness, pursuant art. 47 of the Presidential Decree 445/2000;

9) receipt of payment of € 7,00;

10) request to receive back the publications and related receipt of payment according to art. 10 of selection announcement.

The Administration will not accept certificates issued by an Italian Public Administrations with regards to status, personal qualities and facts: the above mentioned certificates will not be considered for the purposes of the competition. A self-certification must be used.

EU citizens can make use of self-certifications to declare that they possess specific qualifications (using annexes B and C).

Non-EU citizens with Italian residence permit, can submit original qualifications, or authenticated copies, or may use self-declarations of conformity to the originals. They can use self-certifications, as UE citizens, limitedly to the status, personal qualities and facts, certified or attested by Italian public bodies, or if the dispositions regarding the exhibition or production of specific documents are mentioned in international agreements between Italy and the applicant's origin Country.

Non-EU citizens, without Italian residence permit, can submit original qualifications, or authenticated copies. If written in a foreign language such documents must also have the Italian translation, certified to be in conformity with the foreign text, by the competent diplomatic or consular delegation or by an official translator (DoV).

Candidates have to pay, by the deadline of application form's submission, € 7,00 choosing one of the following means of payment:

- 1. Swift tranfer to the bank account: ABI 05048 – CAB 11302 – IBAN "IT 32 I 05048 11302 000000046566" – SWIFT CODE BLOPIT22XXX, account name: "Tesoreria dell'Università degli Studi di Pavia", bank: UBI – BANCA POPOLARE COMMERCIO E INDUSTRIA – Sede di Pavia;**
- 2. Postal account n.12520276, account name "Università degli Studi di Pavia – Servizio Tesoreria – Entrate diverse"**

**WITH THE FOLLOWING DESCRIPTION: "Contributo per la partecipazione alla procedura di selezione per posto di Ricercatore a tempo determinato – Sessione 2015".**

The Administration can proceed with checks on the validity of any self-declarations

#### **Article 4 Publications**

The candidate can submit at most 12 publications, as established by art. 1 of the announcement. The publications must include the date and place of publication.

Only publications or texts accepted for publication according to current norms will be taken into consideration, plus essays contained in miscellaneous works and articles in journals in paper or digital form, excluding internal notes or departmental reports. The Ph.D. thesis will be taken into consideration even if the conditions as per the present clause are not met.

Publications must be submitted in original language, and duly translated in one of the following languages: Italian, Latin, French, English, German, Spanish.

Translated texts can be submitted in typed copies together with the original texts.

For non-EU citizens, without Italian residence permit, publications in a foreign language must be translated, legalized by the Italian diplomatic or consular delegations abroad, certified as being in conformity with the foreign text, or by an official translator.

### **Art 8 Evaluation**

The candidate is selected by means of a preliminary evaluation of the candidates with an analytical assessment of the qualifications, curriculum vitae and scientific production, including the Ph.D. thesis. The selection committee shall make a justified evaluation following a comparative assessment, also of the curriculum vitae and the following qualifications, duly documented, of the candidate:

- a) Ph.D. or equivalent, or, for the fields concerned, medical specialization diploma or equivalent, obtained in Italy or abroad;
- b) any teaching activities at University level, in Italy or abroad;
- c) documented activity in training or research at qualified Italian or foreign institutions;
- d) documented activity in the clinical field related to the competition sectors in which such specific competences are required;
- e) planning activities related to the competition sectors in which such activities are envisaged;
- f) organization, management and coordination of national and international research groups, or participation in such groups;
- g) ownership of patents related to the competition sectors in which it is envisaged;
- h) speaker at national and international conferences and conventions;
- i) national and international prizes and awards for research;
- j) European specialization diploma recognized by international Boards, related to the competition sectors in which it is envisaged.

Each qualification is evaluated by specifically considering the significance that it has with regard to the quality and quantity of the research carried out by the individual candidate.

The selection committee shall make the comparative assessment of the publications as per art. 4 based on the following criteria:

- a) originality, innovation, methodological rigor and relevance of each scientific publication;
- b) congruency of each publication with the competition sector for which the process is announced and with the profile indicated in art. 1, or with inter-disciplinary themes connected thereto;
- c) scientific relevance of the editorial location of each publication and its diffusion inside the scientific community;
- d) analytical determination, also based on criteria recognized in the relative international scientific community, of the individual contribution of the candidate if he/she participates in collaborative work.

The selection committee shall also evaluate the overall consistency of the candidate's scientific production, its intensity and continuity over time, taking into account any periods, properly documented, which the candidate involuntarily spent away from research, with particular reference to parenting.

Within the framework of the competition sectors where there is a consolidated use thereof at an international level, when assessing the publications the committee shall also make use of the following indicators, referred to the deadline for the candidature:

- a) total number of citations;
- b) average number of citations per publication;

- c) total impact factor;
- d) average impact factor per publication;
- e) combination of the previous parameters able to optimize the impact of the candidate's scientific production (Hirsch index or similar).

Following the preliminary assessment, between 10 and 20 percent of the comparatively most meritorious candidates, and in any case no fewer than six, shall be admitted to the public discussion with the committee of their qualifications and scientific production; the candidates shall all be admitted to the discussion if there are six or fewer candidates.

The result of the preliminary assessment will be published on the University on-line noticeboard, and the University website.

After the discussion, points are awarded to the qualifications and to each of the publications presented by the candidates admitted, basing on the criteria established by the committee on the preliminary meeting. Candidates must present themselves for the discussion with a valid ID.