GUIDELINES FOR “OPEN, TRANSparenT AND MERIT-BASED RECRUITMENT OF RESEARCHERS (OTM-R)”

UNIVERSITY OF CAMERINO (UNICAM)
PROCEDURES AND PRACTICES

A) PROCEDURES FOR CALLS FOR FULL PROFESSORS AND ASSOCIATE PROFESSORS AND PROCEDURES FOR CALLS FOR FIXED-TERM RESEARCHERS

a) Publication of the calls

1) Notice of the Call must be published in the Official Gazette of the Italian Republic - the 4th Special Series – Competitions and Exams – normally for a period of at least 30 days.

2) The full text of the Call must be published, after the publication of the aforementioned Notice in the Official Gazette, on the University website, in Italian and in English, at www.unicam.it, while a summary sheet of the same must be published on the MIUR [Italian Ministry of Education, University and Research] website, at http://bandi.miur.it, and on the website of the European Union, at http://ec.europa.eu/euraxess, indicating, in a detailed and concise manner, the key points, such as the number of positions available, the title of the research project, a brief description of the scientific competences required, the competition sector and the field of research, the identification of the promoter of the Call, the procedures for the submission of applications, the years of research experience required, knowledge of a foreign language, usually English, and the related level of proficiency, and the deadline for submissions.

The mandatory publication of each call on the three sites is required to ensure maximum publicity and dissemination of the position being advertised, at local, national and European level

b) Recommendations to the Selection Committees

1) In the text of the Call, a minimum number of scientific publications to be submitted is required, which cannot be less than 12, while on the Euraxess website this data is absolutely not required, as the merit must be assessed not only on the quantitative level, but also and above all on the qualitative level, with an emphasis
on the exceptional results obtained in the context of a diversified personal career path. Therefore, the importance of bibliometric indicators must be adequately weighted, taking into consideration primarily the teaching and supervision activities, teamwork, knowledge transfer, research management and innovation, patent ownership, participation in international research projects. In a nutshell, what must be taken into account is the **creativity** and the **level of autonomy and independence** of the researcher within the meaning of the term at the European level.

This last requirement is, however, included in the Unicam [University of Camerino] calls, in Invitations to serve on a Committee, and in report templates, prepared for the Committees by the University Offices.

2) Candidates must be protected during their career breaks due to the exercise of parental responsibilities, with the guarantee of equal treatment of men and women.

3) Mobility experience shall be given particular recognition, intended as stays abroad for study and research, employment mobility to other public and private research institutions, both Italian and foreign, changes in the academic recruitment field or / and in the academic discipline.

4) Sick leaves shall be protected always and for everyone.

5) The above is valid both in the context of procedures for Calls for Full Professors and Associate Professors, and for Calls for Fixed-term Researchers, bearing in mind that the scientific skills, creativity and the level of autonomy required shall be differentiated according to the position to be filled.

c) **Requirements for participation in the selection procedures**

1) As regards procedures for Calls for Full and Associated Professors, the requirements for participation are the following:

   a. having obtained the National Scientific Qualification;  
      or
   b. already holding a professorship at other Italian universities;  
      or
   c. acting as scholars permanently engaged abroad in research or teaching activities at the university level, in positions of a level equal to that of the Call.
The first two requirements are very restrictive because they are linked to national legislation, while the third requirement is of a wider international interest.

2) The procedure for the Fixed-term Researchers of type A (Junior Researchers) is an actual open procedure, not limited to national candidates only. For participation, two additional requirements are needed:
   a. having obtained national or foreign PhD degree (in the latter case, the qualification must be recognised);
   b. undertaking the commitment to give lectures and seminars in the English language.

3) In the procedure for the Fixed-term Researchers of type B (Senior Researchers), the participation requirements are more rigorous than those for the type A, as follows:
   a. Participation is open to candidates holders of a PhD degree, who have already held contracts described in article 24, paragraph 3, letter A) of Law no. 240/2010;
      or
   b. who have obtained the National Scientific Qualification;
      or
   c. who have obtained a medical speciality degree;
      or
   d. who have received, for at least three years, even non-consecutive, research grants pursuant to article 51, paragraph 6 of Law no. 449 of 27 December 1997, or research grants pursuant to article 22 of Law no. 240/2010, or post-doctoral fellowships pursuant to article 4 of Law no. 398 of 30 November 1989, or similar contracts, grants or fellowships at foreign universities;
   e. who undertake the commitment to give lectures and seminars in the English language.

B) SUBMISSION OF APPLICATIONS BY CANDIDATES

At the moment, the candidates entitled to participate in the selection procedures at Unicam present their application and the related documentation in paper form. Regular e-mail cannot be used, because the original copy of the application must be presented, bearing a handwritten signature, so as to ensure its legal value; certified e-mail, i.e. the so-called CEM (or PEC as per its acronym in Italian) cannot be used,
as for all other public tender, because it is only intended for use within the Italian legal system, so it cannot be used by foreign candidates.

C) PROCEDURE FOR COMPOSITION AND APPOINTMENT OF SELECTION COMMITTEES

1. After the expiration of the 30-day deadline for the submission of applications for participation, in the procedures for Calls for Full and Associate Professors, the Faculty Council shall nominate three Committee members, who must be Full Professors, who have not obtained a negative evaluation and who are representative of gender equality, who must be involved in the academic recruitment field and in the academic discipline indicated in the Call. Involvement in a different academic recruitment field must be motivated.
   At least one of the three Committee members must be external to the University of Camerino, also a foreigner, holding an academic degree corresponding to that of Full Professor, selected among the internationally recognised lecturers.

2. In the procedures for Calls for Fixed-term Researchers, as above - after the expiration of the deadline for the submission of applications for participation, the Faculty Council shall nominate three Committee members, who may be Full Professors, Associate Professors, or Permanent Researchers, as long as they are involved in the academic recruitment field and in the academic discipline indicated in the Call.
   At least two of these three members must be external to the University of Camerino.

   Therefore, even Professors and Researchers from foreign universities may serve on the Committee, provided they hold an equivalent academic degree.

3. The Acts of Appointment shall be sent for publication in the Official Gazette, and the Committees may meet only 30 days after the aforementioned publication.

4. In all the cases of the procedures, the European Charter for Researchers is made available to the Committee members.

5. Once the Acts of Appointment for the Selection Committee have been published in the Official Gazette, the names and curricula of the Committee members shall be published on the University website and, after the first meeting, both the report containing the evaluation criteria established by the Committee and the names and curricula of the candidates shall be published.
D) CONDUCT OF THE SELECTION PROCEDURES

1. In all the procedures for Calls for Full Professors, Associate Professors and Fixed-term Researchers, an oral examination is given to ascertain the knowledge of the English language, with a view of the internationalisation of the University.

2. The language test always takes place after the evaluation of qualifications and publications: in the procedures for Full and Associate Professors, the candidates are all admitted to the oral examination, while in the procedures for Fixed-term Researchers A (Junior) and B (Senior), if the number of candidates is less than 6, they are all admitted to the interview, while if there are more than 6 candidates, it is necessary to draw up a shortlist of the most suitable candidates to be admitted to the interview.

3. Once the procedures have been completed with the signing of the Rector's decree approving the acts, all the reports and the related documents, such as any ordinance for extension or the approval of acts, they are published on the University website, in order to guarantee maximum transparency and publicity.

4. The decree approving the acts, with the indication of the winner in the procedures for Researchers, and with the indication of the ranking of the most qualified candidates in the procedures for Full and Associate Professors, is also sent for publication in the Official Gazette.

E) SELECTION PROCEDURES FOR RESEARCH GRANTS

Selection procedures for research grants are very similar to the above procedures, with a few minor variations.

1. First of all, the Call, in Italian and in English, must be published on the University website, at www.unicam.it, while a summary sheet of the same, with all the details previously indicated, must be published on the MIUR website, at http://bandi.miur.it, and on the European Union website, at http://ec.europa.eu/euraxess.

2. Nothing shall be sent to the Official Gazette, for which the time frame for the procedures in question is shorter than the one for the Calls for Full and Associate Professors, and Fixed-term Researchers.

3. The Call shall remain published for at least 30 days.
4. The requirements for participation in the selection in selection procedures for research grants are the following: having obtained an Italian or foreign PhD degree (in the latter case, the qualification must be recognised), or having obtained a postgraduate academic qualification from a Superior Graduate School of a duration of minimum three years, or having obtained a Bachelor’s Degree (a four-year degree) according to the old system, or a Master’s degree according to the new system (a five-year degree), holding a scientific curriculum suitable for the research activity required in the Call for applications.

5. The application and related documentation must be submitted in paper form, for the same reasons previously explained.

6. Once the deadline for the submission of applications has expired, the Faculty Council shall propose the Committee members, who will then be appointed by the Rector’s Decree. The Committee shall consist of three members, or more precisely, of the Tutor, who is the Head of Research, and two external members, who may be Full Professors or Associate Professors, or Permanent Researchers, or Fixed-term Researchers, who are involved in the academic discipline for which the grant is awarded, or experts from the private sector, or freelance professionals with proven experience.

7. The Acts of Appointment shall be published only on the University website, for a period of 30 days.

8. In this case, as well, the curricula of the Committee members shall be published, and after the first meeting, the report containing the evaluation criteria, established by the Committee, and the names of the candidates and their curricula, shall be published.

9. The European Charter for Researchers shall be made available to the Committee members.

10. The selection for research grants usually is based on qualifications and on an interview, specifying that the qualifications are evaluated after the preliminary meeting, in which the evaluation criteria are set, and in any case before the interview.
11. Only those candidates who obtain a minimum score in the evaluation of qualifications, as pre-established by the Unicam Internal Regulation, shall be admitted to the interview.

12. During the interview, the Committee shall also verify the knowledge of a foreign language, usually English.

13. Rector’s Decree no. 129 of 15 April 2013, which supplements the Internal Regulations, establishes that, in the context of certain projects financed by specific international and European Calls, holding a PhD degree or an equivalent qualification is not included in the requirements for the selection of young researchers. Therefore, Unicam is authorised to publish the Calls for the recruitment of research grant holders, in which holding a PhD degree or an equivalent qualification, or the documented four-year research experience, are not mandatory requirements for participation, unless required by the related financing programme. In these specific cases, the Call is published directly on the Euraxess website, without passing through the MIUR website. The selection can be carried out through the evaluation of the qualifications and the conduct of an interview via Skype, or through the evaluation of the qualifications only, in order to promote the maximum participation of foreign candidates.

14. Once the research grant procedure has been completed, the acts shall be approved by Rector’s decree, which shall be published, together with all the reports prepared by the Selection Committee, on the Unicam website, in order to guarantee the transparency of the procedure.

15. The research grant holders shall enjoy social security protection, both in terms of sick-leaves and in the case of compulsory maternity leave.

16. The research grant holders shall have an exclusive relationship with the University. They cannot be holders of scholarships, nor attend Bachelor’s or Master’s degree courses, but they can be admitted to PhD courses as supernumerary students without scholarship. In consistency the research activities assigned to them, and subject to the written authorization of the Head of Research, endorsed by the School Director, the research grant holders may participate in researches and consultancy services for third parties commissioned by the University.
Furthermore, research grant holders may undertake limited teaching activity in the study programme courses, which may not, based on our Internal Regulations, exceed 60 hours, subject to authorization by the Head of Research.

F) SELECTION PROCEDURES FOR ADMISSION TO PhD COURSES

1. Without discrimination on ground of gender, age, religion, nationality, sexual orientation, political opinions, socio-economic status and disability, all those holding a Master’s or a Specialist degree, or similar university degree recognised by academic authorities, may be admitted to PhD courses. Academic qualifications held by the candidates must be self-certified; candidates admitted to the courses shall be required to produce documentation, properly certified (in the case of qualifications obtained abroad) at the time of actual student registration.

2. The Call, published in Italian and English, shall be advertised through the Unicam website, the Ministry website, the European Euraxess portal and other specialised portals, so as to allow for a wide dissemination and increase the participation of Italian and foreign candidates.

3. To participate in the competition, it is necessary to submit an application for admission electronically, using a format accessible on the website indicated in Call. Candidates shall have 60 days to complete the registration process.

4. In the application, in addition to the submission of their curriculum vitae, candidates are asked to prepare a letter of motivation and a research program hypothesis, in English, and to provide at least a reference letter and a hypothetical research project, in English, and to provide at least one letter of reference.

G) EVALUATION OF CANDIDATES FOR ADMISSION TO PhD COURSES

1. Evaluation is divided into two phases. The first phase of the evaluation is carried out by a committee composed of the Director of the Postgraduate School, who presides over the committee, the coordinators of each of the research programmes advertised, and as many external experts, who will proceed with the preparation of a “Shortlist of suitable candidates” including up to 3 times more candidates than the number of scholarships available for each programme. The names of the experts and their respective curricula shall be made public on the website https://isas.unicam.it.
2. On the basis of the documentation produced by the candidates, in particular of a hypothetical research project, the committee shall carry out the evaluation in accordance with the provisions of the European Framework for Research Careers (https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors) for the R1 profile (First stage researchers), i.e.:

a. ability to conduct original research and to produce data under supervision;
b. ambition to develop knowledge of research methodologies and discipline;
c. a good understanding of a field of study in which they intend to write their thesis;
d. being capable of critical analysis, evaluation and synthesis;
e. being able to explain the outcome of research and value thereof.

3. While drawing up the shortlist, the committee shall also take into account the candidate's curriculum, with particular reference to the following: graduation grade, other academic qualifications, mobility experiences, scientific publications and presentations at congresses, prizes and awards.

4. The second phase of the evaluation consists of an interview conducted electronically, preferably in English, by committees appointed by the teaching body of each PhD course. In this case, a well, for the evaluation, reference will be made to the provisions of the European Framework for Research Careers for the R1 profile (First stage researchers).

5. The evaluation form used for the two phases of the evaluation is available on the website https://isas.unicam.it.

6. PhD students shall enjoy social security protection, both in terms of sick-leaves and in the case of compulsory maternity leave.