



UNIVERSITY OF GASTRONOMIC SCIENCES

**UNIVERSITY REGULATIONS GOVERNING FELLOWSHIPS
FOR TRAINING AND RESEARCH**

Art. 1 – Goals and objectives

1.1 – These regulations govern the assignment of fellowships for training and scientific research, granted by the University of Gastronomic Sciences for specific research projects.

1.2 – For the purposes of these regulations, the terms below are defined as follows:

- The “University” is the University of Gastronomic Sciences;
- The “scientific project leader” is the faculty member, professor or researcher who supervises the research fellow in his/her research activities;
- The “research fellow” is the individual who, following a public selection process involving academic titles and interviews, is assigned the training and research fellowship.

Art. 2 - Requisites

2.1 – The selection process is open to Italian and foreign citizens who, at the date of the announcement of the contest in question, hold a three-year baccalaureate degree or a five-year degree, or a university degree awarded prior to the advent of the present system, which became effective with Min. Decree n. 509 of 03.11.1999 (or an equivalent academic degree earned abroad).

2.2 – Italian and foreign citizens who hold Italian research doctorates (or equivalent academic titles earned abroad) may participate in the selection process for the assignment of training and research fellowships, including those who have completed their graduate coursework and must only take the final examination to receive their doctoral degree.

2.3 – The general requisites for admission to the public selection process for the assignment of the fellowship, as well as any eventual additional requisites, are specified in the relative contest announcements.

Art. 3 – Duration and renewal

3.1 – Based on the requests received, the Board of Directors will decide upon the duration of the fellowship, which will be of at least a month.

3.2 – Fellowships may be renewed upon expiration, in order to allow the continuance of the research activity.

Art. 4 – Institution of fellowships

4.1 – When the Faculty Council intends to institute fellowships, it must first present a request to the Board of Directors, indicating:

- the research project and scientific area in question;
- the faculty member or university research fellow, with tenure or under contract, who will act as scientific project leader for the research project for which the fellowship is requested;
- an eventual proposal for the composition of the Examination Committee, as per art. 6 of these regulations;
- the duration of the fellowship.

4.2 – Requests for the institution of fellowships can also be submitted to the Board of Directors, after review by the Faculty Council, by individual faculty members involved in didactic or research activities, for the carrying out of research in line with the University's activities.

4.3 – In the case that the request submitted to the Board of Directors concerns the renewal of a fellowship to the same holder, as per art. 3 of these regulations, the request must include a report describing the activities carried out by the fellow and the specific research project objectives that motivate the request for a renewal.

4.4 – After having examined the requests submitted, the Board of Directors resolves on the institution or renewal of the fellowships; in the case that it resolves to issue or extend them, it shall set the duration, the amount and the research topics to be investigated.

Art. 5 – Selection procedure modalities

5.1 – The fellowships are individual and are issued through a selection procedure evaluating the academic titles presented by the candidates, sometimes also integrated by an interview and/or a technical-practical test.

5.2 – The announcements of a contest for new fellowships must be adequately publicized, through its inclusion in the Faculty Register and posting on the official website of the University of Gastronomic Sciences.

5.3 – The selection process announcement must contain the following:

- a. an indication of the type of fellowship: *graduate research fellowship* or *post-doctoral research fellowship*;
- b. the due date for accepting applications;
- c. the object and the duration of the activity of study, training and research, as well as the Structure in which said activity will be carried out;
- d. the amount of the fellowship, the modality with which it will be paid and the cases in which the right to receive the same shall cease to be valid;
- e. the requisites for participation in the selection process;
- f. the modalities and terms for submitting an application to participate in the selection process;
- g. the criteria of composition of the Examination Committee;
- h. the modalities with which the selection process will be carried out;
- i. the fiscal treatment associated with the fellowship;
- j. the rights and obligations of training and research fellows.

5.4 – Each application must contain an up to date scientific-professional curriculum, a list of eventual publications, certificates and any other title that may serve as evidence of the applicant's competence or experience in research activities related to the fellowship in question.

Art. 6 – Examination committee

6.1 – For each selection procedure to assign a research fellowship, the Dean nominates an Examination Committee composed of three members, of which at least two must be professors or researchers at this University or another university, Italian or foreign. One member of the Examination Committee may be chosen from among the experts in the research area in question, for which the selection procedure is carried out.

6.2 – The Examination Committee carries out a comparative analysis of the candidates, based on the academic titles they have submitted, and eventually an interview and/or a technical-practical test, intended to ascertain the candidate's suitability for the research project in question.

6.3 – The Examination Committee expresses a joint evaluation of the documentation submitted by each candidate and, based on this judgment, indicates those who have been selected to participate in the interview process.

6.4 – If the announcement of the selection procedure indicates that candidates must undergo an interview and/or a technical-practical test, these will focus on topics related to the research activity for which the selection in question is carried out. After having completed the interviews and/or tests, the Examination Committee formulates an overall judgment for each candidate, which is recorded in the proceedings, and compiles a ranking based on the judgments or the points attributed, thus designating the candidate or candidates – when there is more than one fellowship being awarded – who will be offered a fellowship.

6.5 – The decisions and proceedings of the Examination Committee are published in the Faculty Register and are also posted on the University's website.

6.6 – The proceedings of the Examination Committee are approved by the Dean and transmitted to the Administrative Director for processing.

Art. 7 – Rights and obligations of training and research fellows

7.1 – The training and research fellow is obligated to perform the activities associated with the fellowship received, according to the modalities indicated by the scientific project leader.

7.2 – For the purposes of carrying out the research activity in question, the training and research fellow is entitled to utilize the University's structures and equipment (ex: the library, laboratories, etc.).

Art. 8 – Industrial and intellectual property rights

8.1 – All industrial and intellectual property rights deriving from the activities in which the training and research fellow may participate in various roles shall be the exclusive property of the University of Gastronomic Sciences. In addition, the University is the exclusive holder of any commercial rights deriving from any eventual inventions, and shall compensate the training and research fellow by recognizing him/her as the inventor and issuing a one-time payment, to be defined based on his/her contribution to the realization of the product/process in question.

Art. 9 – The scientific project leader

9.1 – Training and research is organized and directed by a scientific project leader, a professor or researcher appointed by the Dean, who, for purposes associated with the payment of the fellowship, will draw up and submit to the Administration a certification attesting to the carrying out of the activities associated with the fellowship by the fellow under his/her supervision.

Art. 10 – Stipulation of the contract

10.1 – The assignment of the fellowship is formalized by a private contract between the University of Gastronomic Sciences and the winner(s) of the selection process.

10.2 – The contracts referred to in the above point 10.1 do not in any way stipulate an employee work contract and do not give their holder access to University teaching or research positions.

10.3 – Candidates who, following the selection procedure, are designated as assignees of fellowships, must sign the relative contract within the date indicated by the University administration, or lose their right to stipulate the contract.

Art. 11 – Ban on accumulation, incompatibility and interruptions

11.1 – Fellowships shall not be assigned to holders of research fellowships/grants or to students enrolled in degree courses offered by the University.

11.2 – The training and research fellowship is incompatible with any other scholarship grant issued for whatever reason by the University for the same period of time.

11.3 – Fellowships covered by these regulations may not be assigned to University personnel.

11.4 – Compatibility with eventual work contracts with other public or private agencies will be evaluated by the scientific project leader. Candidates are therefore obligated to indicate the existence of any eventual work contracts they hold, indicating their nature and the amount of time so dedicated. This holds true also in the case that a work contract should be signed following the assignment of the fellowship. Rulings regarding exclusion due to incompatibility are issued by the Dean.

11.5 – The fellowship is compatible with other fellowships assigned by other public or private companies or institutions.

Art. 12 – Payment of the fellowship grants and fiscal processing

12.1 – The amounts of the fellowship grants and their fiscal and social security processing are indicated in the announcement of the selection procedure.

12.2 – The fellowship grants shall be paid monthly, bi-monthly, quarterly or biyearly, or in a single installment at the expiration of the fellowship period, as specified in the announcement of the selection procedure.

Art. 13 – Forfeiture, termination, dissolution

13.1 – As per art. 10.3 of these regulations, those candidates who fail to sign the relative contract within the period of time announced by Administration forfeit their right to do so, unless justified by reasons of force majeure or ill health, supported by the relative documentation.

13.2 – Candidates who provide false information or who fail to notify the Administration as specified in these regulations also forfeit their right to consideration for the assignment of a fellowship.

13.3 – In the case that the holder of a fellowship should renounce it, the fellowship grant shall be paid solely for the period in which the assignment was effectively carried out, subject to the presentation of the certification indicated in art. 9 above by the scientific project leader.

13.4 – Failure to perform the required activities by the assignee of the fellowship shall be considered just cause for the termination of the contract, in accordance with the dispositions of arts. 1453 and following of the Italian Civil Code, and a petition to that effect must be presented and motivated to the Faculty Council by the scientific project leader.

13.5 – The collaboration shall terminate automatically upon the expiration of the contract, or in case of a failure to renew the fellowship by the Board of Directors.

13.6 – Other causes of contract dissolution are the annulment of the selection procedure and the impossibility of continuing the collaboration in the research activities.

Art. 14 – Evaluation of the training and research fellow's performance

14.1 – The holders of fellowships must present a detailed report on their activities and results, including an opinion by their scientific project leader, to the Faculty Council.

14.2 – Based on the report indicated in the above point, the Faculty Council expresses an evaluation of the activities carried out and submits it to the Board of Directors, which considers it when deciding whether to renew a fellowship, as indicated in art. 3 of these regulations.

Art. 15 – Treatment of personal information

15.1 – The personal information furnished by each candidate is collected by the University of Gastronomic Sciences in compliance with Leg. Decree n. 196 of 30/06/2003, and the University regulations in the matter of confidentiality of personal data, for the purpose of organizing the selection process and for the procedures required to assign the fellowships.

Art. 16 – Date of validity and notification

16.1 – These regulations shall become valid on the date they are approved by the Board of Directors.