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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 8 August 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", as amended, specifically art. 22 "Research grants";
HAVING REGARD TO Decree Law no. 192 issued on 31.12.2014, "Extension of terms provided for by legal provisions" converted with modifications by Law no. 11 issued on 27 February 2015, specifically art. 6, para. 2bis;
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. 667/AG issued on 28.02.2011 with which the Regulations for the provision of research grants for self-funded programmes, as subsequently amended by Rectoral decrees no.s 2471 of 02.10.2012, 3455 of 13.10.2014 and 4674 of 19.12.2014, were issued;
HAVING REGARD TO the resolutions of the Academic Senate and the Board of Governors, during their respective meetings on 20 and 28 April 2015, in relation to approval of a partial review of the Regulations for the provision of research grants for self-funded programmes; HAVING RECOGNISED the need to take action;

HEREBY DECREES

Art. 1

- 1) For the reasons given in the preamble, the Regulations for the provision of research grants for self-funded programmes, issued by Rectoral decree no. 667/AG, 28 February 2011, as subsequently amended by Rectoral decrees no.s 2471 of 02.10.2012, 3455 of 13.10.2014 and 4674 of 19.12.2014, are formally corrected in some parts and their article "Suspension of activities" is partially reworded. The amendments are in ***bold italics***.

REGULATIONS FOR THE PROVISION OF RESEARCH GRANTS FOR SELF-FUNDED PROGRAMMES

Art. 1

General provisions

- 1) The Politecnico di Milano assigns research grants in accordance with art. 22 of Law no. 240 issued on 30.12.2010, which is referred to for anything not expressly specified in these Regulations.
- 2) The research grants are designed to enable students with a suitable scientific-professional curriculum to carry out research activities.

Art. 2

Activation of research grants

- 1) In accordance with art. 22 – paragraph 4 – letter b) of Law no. 240 issued on 30.12.2010, the Departments and Regional Campuses establish, via appropriate resolutions, the activation of research grants for specific self-funded programmes.
- 2) The resolutions referred to in the previous paragraph, must:
 - a) indicate the research programme/s which the research activities are designed for and the Head of Research;
 - b) specify the start date of the programme;
 - c) indicate the amount and duration of the grant;
 - d) specify the details of the funding sources which the full cost of the contract is to be charged to. If the grant is activated by using funds released as a result of a party's withdrawal from an individual contract regulating the previously activated research grant, this must be specified;
 - e) establish the minimum curriculum requisites that the research fellow must possess to carry out the research activities.
- 3) The funding application is made on the initiative of the fund owner, in accordance with the provisions of these Regulations on the selection and evaluation process, the publication of calls and of corresponding documents.
- 4) If the research grant is financed by using funds of Regional Campuses, following the resolution of the Department Board concerned, the Campus may take the necessary resolution to issue the call.
- 5) The call must specify the number of research grants, their duration and amount, the University Unit concerned, the title of the research programme, the skills and activities requested, the deadline for submitting applications, the date of the test, the Head of Research.
- 6) 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 20 days.
- 7) The deadline for submitting applications runs from the date of publication of the call.

Art. 3

Duties and responsibilities

- 1) The Head of the Unit:
 - a) issues the calls;
 - b) designates the members of the Judging Panel;
 - c) gives an opinion on the activities carried out by the research fellow;
 - d) forwards the research fellow's report, together with the opinions given, to the competent section of the General Director Office;
 - e) declares the equivalence, as regards the correspondence of subjects, between the Degree and the PhD awarded abroad.
- 2) The General Director:
 - a) appoints the Judging Panels;
 - b) issues the reiterated calls;
 - c) approves the final documents of the Judging Panels;
 - d) announces the winners;
 - e) signs the contracts with the temporary research fellows;

- f) gives notice of the incompatibilities set out in art. 8 to the research fellow;
- 3) The Board of Governors establishes the criteria that regulate the annual amounts of research grants.
- 4) Other than approving the call, the Board of the Unit:
 - a) may ask for the research grant to be the subject of a new call;
 - b) establishes contract withdrawal, at the justified request of the Head of Research.
- 5) The competent section of the General Director Office:
 - a) publishes the calls in accordance with art. 2 – point 6 above;
 - b) prepares the documents for the Judging Panels;
 - c) pays the research grants to the beneficiary.
- 6) The Head of Research/Programme:
 - a) is responsible for the research activities as part of which the research fellow must carry out his/her work and monitors his/her activities;
 - b) may chair the Judging Panel;
 - c) prepares the opinion that accompanies the research fellow's final report;
 - d) prepares the justified report in the pre-established cases of withdrawal and loss of rights.

Art. 4

Selection processes and Judging Panels

- 1) Applicants are selected according to a comparative evaluation of their academic titles, possibly supplemented by an interview and/or theory-practical test.
- 2) PhD holders will be given priority for the assignment of grants.
- 3) Notwithstanding the selection processes set out in these Regulations, the Politecnico di Milano may enter into private contracts with students who meet the conditions listed in art. 6 – paragraph 1 below, identified as a result of public calls for applications held by ministries, the European Union, national Public Administrations, other national or international research institutes, as part of programmes funded thereby to the Politecnico di Milano. In this case, contract stipulation is approved by the Academic Senate.
- 4) Where it is expressly established in the call for applications, subject to the prior authorisation by the Judging Panel and to technical feasibility, applicants who live or are resident outside Italy or who live or are resident more than 600 km from the selection venue, may be interviewed using long-distance audio and video systems, on condition that their identity can be checked at the time the contract is entered. Applicants who wish to be interviewed that way must state so when submitting their application.
- 5) The members of the Judging Panel are not remunerated.
- 6) The Head of the Unit concerned designates the members of the Judging Panel which is usually made up of the Head of Research and two other members who are either professors or researchers with research experience in the fields addressed by the call.
- 7) The Judging Panel may ask for Italian and foreign experts.
- 8) Pursuant to art. 35bis of Lgs. Decree 165/2001, individuals who have been convicted, even with no final sentence, for the offences provided for by Chapter I Title II Book II of the Criminal Code, cannot be members of the Judging Panel.
- 9) The appointment of the Judging Panel, by provision of the General Director, is published on the Official Bulletin and on the Politecnico di Milano's web site.
- 10) The Judging Panel, after receiving the applications, verifies that no incompatibility situations exist between the applicants and the Chair, Judging Panel members and the Secretary thereof, pursuant to art.s 51 and 52 of the Code of Civil Procedure.
- 11) It is the duty of the Judging Panel to pre-establish the evaluation criteria and prepare the ranking list based on the overall score obtained by each applicant, giving a reasoned assessment.
- 12) The reports, signed by all the members of the Judging Panel, are public and must be sent to the competent section of the General Director Office, which will approve the documents related to the procedure and announce the winners.
- 13) The Judging Panel must end its work no later than 90 days from its appointment.

- 14) The ranking list of the winners and of the students eligible therefor is published on the Official Bulletin and on the Politecnico di Milano's web site.
- 15) Entry into the ranking list does not entitle the applicant to participate in subsequent evaluation processes.

Art. 5

Procedures for participation in the selections

- 1) All students wishing to participate in the selection process must use the forms prepared by the Politecnico di Milano.
- 2) Applications must be submitted according to the procedures and deadlines established in the calls, including the applicant's scientific-professional curriculum, no more than 5 publications and/or certified scientific products and any other academic title requested by the Politecnico di Milano or deemed suitable by the applicant for evaluation purposes.

Art. 6

Subjective requirements

- 1) The research grants can be awarded to PhD holders or graduates with a degree awarded in the old educational system (equivalent to a Master of Science) and with a laurea specialistica or magistrale (equivalent to a Master of Science), who have a suitable and documented scientific-professional curriculum in the research area connected with the activity addressed by the call.
- 2) If the degree has been awarded abroad, its disciplinary equivalence must be declared, for the sole purposes of the selection under art. 3 above, by the Head of the Unit where the research activity will be carried out. Similarly, if the PhD has been awarded abroad, its disciplinary equivalence must be declared, for the sole purposes of the selection, in the manner indicated for degrees.
- 3) In accordance with art. 22 of Law no. 240 issued on 30.12.2010, research grants 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.
- 4) The recipients of a research grant in service at public administrations that are not those listed in the previous paragraph, are placed on leave (unpaid).
- 5) The research grants do not give any rights to access university positions.

Art. 7

Duration and amount of research grants

- 1) The amount, including the charges payable by the beneficiary, will be equal to or higher than the minimum value set by the applicable M.I.U.R. decree. The Board of Governors may establish the maximum value of research grants.
- 2) The grants are paid to the beneficiary in arrears in monthly instalments.
- 3) The grant lasts no less than 1 year and no more than 3 years.
- 4) The grant may be renewed, on proposal of the Unit in question, after assessing the activities carried out by the research fellow in terms of the research project and the progress of the programme itself.
- 5) The overall duration of the grant, including any renewal, must not in any case exceed the limit of **6** years, excluding the period in which the grant is received that overlaps with a PhD programme without scholarship.

Art. 8

Incompatibility

- 1) The 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.
- 2) Research grants 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 with scholarship, Medical Graduate Schools, whether in Italy or abroad. Research fellows can attend doctoral programmes, including courses as extra and without doctoral grant, on condition that the admission exam is passed.
- 3) The incompatibilities set out in the previous art. 6 - point 3 apply also to employees from public and private companies, including those with short-term or part-time contracts.

- 4) Research fellows can perform professional activities and enter contracts that can be included in the self-employment category, on condition that these activities do not interfere with the successful execution of the research activities subject of this contract. The written authorisation of the Head of the Unit (who must consult the Head of Research) is required. These activities are incompatible with a temporary research fellowship if the above mentioned authorisation is not given.
- 5) A research fellow cannot carry out activities that can lead to a conflict of interest with the activities of the Politecnico di Milano.
- 6) Students who are married to or have family or kinship ties (within the fourth degree included) with a full or associate professor belonging to the Units that issued the call for applications or with the Rector, the General Director or a member of the Politecnico's Board of Governors, cannot participate in the selection process.

Art. 9

Contract stipulation and duties of temporary research fellows

- 1) Within 30 days of the date of approval of the documents of the Judging Panel, the successful applicant is invited to stipulate the private research work contract which must be in writing to be valid. The contract does not establish a salaried employment relationship.
- 2) The contract is entered into by the research fellow and the General Director.
- 3) The temporary research fellows carry out their work under the direction of the Head of Research/Programme.
- 4) The research fellow must carry out all research activities object of the cooperation continuously, and not only occasionally.
- 5) The research fellow must start the activity in the modes indicated by the Head of Research in the initial activity document. Failure to start the activity according to such modes represents a serious breach of contract.
- 6) Should the Head of Research believe that the activity of the research fellow is not proceeding correctly, s/he shall notify the research fellow and also ask the Head of the Department to appoint a Committee. This must consist of at least three professors and, after hearing the research fellow, it must assess his/her activities and prepare a specific report to be sent to the Department Board and to the person concerned.
- 7) A negative assessment by the Department Board represents a serious breach of the contract.
- 8) At the end of the contract, the research fellow must submit a report on the work carried out and on the results achieved during the project. The report, accompanied by the opinion of the Head of Research, is submitted for an opinion to the Head of the Department in question, and this then sends it to the competent Section of the General Director Office. If the call was issued by a Regional Campus, the documents must also be endorsed by the delegated Vice Rector. If the report is not delivered, the grant will not be renewed nor a new grant disbursed.

Art. 10

Terms for the selection process and start date

- 1) Based on the complexity of the grant activation/selection process, the corresponding procedures must end no later than 180 days running from the date of the resolution of the Board of the Unit concerned and up to commencement of activities by the research fellow.
- 2) Such start date may be postponed after the said 180 days only in case of delays in obtaining the permits required for non-EU nationals to carry out scientific research work.
- 3) In any case, the process for the assignment of the grant and for the successful applicant's commencement of activities must end by the deadline set out in paragraph 1 above; if such deadline is not complied with, the grant is annulled and the amount is recovered.
- 4) If there is no winner or if there are no applicants, the grant may be the subject of a new call announced within 60 days of expiry of the previous call.
- 5) In the event that the winning applicant does not commence activities by the deadlines established by the call or if the winning applicant explicitly renounces the contract, if there are other suitable applicants in the ranking list, the University proceeds with allocating the grant to another applicant within 30 days.

according to the ranking list. Such 30 days run from the date of non-commencement of the activities or from the date of explicit renunciation.

- 6) In the cases referred to in paragraph 5 above, if there are no other suitable applicants in the ranking list, the grant may be the subject of a new call for the same project within 30 days running from the date of non-commencement of the activities or from the date of explicit renunciation.

Art. 11

Taxes, insurance and welfare

- 1) Research grants 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. 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.
- 3) The other provisions referred to in art. 1 - paragraph 788 of Law no. 296 of 27.12.2006, also apply to temporary research fellows, as far as compatible,
- 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. 12 Travel

costs

- 1) Any travel costs incurred by the research fellow are charged to funds of the Head of Research or of the host Unit, in accordance with the University's travel regulations.

Art. 13

Withdrawal

- 1) Withdrawal from the contract may be requested by the research fellow or by the Politecnico di Milano.
- 2) In case of withdrawal, the withdrawing party must give 30 days' notice. The withdrawal runs from day 1 or 16 of each month.
- 3) If the recipient of the research grant fails to provide notice, the Politecnico di Milano may withhold or recover from the grant recipient an amount equal to the compensation for the period of notice not given, unless he/she received written authorisation by the Head of Research to withdraw with less than 30 days' notice. The notice cannot in any case be of less than 11 working days.
- 4) Any funds not used for the contract are allocated to the Units concerned.
- 5) Withdrawal from the contract by the Politecnico di Milano is determined by the Boards of the Units concerned, on reasoned proposal of the Head of Research.

Art. 14

Withdrawal by the Politecnico

- 1) The withdrawal from the contract may be formalized by the Politecnico in the following cases:
 - a) if the research fellow does not meet the obligations regulated by art. 8 on incompatibilities;
 - b) if the research fellow does not meet the obligations regulated by art. 9, point **5**, where s/he fails to commence the activities in accordance with the indications of the Head of Research;
 - c) if the Department Board, referred to in art. 9 point **6**, gives a negative assessment of the activities;
 - d) if the research fellow does not meet any other obligation expressly set out in the contract.
- 2) In case of withdrawal, compensation will be paid in proportion to the period over which the grant recipient has provided research activities approved by the Head of Research.

Art. 15

Suspension of activities

- 1) If illness or injury result in suspension from work **for more than 30 consecutive days**, the grant payment will be interrupted for the entire period of illness or injury. If the period of **suspension**, at the sole discretion of the Head of Research,

is deemed to jeopardize the fulfilment of the contractual obligations, the General Director Office will withdraw from the contract, on the recommendation of the Unit concerned.

- 2) 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.
- 3) In all other cases of suspension of the activities (illness, accident, parental leave or other reasons) **that cause interruption of grant payment**, it is possible to make use of the prorogation, provided the Head of Research states that the scientific interest persists and that the necessary financial resources are available.
- 4) 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.
- 5) The grant may be suspended also on reasoned request of the party concerned, which must be approved by the Head of Research and by the Head of the Unit. The suspension runs from day 1 or from day 16 of each month and the minimum duration is one month.

Art. 16

Temporary and final provisions - Entry into force

- 1) The contractual relationships established pursuant to Rectoral decree no. 57/AG of 12.06.2006 with which the Regulations for the provision of research grants, as amended and supplemented, were issued, are regulated by the said Regulations until their established expiry, including any renewals. The contractual relationships established pursuant to calls issued as of 29.01.2011, the date of entry into force of Law 240/2010, will be regulated likewise.
- 2) These Regulations go into force on the date of enactment of the Rectoral decree and are published on the University's web site: <http://www.normativa.polimi.it>.

THE RECTOR
Signed Prof. Giovanni
Azzone