



Index no. 1500 - Ref. No. 15780
 UOR Selections and Competitions Service
 Title III Class 13
 Milan, 14/05/2014

**CALL FOR APPLICATIONS FOR ASSIGNMENT
 OF 11
 RESEARCH GRANTS
 (POLIMI INTERNATIONAL FELLOWSHIPS)**

**THE RECTOR
 OF THE POLITECNICO DI MILANO**

CONSIDERING Law no. 168, 9 May 1989;
 CONSIDERING Law no. 240, 30 December 2010, article 22, paragraph 4, letter a);
 CONSIDERING the Statute of Politecnico di Milano;
 CONSIDERING the Regulation issued with Rectoral Decree no. 3093/AG, 15 December 2011;
 CONSIDERING the Regulation issued with Rectoral Decree no. 3244/AG, 03 December 2013;

DECREES THE FOLLOWING:

1. A competition is called, based on qualifications, for assignment of 11 research grants (Polimi International Fellowships) lasting 2 (two) years (with possible renewal for 1 additional year), as established in the "Regulation for assignment of research grants (Polimi International Fellowships)" issued with Rectoral Decree no. 3093/AG, 15 December 2011, as amended by the Regulation issued with Rectoral Decree no. 3244/AG, 03 December 2013.
2. The 11 research grants, for a sum of €35,000.00 (thirty-five thousand/00 Euro) per year each (gross of fees charged to the contractor), will be awarded for the following research areas:

	RESEARCH AREAS	<i>Number of research grants (min.-max.)</i>
1	MATHEMATICAL SCIENCES AND INFORMATICS, PHYSICAL SCIENCES	1-3
2	CIVIL ENGINEERING AND ARCHITECTURE, EARTH SCIENCES, SOCIAL SCIENCES AND HUMANITIES	2-5
3	INDUSTRIAL ENGINEERING AND ICT, CHEMICAL SCIENCES, BIOLOGICAL SCIENCES, MEDICAL SCIENCES	3-7

2.1 Each research activity must be coordinated by a Scientific Supervisor appointed by the Department in which the research activity will be conducted.

2.2 Admission to the competition is restricted to:

- **foreign candidates** who have obtained a **Research Doctorate_PhD** (or qualification recognized as equivalent¹ for the sole purpose of this selection on the basis of criteria established by the Lisbon convention on recognition of qualifications), in Italy or abroad;

or

- **Italian candidates** who have obtained a **Research Doctorate_PhD** (or qualification recognized as equivalent¹ for the sole purpose of this selection on the basis of criteria established by the Lisbon convention on recognition of qualifications), abroad.

Candidates must possess the Research Doctorate_PhD since no more than 6 years before the due date for submission of applications, in order to take part in the selection procedure. Candidates must have obtained the required qualification no later than the term indicated in point 3.1 of this call for applications, otherwise they will be excluded from the selection procedure.

2.3 Candidates must also:

- have a suitable scientific and professional curriculum proving their suitability for conducting research activities;
- develop and present a research project that will be assessed on the basis of the following criteria: originality, integration with Politecnico di Milano research areas, feasibility in the time frame indicated;
- obtain 2 reference letters from Italian and/or foreign scientists or researchers (see Attachment D - forms), which must be submitted together with the application form; failure to do so candidates will be excluded from the selection procedure.

All the documents to be produced and sent for participating in this selection procedure are listed at point 3 of the call for applications.

3. For the purposes of this selection procedure, candidates must:

- **fully complete the application form**, using the template available on the Politecnico di Milano website at the following link <http://www.polimi.it/en/work-with-us/international-fellowships/>, **date and sign it**;

- **attach and send the following documents together with the application form**:

a) a scientific and professional curriculum (CV in English), dated and signed;

b) a photocopy of a valid identity document: identity card or passport;

c) the **receipt of payment of the application fee**, complete with code proving the payment, to be made –under penalty of exclusion- for a sum of **25.82 Euro** and with no right to refund:

- **by bank transfer to the current account** lodged at Branch 21 of the Banca Popolare di Sondrio, Via Bonardi 4 - 20133 Milan, using the following banking codes: IBAN IT34T0569601620000001600X69, SWIFT: POSOIT22, in the name of - Politecnico di Milano - Piazza Leonardo da Vinci 32 - 20133 Milan and stating the following description:

¹ By declaration of the Director of the Department where the research activity will be conducted if the candidate is selected

“Call for applications PIF – Polimi International Fellowships, Index n° 1500, Ref. n° 15780, UOR Selections and Competitions Service”;

or

- **by credit card**, using the following procedure:
 - connect to the website <https://scrigno.popso.it/PagoFacile/servlet/SeBenvenuto>;
 - select “anonymous user”, “payment without notification”, indicating “Politecnico di Milano” as the beneficiary and “Selection Polimi Fellowships” as the type of payment;
 - fill in the blank fields.

- d) the original or a copy suitably authenticated by Italian diplomatic authority, of the **academic qualification (Research Doctorate_PhD) obtained abroad**, legalized and accompanied by a certified (or sworn) translation into Italian or English and, if possessed, by a declaration of equal value (Dichiarazione di Valore) or diploma supplement;
 - if the Research Doctorate_PhD was **obtained in Italy** and the candidate is a European Union or a non-EU citizen and, on the date of submission of the application, he/she has a valid residence permit in Italy or a receipt for application for a residence permit in Italy and he/she has attached a copy of it, the information indicated in the application form will be valid as a self-certification pursuant to art. 46 of Presidential Decree no. 445/2000 and he/she may submit a photocopy of the academic qualification;
 - if the Research Doctorate_PhD was **obtained in Italy** and the candidate is a non-EU citizen and, on the date of submission of the application, he/she doesn't have a valid residence permit in Italy or a receipt for application for a residence permit in Italy, he/she must submit an original copy or a suitably authenticated copy of the academic qualification;

- e) a maximum of **5 scientific publications/products** (including degree/PhD theses), as specified below in the foot note²;

- f) the **proposed research project** (Attachment C – forms);

- g) the detailed **list**, in 2 copies, of all the attachments to the application form (attachment A - forms);

- h) (**only for citizens of non-EU countries who already have one**)
a copy of a valid residence permit in Italy or a copy of the receipt for the application for a residence permit in Italy;

- i) **2 reference letters** from Italian or foreign scientists/researchers, as

² - *Citizens of non-EU countries who, on the date of submission of the application, do not have a valid residence permit for in Italy or a receipt for an application for a residence permit in Italy, must submit original or suitably authenticated copies of the scientific publications/products (including degree/PhD theses), stated in the previous point e.*

- *Citizens of European Union countries and of non-EU countries who, on the date of submission of the application, have a valid residence permit in Italy or a receipt for an application for a residence permit in Italy and are attaching a copy of it, may submit photocopies of the scientific publications/products (including degree/PhD theses) stated in point e above, using the self-certification form in Attachment B-forms, to declare that they are true copies of the original ones.*

In any case, if candidates want to submit on-line scientific publications/products, they have to attach a printed copy of them and also they've to indicate the author, the reference website and the date of publication.

The scientific publications/products submitted differently from the provisions of this call shall not be evaluated.

required in point 2.3 of the call for applications (Attachment D – forms);

l) a **cd or dvd** containing the following documents in digital format: the application form, the scientific and professional curriculum (CV), the proposed research project, the list of attachments to the application, the 5 (maximum) scientific publications/products, the 2 reference letters.

The use of non-modifiable portable document formats (preferably pdf), which must not contain macro instructions or executable codes, is recommended.

All the documentation submitted for the purpose of admission to selection will remain in the records of the Administration and will not be returned.

3.1. **The application form and all the related attachments** listed in paragraph 3, must be delivered **in person** or sent **by registered post with advice of delivery** or by **courier** in an envelope addressed to the Rector of the Politecnico di Milano, P.zza Leonardo da Vinci, 32 – 20133 Milan, within the final deadline of **14/07/2014, under penalty of exclusion**.

Candidates must also write the following text on the envelope: “CALL FOR APPLICATIONS FOR PIF - POLIMI INTERNATIONAL FELLOWSHIPS Index. N°. 1500 ref. N°15780 UOR Selections and Competitions Service of 14/05/2014”.

Applications will be considered as submitted on time if they are sent by registered post with advice of receipt or by courier within the deadline indicated above (for this purpose, the date of the postmark will be considered as proof).

The application form and all the related attachments may also be delivered **in person**, no later than the deadline indicated above, to “SPPA- Servizio Posta, Protocollo e Archivio” (Post Office, Electronic Recording and Archive Service) of Politecnico di Milano, Piazza Leonardo da Vinci, 32 – Building 3 – Milan (open: from Monday to Friday from 9:30 am to 12:30 pm and from 1:30 pm to 4:00 pm).

Candidates whose applications are submitted after the above mentioned deadline **will be automatically excluded** from the selection procedure.

4. Candidates are admitted to the selection on condition. The Administration in charge may at any time decide the **exclusion from selection**, through notification by fax, registered letter with advice of delivery or telegram, **for the following reasons**:

- submission of the application form (and of the related attachments) after the deadline stated in point 3 of this call for applications;
- failure to submit and sign with original handwritten signature the application form;
- failure to submit and sign with original handwritten signature the scientific and professional curriculum (CV);
- failure to submit a photocopy of a valid identity document: identity card or passport;
- failure to submit the academic qualification (Research Doctorate_PhD), as specified in point 3 of this call for applications;
- failure to submit the proposed research project (Attachment C – forms);
- failure to submit the 2 reference letters provided by Italian and/or foreign scientists or researchers, as required in point 2.3 of this call for applications (Attachment D – forms);
- failure to satisfy the academic qualification requirements stated in point 2.2 of this call for applications;
- failure to pay the application fee;
- if the candidate is unable to conduct the research activity for the whole period indicated at point 1 of this call for applications, because he/she has exceeded the

time limits specified in art. 22, third paragraph of Law 240/2010, as provided in point 14 of this call for applications;

- if there are marriage, relationship or kinship ties up to the 4th degree between the candidate and the teaching staff of Politecnico di Milano, the General Director of Politecnico di Milano, the members of the Board of Administration of the Politecnico di Milano;
- in case of any other breach of the provisions of the call for applications.

The Administration in charge reserves the right to make any inquiries/investigations/checks on the qualifications stated by the candidates and on the truthfulness of their declarations.

Should the reasons for exclusion be determined after completion of the selection process, the Administration in charge decrees the loss of all rights resulting from participation in the selection procedure; similar loss of rights will be applied to applicants whose declarations, in the application form or in the declarations provided pursuant to Presidential Decree 445/2000, are false.

5. This call for applications is published on the Official Noticeboard of the Politecnico, on the Politecnico website, on the website of the Italian Ministry of Education, University and Research and on the European Union website and it is also spread through international communications systems.

6. Selection will be made by a special Selection Committee, set up by the Academic Senate, on the proposal of the Rector pursuant to art. 6, paragraph 1 of the Regulation issued by Rectoral Decree no. 3244/AG, 3 December 2013. The Committee is composed by 5 full professors.

7. Pursuant to article 6, paragraphs 2-3 of the Regulation issued by Rectoral Decree no. 3244/AG, 3 December 2013, the Committee, for admission to the subsequent stage of selection, decide the admissibility of the applications based on a pre-assessment of the scientific profile of the candidate and of the congruence of the project with the University's research lines. The Committee, obtained the interest of the Directors of the Departments, will conclude the pre-assessment stage and will designate, upon suggestion of the Directors, at least 2 referees for each pre-selected application. The referees will be asked to assess the quality of the research projects, also viewed the scientific-professional curricula (CV) and the scientific publications/products submitted by the candidates. If, the Committee doesn't receive at least two opinions from the referees by the established date, the Committee will make an independent assessment of the research projects concerned.

Pursuant to article 7, paragraph 1 of the Regulation issued by Rectoral Decree no. 3244/AG, 3 December 2013, selection will be conducted by comparative assessment of the scientific-professional curricula (CV), of the scientific publications/products and of the research projects submitted by the candidates. For comparative evaluation of the candidates, the Committee may allocate a **total of 100 points**, distributed as follows and based on specific criteria that will be defined prior to the examination of the applications:

- scientific-professional curriculum (CV) and scientific publications/products, **50 points**;
- research project, **50 points**.

Criteria for the evaluation include the originality of the project, its integration with Politecnico di Milano research areas and its feasibility within the time frame indicated (and related to the duration of the contract).

Candidates who achieve a score no lower than 70 points out of 100 will be considered as eligible.

In the case of a tie, preference is given to the youngest candidate.

The list of pre-selected candidates and the ranking of winners and eligible candidates will be published on the Official Noticeboard and on the Politecnico di Milano website.

The research activities of the winners are supposed to begin starting from November 2014.

Any postponements of the start dates are only permitted for documented cases of serious illness, pregnancy and puerperium and for possible delays in obtaining the authorizations required to conduct scientific research by non-EU citizens. In such cases, the Administration shall set new start dates.

- **Non-EU candidates who attached to the application form a copy of the residence permit (in Italy) issued by the Authorities in charge or a copy of the receipt for application for a residence permit (in Italy)**, if declared winners of the selection, must submit **the originals of their residence permits, or the originals of the receipts** to the Visiting Professor Welcome Office, no later than the date set to sign the contract.

Failure to submit the document will result in the automatic loss of the right to conclude the contract.

- **Non-EU candidates who, when submitting their application did not have either a residence permit (in Italy) or a receipt for application for a residence permit (in Italy)**, if declared winners of the selection, in order to start the activities, must submit to the Visiting Professor Welcome Office their **entry visa**, obtained as a result of the issue of authorization by the Prefecture.

Failure to submit the document shall result in impossibility to start the activities.

8. The research grant cannot be awarded to permanent employees of:

Universities, research and experimentation institutes or public bodies, the National Institute for New Technologies, Energy and Sustainable Economic Development (ENEA), the Italian Space Agency (ASI) and institutions whose scientific specialization qualifications have been recognized as equivalent to a PhD pursuant to article 74, fourth paragraph, of Presidential Decree no. 382, 11 July 1980, as amended and supplemented.

9. The research grant cannot be awarded to employed staff, in the public and private sector, including those with part-time and temporary contracts.

10. The Polimi International fellowships cannot be received in conjunction with other fellowships or scholarships of any kind, except for those awarded by national or foreign institutions for the purpose of integrating the research activities with stays abroad;

11. Research grants cannot be awarded to students enrolled in undergraduate, MSc and PhD courses or post-graduate schools in Italy or abroad; the award of the research grant requires placement on unpaid leave for employees in service in public administrations other than those mentioned in point 8 above.

12. Holders of Polimi International Fellowships may carry out activities for Politecnico spin-offs according to the provisions of the regulations in force on the subject, upon authorization of the Scientific Supervisor.

13. Participation in selection is not allowed for spouses, relatives and kins up to the 4th degree of:

- the teaching staff of Politecnico di Milano;
- the General Director of Politecnico di Milano;
- members of the Board of Directors of Politecnico di Milano.

14. Participation in selection is not allowed for those who have already signed contracts for research grants under article 22 of Law 240/2010 for 4 years except for the period in which the grant was received while attending a PhD course without scholarship, up to the maximum extent of the legal duration of such course. In the same way, candidates who are unable to carry out the research activity for the whole period indicated in point 1 of this call for applications, because the time limits specified in art. 22, third paragraph of Law 240/2010, mentioned above, have been exceeded, cannot participate in the selection process.

15. Grants for conducting research activities are regulated by specific individual contracts.

16. The contract regulates the collaboration based on the following criteria: flexibility in relation with the needs of the activity, continuity, time allocation (not sporadic), coordination with the overall activities of the University, close connection with the realization of a research program, autonomous collaboration activity within the scope of the program, absence of pre-determined working hours.

17. Polimi International Fellow will conduct said activities under the supervision of a Scientific Supervisor, appointed by the Department indicated in the contract, using the equipment and services available therein. With prior authorization from the Scientific Supervisor, the activities may be conducted in other facilities of Politecnico or in other qualified Italian or foreign research facilities.

The activity of the temporary research fellow is subject to continual assessment by the Scientific Supervisor, also in order to continue the collaboration contract.

Polimi International Fellows must carry out supplementary teaching activities in accordance with the methods and times established by the Governing Bodies of the University, by the Department and by the School concerned in the framework of the teaching schedule, providing that these teaching activities must not interfere with the productive conduct of the research activity.

By signing the contract, research fellows also agree to take the University's on-line course on Safety (link <https://formazione sicurezza.polimi.it>) and to send a copy of the related certificate to the Department where they will conduct their research activity, no later than two weeks after the start of such activity.

18. Research grants are subject, with regard to taxes, to the provisions of article 4 of Law no. 476, 13 August 1984, while with regard to social security contributions, to the provisions of article 2, paragraphs 26 onwards, of the Law no. 335, 8 August 1995 and subsequent amendments. Regarding to compulsory maternity leave, research grants are regulated by the provisions of the Ministry of Labour and Social Security Decree 12 July 2007, published in the Official Gazette No. 247, 23 October 2007, and regarding to sick leave, by art. 1, paragraph 788, of Law No. 296, 27 December 2006, and subsequent amendments. During the period of compulsory maternity leave, the amount paid by INPS

(Italian National Social Security Institut) under article 5 of the aforementioned Decree of 12 July 2007 is integrated by Politecnico di Milano up to the full amount of the research grant.

19. Pursuant to Legislative Decree no. 196 of 2003, as amended and supplemented, personal data provided by the candidate are processed exclusively in order to manage this call and collected at the Human Resources and Organization Area of the Politecnico di Milano - Piazza Leonardo Da Vinci, 32 - 20133 Milan.

The same information may be communicated only to public administrations directly interested in the economic/legal position of winner candidates. **The communication of such data by the candidates is compulsory** in order to evaluate participation requirements; failure to do so they will be excluded from the selection procedure.

The interested party may exercise the rights pursuant to art. 13 of said law, including the right to access to the data regarding him/herself as well as certain complementary rights including the right to make rectify, update, integrate or erase erroneous or incomplete data or data which have been processed unlawfully.

20. With regard to anything not expressly regulated in this call for applications, are valid the current regulations on the subject and the “Regulation for the assignment of research grants (Polimi International Fellowships)” issued with the Rectoral Decree No. 3093/AG of 15 December 2011, as amended by the Rectoral Decree no. 3244/AG, 3 December 2013, available on the Polimi website .

21. Pursuant to the provisions of art. 5 of Law 241 of 7 August 1990 and subsequent amendments, the person in charge of this procedure is Ms. Silvia Di Russo, Human Resources and Organization Area - Selections and Competitions Service - tel. 02.2399.2272-2582-2135, fax 02.2399.2287 - E-mail: pif@polimi.it.

Milan, 14/05/2014

The Rector
Prof. Giovanni Azzone
Signed: Giovanni Azzone