

POLITECNICO DI MILANO

RECTOR

HAVING REGARD to Italian Presidential Decree 10.01.1957, no. 3 “Consolidated law on the provisions concerning the civil servants statute - *Statuto degli impiegati civili dello Stato*”;

HAVING REGARD to Italian Presidential Decree 3.05.1957, no. 686 “Provisions enforcing the Consolidated Act of Provisions on the Statute of State Civil Employees, approved by Italian Presidential Decree 10.01.1957, no. 3;

HAVING REGARD to Italian Presidential Decree 11.07.1980, no. 382 “Reorganisation of university teaching, respective training level as well as organisational and educational experimentation”;

HAVING REGARD to Italian Law 09.05.1989, no. 168 “Institution of the Ministry of the University and Scientific and Technological Research”;

HAVING REGARD to Italian Law of 19.11.1990, no. 341, “Reform of university teaching systems”;

HAVING REGARD to Italian Law 27.12.1997, no. 449 “Measures to stabilise public finance”, in particular Art. 51, paragraph 6;

HAVING REGARD to Italian Legislative Decree 30.03.2001 no. 165 “General regulations on the employment organisation in public administrations”;

HAVING REGARD to Italian Legislative Decree 30.06.2003, no. 196 containing the “Privacy Code”, as amended by Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons’ data during processing and the free movement of such data;

HAVING REGARD to Italian Legislative Decree 11 April 2006, no. 198 “Code on equal opportunities for women and men, under Art. 6 of Italian Law of 28 November 2005, no. 246”;

HAVING REGARD to Italian Law of 31.12.2010, no. 240 “Regulation in relation to organising universities, academic personnel, and recruitment, as well as delegation to the Government to incentivize the quality and efficiency of the University System” and, in particular, Art. 22;

HAVING REGARD to Italian Law of 06.11.2012, no. 190 “Provisions for the prevention and suppression of corruption and illegality in the public administration”;

HAVING REGARD to Italian Law of 20.05.2016, no. 76 “Regulation of civil unions between persons of the same gender and rules on cohabitation”;

HAVING REGARD to Italian Decree Law 16.07.2020, no. 76 “Urgent measures for simplification and digital innovation”, in particular Art. 19 “Simplification measures concerning the organisation of the university system”, converted with amendments by Italian Law 11 September 2020, no. 120;

HAVING REGARD to Italian Ministerial Decree 02.05.2024, no. 639 “Determination of scientific-disciplinary groups and related declarations, as well as rationalisation and updating of scientific-disciplinary sectors and their qualification as scientific-disciplinary groups”;

HAVING REGARD to Politecnico di Milano’s Articles of Association;

HAVING REGARD to the General University Regulations;

HAVING REGARD to the Code of Ethics and of Conduct of Politecnico di Milano;

HAVING REGARD to Rector’s Decree no. 41/AG of 17 May 2005 - Regulation concerning the contribution for participation in in-house and public calls organised by Politecnico di Milano;

HAVING ACQUIRED the resolutions adopted by the Academic Senate and the Board of Governors at their respective meetings held on 20 January 2025 and 27 January 2025 concerning the issuance of

the Regulation for the award of research contracts pursuant to Art. 22 of Italian Law 30.12.2010, no. 240;

HAVING IDENTIFIED, therefore, the need to issue the Regulation for the award of research contracts pursuant to Art. 22 of Italian Law 30.12.2010, no. 240;

ORDERS

Art.1

- 1) For the above reasons, the Regulation for the award of research contracts pursuant to Art. 22 of Italian Law 30.12.2010, no. 240, the text of which is an integral part of this measure, is hereby issued.

**REGULATION FOR THE AWARD OF RESEARCH CONTRACTS, PURSUANT TO ART. 22 OF
ITALIAN LAW 30.12.2010, NO. 240**

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Title I -General Principles

ART. 1 - Purpose and scope of application

- 1) The Politecnico di Milano may enter into fixed-term employment contracts, known as “research contracts”, for the exclusive purpose of carrying out specific research projects, financed by third parties, whether public or private, on the basis of specific agreements or conventions.
- 2) This Regulation governs the selection methods, legal treatment and remuneration of research contract holders under Art. 22 of Italian Law no. 30/12/2010, no. 240, hereinafter referred to as contract holders.

ART. 2- Characteristics of research contracts

- 1) Research contracts have a two-year duration and may be renewed once only for a further two years.
- 2) In the case of national, European and international research projects, research contracts have a two-year duration that can be extended for another year, depending on specific requirements relating to the objectives and type of project concerned.
- 3) The total duration of research contracts, even if entered into with different institutions, may in no case exceed five years. Periods spent on maternity or paternity leave or on health leave under current legislation are not taken into account when calculating the total duration.

ART. 3- Selection methods

- 1) Contract holders are hired following selection procedures that ensure the comparative evaluation of candidates and the public nature of the corresponding records.
- 2) Research contracts may be signed not only following procedures carried out by the University in accordance with this regulation, but also following evaluations carried out by ministries, the European Union or other national or international research bodies, as part of competitive funding procedures providing for the hiring of the successful candidate under a fixed-term employment contract. In the latter case, the conclusion of the contract is resolved by the Board of Governors after hearing the Academic Senate.

Title II - Selection procedures

ART. 4 - Activation of selection procedures

- 1) For the sole purpose of carrying out specific research projects, Department Boards resolve on the activation of research contracts in plenary session with the favourable vote of the absolute majority of those entitled to vote, within the limit of their budget, taking into account any limits imposed by law.
- 2) The resolutions referred to in the preceding paragraph must state:
 - a) the number of positions covered by the procedure;
 - b) the research programme to which the contract is related;
 - c) the Research Project Leader;
 - d) the scientific disciplinary group;
 - e) one or more scientific disciplinary fields falling within the same scientific-disciplinary group;
 - f) the place of performance of the activities;
 - g) the details of the financing sources covering the cost of the contract;
 - h) the amount of the all-inclusive gross annual salary;
 - i) the criteria set out in Art. 8, paragraph 3, below, indicating the maximum points to be awarded to them, the total of which will be 100 points;

- j) the maximum number of publications, ranging from 2 to 5, that each candidate may attach for evaluation purposes;
- k) the date, time and manner in which candidates will be called to the public interview;
- l) information relevant to the submission of project proposals by candidates.

ART. 5 - Call for applications

- 1) The call for applications, issued by a decree of the General Director or his representative, must specify:
 - a) the number of places;
 - b) the research programme;
 - c) the scientific disciplinary group;
 - d) one or more scientific disciplinary fields falling within the same scientific-disciplinary group;
 - e) the relevant department and the place where the activity is to be carried out;
 - f) the amount of the annual salary, including the charges payable by the contract holder;
 - g) the selection methods;
 - h) the requirements for participation;
 - i) the evaluation criteria and related scores;
 - j) the maximum number of publications that each candidate may attach for evaluation purposes;
 - k) the date, time and manner in which candidates will be called to the public interview;
 - l) information relevant to the submission of project proposals by candidates;
 - m) the deadline for submitting applications to participate in the selection;
 - n) legal, economic and social security conditions.
- 2) The call is publicised on the relevant Ministry website and on the European Union Portal and published on the University Official Register and on the Politecnico di Milano website.
- 3) The deadline for submitting applications to take part in the selection is at least 30 days from the date of publication of the call on the University Official Register.
- 4) The application must be received by the competent Administration Area as and when set out in the call.

ART. 6 - Selection Committee

- 1) The Selection Committee is composed of three members, generally ensuring adequate gender representation, chosen from among professors and researchers with research experience in the topics covered by the call, with at least one being a member of the scientific-disciplinary group covered by the call. Professors and researchers serving at foreign universities who hold an academic position corresponding to that of professor or researcher, as defined by the relevant Ministerial Decree, may also be appointed.
- 2) The Department Board decides on the appointment of the members of the Committee in plenary session with the favourable vote of the absolute majority of those entitled to vote. The appointment may also take place at the same time as activation of the procedure.
- 3) The members of the Selection Committee may not be those who:
 - a) have been convicted, even by a final ruling, of a crime envisaged by chapter I of title II of the second book of the Italian Criminal Code;
 - b) are spouses or relatives, up to and including the 4th degree, of candidates and other members of the Committee, or are in a same-sex relationship therewith (as governed by Art. 1 of Italian Law 20.05.2016, no. 76) or de facto cohabit (within the meaning of Art. 1 - paragraphs 37 et seq. of Italian Law 20.05.2016, no. 76) with them;
 - c) are in a conflict of interest, or in a situation in which the grounds for abstention apply under Art. 51 of the Italian Code of Civil Procedure, with candidates or other members of the Committee;
 - d) are co-authors with one or more candidates, in a proportion of more than 50%, of the publications submitted for evaluation;
 - e) have obtained a negative assessment under Art. 6, paragraph 7 of Italian Law 240/2010.

- 4) The Selection Committee is appointed by a Rector decree published on the Official Register and on the University website.
- 5) Any objections to the appointment of Committee members may be submitted to the Rector within 30 days from the date of such publication.
- 6) Each Committee Member must verify and declare that he/she is not in one of the situations of incompatibility provided for in paragraph 3 above.
- 7) The Committee may use telematic tools for collective work and may carry out remote sessions. The manner in which meetings are held must be duly minuted. Interviews may also be conducted online as laid down in the call.
- 8) Participation in the Committee's works is an ex officio obligation for the members of the Selection Committee, except in cases of force majeure. Non-participation in the Committee's works by its members, ascertained by a Rector decree, entails the disqualification of the Committee itself. Rejection of the appointment as Committee member, or resignation of a Committee member due to unforeseen impediments, must be adequately reasoned and documented, and is effective only after the Rector's decree of acceptance.
- 9) The members of the Selection Committee are not remunerated.

ART. 7 - Candidates eligible for selection

- 1) Participation in the selection is open to Italian and foreign candidates holding, on the date of the deadline for submitting applications for admission to the selection, a PhD degree or an equivalent degree obtained abroad and recognised as equivalent, for the sole purpose of contract award, by the Selection Committee, or, for the sectors concerned, a medical specialisation degree.
- 2) Candidates who are enrolled in the third year of a PhD programme or who are enrolled in the final year of a medical specialisation course may also participate in the selection, provided they are expected to obtain their qualification within six months from the date of publication of the call for applications on the University Official Register.
- 3) The following may not participate in the selection procedures:
 - permanent staff of universities, public research establishments and institutions whose postgraduate scientific diploma has been recognised as equivalent to a PhD within the meaning of Article 74, fourth paragraph, of Italian Presidential Decree 11 July 1980 no. 382;
 - those who have held fixed-term researcher contracts pursuant to Article 24 of Italian Law 240 of 2010;
 - those who have a family or kinship relationship, up to and including the 4th degree, with a Professor of the Department proposing contract activation, or with the Rector, General Director or a member of the Board of Governors.
- 4) Exclusion from the selection procedure is ordered by a reasoned decree of the General Director, or his representative, and notified to the person concerned.

ART. 8 - Selection method

- 1) The selection is carried out by means of a comparative evaluation of candidates and is aimed at assessing the consistency of their project proposals with the research programme covered by the selection, as well as the suitability of candidates' scientific-professional resume for carrying out the research activity that is the object of the contract.
The evaluation will be complemented by an open interview to ascertain candidates' research aptitude.
- 2) Candidates must enclose all documentation relevant to their evaluation as indicated in the call.
- 3) Candidates are assessed comparatively on the basis of the following criteria:
 - a) quality, originality and innovativeness of their project proposal, with reference to the research programme covered by the selection;
 - b) relevance and pertinence of previous research activities and work experience, if any, in relation to the content of the research programme covered by the selection;

- c) relevance of the enclosed publications to the research programme covered by the selection;
 - d) oral test aimed at ascertaining candidates' suitability to carry out the research activity covered by the contract and to implement their project proposal, as well as at assessing their knowledge of English and/or other languages relevant to the research.
- 4) The Committee, after appropriate evaluation and on the basis of the criteria set out in the call for applications, gives a collective and reasoned opinion, for each evaluation criterion, and assigns the relevant score.
- The scores for the assessment of the criteria referred to in paragraph 3, letters a), b) and c), must be made known to candidates prior to the interview.
- Once the Committee has evaluated each criterion, it gives a reasoned overall opinion of each candidate.
- 5) The Committee draws up a merit ranking taking into account the scores obtained by candidates. The selection is deemed passed with a minimum score of 70 points.
- 6) If candidates have equal scores, preference will be given to the youngest candidate.

ART. 9 - Conclusion of procedure

- 1) The Committee must complete its work within three months from publication of its appointment decree. An extension of up to two months may be granted by the Rector on the President's reasoned request.
- 2) Should the Committee fail to complete its work within the above deadlines, the Rector will issue a decree withdrawing its appointment.
- 3) The documents of the selection procedure are approved by a decree of the General Director, or his representative, within 60 days from delivery of the minutes to the competent Administration office. The documents are published on the University website, as and when laid down in the call, in compliance with the principles of transparency and personal data protection.
- 4) The award of research contracts is approved by the Board of Governors on the basis of the merit ranking referred to in Art. 8, paragraph 5, of this Regulation.
- 5) Should the person concerned reject the contract after approval of contract award, the Board of Governors approves the new award of the contract to the next candidate on the ranking list.
- 6) Within no more than 90 days from the date of approval of research contract award by the Board of Governors and in case of justified additional needs relating to performance of the same research project, the Department Board in plenary session, with the favourable vote of the absolute majority of those entitled to vote, may propose to the Board of Governors the award of further research contracts to candidates on the ranking list, provided that the availability of the relevant funds has been ascertained.
- 7) The validity of the merit list ceases at the end of the contract holders' trial period.
- 8) Within 30 days from the Board of Governors' approval of contract award, the person concerned is invited to conclude the employment contract in writing.
- 9) As a general rule, the contract must be signed within 30 days from receipt of the communication.

ART. 10 - Conclusion and duration of the employment contract

- 1) The contract must state:
 - a) the employment relationship start and end date;
 - b) the services required;
 - c) the remuneration.
- 2) The employment contract is signed by the contract holder and the General Director, or his representative.
- 3) The Head of the Department will sign and send to the competent Administration Service the letter concerning the hiring of the contract holder.
- 4) The trial period lasts three months; any negative assessment is made by the Research Project Leader.

- 5) The trial period is suspended in case of absence due to illness or injury. In that case, the contract holder is entitled to keep his post for up to six months, after which the relationship will automatically be terminated, without the need for any communication and without the contract holder being entitled to prior notice or other compensation.
After the trial period without the employment relationship having been terminated by the parties, the contract holder is confirmed and granted seniority from the day of recruitment.
- 6) In case of withdrawal, remuneration is paid until the last day of service.

Title III - Regulation of the employment relationship

ART. 11 - Conditions of employment

- 1) Contract holders organise their work liaising with the Research Project Leader.
- 2) The contract holder undergoes the health checks provided for by Italian Legislative Decree no. 81/2008, to be paid for by the University.
- 3) Disciplinary competence is regulated by Art. 10 of Italian Law 30.12.2010, no. 240.
- 4) Contract holders are entitled to the rights granted by Italian Legislative Decree 06.03.2001, no. 151 on the protection and support of maternity and paternity, by Italian Law 05/02/1992, no. 104 on welfare, social integration and rights of persons with disabilities, by Articles 37, 40 and 68 of Italian Presidential Decree 10.01.1957, no. 3 and subsequent amendments, on extraordinary and sick leave. Sick leave may not last for more than 9 months in the case of a two-year contract. In the event of an extension, sick leave must be proportionate to the extension.
- 5) Contract holders are entitled to the rights granted by Articles 69 and 70 of Italian Presidential Decree 10.01.1957, no. 3, as amended, on leave for family reasons. Leave for family reasons may not last for more than 12 months, during which the applicant does not receive any allowance or social security contributions. Leave for family reasons is authorised by a Department Board resolution.

ART. 12 - Contract extension

- 1) In the case of national, European and international research projects, research contracts may be extended for another year, depending on specific requirements relating to the objectives and type of project concerned.
- 2) Any extension of the research contract must comply with the obligation relating to the maximum total duration of 5 years set forth in Art. 22, paragraph 2, of Italian Law 240 of 2010.
- 3) Contract extension is resolved by the Department Board in plenary session with the favourable vote of the absolute majority of those entitled to vote, within the limit of its budget, taking into account any limits imposed by law.
- 4) The resolution of the Department Board must be forwarded at least two months before contract expiry to the competent Central Administration Service and must indicate the duration of the extension and the financial coverage, accompanied by appropriate documents.
- 5) The Board of Governors authorises the extension at a meeting prior to contract expiry.
- 6) The extension of the employment contract is signed by the contract holder and the General Director, or his representative.

ART. 13 - Contract renewal

- 1) Research contracts may be renewed once only for a further two years.
- 2) Any renewal of the research contract must comply with the obligation relating to the maximum total duration of 5 years set forth in Art. 22, paragraph 2, of Italian Law 240 of 2010.
- 3) In view of the commitment required, the amount of the contract may possibly be adjusted to a higher salary level, to the extent permitted by Art. 16.

- 4) Contract renewal is resolved by the Department Board in plenary session with the favourable vote of the absolute majority of those entitled to vote, within the limit of its budget, taking into account any limits imposed by law.
- 5) The resolution of the Department Board must be forwarded at least two months before expiry of the contract of the person concerned to the competent Central Administration Service and must indicate the financial coverage, accompanied by appropriate documents.
- 7) The Board of Governors authorises the renewal at a meeting prior to contract expiry.
- 6) The renewal of the employment contract is signed by the contract holder and the General Director, or his representative.

ART. 14 - Employment termination

- 1) Employment termination is when the term expires or the parties withdraw and for any other reason under current legislation.
- 2) During the trial period the contracting parties may withdraw from the contract, without notice or compensation in lieu of notice. Withdrawal shall be effective from as soon as the counter-party is informed.
- 3) After the trial period and until the expiry of the term, contract withdrawal may take place, for both parties, if, under Art. 2119 of the Italian Civil Code, there is a reason which makes relationship continuation impossible, even provisionally.
- 4) After the end of the trial period, the contract holder may withdraw in writing by giving 30 days' notice. If the notice is not sent, the Administration will withhold an amount equivalent to the contract holder's remuneration for the unserved notice period. Funds not used for the contract are returned to the Facilities concerned.

ART. 15 - Incompatibility and further assignments

- 1) Research contracts are incompatible with:
 - any other employment relationship, including part-time or fixed-term employment, with public and private entities;
 - entitlement to research grants at other Universities or public research institutes;
 - scholarships or research grants of any kind awarded by national or foreign institutions, except those exclusively aimed at international mobility for research purposes.
- 2) Research contracts are not compatible with attending Laurea (equivalent to Bachelor of Science), Laurea Specialistica (Specialising Master's) or Laurea Magistrale (equivalent to Master of Science) courses, PhD courses or specialisation courses in the medical area, in Italy or abroad, and entail placement on unpaid leave in case of employees serving in public administrations.
- 3) Without prejudice to the foregoing, under no circumstances may the contract holder engage in activities that may give rise to a conflict of interest with the activities of the Politecnico di Milano.
- 4) The provisions contained in the Regulations governing assignments outside the University for full-time professors and researchers apply to contract holders.
- 5) The contract holder may carry out paid teaching support activities at the Politecnico di Milano, provided that the performance of such activities does not interfere with the successful course of the research activity covered by the contract and subject to the written authorisation of the Research Project Leader. Such activities are incompatible with the contract in the absence of the aforementioned authorisation.
- 6) Research contracts do not grant rights of access to positions within universities, public research establishments and institutions whose postgraduate scientific diploma has been recognised as equivalent to a PhD within the meaning of Article 74, fourth paragraph, of Italian Presidential Decree 11 July 1980 no. 382, nor do they count for the purposes of Article 20 of Italian Legislative Decree 25 May 2017, no. 75.

ART. 16 - Remuneration, tax, social security and insurance conditions

- 1) Contract holders are entitled to an all-inclusive gross annual salary for the entire duration of their employment, defined according to the commitment required and divided into three salary levels:
 - a) minimum level: it is equal to the initial salary payable to a part-time confirmed researcher;
 - b) intermediate level: it is equal to the arithmetic mean between the initial salary payable to a part-time confirmed researcher and the initial salary payable to a full-time confirmed researcher;
 - c) maximum level: it is equal to the initial salary payable to a full-time confirmed researcher.
- 2) The employment relationship established between Politecnico di Milano and the research contract holder is governed by relevant regulations, including tax, social security, pension and insurance conditions for employee income.
- 3) The University also provides insurance cover against accidents at work and occupational diseases and against civil liability.

Title IV - Final provisions

ART. 17 - Transitory rules and entry into force

- 1) For all matters not expressly covered by this Regulation, please refer to Italian Law no. 240/2010 and current applicable laws.
- 2) Pending the updating of the University regulations, the following provisions shall apply to research contract holders:
 - **right to elect and be elected and participation in Department Boards:** research fellows and contract holders participate in Department Boards with joint representation. Two representatives elected from among the Department's research fellows and contract holders form part of the Board, as defined in the Department's Regulations;
 - **disciplinary offences:** the provisions of the Operating Rules of the Professor's Disciplinary Board concerning adjunct professors, visiting professors, research fellows and teaching and research assistants shall apply;
 - **performances on behalf of third parties:** the Regulation on performances on behalf of third parties shall apply and, in particular, contract holders may serve as performance managers and receive remuneration payable to teaching staff;
 - **external appointments:** the provisions contained in the Regulation on full-time professors' and researchers' external appointments shall apply; when the Regulation is first applied, contract holders are exempt from accounting on institutional tasks;
 - **welfare:** the welfare provisions for teaching staff, including benefits and support services, shall apply.
- 3) This Regulation enters into force **on 01/04/2025**, subject to the conclusion of the negotiation phase of the contract conditions referred to in Art. 178, paragraph 1, letter g) of the National Collective Labour Agreement for Teaching and Research Staff - three-year period 2019/2021 - signed on 18 January 2024, and is published on the University website <http://www.normativa.polimi.it/>.

ART. 18 - English version

- 1) This English translation of the Regulation is provided for informational purposes only.
- 2) In the event of any discrepancies or inconsistencies between the Italian and English versions, the Italian version shall prevail and be deemed authoritative.