

POLITECNICO DI TORINO



REGULATION FOR THE AWARDING OF RESEARCH FELLOWSHIPS TO CONDUCT RESEARCH ACTIVITY

ISSUED WITH RECT. DECREE 111 OF 14.4.2011 – IN FORCE SINCE 15.4.2011



CHAPTER I - General Rules -

ARTICLE 1 – Subject matter and purpose

1. This Regulation shall govern the provision of fellowships to carry out research activity attributed, within the available budget, by the Politecnico di Torino, pursuant to Article 22 of Law 30 December 2010, No. 240.
2. The fellowships are designed to meet the needs of the research activity of the Departments, Centres and other University structures, herein referred to as “structures”, or for the execution of specific research programmes of interest to the University.

ARTICLE 2 – Type of and subjective requirements

1. The research fellowships are intended for scholars in possession of a scientific-professional curriculum suitable to conduct research activity, excluding permanent staff of the Politecnico, other universities, institutions and public research bodies, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) and the Italian Space Agency (ASI), as well as institutions whose scientific specialisation diploma has been recognised as equivalent to a PhD in accordance with Article 74, fourth paragraph, of the Presidential Decree of the Republic 11 July 1980, No. 382.
2. Those who can participate in the selection for awarding of research fellowships, are candidates in possession of the following minimum access requirements, subdivided into fellowship categories:
 - a. “*professionalising*” research fellowships: master’s degree or degrees ruled by older regulations prior to Ministerial Decree 509/1999 in addition to the appropriate scientific-professional curriculum to conduct research activity;
 - b. “postdoc” research fellowship: PhD with a minimum three-year duration
 - c. “senior” research fellowship: PhD with a minimum three-year period with a further two years of scientific-professional experience, and documented by scientific publications.
3. Each category envisages a progression, which is accomplished through the conferral, after the initial minimum process, of four successive economic levels.
4. Access to each category occurs in the initial economic level. By way of exception, “senior” research fellowships access can occur in a higher economic level for particular expertise, which require additional requirements in relation to the specificity of their research activity.
5. The conferral of an upper level can be provided for after at least one year of activity, at the request of the structure and following a positive evaluation of the activity performed.
6. The transition to a higher category can only occur through public selection.
7. The general requirements for admission to the public selection for the allocation of fellowships are specifically mentioned in the general call and related notices, in accordance with the rules contained in Chapter 2 of this regulation.
8. The fellowships are conferred via individual contract of private law. The contracts shall not in any way constitute an employment relationship and shall not give rise to access permanent employment at the university.

ARTICLE 3 – Duration, extension, renewal

1. The fellowships may have a duration of between one and three years and are renewable, for the requirements of the continuation of the activity in the sphere of the research programme for which they were activated, for periods of no less than one year. The overall duration of the relationships established pursuant to Article 22 of Law 240/2010, also with other bodies, including any renewals, may not in any case exceed four years, except the period whereby the fellowship is received coinciding with the PhD, in the limit of the legal duration of the relative course.
2. The overall duration of the relationships established with the research fellows referred to in Article 22 of Law 240/2010 and the agreements referred to in Article 24 of Law 240/2010, also between different universities, state, non-state, online, as well as the institutions referred to in Article 2, paragraph 1, with the same subject, may not in any case exceed twelve years, even non-continuous. For the purposes of the duration of the aforementioned relationships periods spent on maternity leave or for reasons of health are not calculated in accordance with the current legislation.

3. For specific and accounted for requirements relating to the research programmes, fellowships may be extended, only once, for a period of less than one year, provided that it is at least six months. In this case the fellowship may no longer be renewed.

ARTICLE 4 - Amount

1. The gross annual amount of the fellowship, for each category and level, is defined by Board of Governors on the basis of a minimal amount established by decree of the competent Ministry.
2. The amount of the fellowship is to be paid to the recipient in deferred monthly instalments.
3. As from 2011, the fellowships referred to in this regulation shall apply, in tax matters, the provisions specified in Article 4 of Law 13 August 1984, No. 476, as well as, social security, specified in Article 2, paragraphs 26 and following, of Law 8 August 1995, No. 335, and subsequent amendments, relating to compulsory maternity leave, the provisions in the Decree of the Ministry of Labour and Social Security 12 July 2007, published in the Official Journal No. 247 of 23 October 2007, and, in respect to sick leave, Article 1, paragraph 788, of Law 27 December 2006, No. 296, and subsequent amendments.
4. Senior research and post-doctoral fellows receive fringe benefits, in the form of a meal voucher, to supplement the amount of the fellowship.¹
5. The Board of Governors, for the pursuit of the priority interests of the University, may authorise waivers of the amount of the fellowship provided for in this article.

ARTICLE 5 – The person in charge of the research activities (principal scientist) of the research fellows, programmes and defining their tasks.

1. The structure identifies, for each research fellow, a principal scientist for the research activity, under whose guidance and direction the activities entrusted must be performed.
2. The structure at which the research fellow must conduct their activity, at the allocation of the fellowship and, therefore, at the start of each subsequent year of activity, defines, upon the proposal of the principal scientist, the method for carrying out the research programme, to which they must participate, in accordance with the instructions outlined in the call.

ARTICLE 6 – Duties of the research fellows

1. The research fellows shall collaborate in research activities as provided for by the research programmes in Article 5, paragraph 2, in accordance with the instructions and under the direction of the principal scientist, independently and without predetermined working times.
2. They, where requested by the principal scientist, may collaborate with pertinent research students for degree dissertations and may, in consideration of the correlation between university teaching and research, participate in exercises, seminars and other activities to support the teaching, within the limits and in the manner provided for by the Board of Governors.
3. The research fellows may carry out part of the research activity abroad:
 - a) If they are recipients of the scholarships, granted by national or foreign institutions, in order to integrate with the stays abroad the research activity;
 - b) If the research activity abroad is coherent with the research programme they are collaborating on, with prior authorisation from the structure, on a proposal accounted for by the principal scientist; in this case it can be determined, by the reference structure and at their expense, a possible payment, as partial reimbursement of travel and stay abroad.
4. The research fellow shall present the structure, a month before the end of the single annuity and the end of the duration of the fellowship, a detailed written report on the research activities. The annual report is assessed by the principal scientist.
5. The termination of the research fellowship, a special Committee, appointed by the structure, shall assess the activity undertaken, also for the purpose of a possible renewal. In the event of a negative evaluation the fellowship shall not be renewed. The Committee comprises the principal scientist of the

¹ Paragraph was repealed pursuant to art. 5, paragraph 7, of Law Decree July 6, 2012, n. 95, converted with amendments into Law August 7, 2012, n. 135: from 1st October 2012 universities have to recognize the restaurant vouchers only to contracted staff" (hired staff with a contract of employment governed by national collective bargaining agreement: technical-administrative staff and managers) as communicated with prot. 12810.II.1 of 21 September 2012, published on the website of the Politecnico di Torino on page https://www.swas.polito.it/intra/web_cds/ampe/ric_docs.asp?id_documento_padre=12796.

fellowship, the Director of the structure (or their delegate) and by a full professor or associate professor or university researcher in the subject area of the research programme.

6. In the cases of breach attributable to the research fellow, the Politecnico may proceed to terminate the contract following deliberation by the Departmental Council, upon submission of a substantiated report prepared by the principal scientist.

ARTICLE 7 – Ban on accumulation, incompatibility, expectation and interruptions.

1. Research fellowships may not be accumulated with other study grants and scholarships awarded for any reason, except for those awarded by national or foreign institutions in order to integrate, for stays abroad, the research activity of the research fellow.
2. The research fellowship is not compatible with participation in degree courses, master degree, PhD with grant or medical specialisation, in Italy or abroad, and entails extended unpaid leave for public University employees.
3. The contract referred to in Article 2, paragraph 8, shall include the obligation, for the research fellow, to not establish salaried employment with third parties. If this happens, the contract shall be terminated automatically.
4. The act of entering into agreement as specified in Article 2, paragraph 8, the concerned must declare:
 - a) If they have been awarded another scholarship which may not be accumulated pursuant to paragraph 1; in the event this is the case it shall not give rise to the conclusion of the agreement;
 - b) If they have a fixed-term salaried employment, or a working relationship of indefinite duration with individuals or with the general government other than those referred to in Article 2, paragraph 1; in these cases it shall not give rise to the conclusion of the agreement, except if – within the time frame allocated by the Politecnico – the concerned is not placed on leave, as provided for in paragraph 2 of this Article.
5. Without prejudice to the full performance of their tasks, the research fellows may carry out professional activities or other self-employment activities on condition that the activity:
 - is compatible with the research activity;
 - does not lead to a conflict of interest with the specific research activity carried out by the research fellow;
 - is not detrimental, in relation to the activity being undertaken, to the University.The research fellow shall, for this purpose, give advance notice of the activity they intend to undertake to the structure. The latter, where it deems that they are not consistent with the required conditions, shall promptly report to the lender for their refusal.
6. Compatibly with the research activity assigned to them and with prior authorisation from the structure, overseen by the principal scientist, the research fellows may participate, in the role of external staff, in the execution of technical activities and scientific support for the research on behalf of third parties commissioned by the Politecnico di Torino. This activity shall be regulated by the specific contractual relationship.
7. The research fellow, in the context of agreements entered into by the University, may perform research activity, as self-employed, for public and private non-profit entities, as long as it does not involve conflict of interest with the Politecnico, on condition, however, that the principal scientist verifies that the activity does not damage the tasks entrusted to them by the Politecnico.
8. The research activity and the fellowship may be suspended due to pregnancy, for the duration of compulsory leave provided for by the current legislation, illness or force majeure duly proven of up to a maximum of six months, without prejudice that the entire duration of the research fellowship is not reduced because of the aforementioned interruptions. During the period of compulsory maternity leave, the compensation paid by the National Institute of Social Security pursuant to Article 5 of the Decree 12 July 2007 is integrated by the structure up to the full amount of the research fellowship.

ARTICLE 8 – Intellectual property

1. The industrial property rights of the results obtained by the fellowship recipient while carrying out activity performed on behalf of the Politecnico, including but not limited to industrial interventions, models, designs, and the intellectual and industrial property rights arising from the development of software or databases (“Results”), belong exclusively to the University which shall be able to freely dispose, without prejudice to the moral right of the fellowship recipient to be recognised as the author or inventor.

2. The fellowship recipient has the right to publish the "Results" of their own research activity, as long as the publication does not prejudice the right of the University to their safeguard. To this end, the fellowship recipient must communicate without delay the achievement of the Results to the principal scientist, who is responsible for verifying the existence of any detriment.

ARTICLE 9 – Forfeiture of entitlement to the fellowship and early termination

1. Forfeiture of the entitlement to the fellowship for those who do not start the activity within the prescribed time.
2. Delays or interruptions may only be justified due to serious health reasons or force majeure duly proven.
3. Where appropriate postponement of the commencement date of the entitlement to the fellowship shall be allowed for winners who demonstrate that they meet the conditions provided for to working mothers by the legislation in force.
4. The early termination of the collaboration of research activity should be communicated to the research fellow with at least one month's notice. The notice period starts from day 1 or 16 of each month.

In the case of failure to notify by the research fellow, the Politecnico has the right to retain or recover from the fellowship recipient the amount corresponding to the remuneration for the period of notice not given.

ARTICLE 10 - Insurance

1. The Politecnico di Torino shall provide insurance cover for accidents on behalf of research fellows in the sphere of carrying out their research activities. The Politecnico has insurance cover for third party liability.

ARTICLE 11 – Attendance of research fellows on PhD courses

1. The research fellows may attend PhD courses in the subject areas related to the research activity related to the fellowship, the number determined in accordance with the current legislation, subject to the passing of admission tests. In these cases Politecnico di Torino is not obliged to ensure any funding for the continuation of PhD courses beyond the period of the fellowship entitlement.
2. For this purpose, the competent organs shall determine for each cycle a maximum number of extra places reserved for research fellows to attend PhD courses.

ARTICLE 12 – Planning, distribution and financing of fellowships

1. The Board of Governors determine the allocation for the financing of the fellowships, normally when approving the budget.
2. The Board of Governors determine the number and duration of the fellowships, taking into account the funds available in the specific analytical unit of expenditure, and the distribution between the structures.
3. The structures may introduce additional positions guaranteeing the full financial cover for the entire duration of the fellowship; the structures provide for the transfer of the relative resources to the balance of the University.

CHAPTER II - Public selection -

ARTICLE 13- Selection method

1. The Politecnico shall proceed to award research fellowships through the following procedures:
 - a. individual selection, tendered by the University, in relation to several scientific areas, followed by the submission directly from the candidates of research projects, accompanied by qualifications and publications;
 - b. selections, requested by the structures, relative to specific programmes of research with their own funding.

ARTICLE 14 – Requirements

1. Those that may participate in the announced public selections for the allocation of fellowships are in possession of the requirements specified in Article 2 of this regulation. The qualifications, experience and the scientific-professional curriculum must be relevant to the scientific area for which the fellowship is announced.
2. The requirements specified in the selection notice must be satisfied, on pain of exclusion, at the date of the expiry of the deadline set for the submission of application.
3. Those admitted for selection shall have obtained an academic qualification abroad equivalent to one of the academic qualifications required for admission to the selection process, or persons in possession of a scientific-professional curriculum appropriate for the research activities expected. The equivalence of the qualification, solely for the purpose of admission to the selection procedure shall be established by the Committee when examining the qualifications. The candidates shall, therefore, in the preliminary phase, be admitted provisionally.
4. Foreign citizens must have an appropriate knowledge of the Italian language, which shall be tested during the execution of the tests.

ARTICLE 15 – Reserves and incompatibility

1. The following may not participate in the selection those persons who are already in possession of research fellowships to the fullest extent provided for by the current legislation.
2. The following may not participate in the selection those persons who have a degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the department or to the structure issuing the selection or with the Rector, the Director General or a member of the Board of Governors.
3. A share of research fellowships may be reserved for Italian and foreign scholars who have obtained a PhD, or equivalent qualification, abroad, or to foreign scholars who have obtained their PhD in Italy.

ARTICLE 16 – Unique selection

1. The notice of selection identifies the number, category of fellowship and scientific area of interest and defines the type of qualifications to be considered and the attributable scores.
2. The selection is carried out using the comparative assessment of projects, qualifications and publications submitted by candidates and an interview, on the basis of the criteria laid out in the notice. The Committee shall assess the consistency of the project submitted against the curriculum of the candidate.
3. The Selection Committee, unique for all the scientific areas, is appointed by Rector Decree and is constituted by a chairman and a representative member of each scientific area, selected among the full professors.
4. The Committee, for the evaluation of projects, may make use of expert reviewers with high Italian qualifications or foreign external to the Politecnico, with no additional costs to the budget.
5. The evaluation procedure takes place, also by electronic means, through the formulation of individual analytical judgements summarized in final concise assessments expressed on predefined scales of numerical values, according to the following criteria:
 - a) Relevance, originality and potential impact of the proposed research and its methodology, as well as the potential of making a significant advancement of knowledge with respect to the state of the art;
 - b) The scientific qualifications of the candidate, including in relation to the project submitted and expertise in the subject area of the proposal;
 - c) Consistency of the project submitted with the scientific areas specified in the call;
 - d) Ability to achieve within the scheduled time the expected results.
6. At the end of the assessment procedure, for each project, a detailed judgement is formulated jointly and a relative score allocated.
7. The Committee, on the basis of the scores attributed to projects, defines, for each scientific area, a provisional classification of projects. Invited to interview are a number of candidates equal to double the number of fellowships announced for each scientific area.

8. The assessment of the qualifications, subject to general criteria, shall be carried out by the Selection Committee before the interview.
9. The overall score is established by the sum of the points obtained in the evaluations of the projects, qualifications and publications and by the score obtained at interview.
10. At the end of the selection the Committee shall draft a merit ranking for each of the scientific areas, in descending order of overall score.

ARTICLE 17 – Selections for specific research programmes

1. The structure issuing call for applications identifies the fellowship category, the type of selection, the subject of the tests, the field of research which the candidates' qualifications should focus on, performance required, scientific area and the scientific-disciplinary sector.
2. The application must contain information of the specific research programme with its own funding with the relative duration linked to the fellowship, in addition to all information necessary to identify it.
3. The selection, aimed at the comparative assessment of the candidates, is based on qualifications and interview or qualifications, written test and interview.
4. The call defines the type of assessable qualifications and points attributable.
5. The assessment of qualifications, subject to laying down general criteria, is carried out before the interview. In the case of selection based on qualifications and interview, qualifications can be allocated up to 60 points and the interview up to 40. In the case of selection based on qualifications, written test and interview, qualifications can be allocated up to 60 points, the written test up to 20 points and the interview up to 20 points.
6. The selection shall be considered passed:
 - in the case of selection based on qualifications and interview, if the candidate scores at least 28 points in the evaluation of the oral test;
 - in the case of selection based on qualifications, written test and interview, if the candidate scores at least 14 points in the evaluation of each of the tests.
7. The overall score is determined by the sum of points obtained in the evaluation of qualifications and the marks obtained in the test(s).
8. Following the completion of the interview, the Committee shall prepare shall prepare a merit ranking, in descending order of overall score.
9. The selection Committee shall comprise three members, selected among full professors and associate professors and researchers. At least one of the members should be a university professor. The members of the selection Committee shall be appointed by the same structure, with the constraint that one of the members is attached to another structure.

ARTICLE 18 – Common rules

1. In the course of the interview there shall be an assessment of knowledge of the English language and for foreign citizens also of Italian.
2. The results of the assessment of the qualifications shall be made known to those concerned through posting on the Official Notice Board or the notice board of the structure issuing call for applications.
3. At the end of each session set aside for the interview, the Selection Committee, draws up the list of the candidates examined, indicating the scores obtained by each, which shall be posted at the Head Office of Exams.
4. When of equal merit, preference is determined:
 - a) by the possession of a PhD, in selections where it is not intended as a prerequisite for admission;
 - b) by younger chronological age;
 - c) by the highest score given in the assessment of qualifications;
 - d) by the highest score given in the interview.
5. After the approval of the acts the results of the procedure shall be made public by posting on the Official Notice Board of the Politecnico.
6. In the event of withdrawal of the fellowship recipient or non-acceptance within the terms specified to in the above Article 9, the fellowships may be conferred to candidates who are found to be suitable in order of their classification.

7. The classification has an annual period of validity.

ARTICLE 19 – Selection long-distance

1. The call may provide that, for candidates residing or domiciled over 600 km away from the place of selection, the interview may be supported through a distance procedure using audio and video IT support, subject to the consent of the selection Committee and to technical feasibility, provided that it is possible to distinguish with certainty the identity of the candidate, to be verified later when the contract is concluded. The candidate, who wishes to avail himself, to this method must have attached to the application for participation for selection at least one letter of recommendation from teachers or researchers at Italian or foreign universities or research institutes.

ARTICLE 20 - Advertising

1. The selection shall be made public via posting on the Official Notice Board of the Politecnico and on the Notice Board of the structures concerned, on the website of the University, the Ministry and European Union.
2. Upon the request by the head of the structure, a notice of the publication of the call may be published in the press.

ARTICLE 21 – Submission of applications

1. The application for participation in the selection, written on unstamped paper, must be addressed to the Rector of the Politecnico di Torino and must be sent to or reach via registered mail with acknowledgement of receipt the Human Resources Management Department - Corso Duca degli Abruzzi n. 24 – Turin, within the period specified in the call.
2. In the application the following documentation must be attached:
 - a) degree certificate indicating the marks for each examination and in the degree exam;
 - b) certificate showing possession of a PhD or passing the final exam to obtain a PhD;
 - c) documents and qualifications that are considered useful for the purposes of the competition (specialisation diplomas; certificates of attendance of postgraduate courses, obtained in Italy or abroad; scholarships or research posts both in Italy and abroad; degree dissertations or PhD thesis.);
 - d) curriculum with their own scientific and professional activity;
 - e) publications.

CHAPTER III

- Selections of national/international projects -

ARTICLE 22 – Project requirements

1. In line with the requirements of projects which are national, international or aimed to promote internationalisation or which involve universities and/or research bodies abroad, on the basis of appropriate justification, selective processes may be provided for modulated on the project requirements and/or specific requirements of the research fellow.
2. These requirements must be certified by a competent organ of the structure issuing call for applications.

ARTICLE 23 – Selection mode

1. In order to achieve the objective referred to in Article 22 the following additional selection modes have been identified:
 - Selections only by qualifications
 - selection of the research fellow directly by a project partner (Ministry, Foundations, Universities and/or research bodies abroad, etc.).

ARTICLE 24 – Subjective requirements

1. For the purposes of the selection the structure issuing call for applications may specify, in accordance with the contents of the project referred to in Article 22, one or more of the following specific requirements:

- possession of a university qualification and/or PhD earned in a certain partner universities in the international project;
- membership of the candidates to a research team at the University and/or partner research bodies abroad of the international project.

ARTICLE 25 – Amount

1. The University, at the request of the structure, notwithstanding the provisions of Article 4 of this Regulation, may allocate research fellowships, the activation of which is mandatory as provided for by the rules of the funding programme of contracts/research projects undersigned by the University, with a remuneration equal to what has already been determined by the funding programme or determinable based on the uniform parameters thereof.

CHAPTER IV - Final and transitional provisions -

ARTICLE 26 – Transitional regime

1. The economic values of the levels, are confirmed, on a transitional basis, deliberated by the Board of Governors on 14/7/2010 until the enactment of the Ministerial Decree, referred to in Article 22, paragraph 7 of Law 240/2010 in accordance with Table A) correspondent; to the adoption of the referenced Ministerial Decree the amounts shall be adjusted by the Board of Governors.
2. The contracts for the allocation of research fellowships, relating to selection procedures announced before the date of entry into force of Law 240/2010, which took effect after 29 January 2011, are activated and regulated pursuant to Article 51, paragraph 6, of Law 27 December 1997, No. 449.
3. The research fellowships active at the date of entry into force of Law 240/2010 may be renewed with the application of Article 51, paragraph 6, of Law 27 December 1997, No. 449, exclusively in the case in which the renewal was expressly stated in the call/selection notice or in the contract entered into with the research fellow. Without prejudice to renewals prepared up to the date of the Ministerial note No. 583 of 8.4.2011, pursuant to the resolution of the Board of Governors of 3 February 2011.

Table A) – Table of correspondence in the new Categories of research fellowships

Former level	Correspondence with the new regulation		Gross annual amount
	Category	Level	
III Level	B) post-doctoral research fellowships	I	19.367,00
II Level	A) professionalising research fellowships	I	17.700,00