

I

General rules

Article 1 (subject and scope)

The present Regulation rules the granting of research fellowships in the International School for Advanced Studies, hereinafter referred to as "SISSA" or "School" in accordance with Italian Law no.240, art.22, dated 31.12.2010. Following public selection procedures and in accordance with the annual budget provisions of the School. SISSA awards research fellowships to meet the research aims of the Scientific Areas of the School.

Article 2 (requisites)

The fellowships can be awarded to scientists who are in possession of a scientific CV which enables them to carry out research activity. For each research fellowship the possession of a PhD or equivalent, or, for specific Scientific Areas, of a post-graduate title in medicine together with relevant published works, may be listed as a requirement in the public announcement. If not specifically required, the above mentioned titles are to be considered as an asset.

The fellowships cannot be held by personnel holding permanent positions in Italian Universities, Astronomical and Astrophysical Observatories and Public Research Institutions (in accordance with the Italian law DPCM of 30.12.93, art. 8), E.N.E.A. and A.S.I., or in Institutions which confers scientific degrees considered equivalent to PhD (in accordance with the Italian law DPR no. 382/80, art.74).

In accordance with the Italian law 240/10, art.18 are also excluded from applying candidates having a family relationship or other degree of kinship up to the fourth (included) with the following persons:

- SISSA Professors belonging to the Areas which are offering the positions
- Director of SISSA;
- Secretary General of SISSA
- Member of the Board of Directors of SISSA.

The research fellowship is awarded through a private contract which does not give any right to be employed by Universities.

Article 3 (duration and renewal)

The duration of the fellowships ranges between one to three years, and the contract is renewable for no less than one year.

If the project deadline does not allow a fellowship of at least one year, a new contract or a renewal may be awarded for a shorter period of time, which in any case cannot be shorter than six months.

The total duration of a research fellowship and its renewals, if any, must not exceed a total of 6 years for the same researcher. To this end, the period in which the researcher has been enrolled in PhD courses (without scholarship) is not taken into account.

The public announcement indicates the duration of the fellowships and lays down the procedure for the renewal, if any.

The total duration of the research fellowships referred to in this regulation and of the contracts referred to in art. 24 of law no. 240/2010, signed with any public, private or online universities, or other subject as specified by art. 1 of the Italian law no. 240/10, cannot exceed 12 years, even if not continuous.

To this end the periods of absence due to maternity leave or state of illness are not taken into account.

The research fellowship renewal is approved by the Academic Senate of the School and, with regard to financial coverage, by the Board of Directors, depending on the evaluation of the research activity carried out by the fellowship holder, the progress of the research program and upon request of the scientist responsible for the research fellowship appointed by SISSA.

The research fellowship renewal, if completely funded by external funds, can be requested to the Area Council by the scientist responsible for the research program appointed by the School and by the scientist responsible for the funds, on the basis of the evaluation of the research activity carried out by the fellowship holder and the progress of the research program,. In absence of the Area Council, the request has to be submitted to the Area Coordinator.

The Academic Senate and the Board of Directors of the School shall be informed about the renewal of the research fellowship.

Renewals involving a total duration of the grant at SISSA of more than four years must be explicitly approved by the Academic Senate, upon a motivated proposal of the Area.

#### Article 4 (salary)

The research fellowship yearly gross minimum salary, including contributions to be paid by the Administration, is established by the Italian Ministry of Education, University and Research. A maximum salary for research fellowships can be established by the Board of Directors.

Subject to the motivated request by the Area Council and to the approval of the Academic Senate which must carry out an attentive evaluation and analysis of the profile requested, the Board of Directors can establish, for specific research fellowships, salaries exceeding the values referred to above or established in the annual planning, provided that the financial funding is available.

## II

### Research fellowship

#### Article 5 (research fellowship)

The School may activate the public selection for the award of research fellowships as follows:

a) For research fellowships financed by the School: announcements for specific scientific areas of interest for SISSA, as defined by the Academic Senate and hereinafter referred to as "scientific area". These announcements foresees the direct submission of research fellowships by candidates, together with titles and published works that shall be evaluated by a single examining board which may employ Italian or foreigner highly qualified experts, who are external to the School, without further costs for the public finances. The examining board shall draw up the classification list for each scientific area involved on the basis of the scores obtained by each candidate.

b) For research fellowships financed by external funds: announcements for specific research programs, according to the procedures set forth in art. 8 of this Regulation.

c) If the fellowship holder has been selected through evaluation procedures foreseen by national and international research programs, the School shall not foresee a selection procedure.

#### Article 6 (planning and allocation of research fellowships financed by the School budget)

The budget to be allocated annually to the research fellowships is decided by the Board of Directors, heard the Academic Senate of the School.

With regard to the public selection for the award of the research fellowships, the Academic Senate:

- decides the number and the salary of the fellowships, subject to the decisions taken by the Board of Directors and of the funds available in the relevant budget item;

- allocates to the Scientific Areas the resources available for the research fellowships, on the basis of the specific research projects of each Area.

#### Article 7 (selection procedures for research fellowships funded by the School budget)

In order to activate the public selection procedures for the award of research fellowships, the Area Councils states:

- a) the fields of the research activity, the scientific area, the scientific disciplinary sector(s) involved, the scientific responsible for the research activity, the members of the research group, further information regarding the research program (if any);
- b) the starting date of the activity;
- c) the salary and duration of the research fellowship;
- d) if the funds financing the research fellowship have been made available due to the termination of another research fellowship contract;
- e) the minimum requirements that candidates must possess in order to carry out the research activity, specifying if the possession of a PhD or equivalent, or, for specific Scientific Areas, of a post-graduate title in medicine together with relevant published works, is a requirement. If not specifically required, the above mentioned titles are to be considered as an asset; the title of PhD or medical specialization, as an adequate scientific production, are to be considered compulsory requirement for the admission to the selective procedure. In the absence of similar provision, the possess of the mentioned titles are to be considered as an asset;
- f) any amendment to the title evaluation criteria referred to in the table of art. 11 of this Regulation;
- g) the terms and deadlines for the interview, if foreseen, of the candidates for the presentation of the project and titles submitted.

Article 8 (selection procedures for research fellowships funded by programs with own financing)

In order to activate the public selection for the award of research fellowships funded by programs with own financing, the responsible for the fund, subject to previous notice to the Area Councils, states:

- a) the fields of the research activity, the scientific area, the scientific disciplinary sector(s) involved, the scientific responsible for the research activity, the members of the research group, further information regarding the research program (if any);
- b) the starting date of the research program and the expected conclusion;
- c) the salary and duration of the research fellowship;
- d) the details of the funds financing the research fellowship. It is compulsory to state if the funds financing the research fellowship have been made available due to the termination of another research fellowship contract;
- e) the minimum requirements that candidates must possess in order to carry out the research activity, specifying if the possession of a PhD or equivalent, or, for specific Scientific Areas, of a post-graduate title in medicine together with relevant published works, is a requirement. If not specifically required, the above mentioned titles are to be considered as an asset; the title of PhD or medical specialization, as an adequate scientific production, are to be considered compulsory requirement for the admission to the selective procedure. In the absence of similar provision, the possess of the mentioned titles are to be considered as an asset;
- f) any amendment to the title evaluation criteria referred to in the table of art. 11 of this Regulation;
- g) the terms and deadlines for the interview, if foreseen, of the candidates for the presentation of the project and titles submitted.

If there are sufficient funds and if the relevant cost is eligible, the scientist in charge of the Project may request that the journey to SISSA and the return journey at the end of the contract are paid to the research fellowship holder, if not already foreseen by the current legislation.

The financing request shall be made by the scientist in charge of the fund and according to the provisions set forth in this Regulation with regard to the selection and evaluation procedures, the publicity of the announcement and of the relevant documents.

In absence of the Area Council the request shall be signed by the Area Coordinator.

Notice of the procedures referred to in this article shall be given to the Academic Senate and the Council of Administration of the School.

#### Article 9 (publicity and submission of applications)

The announcement for the granting of the research fellowships specifies the number of the research fellowships, the duration, the Scientific Area, the scientific disciplinary sector(s) involved, the research field - if the position is financed by the School- or the title of the research program-if the position is financed by specific research programs with own funds - the skills and activities required, the general requirements for the admission to public selection procedures, the detailed information concerning the activities, the rights and duties and the salary and social security conditions applicable to the research fellowship holder.

The announcement shall state the possibility of early termination for contracts financed by external funds if the relevant financing becomes unavailable.

The announcement shall also specify the terms and conditions for the submission of applications, which might be submitted exclusively on-line, the deadlines for submitting the applications and the eligible titles and the relevant general evaluation criteria together with the details concerning the interview, if foreseen, in accordance with letter g) of articles 7 and 8 of this Regulation.

The announcement shall be published on the "SISSA Albo Ufficiale" and on the websites of the School, the Ministry of Education, University and Research and the European Union, for a period of at least 30 days and not exceeding 60 days. The terms to submit the applications start since the date of publication in the "Albo Ufficiale" of the School.

#### Article 10 (Examining Board)

The Examining Board is nominated by the Director of SISSA according to the proposal of the relevant Area Councils.

It is composed of a minimum of three and a maximum of five members, including one President and

one Secretary, chosen between professors and researcher of SISSA, Universities, research organizations or

experts in the field of interest of the project. The examining board for selection procedures relevant to research fellowships financed by the School may include a maximum of 9 members representing the scientific areas referred to in the announcement.

A substitute can be appointed for each member of the board.

No remuneration is foreseen for the members of the examining boards.

At the end of the evaluations the examining board will draw up a report, including the evaluation criteria, the total mark obtained by each candidate and a classification list of those considered eligible for each scientific area.

#### Article 11 (selection procedure and granting of the research fellowship)

The selection is carried out by the Board providing the evaluation of the research project submitted by the candidate, taking into account the scientific profile supported by qualifications and published works.

The total score is:

- 100/100 (60 points for the qualifications and the published works and 40 points for the research project submitted by the candidate) for selections based on qualifications for research fellowships financed by the School budget, type a);

- 100/100 (60 points for the qualifications and the published works and 40 points for the interview) for selections based on qualifications and an interview for research fellowships financed by the external funds, type b);

- 60/60 (for the qualifications and the published works) for selections based on qualifications for research fellowships financed by external funds, type b).

The 60 points reserved to the evaluation of titles and published works shall be allocated as follows:

| Title                                      | Criteria  | "Standard" score | Score amendable up to a maximum of |
|--|---|------------------|------------------------------------|
| PhD degree                                 | Coherence with the project title  | 10 points        | 15 points                          |
| Degree                                     | Type of degree listed in the announcement according to the degree score             | 5 points         | 10 points                          |
| Published works and other research product | Coherence of the research project with the Scientific Disciplinary Sector           | 25 points        | 30 points                          |
| Other post-lauream degrees                 | Coherent with the Scientific Disciplinary Sector                                    | 5 points         | 10 points                          |
| Other titles                               | Contracts, scholarships, enrollment to PhD courses, time spent abroad, if any, etc. | 15 points        | 15 points                          |
| <b>TOTAL</b>                               |   | <b>60 points</b> | <b>For a total of 60 points</b>    |

Candidates with a scoring of or above 42/60 in the evaluation of qualifications and of or above 28/40 in the evaluation of the interview, if foreseen, will be included in the classification list.

Any amendment proposal relevant to the maximum score allocable for each category shall comply with the following, subject to the total fixed at 60 points: the score reserved to the PhD degree shall be greater than the maximum score allocable to university degrees and to the maximum score allocable to other post-lauream qualifications.

The interviews about the submitted project, the titles and published works, if foreseen by the announcement, shall normally take place at the premises of SISSA. The announcement may foresee a telematics interview for candidates residing abroad or at a distance of more than 500 km from the premises of SISSA., using workstations located in universities or diplomatic offices whose officers shall certify the identity of the candidate or with telematics video methods that guarantees the recognition of the candidate identity that shall be verified after the signature of the contract.

The examining board shall draw up a classification list for each scientific area involved - for positions financed by the budget allocated by the School to the Area and to the Interdisciplinary Laboratory - or a single classification list for projects relevant to specific research programs with own financing - on the basis of the total scores of each candidate.

The selection procedure and the classification list will be approved with Directorial Decree.

The eligible candidate will undertake a research contract with SISSA in accordance with Italian Law n. 240/10, art. 22.

The fellowship is paid monthly in arrears.

Should the acceptance not be received or the project be terminated before the due date, the research fellowship may be offered to the next candidate eligible in the classification list, through authorization by the Director, at the express request of the scientific responsible or the Area Coordinator. Being in the classification will not give any rights in other selection procedures.

Article 12 (scientific responsible for the research activity of the research fellowship holders and planning and definition of the tasks assigned to the research fellowship holders)

The Area Council identifies, for each research fellowship holder, a scientific responsible which may be a professor or researcher. The scientific responsible shall evaluate the research fellowship holder on the basis of the annual report submitted and at the end of each 12 months shall propose to the Area Council the confirmation of fellowships lasting longer than 12 months.

III

Rights, duties, incompatibility, fiscal and social security treatment

Article 13 (rights and duties of the research fellowship holders)

The researcher undertakes to carry out the research activity as foreseen in the contract and in accordance with the research program of the Area. The research activity is carried out in the frame of the research project for which the candidate has been selected.

Before the end of every year of the contract, the researcher has to submit an annual report which needs to be approved by the Area Council.

In major case of non-compliance the contract can be terminated, by decision of the Academic Senate and on proposal of the Area Council, heard the counterpart.

The contract is automatically resolved in the following cases:

- lack or unjustified delay in the starting of the research activity;
- unjustified suspension of the activity for more than 15 days;
- serious violation of the incompatibilities established for the award of the research fellowship;
- negative evaluation of the research activity expressed by the Area Council.

An authorized absence of up to 30 days a year does not require the fellowship to be suspended or the absence to be recuperated at a later date.

At least 30 days notice must be given by the fellowship holders in case of resignation, in which case no penalty shall be applied by SISSA. Failure to do so shall result in a penalty involving the recovery or the failure to pay the salary for the period of notice not given. The 30 days notice shall not be applied during the first 30 days of research activity.

SISSA shall reserve the right to terminate the contract if the external funding becomes unavailable. In this case SISSA shall give the fellowship holder at least 60 days notice.

Failure to do so shall result in the payment to the research fellowship holder of an amount equal to the period of notice not given.

Article 14 (confidentiality and intellectual property)

The intellectual propriety or industrial rights on the results obtained while carrying out research activity on behalf of the School or while using its resources or information (such as, for example: software, industrial inventions and patents, models, know-how, data and data collection) belong exclusively to the School which can freely decide upon their destination. The researcher will retain the moral right to be recognized as the inventor/author.

The research fellowship holder must promptly inform the School of any results referred to in the previous paragraph and shall not divulgate or use them

without previous authorization by the scientific responsible for the research project.

#### Article 15 (prohibition of overlapping, incompatibilities)

Fellowships cannot be held simultaneously with other fellowships of whatever kind, except those awarded by Italian or foreign institutions with the aim of integrating the research activity of the candidate through a period spent abroad.

Provided that they fulfil their research obligations, fellowship holders may carry out a professional activity as long as it is compatible with the research position, does not pose a conflict of interest and is not prejudicial to the School. Fellowship holders willing to carry out external activities on a continuous basis shall submit a specific request, which will be evaluated by the relevant Area Council and successively submitted to the Academic Senate of the School for approval.

If compatible with their research duties, and following written approval by the Area Council, fellowship holders may be appointed to carry out activities which are necessary for the fulfilment of research, consulting and teaching activities commissioned to SISSA by third parties (pursuant to art. 66 of the Italian Presidential Decree no. 382/80) and may not benefit from the financial proceeds of such activities, in accordance with the SISSA regulation for contracts of research, consulting, transfer of research results, teaching and research contributions, issued by Directorial Decree no. 505 of 14 October 2016. In addition to their research duties and following approval by the PI, fellowship holders may carry out teaching activities, whether paid or unpaid, which have been assigned in accordance with the current legislation.

Fellowship holders cannot be enrolled in University Degree courses, PhD courses with scholarship or medical school of specialization in Italy or abroad.

Government employees must be given unpaid leave for the duration of the fellowship.

#### Article 16 (leaves and suspensions)

The research fellowship may be suspended in case of illness or maternity. The research fellowship holders shall inform the School as soon as they have ascertained the aforesaid conditions.

The salary shall be suspended during the suspension period, subject to the following provisions:

- as far as the leave due to illness is concerned, art. 1, par. 788 of law 296/06 and following integrations and modifications.

- as far as the maternity leave is concerned, the Ministerial Decree 12 July 2007 published in the Official Gazette 247 dated 23 October 2007.

During the maternity leave, the contribution paid by the INPS (National Social Security Service) in accordance with art. 5 of DM 12.07.2007 will be complemented by SISSA up to the entire amount of the research salary.

At the end of the suspension periods referred to in this article the validity of the research fellowship contract shall be extended for a period equal to the suspension, provided that the extension is compatible with the deadlines of the relevant project and with the deadlines of the relevant financing.

An authorized absence of up to 30 days a year does not require the contract to be suspended or the absence to be recuperated at a later date.

In case of absence due to maternity leave or illness leave the research activity and the fellowship are suspended. The fellowship holders shall inform the Administration as soon as they have ascertained the above-mentioned conditions.

During those periods the research fellowship is suspended and will be applied the following dispositions:

- illness leave: Italian Law 296/06, art. 1, paragraph 788.

- maternity leave: Decree of the Minister of Labor and Social Security dated July 12, 2007, published on the Official Bulletin no.247, October 23, 2007. During this period, the compensation paid by the National Social Security in

application of art.5 of the above mentioned Decree is integrated by the School up to the entire amount of the research fellowship.

At the end of the period of suspension referred to in this Article, the duration of the working relationship from the date of termination of the cause of suspension shall last for the remaining period for the completion of the research program. This provision applies only if consistent with the terms of the project to which the collaboration pertains, or with the limits imposed by its funding.

A period of less than 30 days a year is not considered as a suspension and shall not be regained.

#### Article 17 (fiscal and social security treatment, insurance coverage)

The fiscal and social security treatment of the research fellowship is in accordance with art. 4 of Italian law n. 476 dated 13.08.84 and subsequent integrations and modifications, and par. 26 and followings of art. 2, Italian law n. 335 dated 08.08.95 and subsequent integrations and modifications.

The School arranges for insurance coverage for the fellowship holders against accidents in the workplace and for third party liability while carrying out their research work. The insurance premium is deducted from the fellowship.

#### Art. 18 (final provisions)

If the selection procedure is based on the input of external Administrations such as the Friuli Venezia Giulia Region, which foresee the rules for the procedure (deadlines, evaluation criteria etc.) the announcement shall be drawn according to these rules. The activity of the research fellowship holder shall be regulated by the provisions set forth by the financing Administrations, as long as they are not against the general legislation.