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**2014 Title I Class 3**

**UOR SAGNI**

## **POLITECNICO DI MILANO**

### **THE RECTOR**

HAVING REGARD TO the Decree of the President of the Republic no. 382 issued on 11.07.1980, "Review of university teaching staff, its training section and organisational and teaching testing", as amended;

HAVING REGARD TO Law no. 476 issued on 13.08.1984, "Rules on University scholarships and PhD programmes", specifically art. 4;

HAVING REGARD TO Law no. 241 issued on 07.08.1990, "New rules regarding the administrative procedure and the rights of access to administrative documents", as amended;

HAVING REGARD TO Law no. 335 issued on 08.08.1995, "Reform of the compulsory and complementary pension system", specifically art. 2 – paragraph 2 *et seq.*, as amended;

HAVING REGARD TO Law no. 370 issued on 19.10.1999, "Rules on Universities and Scientific and Technological Research", as amended;

HAVING REGARD TO Lgs. D. no. 196 issued on 30.06.2003 "Personal data protection code", as amended;

HAVING REGARD TO Law no. 296 issued on 27.12.2006, "Rules on the drawing up of the annual and multiannual Government Budget (Finance Law 2007)", specifically art. 1 – para. 788, as amended;

HAVING REGARD TO the Decree of the Minister for work and social security dated 12.07.2007, "Enforcement of articles 17 and 22 of Legislative Decree no. 151 issued on 26 March 2001 with regard to maternity and paternity in relation to workers entered in the separate national insurance scheme referred to in art. 2, paragraph 26, of Law no. 335 issued on 08.08.1995;

HAVING REGARD TO Law no. 240 issued on 30.12.2010, "Rules on organization of Universities, academic staff and recruitment, as well as enabling Government to enhance the quality and efficiency of the university system", specifically art. 22 "Research grants";

HAVING REGARD TO the current Statute of the Politecnico di Milano; HAVING REGARD TO the current General University Regulations;

HAVING REGARD TO Rectoral decree no. 3093/AG issued on 15.12.2011 with which the Regulations for the assignment of research grants (Polimi International Fellowships), as partially amended by Rectoral decrees no.s 3244 of 03.12.2013 and 3454 of 13.10.2014, were issued;

HAVING OBTAINED the favourable opinions expressed by the Academic Senate and the Board of Governors, during their respective meetings on 15 and 16 December 2014, in relation to a partial amendment to Art. 6 "Judging Panel" - paragraph 2 of the Regulations for the assignment of research grants (Polimi International Fellowships);

HAVING RECOGNISED the need to take action;

### **HEREBY DECREES**

#### **Art. 1**

1. For the reasons given in the preamble, the Regulations for the assignment of research grants (Polimi International Fellowships), issued by Rectoral decree no. 3093/AG, 15 December 2011, as partially amended by Rectoral decrees no.s 3244 of 03.12.2013 and 3454 of 13.10.2014, are further amended, specifically Art. 6 "Judging Panel" - paragraph 2, as

indicated in the text that is fully reported below. The amendments are in ***bold italics***.

## **REGULATIONS FOR THE ASSIGNMENT OF RESEARCH GRANTS (POLIMI INTERNATIONAL FELLOWSHIPS)**

### **Art. 1**

#### **Purposes and scope of application**

- 1) To foster the diversification of its research fields and to promote internationalization, the Politecnico di Milano may assign research grants, hereinafter called Polimi International Fellowships, in accordance with art. 22, paragraph 4, letter a), of Law no. 240 issued on 30.12.2010, to scholars who have a suitable scientific-professional curriculum and who meet the requirements listed in Art. 3 below.
- 2) The fellowships may be activated with the funds specifically assigned by the MiUR, specific University funds and any co-funding amounts granted by the Departments.

### **Art. 2**

#### **Method for the activation of fellowships**

- 1) The Academic Senate, based on the resources available, establishes every year:
  - the number of Polimi International Fellowships and their annual amount;
  - the Scientific Areas of interest and the possible minimum and/or maximum number of Polimi International Fellowships for each Scientific Area;
  - the evaluation criteria to be applied to applicants and to the research projects submitted thereby.

### **Art. 3**

#### **Parties admitted to the selection process**

- 1) The recipients of Polimi International Fellowships may be:
  - Foreign students holding a PhD or an equivalent academic title;
  - Italian students holding a PhD or an equivalent academic title awarded abroad.
- 2) The PhD must have been awarded no more than six years ago.
- 3) Polimi International Fellowships do not give any rights to access university positions.

### **Art. 4**

#### **Call**

- 1) Within the deadlines set by the Academic Senate, a single annual call for the Scientific Areas of interest to the University is issued with a Rectoral decree.
- 2) The call, written in English, must include:
  - the activities requested;
  - the number of Polimi International Fellowships that can be activated and the annual amount of each of them;
  - their duration and possible renewal;
  - the procedures for participation in the selection: the deadline for submitting applications, the documents to be submitted;
  - the characteristics of the research project to be submitted;
  - the criteria to use for the purpose of comparing the academic titles and publications of applicants and their research projects; as regards the research project, these criteria must necessarily include its originality, its level of integration with the University's lines of research and its feasibility by the specified deadline;
  - the composition and powers of the Judging Panel;
  - the powers of external referees;
  - incompatibilities;
  - start date of the research work.
- 3) The call for applications is published on the Official Bulletin of the University and on the Politecnico di Milano's web site and on the web site of the Ministry for Education, University and Research and on the EU web site for at least 60 days and will be released also with international means of communication.

## Art. 5

### Procedures for participation in the selections

- 1) Applications must be submitted according to the procedures and deadlines established in the call, including the applicant's scientific-professional curriculum, publications, certifications and any other academic title requested by the Politecnico di Milano or deemed suitable by the applicant for evaluation purposes. Applicants must also attach to the application, otherwise they will be excluded from the selection, two letters of introduction from Italian and/or foreign scholars or researchers.

## Art. 6

### Judging Panel

- 1) A single Judging Panel, consisting of five full professors, is established by the Academic Senate, at the proposal of the Rector, for the Polimi International Fellowships.
- 2) ***For admission to the next evaluation stage, the Judging Panel decides on the admissibility of applications according to a pre-evaluation of the applicant's scientific profile and research project and then sends the applications to the Departments, taking account also of the indications provided by applicants, for an evaluation of their interest. The Head of the Department indicates which projects the Department has an interest in, to an extent that does not exceed what has been established by the Panel, and suggests for each project the names of possible expert referees in the area concerned.***
- 3) The Panel referred to in paragraph 1, without any additional cost to the University, designates at least two referees for each application and asks them to provide an opinion on the quality of the research projects. If the referees fail to return at least two of their opinions for each application, within the period of time set by the Panel, the Panel will independently evaluate such research projects.
- 4) The Judging Panel is appointed with a Rectoral decree published on the Official Bulletin and on the Politecnico di Milano's web site.
- 5) The members of the Panel are not paid with public funds.

## Art. 7

### Conduct of the selection process

- 1) Applicants are selected according to a comparative evaluation of the CVs, publications and research projects submitted thereby.
- 2) For the comparative evaluation of applicants, the Panel can assign 100 points in total, divided according to specific criteria defined prior to the evaluation of the applications:
  - 50 points for the evaluation of CVs and publications;
  - 50 points for the research project.
- 3) Applicants who obtain a score of at least 70 points or equivalent, are eligible.
- 4) The Panel prepares a report containing the individual evaluations, the overall score assigned to each applicant and the ranking list. The ranking list of each Scientific Area is in decreasing order, based on the overall score obtained by each applicant. If two students have equal ranking, priority is given to the younger applicant. Entry into the ranking list does not entitle the applicant to participate in subsequent selection processes.

The report is sent to the competent Administration Area which provides for the approval of the documents and for the designation of the winners with a Rectoral decree.
- 5) The results of the evaluation are made public by being published on the Official Bulletin of the University and on the Politecnico di Milano's web site.

## Art. 8

### Incompatibility

- 1) In accordance with art. 22 of Law no. 240 issued on 30.12.2010, Polimi International Fellowships cannot be assigned to tenured personnel, even with a short-term contract, in service at

Universities, research and experimentation institutions and public bodies, the Italian Space Agency (ASI), the energy and sustainable economic development body (ENEA), and institutes whose scientific specialisation diploma is considered equivalent to a PhD under art. 74 – paragraph 4 of the Decree of the President of the Republic no. 382 of 11.07.1980, as amended.

- 2) The incompatibilities set out in the previous paragraph apply also to contractualized employees from public and private companies, including those with short-term or part-time contracts.
- 3) This research grant may not be combined with other grants or scholarships awarded for any reason, other than those awarded by Italian or international institutions aimed at integrating the research work of the recipients of the fellowship with stays in other countries.
- 4) Polimi International Fellowships cannot be assigned to students enrolled in a laurea (equivalent of Bachelor of Science), a laurea specialistica or magistrale (equivalent to Master of Science), PhD programmes, Graduate Schools, whether in Italy or abroad.
- 5) The recipient of a Polimi International Fellowship can perform services for spin-offs of the Politecnico di Milano, in accordance with art. 2 of Lgs. Decree 297/99 and the specific University Regulations, subject to the prior authorisation of the Scientific Coordinator.
- 6) Students who are married to or have family or kinship ties (within the fourth degree included) with a University professor or the General Director or a member of the Board of Governors of the University, cannot participate in the selection process.
- 7) Failure to comply with the provisions set out in these Regulations, the call for applications and the contract, shall result in the beneficiary immediately losing the right to enjoy the Polimi International Fellowship and shall exclude the beneficiary from any renewals.
- 8) Should this right be lost, as declared by the General Director after sending a written complaint, or should the beneficiary waive the Polimi International Fellowship prior to expiry of the grant, the beneficiary shall be paid proportionately to the period worked.

#### **Art. 9**

##### **Duration and renewal of Polimi International Fellowships**

- 1) Polimi International Fellowships last two years and may be renewed for another year, at the expense of the Department concerned.
- 2) The Head of the Department concerned, after hearing the Scientific Coordinator, may propose to the Department Board to renew the fellowship. The proposal, together with the description and evaluation of the work carried out, specifies the progress of the research project which justifies the renewal request. Such renewal is subject to a positive evaluation of the work carried out and of the actual availability of funds in the budget.

#### **Art. 10**

##### **Contract stipulation and start date of research work**

- 1) Polimi International Fellowships are assigned according to the ranking list.
- 2) Within 30 days of the date of approval of the documents related to the procedure, the winners are invited to stipulate the private research work contract which establishes, *inter alia*, their contractual rights and obligations.
- 3) The recipients of Polimi International Fellowships in service at public administrations are placed on leave (unpaid). Extraordinary leave, whether or not paid, cannot be granted to public employees who have already been awarded a PhD or who have been enrolled in a PhD programme for at least one academic year, benefiting from such leave.
- 4) The start date of the research work is indicated in the contract. Such start date may be deferred only in case of a documented serious illness, pregnancy and postpartum or for any delays in obtaining the permits required for non-EU nationals to carry out scientific research work. In these cases, the Administration will establish the new start date.

- 5) The contract is entered into by the recipient of a Polimi International Fellowship and the General Director and does not establish a salaried employment relationship.
- 6) In the event that the winning applicant does not commence activities by the deadlines established by the contract or if the winning applicant explicitly renounces the contract, if there are other suitable applicants in the ranking list, the University may proceed with allocating the grant to another applicant according to the ranking list.

#### **Art. 11**

##### **Duties of the recipients of Polimi International Fellowships**

- 1) The recipients of Polimi International Fellowships are required to carry out all research activities object of the cooperation continuously and not only occasionally, in accordance with the contract.
- 2) The recipients of Polimi International Fellowships carry out their work under the direction of the Scientific Coordinator, appointed by the Department indicated in the contract, using the equipment and services available therein. Subject to the prior authorisation of the Scientific Coordinator, the work may be carried out at other units of the University or at qualified Italian or foreign research units.
- 3) The recipients of Polimi International Fellowships must carry out supplementary teaching activities as and when established by the University governing bodies, by the Department and the relevant School, as part of the teaching programme. Teaching activities must not interfere with the successful performance of the research project.

#### **Art. 12**

##### **Monitoring the work carried out by the recipients of Polimi International Fellowships**

- 1) At the end of the contract, the recipients of Polimi International Fellowships must submit a report on the work carried out and on the results achieved during the project.
- 2) Such report, accompanied by the opinion of the Scientific Coordinator of the project, is submitted for an opinion to the Head of the Department in question, and this then sends it to the competent Administration Area.

#### **Art. 13**

##### **Withdrawal and termination of contract - Suspension of activities**

- 1) Withdrawal from the contract may be requested by the recipients of Polimi International Fellowships or the Politecnico di Milano.
- 2) In case of withdrawal, the withdrawing party must give 30 days' notice. The notice period runs from day 1 or 16 of each month.
- 3) If the recipient of a Polimi International Fellowship fails to provide notice, the Politecnico di Milano may withhold or recover an amount equal to the compensation for the period of notice not given, unless he/she received written authorization by the Scientific Coordinator to withdraw with less than 30 days' notice.
- 4) Should the recipients of Polimi International Fellowships breach the contract, the Scientific Coordinator will notify the Head of the Department who authorises contract withdrawal via a resolution of the Department Board. Such resolution is sent to the Administration for all ensuing actions.
- 5) If illness results in suspension from work, the grant payment will be interrupted for the entire period of suspension. If the leave period is deemed to jeopardize the fulfilment of the contractual obligations, the Head of the Department concerned, after hearing the Scientific Coordinator, will approve contract withdrawal via a resolution of the Department Board. Such resolution is sent to the Administration for all ensuing actions.
- 6) The suspension of the activity for the period of statutory maternity leave, involves the prorogation of the contractual relation for a maximum of 180 days, without changes in the amount of the research grant set in the contract.
- 7) For all other cases of suspension of the activities not considered in this article, the grant will not be disbursed, as regards the period of suspension

of the activities. If the period of suspension is deemed to jeopardize the fulfilment of the contractual obligations, the Head of the Department concerned, after hearing the Scientific Coordinator, will approve contract withdrawal via a resolution of the Department Board. Such resolution is sent to the Administration for all ensuing actions.

#### **Art. 14**

##### **Taxes, insurance and welfare**

- 1) The recipients of Polimi International Fellowships enjoy the tax exemptions on income and natural persons set out in art. 4 of Law no. 476 issued on 13.08.1984.
- 2) In case of sick leave, art. 1 - para. 788 of Law no. 296 of 27.12.2006, applies.
- 3) As regards maternity leave, research fellows will receive the maternity pay from the National Institute of Social Insurance. The Politecnico di Milano will pay up to the full amount of the research fellowship.
- 4) The Politecnico di Milano provides for insurance coverage by INAIL against accidents and civil liability with insurance coverage charged to specific balance sheet funds.

#### **Art. 15**

##### **Travel costs**

- 1) Any travel costs incurred by the recipients of Polimi International Fellowships are charged to funds managed by the Department concerned, in accordance with the University's travel regulations.

#### **Art. 16**

##### **Temporary and final provisions - Entry into force**

- 1) These Regulations go into force from the day following the date of enactment of the Rectoral decree.
- 2) When these Regulations come into force, the internal provisions of the University that are incompatible with them cease to be effective.

THE RECTOR  
Signed Prof. Giovanni Azzone