



UniSR

Università Vita-Salute
San Raffaele

UNIVERSITY REGULATIONS

**REGULATIONS FOR THE AWARDING OF
POSTDOCTORAL ASSIGNMENTS
PURSUANT TO ARTICLE 22-BIS OF
ITALIAN LAW 240 DATED 30 DECEMBER
2010**

ISSUED BY RECTOR'S DECREE NO. 9876 OF 13/01/2026

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1 Purpose and Scope

ART. 1 Scope

1. These Regulations govern the methods of selection, the legal regime and the economic treatment due to holders of postdoctoral assignments pursuant to Article 22-bis of Italian Law 240 dated 30 December 2010.
2. These Regulations use the masculine form in all circumstances, but this form should be understood as referring inclusively to all persons, irrespective of their gender.

2 Provisions of the Regulations

ART. 2 Purposes of recruitment

1. Vita-Salute San Raffaele University may, for the purpose of carrying out research activities, as well as collaboration in teaching and 'third mission' activities, enter into fixed-term private-law employment contracts, known as 'postdoctoral assignments', financed fully or partly with internal funds or financed by third parties, both public and private, under specific agreements or arrangements.

ART. 3 Characteristics of postdoctoral assignments

1. Postdoctoral assignments shall have a minimum duration of one year and can be extended up to a total duration of three years.
2. The total duration of postdoctoral assignments awarded to the same person, even by different institutions, may not exceed three years, whether or not continuous.
3. The periods referred to in the two previous paragraphs may be waived only in order to implement specific European Union research funding programmes as part of initiatives related to the Marie Skłodowska-Curie Actions (MSCA) programme.
4. For the purposes of calculating the total duration, periods spent on maternity or paternity leave or for health reasons according to current legislation shall not be taken into account.
5. The total duration of the relationships established with the holders of the assignments referred to in Articles 22, 22-bis and 22-ter and of the contracts referred to in Article 24 of Italian Law 240/2010, including with state-funded, independent or online universities other than Vita-Salute San Raffaele University; with Higher Artistic, Musical and Dance Education Institutions; with institutions whose scientific specialisation diploma has been recognised as equivalent to a PhD qualification pursuant to Article 74(4) of Italian Presidential Decree 382 dated 11 July 1980 and with public research bodies, may not, in any case, exceed eleven years, whether or not continuous. As regards the duration of the aforementioned relationships, any periods spent on maternity or paternity leave or on sick leave according to current legislation shall not be taken into consideration.

ART. 4 Recruitment procedures

1. The recruitment of post-doctoral fellows shall be subject to the execution of contracts following the completion of competitive selection procedures, ensuring the comparative assessment of candidates and the public disclosure of all proceedings. The activation of selection procedures shall be subject to the following approval process:

- for positions funded by third parties, activation of the procedure shall be subject to the submission of a request by the Principal Investigator (PI), after verifying the financial coverage, to the Faculty Council

concerned for approval. The relevant Faculty Council may also propose the allocation, to these positions, of collaborative activities for teaching and third mission activities;
- for positions with internal funding determined by the Board of Governors through its own resolution, activation of the procedure shall be subject to a resolution from the Faculty Council concerned.

ART. 5 Activation of selection procedures

1. The request for the activation of contracts by the Principal Investigator and the resolution of the Faculty Council must contain the following information:

- a) number of posts for which the procedure is approved;
- b) a description of the research activity covered by the contract, its title and duration;
- c) Principal Investigator, who must be a professor, researcher or contract researcher of Vita-Salute San Raffaele University;
- d) academic discipline group;
- e) one or more academic discipline sectors within the same academic discipline group;
- f) Faculty and the main location where the activities will be carried out;
- g) professional qualifications required to carry out the research activities (e.g. registration with a professional body);
- h) details of the sources of funding that will cover the cost of the contract;
- i) amount of gross annual remuneration (RAL), which must comply with the requirements under Article 22-bis(5) of Italian Law 240/2010 and Ministerial Decree 592 dated 6 August 2025;
- j) financial coverage thereof;
- k) participation requirements, the maximum number of publications, which may not exceed 5, that each candidate may attach assessment purposes, any foreign language in which the interview must take place and the deadline for the submission of applications.

The resolution of the Faculty Council must also provide a description of any cooperation with teaching activities as well as the specific functions that the postdoctoral appointee must perform in relation to such activities.

ART. 6 Selection procedure

1. The selection procedure shall take place following the advertising of a Call for Applications on the University website, on the website of the relevant Italian Ministry, as well as on the Portal of the European Union, the aim of which is to evaluate the applicants' possession of a scientific/professional track record suitable for carrying out the activities covered by the postdoctoral assignment.

2. Once the eligibility of the applications has been verified by the Selection Committee referred to in Article 9 of these Regulations, the selection procedure shall be conducted by the Committee, who shall assess the applicants with a reasoned opinion, following which a score shall be awarded, according to criteria established on the basis of the following elements:

- a) relevance and consistency of the course of study with regard to the activities covered by the assignment;
- b) significance and relevance of the qualifications, activities previously carried out, as well as any work experience, in relation to the activities covered by the assignment;
- c) relevance of the publications attached to the activity covered by the assignment;

- d) interview, which may also take place in a language other than Italian, aimed at ascertaining aptitude and suitability for carrying out the activity covered by the assignment, as well as assessing the knowledge of the foreign language required for the interview.
3. After giving its reasoned opinion and awarding the score in relation to the criteria referred to in paragraph 2(a), (b) and (c), the Selection Committee shall instruct the Process Manager to publish the scores awarded to the applicants before the interview.
 4. The interview can take place at the headquarters of Vita-Salute San Raffaele University with the applicants physically present, or online, according to the instructions provided by the Selection Committee. If the interview takes place electronically, through the use of any means of remote communication (Skype, videoconference, etc.), the workstation from where the applicants hold the interview must be equipped with a webcam – essential for the recognition of the applicants – a microphone and headphones and/or audio speakers. In order to ensure the widest participation of applicants in the selection procedure, the Committee may grant the postponement of the interview to an applicant who requests it only in cases where there is a documented and objective impossibility for the applicant to take part. The University shall ensure the totally unprejudiced right to take part in the interview to female applicants who are unable to comply with the schedule set for the interview due to pregnancy or breastfeeding, also through the performance of asynchronous tests and, in any case, the availability of special spaces to allow breastfeeding.
 5. After conducting the interview, the Committee shall give its joint reasoned opinion for each applicant and the relative score.
 6. After completing the assessment, the Committee shall draw up a student ranking taking into account the scores achieved by the applicants and identifies the successful applicant from the selection procedure. Applicants shall be considered to have passed the selection procedure with a minimum score of 70 points out of a total of 100.
 7. In the event of equal scores, preference shall be given to the younger applicant.
 8. The proceedings of the procedure shall be approved by Rector's Decree within thirty days of their submission by the Committee. If the Rector finds any irregularities in the conduct of the procedure, he shall return such proceedings to the Committee with grounds for his decision, setting a deadline for any necessary amendments.
 9. In the event of withdrawal, failure to take up duties, or forfeiture of the successful candidate's entitlement, the Faculty Council may resolve to appoint the next candidate from the student ranking.
 10. For the same requirements as those of the post-doctoral assignment, the award of further contracts to candidates suitably positioned on the student ranking shall be permitted, subject to prior verification of the availability of the relevant financial coverage. The appointment of candidates from the student ranking shall be subject to the approval of the Faculty Council.
 11. The ranking list shall be valid for 6 months from the approval of the proceedings.

ART. 7 Content of the Call for Applications

1. The Call for Applications, issued by Rector's Decree, must contain:
 - a) number of posts for which the procedure is approved;
 - b) academic discipline group;
 - c) one or more academic discipline sectors within the same academic discipline group;
 - d) a description of the activity covered by the assignment, its title as well as the duration of the same;

- e) Principal Investigator, who must be a professor, researcher or contract researcher of Vita-Salute San Raffaele University;
- f) maximum number of publications, which each candidate can attach for assessment purposes. The maximum number of publications may not exceed 5;
- g) any foreign language in which the interview is to take place;
- h) specific functions that the appointed researcher shall be required to perform, with an indication of the rights and obligations relating to the position;
- i) financial and social security treatment;
- j) Faculty;
- k) selection procedures, with an indication of the eligibility requirements;
- l) professional qualifications required to carry out the research activities (e.g. registration with a professional body);
- m) procedures and deadlines for submitting applications for participation and the qualifications, publications and documents that need to be submitted by applicants.

2. The Call for Applications shall specify that applications, qualifications, documents and publications shall be required to be sent online, except that submission in paper form shall be accepted in the event of proven technical problems preventing online submission.

3. The periods for submitting applications to participate in selection procedures start from the day following the date of publication of the Call for Applications on the University's website. The deadline for submitting applications may not be less than 30 days from the date of publication of the aforementioned Call for Applications. If the Faculty Council deems it urgent, the deadline may be reduced to a minimum of 10 days. If the deadline set out in the Call for Applications falls on a public holiday, the deadline shall be postponed to the next business day.

ART. 8 Eligibility criteria

1. Eligibility for the selection procedures shall be extended to Italian and foreign candidates who, by the application deadline, hold a PhD or an equivalent qualification obtained abroad, the equivalence of which shall be assessed by the Selection Committee for the sole purpose of the contract award. Where applicable to the relevant sectors, holders of a medical specialisation degree shall likewise be eligible.

2. If specific professional qualifications needed to carry out the research activities are required (e.g. registration with a professional body), such qualifications must be possessed at the time of recruitment, under penalty of forfeiture of the right to enter into the contract.

3. The following cannot participate in selection procedures:

- a) permanent tenured staff of universities, public research bodies and institutions whose scientific specialisation diploma has been recognised as equivalent to a PhD qualification pursuant to Article 74(4) of Italian Presidential Decree 382 dated 11 July 1980;
- b) individuals who have benefited from Tenure-Track fixed-term Researcher contracts (RTT) pursuant to Article 24 of Italian Law 240/2010, as amended by Italian Decree Law 36/2022 converted into Italian Law 79/2022.
- c) individuals who have a kinship or affinity relationship up to and including the fourth degree with a professor belonging to the Faculty which proposed the activation of the assignment, or with the Rector, General Manager or a member of the Board of Governors.

4. Exclusion from a selection procedure may be ordered, at any time, by a reasoned Rector's Decree and notified to the interested party.

ART. 9 Selection Committee

1. The Selection Committee shall be appointed by Rector's Decree, following a proposal from the relevant Faculty Council and is composed of three professors and/or researchers, including those on a fixed-term contract, belonging to the subject area group in the Call for Applications and, where deemed necessary, by professors and/or researchers, including those on a fixed-term contract, with research experience on the topics covered by the contract. One of the three members may be a contract researcher. As regards the composition of Selection Committees, the principle of equal opportunities between men and women shall apply, wherever possible.

2. Professors and researchers in service at foreign universities who are in an academic position corresponding to that of professor or researcher, as defined by the appropriate Ministerial Decree, may also be appointed to the Board. In the event of foreign members, the Faculty Council shall also decide whether their competences are consistent with the official description of the academic discipline group.

3. Selection Committees shall be appointed by Rector's Decree, after applications have been submitted by applicants and published on the University's website. Save for cases of urgency, a period of thirty days from the date of publication shall be granted for any recusal of the examiners by the candidates; should all candidates expressly declare that no grounds for recusal exist against the Selection Committee, the aforementioned period shall expire prematurely.

4. The following Professors/Researchers cannot be members of Selection Committees:

- individuals who have been convicted, with a sentence that does not yet have the force of res judicata, for offences under Chapter I of Title II of Book II of the Italian Criminal Code (Article 35-bis of Italian Legislative Decree 165 dated 30 March 2001);
- individuals who, pursuant to Article 6(8) of Italian Law 240/2010, have received a negative assessment in the activities covered by Article 6(7) of the same Italian Law 240/2010;
- individuals who are on leave, pursuant to Article 13 of Italian Presidential Decree 382 dated 11 July 1980;
- individuals who are on leave, pursuant to Article 7(1) and (2) of Italian Law 240/2010.

The following Professors/Researchers shall also be required to refrain from being members:

- individuals who are in situations of incompatibility with any of the applicants and/or with the other members of the Selection Committee, as laid down by Articles 51 and 52 of the Italian Code of Civil Procedure (CPC);
- individuals who have a kinship or affinity relationship up to and including the fourth degree, situations of marriage, registered partnerships and cohabitation with any applicants or with other members of the Selection Committee;
- individuals who have collaborative relationships with any of the applicants, the characteristics of which appear to be systematic, permanent and continuous such as to give rise to a bona fide professional partnership.

5. In any case, collaborative relationships shall be deemed incompatible:

- where one of the Selection Committee members is the co-author of almost all the publications of an applicant and/or there are joint economic interests arising from a permanent professional collaboration;
- where one of the Selection Committee members has, with regard to the publications submitted, collaborated with an applicant on over 50% of such publications.

6. To this end, following the definition of the assessment criteria and the review of the list of candidates, each Committee member shall provide self-certification as to the absence of any grounds for incompatibility or conflict of interest.

7. At its first meeting, the Committee shall decide on the assessment criteria in accordance with the provisions of Article 6 above and the relevant scores to be attributed with an overall total of 100 points.

8. The Committee must conclude its work with the drawing up a student ranking and the identification of the successful applicant, within four months from the date of publication of the Decree appointing it.

9. On a reasoned proposal from the Committee, an extension of up to two months may be granted by the Rector.

10. In the event that its work has not been completed after the extension, the Rector shall initiate the procedures to replace the Committee members to whom the causes of the delay are attributable, while establishing a new deadline for the conclusion of the work, specifying his grounds for so doing.

11. The Committee shall meet at Vita-Salute San Raffaele University, or may use remote communications means for collective work; in the latter case, the minutes of the meetings must indicate the place from which each member is connected, the remote communication means used (telephone, fax, email, multi-user teleconference, videoconference, etc.), and the identification details of the connection (internet address, email address, telephone number).

ART. 10 Execution of the employment contract

1. Following the conclusion of the competitive procedure and at the time of signing the fixed-term contract under private law, the Personnel Administration Office shall invite the interested party to submit the documentation necessary for the activation of the contract.

2. Failure of the successful candidate to execute the contract shall be deemed a waiver of the appointment and shall result in the forfeiture of their position on the student ranking.

3. The postdoctoral assignments referred to in these Regulations shall not give rise to any rights regarding access to permanent roles at the university.

4. The execution of the contract shall be subject to the possession of specific professional qualifications required to carry out the research activities (e.g. registration with a professional body).

5. The contract must indicate: the title of the assignment, the gross annual remuneration, the start and duration thereof, the time commitment and all other contractual elements.

ART. 11 Extension of contracts

1. At the proposal of the Principal Investigator, postdoctoral assignments may be extended for needs related to the completion or continuation of the activities.

2. Any extension of the contract must comply with the binding provision regarding the maximum total duration of 3 years referred to in Article 22-bis(2) of Italian Law 240 of 2010, and the maximum total duration of 11 years referred to in Article 22-ter(9) of Italian Law 240 of 2010.

3. The extension of the contract covered by internal funds determined by the Board of Governors with its own resolution, shall be subject to a resolution from the relevant Faculty Council; whereas, for the extension of a contract financed by third parties, the Principal Investigator shall verify that the costs are covered and shall seek approval from the relevant Faculty.

ART. 12 Incompatibilities

1. Postdoctoral assignments shall be incompatible with:

- any other subordinate employment relationship with public and private entities;
- the holding of research grants, including those with other universities or public research bodies;
- scholarships or research grants of any kind awarded by national or foreign institutions, except those exclusively aimed at international mobility for research purposes, including PhD scholarships and emoluments related to medical specialisation contracts.

2. The research contracts referred to in Article 22, the postdoctoral assignments referred to in Article 22-bis, the research assignments referred to in Article 22-ter and the contracts referred to in Article 24 of Italian Law 240/2010 shall not be compatible with each other and cannot be enjoyed simultaneously by the same holder.

3. Postdoctoral assignments shall be incompatible with enrolment in undergraduate, specialist, or master's degree programmes, PhD courses, or medical specialisation schools, whether in Italy or abroad; this is without prejudice to the implementation of specific European Union research funding programmes under the Marie Skłodowska-Curie Actions (MSCA). Furthermore, assignments shall entail the placement on unpaid leave for any employee serving within public administrations.

4. Notwithstanding the foregoing, a holder of a postdoctoral assignment may not, in any case, carry out activities that may result in a situation of conflict of interest with the activities of the University or that do not allow the regular conduct of the activities covered by the assignment.

ART. 13 Remuneration, tax, social security and insurance treatment

1. The amount of the contract, stated in the Call for Applications, shall be established in accordance with the provisions of Article 22-bis(5) of Italian Law 240/2010 and Ministerial Decree 592 dated 6 August 2025.

2. The employment relationship established through the execution of private law contracts with Vita-Salute San Raffaele University under these Regulations shall be of a fixed-term subordinate nature and shall be governed by the relevant provisions in force, including with regard to the tax, welfare and social security treatment applicable to employee income. Vita-Salute San Raffaele University shall provide insurance cover relating to accident risks and civil liability.

3 Validity and transitional rules

ART. 14 Transitional and final provisions – Entry into force

1. For any matters not expressly governed by these Regulations, reference should be made to Article 22-bis of Italian Law 240/2010 and to the relevant applicable legislation.

2. These Regulations shall come into force on the day following that on which the Rector's Decree is issued and published on the University's website.

The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.