



Prot. 227/2011/amm/leg/aa

Dean's Decree n. 71/11 – 14 November 2011

Announcement of selection procedure for the position of researcher

THE DEAN

In light of and in compliance with the following:

- Law n. 168 of 9 May 1989, “Institution of the Ministry of Universities, Scientific and Technological Research”;
- Law n. 241 of 7 August 1990, “New norms governing administrative procedures”;
- DPR n. 445 of 28 December 2000, “Standard text of legislative dispositions and regulations concerning administrative documentation”;
- Min. Decree n. 270 of 22 October 2004, amending the Regulations on the didactic autonomy of the Universities;
- Charter of the University of Gastronomic Sciences, issued by Dean's Decree n. 1/05 of 5/05/2005, published in the Official Gazette n. 106 of 9/05/2005 – Ordinary supplement n. 84, subsequently amended by Dean's Decree n. 33/07 of 18/04/2007, published in Official Gazette n. 104 of 7/05/2007;
- Min. decree n. 89 of 28 July 2009, “Evaluation of academic titles and scientific publications”;
- Law n. 240 of 30 December 2010 “Norms governing University organization, academic personnel and recruiting, and government mandate to provide incentives to improve the quality and efficiency of the University system”;
- Min. Decree n. 102 of 9 March 2011, published in Official Gazette n. 141 of 20 June 2011, “Minimum amount of research grants – art. 22, Law n. 240 of 30 December 2010”;
- Regulations for the awarding of research grants for the carrying out of research activities as specified in art. 22 of Law 240/2010, promoted by the Faculty Committee on 30 May 2011, and approved by the Executive Committee with a resolution dated 7 June 2011;
- Min. Decree n. 336 of 29 July 2011, “Determination of contest sectors, grouped in macro-sectors, as indicated in article 15 of Law n. 240 of 30 December 2010”;
- Resolution of the Faculty Committee dated 6 September 2011, requesting the activation of research grants for the carrying out of research activities concerning the projects in which the University participates;
- Resolution of the Executive Committee dated 15 September 2011, regarding the announcement of the opening of the selection process for the research grant that is the object of this Announcement;
- Confirmation of insurance coverage;

HEREBY DECREES

Art. 1 – Number of research grants/positions available

A public competition for the assignment of n. 1 grant for the carrying out of research activities (hereinafter the “research grant”) at the University of Gastronomic Sciences.

Art. 2 – Research project

- Title of the research project: Cuisine and national identity: the historical underpinnings of Italian gastronomy.
- Project description: the research activities carried out as part of the “Cuisine and national identity: the historical underpinnings of Italian gastronomy”, undertaken by the University of Gastronomic Sciences in collaboration with the University of Bologna, as part of project PRIN 2009 of the same name.
In particular, the activities required consist of:
 - the development of a model of information sheet for the constitution of the repertory provided for by the project;
 - the selection of the sources to be included in the repertory;
 - the development of information cards for the sources selected;
 - the processing of data and underscoring of the structural and lexical elements of Italian eno-gastronomy from the beginning of the Middle Ages to the end of the 16th century.
- Competition sector: 11/A1 – Medieval history.
- Scientific discipline/subject: M-STO/01 – Medieval history.
- Scientific project head: Dr. Antonella Campanini.
- Foreign language tested for proficiency during the interview: French.
- Structure in which the research activities will be carried out: University of Gastronomic Sciences.

Art. 3 - Duration, renewal and amount of the research grant

The research grant has an initial duration of one year and may be renewed, upon its expiration, for periods of not less than one year for a maximum of four years.

The renewal of the grant is resolved by the Board of Directors, in compliance with art 3.3 of the “Regulations for the awarding of research grants”.

The gross annual compensation associated with the grant, net of the institute’s obligations, is equal to 19,367 euro.

The stipend is paid to the beneficiary for the performance of his/her duties, according to the conditions indicated in the work contract.

Art. 4 – Fiscal, social security and insurance conditions

The grant in question is subject to the fiscal regime specified in art. 4 of Law n. 476 of 13 August 1984 and subsequent modifications and integrations, in addition to the social security contributions specified in art. 2, points 26 and following of Law n. 335 of 8 August 1995 and subsequent modifications and integrations; regarding the obligatory maternity leave, the provisions contained in the Decree by the Ministry of Labor and Social Security of 12 July 2007, published in the Official Gazette n. 247 of 23 October 2007 apply, and, regarding sick leave, the provisions of article 1, point 788 of Law n. 296 of 27 December 2006 and subsequent modifications apply. During the period of obligatory maternity leave, the stipend issued by the INPS (Italian Social Security Administration), in compliance with the provisions of art. 5 of the above-cited Decree of 12 July 2007, will be integrated by the University to match the amount received by the researcher as her regular stipend; the researcher is obliged to carry out the procedure of registration with the INPS independently.

The University of Gastronomic Sciences provides insurance coverage against injury and damages to third parties for researchers under contract during the performance of their duties.

Art. 5 – Requisites for admission to the selection process

The selection process for the awarding of the research grant is open to applicants who satisfy the following requisites:

- a) Bachelors’ degree (degree programs of not less than 4 years, as defined in the didactic regulations prior to Ministerial Decree n. 509, of 3 November 1999) or 5-year specialization degree (art. 3, point 1, letter b), Min. Decree n. 509 of 3 November 1999) or 5-year degree (art.

3, point 1, letter b), Min. Decree n. 270 of 22 October 2004) or an equivalent academic title awarded by a foreign university, or a research doctorate in History, or an equivalent degree earned outside Italy;

- b) A scientific-professional curriculum adequate to the carrying out of research activities, excluding University faculty holding permanent positions, employees of public institutions, research institutes, the national agency for new technologies, energy and sustainable development (ENEA) and the Italian Space Agency (ASI), as well as the institutions whose scientific specialization diploma has been recognized as equivalent to the title of doctorate of research as per art. 74, paragraph four of DPR n. 382 of 11 July 1980.

Foreign applicants must have a degree recognized as equivalent to those listed above by international accords, as specified in art. 332 of Standard Text n. 1592 of 31 August 1933. The equivalency must be certified by the competent authorities.

If the candidate selected is employed by a public body other than those indicated in point b) above, the research grant may only be awarded if the candidate is placed on unpaid leave for the duration of the contract.

In addition to the requisites indicated above, the following are also required:

- for Italian citizens:
 - a) valid voter's registration card;
- for citizens of other countries:
 - a) full civil and political rights in the country of origin or of provenance;
 - b) possession of all the requisites required of Italian citizens, with the exception of Italian citizenship;
 - c) proficiency in Italian.

The above requisites must be satisfied by the date specified in the Announcement as the deadline for the submission of applications for participation in the selection process.

Applicants are admitted to the selection process on a provisional basis. The Administration may, with specific motivation, exclude a candidate from the selection process at any time if the same is found to not meet the requirements for participation.

Art. 6 – Application

Applications to participate in the comparative evaluation stage must:

- be drawn up according to the form in Attachment A of this Decree and signed; the forms will be available at the offices of the University of Gastronomic Sciences and can also be downloaded from this page: http://www.unisg.it/pagine/ita/ricerca/assegni_di_ricerca.lasso;
- be sent by registered letter with return receipt or delivered in person to the Dean of the University of Gastronomic Sciences, *Ufficio Valutazioni Comparative* - Piazza Vittorio Emanuele, 9 – Loc. Pollenzo – 12042 BRA (CN).

Applications sent via PEC (certified e-mail) to the following University address: rettore@pec.unisg.it, by the deadline indicated in this article will also be accepted. The application must be sent from another PEC e-mail account; applications sent from a non-certified e-mail address will not be taken into consideration. Applications sent via PEC must contain the relative attachments and a copy of a valid ID document, in pdf format;

- contain clear and precise indications of which research grant the application refers to;
- contain the address of the domicile the candidate chooses for the comparative evaluation notification. Any eventual variation in the address must be promptly communicated to the office that receives the application for participation in the selection process. The administration is not responsible for failures to receive notification due to an inexact indication of a domicile on the part of the applicant or the tardy indication of the same, nor for any eventual postal or electronic errors not ascribable to the administration, nor for the failure to receive notification of receipt of the application, the documents and the communications concerning the comparative evaluation.

Differently able candidates, as defined by Law n.104 of 5 February 1992, must make an explicit reference to their disability, regarding any necessary assistance and eventual additional time needed to satisfy the requisites, in compliance with the provisions of the above-cited law.

Time limits and modalities of submitting the application

Applications must be received, at the address indicated in this article, by 16 December 2011. Applications will be considered valid even if sent by registered letter with return receipt within the date indicated above. In this case, the official date is the one stamped by the postal service for acceptance. If the application is sent by registered letter with return receipt, applicants are required to send an e-mail prior to the deadline, notifying the University in advance, to the University's certified address: rettore@pec.unisg.it. In this case, since the message is only a notification, it can be sent from a non-certified e-mail address.

On the application folder, applicants must indicate clearly and precisely, in addition to their ID data, the comparative evaluation process they are applying to participate in (Announcement reg. numbers and the scientific sector of reference).

Applications, academic titles, documents and publications that arrive after the deadline for the submission of applications for the selection process shall not be taken into consideration.

Attachments to the application

The attachment modalities for documents enclosed with the application are described in Attachment A, which is an integral part of this Decree.

Foreign candidates

Foreign candidates must submit their application in Italian, according to the modalities and terms indicated in this article.

The application folder should include an eventual address chosen as the official domicile in Italy, for the purposes of the comparative evaluation. Any variation in this address must be promptly communicated to the office to which the application folder was sent.

Foreign candidates must follow the instructions contained in this article for the submission of academic titles, documents and publications.

Non-EU citizens must follow the instructions contained in this article for the submission of academic titles, documents and publications, with the added condition that, as per art. 3 of D.P.R. 445/00, non-EU applicants with a valid permit of stay for Italy may use substitute declarations of certification (art. 46 D.P.R. 445/00) and identification (art. 47 D.P.R. 445/00), limited to the countries, the personal qualities and the facts certifiable or confirmable by public or private Italian bodies, without prejudice to the special dispositions contained in the laws and regulations governing immigration and the foreigner's status. Apart from these cases, non-EU citizens with a valid permit of stay for Italy who wish to apply may use the abovementioned substitutive declarations in cases in which the production of the same occurs in compliance with the international conventions in force between Italy and the applicant's country of origin.

Information and additional details

Eventual requests for additional information or explanations concerning the modalities for submitting an application should be addressed to: Università degli Studi di Scienze Gastronomiche – Ufficio Valutazioni Comparative – Piazza Vittorio Emanuele, 9 – Loc. Pollenzo – 12042 BRA, telephone: 0172/458574, e-mail concorsi@unisg.it.

In addition, the information concerning the comparative evaluation procedure for the selection of the beneficiaries of research grants announced by the University of Gastronomic Sciences is posted on the following web page: http://www.unisg.it/pagine/ita/ricerca/assegni_di_ricerca.lasso.

Art. 7 – Contents of the application for admission to the selection process

In order to be admitted to the selection process candidates must include the following information in their application, under their own responsibility, or be excluded from consideration:

- a) first and last name;
- b) date and place of birth;
- c) citizenship;
- d) for Italian citizens, the township in which they are registered to vote or the motivations for the failure to have registered or for the cancellation from the electoral lists;
- e) the address and official domicile, complete with postal or zip code, to which notification concerning the selection procedure will be sent. Any eventual variation in the address must be promptly communicated to the University;
- f) fiscal code;
- g) statement indicating the absence of criminal convictions and the absence of criminal prosecution in progress; otherwise, an indication of the convictions and the date of sentencing by the court and an indication of whether the penalty was resolved by amnesty, pardon, remission, suspension, etc., even if there is no record of the conviction in the applicant's records. Criminal proceedings in progress must be indicated, regardless of their nature;
- h) the university degree held or the academic title earned abroad and recognized as equivalent based on international accords or with the modalities specified in art. 332 of Standard Text n. 1592/93, with an indication of the grade received and the University awarding the degree, as well as the title of the thesis;
- i) the research doctorate diploma held, the date it was awarded and the University offering the course, as well as the thesis title; in the case in which the research doctorate was earned outside Italy, the candidate must declare that he/she has obtained recognition of equivalency as per art. 74 of DPR 382/80;
- j) proficiency in the foreign language specified for the research project in question;
- k) that the applicant does not hold other fellowships or grants of any kind (*or* indicate the scholarships/fellowships held);
- l) citizens of countries other than Italy must also state that they enjoy full civil and political rights in their country of origin or the reasons for the lack of same, and that they are proficient in Italian.

Differently able candidates, as per art. 3 of Law n. 104 of 5 February 1992, may request, as part of their application for participation in the selection process, the benefits specified in art. 20 of the same Law, attaching a copy of their certificate of disability, issued by the competent medical authorities.

The application for participation in the selection process must be signed or it will not be taken into consideration.

Art. 8 – Academic titles and professional curriculum

The application for participation in the selection process must include the academic titles listed below, in the original or in certified copy or in copy with a declaration of its authenticity and conformity to the original:

- a) university diploma with an indication of the grade received in the thesis defense;
- b) certificate confirming the possession of the title of doctor of research or the passing of the final examination for the title of doctor of research;
- c) certificates of the academic titles believed useful for the selection process.

Applicants may, in lieu of the certificates mentioned above, enclose a substitutive declaration of certification, as per art. 46 of DPR n. 445/2000 (see Attachment B).

- d) copies of publications believed useful for the comparative evaluation process; the candidate must also enclose a substitutive declaration attesting to their conformity to the originals;
- e) two copies of a curriculum describing the applicant's scientific and/or professional activities, signed by the applicant.

Applicants are advised that all the substitutive declarations submitted as per art. 47 of DPR n. 445/2000 must be accompanied by a photocopy of the signer's ID document (see Attachment C).

In compliance with art. 3 of D.P.R. 445/2000, subjects who may opt to submit substitutive declarations of certification are:

- Italian citizens and citizens of EU countries, without limitations;
- citizens of countries outside the EU who possess valid permits of stay and reside in Italy, limited to the countries, personal information and facts that are certifiable or confirmable by Italian public agencies, without prejudice to the special dispositions contained in the laws and regulations concerning immigration and the status of foreign citizens;
- citizens of countries outside the EU who are authorized to reside in Italy, in cases in which the declarations are produced in compliance with the international accords in force between Italy and the applicant's country of origin.

Except for the cases described above, the personal status, facts and qualities are documented by the presentation of certificates or affidavits issued by the competent authorities of the applicant's country of citizenship, accompanied by Italian translations authenticated by affidavits from the Italian consular authorities attesting to their conformity to the originals.

In compliance with D.P.R. 445/2000, the University administration is obligated to carry out suitable controls, also on a sample basis, and in all cases in which there is a sound basis for doubt regarding the veracity of the contents of the substitutive declarations.

In the case that a declaration should prove to be false, the candidate loses the benefits eventually gained based on the false declaration, without prejudice to further prosecution as per the dispositions of the criminal code and the applicable special laws.

The University administration may, at any time, exclude a candidate from consideration for failure to satisfy the requisites for participation.

The academic titles, publications and curriculum provided by the candidates for evaluation must be received prior to the deadline set for the submission of applications to participate in the selection process.

The University administration is not responsible for lost or mislaid applications.

Art. 9 – Exam Committee

The Exam Committee is appointed by the Dean's Decree and, in compliance with art. 6 of the 'Regulations for the awarding of research grants', consists of the Dean, or his representative, who acts as chairman, the Administrative Director, or his representative, and the scientific research project head, or his representative, or a senior researcher or faculty member, named by the Dean.

The Exam Committee carries out a comparative evaluation of the candidates based on the academic titles presented and an interview, designed to ascertain the candidate's suitability for the research project in question.

The Exam Committee predetermines the criteria for the evaluation of the academic titles and the interview and makes them public in hard copy at the University campus and by posting them on the University website.

Art. 10 – Evaluation criteria and admission exam

The criteria for evaluating scientific-professional degrees and diplomas are determined by the Exam Committee in its preliminary session, prior to reviewing the applications.

The results of the evaluation of the titles and the short list of candidates admitted to the interview stage will be posted in the Faculty Register.

Art. 11 - Interview

The interview consists of a discussion of the titles, with in-depth discussion of topics related to the sector and the specific research project indicated in art. 2, as well as a confirmation of proficiency in the required foreign language.

The short list of candidates admitted to the interview process and indications regarding the location and times of the same will be made public by posting at the following web address: http://www.unisg.it/pagine/ita/ricerca/assegni_di_ricerca.lasso and transmitted via e-mail to the address indicated in the application.

The University is not responsible for cases in which it fails to contact the applicant or for the applicant's failure to receive communications due to inexact indications of domicile by the same, or the failure to notify the University – or failure to notify promptly – of a change of address or due to causes not attributable to the University.

Eventual exclusions of candidates from the interview due to insufficient academic titles held is adequately motivated by the Exam Committee in the selection process reports.

Candidates must present a valid ID document at their interview.

The interview is open to the public.

The applicant's failure to attend the interview shall be considered equivalent to withdrawal from the selection process.

Art. 12 – Merit rankings

At the end of the section reserved for interviews, the Exam Committee compiles a merit ranking of the candidates considered suitable for the performance of the specific research activities in question, with an indication of the grade/evaluation for each candidate, which is then recorded in the Faculty Register. The merit ranking of the candidates is compiled based on the Committee's evaluation of each candidate.

The outcome of the comparative evaluation is determined by the final judgment expressed by the Committee.

The merit ranking compiled by the Committee is approved by the Dean together with the issuance of the Dean's Decree approving the protocols.

The research grant that is the object of this comparative evaluation procedure shall be awarded to the candidate who is ranked first in the merit rankings.

In order to ensure the rapid and suitable publication of the merit ranking results, the rankings will be posted, for a period of not less than 30 days, in the Faculty Register of the University of Gastronomic Sciences – Piazza Vittorio Emanuele, 9 – Loc. Pollenzo – 12042 – Bra and posted on the University website.

Art. 13 – Assignment of the research grant

The awarding of the research grant is made official by the signing of a private contract between the University of Gastronomic Sciences and the winner of the comparative evaluation procedure. The contract does not constitute an employer-employee relationship and does not confer a right of access to permanent University faculty positions.

In accordance with the provisions of art. 46 of D.P.R. n. 445/2000, the winner is asked to self-certify the following status, facts and personal qualities:

- a) birth certificate;
- b) residence;
- c) citizenship;
- d) the opening of an account with the INPS for the deposit of social security contributions (registration in the INPS special section);
- e) fiscal code;
- f) current account number for receiving monthly stipend payments.

The recipient of the research grant is obligated, upon stipulation of the contract, to sign a declaration stating that he/she possesses the requisites specified in art. 5 of this Decree and to be in full compliance with all the requisites specified in said article. If the recipient is in the service of the Public Administration, as specified in art. 5, point 3 above, he/she must also declare that he/she has been placed on unpaid leave for the duration of the grant.

The status, facts and personal qualities self-certified by the winner of this selection procedure shall be appropriately verified by the University of Gastronomic Sciences, including on a sample basis.

The personal data furnished by the candidates in the application for participation in the selection procedure, in compliance with articles 10 and 12 of Law n. 675 of 31 December 1996, shall be processed exclusively for purposes of this procedure and for eventual procedures of transfer of the stipends in question.

The winner of this selection procedure must satisfy the requirements contained in the University Regulations for the awarding of research grants, which can be consulted on the University website – www.unisg.it.

The research grant is activated without delay, starting with the date indicated in the relative contract. The date of the commencement of the research activities - the initial date of the grant period – is set by the scientific project head.

Recipients who do not declare their acceptance or assume service within the period determined by the administration shall lose their right to the research grant. Only delays due to serious health problems or cases of force majeure, duly proven, may be justified. Eventual postponements of the starting date or interruptions of the grant period will be allowed for winners who demonstrate their official status as working mothers (Leg. Decree n.151 of 26 March 2001).

Art. 14 – Evaluation of the researcher’s activities

Recipients of research grants must present a detailed report of the activities carried out and the results obtained before the Faculty Committee each semester, accompanied by an opinion of the scientific project head.

Based on the abovementioned report, the Faculty Committee expresses its judgment on the activities carried out by the researcher, which is passed on to the Board of Directors and taken into consideration in deliberations regarding the eventual renewal of the grant.

Art. 15 – Incompatibility

Recipients of research grants may hold teaching positions at the University and may sit on exam committees as experts in the subject.

The research grant may not be added to existing fellowships of any kind, except for those conferred by national or foreign institutes for the purpose of integrating the research activities of the grant recipient through sojourns abroad.

Recipients of research grants may not be enrolled in 3 or 5-year degree courses, doctoral programs with fellowships or medical specialization courses, in Italy or abroad, and employees of the public administration must obtain unpaid leave for the period of the grant. The laws regulating the conferment of paid positions on full-time public employees also apply.

The research activity and grant may be suspended for the following reasons: obligatory military service, obligatory maternity leave and parental leave, serious infirmity and the activation of fellowships and grants awarded by national or foreign institutions and permitted by the norms in force and not directly linked to the research program funded by the grant, for a maximum period of 1 year, with the understanding that the entire duration of the grant remains unchanged despite the abovementioned suspensions.

Justified absences of less than thirty days in one year, in total, do not constitute a suspension and are therefore not recuperated.

Recipients of research grants, except those who also hold a teaching contract with the University, may also enroll, if admitted, in research doctorate programs without a fellowship, even if admitted as an alternate above the limit, subject to the approval of the Faculty Committee.

The research grant is incompatible with full time employment or commitments that would prevent the carrying out of the programmed research activities.

Recipients of research grants may speak at seminars, conferences and conventions and may write and edit for publication.

The Faculty Committee may, without prejudice to the full execution of their duties, permit recipients of research grants, on an occasional basis, to carry out tasks and assignments outside the University, on the condition that said assignments:

- a) are occasional and of brief duration;
- b) do not involve a conflict of interest with the specific research activity carried out by the grant recipient;
- c) do not in any way prejudice the University's image or interests.

Art. 16 – Resolution of the contract

The contract may be terminated by a resolution of the Board of Directors in the case of confirmed breach of contractual obligations on the part of the recipient of the grant.

The collaboration terminates automatically at the expiration of the indicated term of the contract or in the case of failure to renew the research grant by the Board of Directors.

Other causes for the resolution of the collaboration contract are the annulment of the comparative evaluation procedure and the sudden inability to proceed with collaboration in the research activities.

Art. 17 - Publication

The Announcement of this selection procedure is published in the Faculty Register of the University of Gastronomic Sciences and posted on the University website – www.unisg.it - and the Ministry's website.

Art. 18 – Restitution of the documentation

Within 6 months following the end of their participation in the comparative evaluation procedure, candidates must collect their publications and documentation deposited with the University of Gastronomic Sciences.

The Administration shall proceed to return all documents and publications, unless there is an unresolved dispute or controversy in progress.

Interested parties must appear in person at the University's Comparative Evaluations Office, in piazza Vittorio Emanuele, 9 – Loc. Pollenzo – 12042 – Bra, to pick up the abovementioned documentation. They may also delegate, at their expense, a courier or other person to pick up the documents. The University is not responsible for returning the documentation and shall not bear shipping charges for the same.

After the 6 month period has expired, the University disposes of the material as it deems fit, without any obligation.

Art. 19 – Selection process director

In compliance with art. 5 of Law 241 of 7 August 1990, the selection process will be directed by the Administrative Director of the University of Gastronomic Sciences – piazza Vittorio Emanuele, 9 – Loc. Pollenzo – 12042 – Bra.

Art. 20 – Norms of reference

Questions and topics not expressly addressed in this Announcement are governed by the provisions of the norms cited in the introduction, as well as, when compatible, the provisions of the Italian Civil Code.

Pollenzo, 14 November 2011

The Dean
Prof. Piercarlo Grimaldi