



UniSR

Università Vita-Salute
San Raffaele

UNIVERSITY REGULATIONS

Regulations for the recruitment of collaborators in research projects of Vita-Salute San Raffaele University funded by national and international public bodies

ISSUED BY RECTOR'S DECREE NO. 4991 OF 23/11/2016

Article 1 – Purpose

1.1 These regulations govern the recruitment of collaborators in research projects of Vita-Salute San Raffaele University funded by national and international public bodies or by other bodies that expressly require their use in the recruitment process.

1.2 For the purposes of these Regulations:

a. “University” means Vita-Salute San Raffaele University;

b. “Recruitment” means the procedures for selecting collaborators, which are governed by these Regulations;

c. “Recruitment Committee” means the Recruitment Committee dealing with the selection of collaborators to carry out collaborative activities within the framework of research projects of the University referred to in these Regulations;

d. “Collaborator” means the personnel entrusted with the performance of research activities, by means of a private coordinated and continuous freelance work contract, pursuant to Articles 13 and 14 of the National Collective Labour Agreement for Collaborators of Non-State Universities of 10/12/2015;

e. “Project Manager” means the person who directs and supervises the execution of the research project funded by national and international public bodies.

Article 2 – Initiation of the procedure

2.1 In order to proceed with the recruitment of Collaborators, Project Managers must fill in a special request form to be submitted to the University's administrative offices, which, after checking the sustainability and eligibility of the type of expenditure against the rules laid down by the project's funding body, will issue its authorisation to issue dedicated calls for applications.

The request form shall indicate: the title of the collaboration contract, the project manager, the provisional start date of the contract and its term, the scientific qualification information, the qualification and admission requirements, the description of the activities, the anticipated remuneration and the funding body.

The aforementioned Collaborator positions, to be filled through a public selection procedure, shall be awarded by means of a private collaboration contract, as provided for in the National Collective Labour Agreement for Collaborators of Non-State Universities of 10/12/2015.

Article 3 – Comparative assessment procedure

3.1 The call for applications issued by the Managing Director and published on the University's website shall state:

a. the title of the collaboration contract;

b. the term of the contract;

c. the funding body;

d. the research project manager;

e. a description of the research activities;

- f. the scientific qualification information;
- g. the names of the members of the Recruitment Committee;
- h. the qualification and admission requirements;
- i. the recruitment methods provided for;
- l. the application deadline and submission procedures;
- m. the remuneration anticipated;
- n. any other information or requirement deemed useful.

3.2 The recruitment procedure application, addressed to the administration offices, must be submitted in accordance with the procedures and the deadline set out in the call for applications. The aforementioned deadline shall begin on the day following the publication of the call for applications on the University's website.

3.3 The following must be attached to the application drawn up in accordance with the template attached to the call for applications:

- a) Signed scientific and professional curriculum vitae;
- b) Any qualifications and publications that candidates wish to submit for evaluation;
- c) A valid identity document.

3.4 Applicants must fulfil the requirements for participation in the assessment procedure by the admission application deadline.

Article 4 - Candidate selection procedure and general assessment criteria

4.1 Candidates will be comparatively assessed on the basis of their qualifications and an interview, aimed at ascertaining the candidates' scientific and professional skills, as well as their aptitude to carry out research, and will be carried out by Recruitment Committees, which, after identifying general assessment criteria, will receive the candidates' documentation from the administration offices and will then proceed to review the qualifications and hold an interview. The Recruitment Committee identified in the call for applications shall consist of three members (one of whom will act as president and one as secretary), including:

- 1) the Dean of the Faculty with which the research project is affiliated or his/her delegate;
- 2) the Research Project Manager;
- 3) one permanent member of the Faculty with which the project is affiliated, appointed by the Rector.

4.2 The Recruitment Committee may fulfil its duties using data transmission systems, when compatible with the activities to be carried out.

4.3 The Recruitment Committee shall evaluate the applications submitted and draw up a ranking list for each selection, based on the scores awarded.

The Recruitment Committees shall award a maximum of 100 points broken down as follows: 50 points reserved for qualifications and 50 points reserved for the interview.

The ranking list will remain valid until the end of the project; and within 30 days of the expiry of the activated collaboration contract, the research project manager may announce either that he/she intends to use the same ranking list again to conclude further new contracts or intends to issue a new call for applications.

4.4 The assessment of qualifications must take place before the interview. Candidates with a score of not less than 30 in the qualifications assessment will be admitted to the interview.

4.5 The day, time and place of the interview must be communicated to the interested parties by e-mail. The interview will be deemed successful if the candidate obtains a score of no less than 30.

4.6 The Recruitment Committees shall prepare reports on the work carried out and draw up ranking lists of the eligible candidates, by summing the score for the qualifications assessment with that for the interview. The results of the comparative assessment will be published on the University's website.

Article 5 – Conclusion of the contract

5.1 The successful candidate must communicate his/her acceptance to the conclusion of the contract within 2 days from the date of receipt, by e-mail, of the assessment procedure ranking list. Those who do not declare their acceptance of the contract within the aforementioned time limit shall forfeit their right to the contract. In this case, the contract will be concluded with the next candidates ranked in the ranking list.

5.2 Contracts are individual and indivisible. The term of the contract may not exceed the natural expiry date of the research project and cannot be tacitly renewed.

Article 6 – Rights and duties of the Collaborator

6.1 The research contract shall commence on the first day following the completion of all preventive medicine and labour law activities required for its activation. The award implies the commitment to carry out, at the University or at a contractually defined site, the activity provided for in the call for applications within the framework of the Project.

6.2 Where necessary, the Collaborator must fill in a time sheet on the research activity carried out, showing the time spent on that activity.

6.3 The awarding of the research contract does not in any way constitute an employment relationship and will not give rise to any rights with regard to access to the permanent university staff.

6.4 As far as accident risks and civil liability are concerned, the University will provide cover by means of an appropriate insurance policy.

6.5 Remuneration will be paid by monthly instalments in arrears.

Article 7 – Incompatibility

7.1 Contracts covered by these Regulations may not be entered into with persons who are the spouse of, or are related by birth or marriage, up to and including the fourth degree, with the research project manager, with a permanent professor or researcher involved in the project, with the Rector, the Director General or a member of the University's Board of Directors.

Article 8 – Effectiveness

8.1 These Regulations shall come into force on the day following that of the Rector's Decree issuing them and shall be published on the University's website.

8.2 For all matters not provided for in these Regulations, reference shall be made to the legal provisions in force concerning coordinated and continuous freelance work.

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.