



## POLITECNICO DI MILANO

### THE RECTOR

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

**HAVING REGARD** to Italian Presidential Decree 3.05.1957, no. 686 "Provisions enforcing the Consolidated law on the provisions concerning the Civil Servants Statute, approved by Italian Presidential Decree 10.01.1957, no. 3;

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

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

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

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

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

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

**HAVING REGARD** to Italian Legislative Decree 11.04.2006, no. 198 "Code on equal opportunities for women and men, under Art. 6 of Italian Law 28 November 2005, no. 246";

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

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

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

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

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

**HAVING REGARD** to Politecnico di Milano's Statute;

**HAVING REGARD** to the General Regulations;

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

**HAVING REGARD** to Rector's Decree no. 41/AG of 17.05.2005 - Regulation concerning the contribution for participation in in-house and public calls organised by Politecnico di Milano;

**HAVING REGARD** to Rector's Decree index no. 2074 of 30.01.2025 with which the Regulation for the award of Research contracts was issued, pursuant to Art. 22 of Italian Law 30.12.2010, no. 240;

**HAVING ACQUIRED** the resolutions adopted by the Academic Senate and the Board of Governors at their respective meetings held on 21 and 28.07.2025 concerning the issuance of the Regulation for the award of Research contracts, Postdoctoral contracts and Research Fellowships pursuant to Arts. 22, 22bis and 22ter of Italian Law 30 December 2010, no. 240;

**HAVING IDENTIFIED**, therefore, the need to issue the Regulation for the award of Research contracts, Postdoctoral contracts and Research Fellowships pursuant to Arts. 22, 22bis and 22ter of Italian Law 30 December 2010, no. 240;

## **DECREES**

### **Art.1**

For the above reasons, the Regulation for the award of Research contracts, Postdoctoral contracts and Research Fellowships pursuant to Arts. 22, 22bis and 22ter of Italian Law 30 December 2010, no. 240, the text of which is an integral part of this measure, is hereby issued.

**REGULATION FOR THE AWARD OF RESEARCH CONTRACTS, POSTDOCTORAL CONTRACTS AND  
RESEARCH FELLOWSHIPS PURSUANT TO ARTS. 22, 22-BIS AND 22-TER OF ITALIAN LAW 30  
DECEMBER 2010, NO. 240**

## Contents

<b>Title I - General Principles.....</b>	<b>5</b>
Art. 1 - Scope of application and general principles .....	5
<b>Title II - Research contracts.....</b>	<b>5</b>
Art. 2 - Characteristics and purposes of Research contracts .....	5
Art. 3 - Selection methods (Research contracts).....	5
Art. 4 - Activation of selection procedures (Research contracts).....	6
Art. 5 - Call for applications (Research contracts) .....	6
Art. 6 - Selection Committee (Research contracts).....	7
Art. 7 - Candidates eligible for selection (Research contracts) .....	8
Art. 8 - Selection procedure (Research contracts).....	8
Art. 9 - Conclusion of procedure (Research contracts) .....	9
Art. 10 - Execution and duration of the contract (Research contracts) .....	9
Art. 11 - Conditions of employment (Research contracts).....	10
Art. 12 - Contract extension (Research contracts) .....	10
Art. 13 - Contract renewal (Research contracts) .....	10
Art. 14 - Termination of the Employment Relationship (Research contracts) .....	11
Art. 15 - Incompatibility and further assignments (Research contracts).....	11
Art. 16 - Remuneration, tax, social security and insurance conditions (Research contracts) .....	12
<b>Title III - Postdoctoral contracts .....</b>	<b>12</b>
Art. 17 - Characteristics and purposes of Postdoctoral contracts .....	12
Art. 18 - Selection methods (Postdoctoral contracts) .....	13
Art. 19 - Activation of selection procedures (Postdoctoral contracts) .....	13
Art. 20 - Call for applications (Postdoctoral contracts) .....	13
Art. 21 - Selection Committee (Postdoctoral contracts).....	14
Art. 22 - Candidates eligible for selection (Postdoctoral contracts).....	15
Art. 23 - Selection procedure (Postdoctoral contracts).....	15
Art. 24 - Conclusion of procedure (Postdoctoral contracts) .....	16
Art. 25 - Execution and duration of the contract (Postdoctoral contracts).....	17
Art. 26 - Conditions of employment (Postdoctoral contracts) .....	17
Art. 27 - Contract extension (Postdoctoral contracts).....	18
Art. 28 - Termination of the Employment Relationship (Postdoctoral contracts).....	18
Art. 29 - Incompatibility and further assignments (Postdoctoral contracts) .....	18

Art. 30 - Remuneration, tax, social security and insurance conditions (Postdoctoral contracts).....	19
<b>Title IV - Research Fellowships .....</b>	<b>19</b>
Art. 31 - Characteristics and purposes of Research Fellowships .....	19
Art. 32 - Selection methods (Research Fellowships) .....	20
Art. 33 - Activation of selection procedures (Research Fellowships).....	20
Art. 34 - Call for applications (Research Fellowships) .....	20
Art. 35 - Selection Committee (Research Fellowships).....	21
Art. 36 - Candidates eligible for selection (Research Fellowships).....	23
Art. 37 - Selection procedure (Research Fellowships).....	23
Art. 38 - Conclusion of procedure (Research Fellowships) .....	24
Art. 39 - Direct Call procedures - Public notice for the collection of expressions of interest from candidates (Research Fellowships) .....	24
Art. 40 - Methods and terms of Direct Call procedures (Research Fellowships) .....	25
Art. 41 - Execution and duration of the contract (Research Fellowships) .....	26
Art. 42 - Duties of Research fellowship holders .....	26
Art. 43 - Contract extension (Research Fellowships) .....	26
Art. 44 - Contract renewal (Research Fellowships).....	27
Art. 45 - Incompatibility and further assignments (Research Fellowships) .....	27
Art. 46 - Remuneration, tax, social security and insurance conditions (Research Fellowships) .....	28
Art. 47 - Termination of Research Fellowship (Research Fellowships).....	28
Art. 48 - Withdrawal of Politecnico (Research Fellowships) .....	28
Art. 49 - Suspension of activities (Research Fellowships).....	29
<b>Title V - Final provisions .....</b>	<b>30</b>
Art. 50 - Transitory rules and entry into force .....	30

## **Title I - General Principles**

### **Art. 1 - Scope of application and general principles**

- 1) This Regulation governs the selection methods, legal treatment and remuneration of Research contract holders under Art. 22 of Italian Law 30 December 2010, no. 240, hereinafter referred to as contract holders, of Postdoctoral contract holders under Art. 22-bis of Italian Law 30 December 2010, no. 240, and of Research fellowship holders under Art. 22-ter of Italian Law 30 December 2010, no. 240.
- 2) The total duration of the relationships established with the same person and relating to the holding of Research contracts (Art. 22, Italian Law 240/2010), of Postdoctoral contracts (Art. 22-bis, Italian Law 240/2010), of Research Fellowships (Art. 22-ter, Italian Law 240/2010) and of fixed-term (RTT) Researcher contracts (Art. 24, Italian Law 240/2010, in force since 30/06/2022), even if granted or stipulated by different institutions, may not in any case exceed eleven years in total, even if interrupted. Periods spent on maternity, paternity or health leave under current legislation are not taken into account for the purpose of calculating such duration.

## **Title II - Research contracts**

### **Art. 2 - Characteristics and purposes of Research contracts**

- 1) The Politecnico di Milano may enter into fixed-term employment contracts, known as "Research contracts", for the exclusive purpose of carrying out specific research projects, financed by third parties, whether public or private, on the basis of specific agreements or conventions.
- 2) Research contracts have a two-year duration and may be renewed once only for a further two years.
- 3) In the case of national, European and international research projects, Research contracts have a two-year duration that can be extended for another year, depending on specific requirements relating to the objectives and type of project concerned.
- 4) The total duration of Research contracts, even if entered into with different institutions, may in no case exceed five years. Periods spent on maternity or paternity leave or on health leave under current legislation are not taken into account when calculating the total duration.

### **Art. 3 - Selection methods (Research contracts)**

- 1) Hiring follows selection procedures that ensure the comparative evaluation of candidates and the public nature of the corresponding records.
- 2) Research contracts may be signed not only following procedures carried out by the University in accordance with this regulation, but also following evaluations carried out by ministries, the European Union, other national or international, public or private research bodies, institutions or foundations, as part of competitive funding procedures providing for the hiring of the successful candidate under a fixed-term employment contract.

This includes procedures ending with the granting of awards of excellence, such as the "Seal of Excellence" awarded by the European Commission or other international bodies, following the positive evaluation of project proposals submitted in connection with competitive calls for applications.

In such cases, the signing of the contract is determined by the Board of Governors after hearing

the Academic Senate.

**Art. 4 - Activation of selection procedures (Research contracts)**

- 1) For the sole purpose of carrying out specific research projects, Department Boards resolve on the activation of Research contracts in plenary session with the favourable vote of the absolute majority of those entitled to vote, within the limit of their budget, taking into account any limits imposed by law.
- 2) The resolutions referred to in the preceding paragraph must state:
  - a) the number of positions covered by the procedure;
  - b) the research programme to which the contract is related and its title;
  - c) the Scientific Supervisor;
  - d) the group of academic disciplines;
  - e) one or more scientific disciplinary sectors falling within the same group of academic disciplines;
  - f) the place where the activity will be carried out;
  - g) the details of the financing sources covering the cost of the contract;
  - h) the amount of the comprehensive gross annual salary;
  - i) the criteria set out in Art. 8, paragraph 3, of this Regulation, indicating the maximum points to be awarded to them, the total of which will be 100 points;
  - j) the maximum number of publications, ranging from 2 to 5, that each candidate may attach for evaluation purposes;
  - k) the date, time and manner in which candidates will be called to the public interview;
  - l) information relevant to the submission of project proposals by candidates.

**Art. 5 - Call for applications (Research contracts)**

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

### **Art. 6 - Selection Committee (Research contracts)**

- 1) The Selection Committee is composed of three members ensuring, as a rule, adequate gender representation, chosen from among Professors and Researchers with research experience in the topics covered by the call, with at least one being a member of the scientific disciplinary sectors covered by the call.  
Professors and Researchers serving at foreign universities who hold an academic position corresponding to that of Professor or Researcher, as defined by the relevant Ministerial Decree, may also be appointed.
- 2) The Department Board decides on the appointment of the members of the Committee in plenary session with the favourable vote of the absolute majority of those entitled to vote. The appointment may also take place at the same time as the activation of the procedure.
- 3) The members of the Selection Committee may not be those who:
  - a) have been convicted, even if not yet final, for the offenses outlined in Chapter I of Title II of Book Two of the Penal Code;
  - b) have a relationship of marriage, kinship, or affinity up to the 4th degree inclusive, or a relationship of civil unions between same-sex persons as regulated by Article 1 of Law 20.05.2016, No. 76, or who are in a de facto cohabitation situation as regulated by Article 1 - paragraphs 37 and following of Law 20.05.2016, No. 76, with the candidates or with other Committee members;
  - c) are in a conflict-of-interest situation or in a situation warranting abstention as per Article 51 of the Code of Civil Procedure with the candidates or with other Committee members;
  - d) are co-authors with one or more candidates, in a percentage exceeding 50%, of the publications they have submitted for evaluation purposes;
  - e) have received a negative evaluation as per Article 6 - paragraph 7 of Law 240/2010.
- 4) The Selection Committee is appointed by decree of the Rector, published in the Official Register and on the University's website.
- 5) From the date of publication, candidates have 30 days to submit any recusal requests regarding the Committee members to the Rector.
- 6) Each Committee Member must verify and declare that they are not in one of the situations of incompatibility provided for in paragraph 3 above.
- 7) The Committee may use telematic tools for collective work and may carry out remote sessions. The manner in which meetings are held must be duly minuted. Interviews may also be conducted online as laid down in the call.
- 8) Participation in the proceedings is a mandatory duty for the members of the Selection Committee, except in cases of force majeure. The Rector's decree confirming the non-participation of Committee members in the proceedings leads to their removal from the Committee. Resignation from the appointment or the withdrawal of a Committee member due to unforeseen impediments must be adequately justified and documented and only takes effect after the Rector's acceptance decree.
- 9) The members of the Selection Committee are not remunerated.

### **Art. 7 - Candidates eligible for selection (Research contracts)**

- 1) Participation in the selection is open to Italian and foreign candidates holding, on the date of the deadline for submitting applications for admission to the selection, a PhD degree or an equivalent degree obtained abroad and recognised as equivalent, for the sole purpose of contract award, by the Selection Committee, or, for the sectors concerned, a medical specialisation degree.

- 2) Candidates who are enrolled in the third year of a PhD programme or who are enrolled in the final year of a medical specialisation course may also participate in the selection, provided they are expected to obtain their qualification within six months from the date of publication of the call for applications on the University Official Register.
- 3) The following may not participate in the selection procedures:
  - permanent staff of universities, public research establishments and institutions whose postgraduate scientific diploma has been recognised as equivalent to a PhD within the meaning of Article 74, fourth paragraph, of Italian Presidential Decree 11 July 1980 no. 382;
  - those who have held fixed-term Researcher contracts pursuant to Article 24 of Italian Law 240 of 2010 (RTDa [untenured Researcher with permanent contract], RTDb [untenured Researcher with fixed term contract], RTT [fixed-term researcher]);
  - those who have a relationship of kinship or affinity up to the 4<sup>th</sup> degree with a Professor belonging to the Department that proposed the activation of the contract, or with the Rector, the General Director, or a member of the Board of Governors.
- 4) Exclusion from the selection procedure is ordered by a reasoned decree of the General Director, or his representative, and notified to the person concerned.

#### **Art. 8 - Selection procedure (Research contracts)**

- 1) The selection is carried out by means of a comparative evaluation of candidates and is aimed at assessing the consistency of their project proposals with the research programme covered by the selection, as well as the suitability of candidates' scientific-professional resume for carrying out the research activity that is the object of the contract.  
The evaluation will be complemented by an open interview to ascertain candidates' research aptitude.
- 2) Candidates must enclose all documentation relevant to their evaluation as indicated in the call.
- 3) Candidates are assessed comparatively on the basis of the following criteria:
  - a) quality, originality and innovativeness of their project proposal, with reference to the research programme covered by the selection;
  - b) relevance and pertinence of previous research activities and work experience, if any, in relation to the content of the research programme covered by the selection;
  - c) relevance and pertinence of the enclosed publications to the research programme covered by the selection;
  - d) oral test aimed at ascertaining candidates' suitability to carry out the research activity covered by the contract and to implement their project proposal, as well as at assessing their knowledge of English and/or other languages relevant to the research.
- 4) The Committee, after appropriate evaluation and on the basis of the criteria set out in the call for applications, gives a collective and reasoned opinion, for each evaluation criterion, and assigns the related score.  
  
The scores for the assessment of the criteria referred to in paragraph 3, letters a), b) and c), must be made known to candidates prior to the interview.  
Once the Committee has evaluated each criterion, it gives a reasoned overall opinion of each candidate.
- 5) The Committee draws up a merit ranking taking into account the scores obtained by candidates. The selection is deemed passed with a minimum score of 70 points.
- 6) If candidates have equal scores, preference will be given to the youngest candidate.



#### **Art. 9 - Conclusion of procedure (Research contracts)**

- 1) The Committee must complete its work within three months from publication of its appointment decree. An extension of up to two months may be granted by the Rector on the President's reasoned request.
- 2) Should the Committee fail to complete its work within the above deadlines, the Rector will issue a decree withdrawing its appointment.
- 3) The documents of the selection procedure are approved by a decree of the General Director, or his representative, within 60 days from delivery of the minutes to the competent Administration office. The documents are published on the University website, within the methods and terms laid down in the call, in compliance with the principles of transparency and personal data protection.
- 4) The award of Research contracts is approved by the Board of Governors on the basis of the merit ranking referred to in Art. 8, paragraph 5, of this Regulation.
- 5) Should the person concerned reject the contract after approval of the contract award, the Board of Governors approves the new award of the contract to the next candidate on the ranking list.
- 6) Within no more than 90 days from the date of approval of the Research contract award by the Board of Governors and in case of justified additional needs relating to performance of the same research project, the Department Board in plenary session, with the favourable vote of the absolute majority of those entitled to vote, may propose to the Board of Governors the award of further Research contracts to candidates on the ranking list, provided that the availability of the relevant funds has been ascertained.
- 7) The merit ranking ceases to be valid upon conclusion of the probationary period of the last contract holder hired on the basis of the same and, in any case, not before the terms indicated in paragraph 6 above.
- 8) Within 30 days from the Board of Governors' approval of the contract award, the person concerned is invited to sign the written employment contract.
- 9) As a general rule, the contract must be signed within 30 days from receipt of the communication.

#### **Art. 10 - Execution and duration of the employment contract (Research contracts)**

- 1) The contract must specify:
  - a) the start and end dates of the employment relationship;
  - b) the required duties;
  - c) the economic compensation.
- 2) The employment contract is signed by the contract holder and the General Director, or his representative.
- 3) The Head of the Department will sign and send to the competent Administration Service the letter concerning the hiring of the contract holder.
- 4) The probationary period lasts thirty days of service; any negative assessment is made by the Scientific Supervisor.
- 5) The probationary period is suspended in case of absence due to illness or injury. In this case, the contract holder is entitled to keep his position for up to six months, after which the relationship will automatically be terminated, without the need for any communication and without the contract holder being entitled to prior notice or other compensation.  
After the probationary period without the employment relationship having been terminated by both parties, the contract holder is confirmed and granted seniority from the day of recruitment.
- 6) In case of withdrawal, remuneration is paid until the last day of service.

### **Art. 11 - Conditions of employment (Research contracts)**

- 1) Contract holders organise their work in accordance with the Scientific Supervisor.
- 2) The contract holder undergoes the health checks provided for by Italian Legislative Decree no. 81/2008, at the expense of the University.
- 3) Disciplinary competence is regulated by Art. 10 of Italian Law 30.12.2010, no. 240.
- 4) Contract holders are entitled to the rights granted by Italian Legislative Decree 26.03.2001, no. 151 on the protection and support of maternity and paternity, by Italian Law 05.02.1992, no. 104 on assistance, social integration and rights of persons with disabilities, by Articles 37, 40 and 68 of Italian Presidential Decree 10.01.1957, no. 3 and subsequent amendments, on extraordinary and sick leave. Sick leave may not last for more than 9 months in the case of a two-year contract. In the event of an extension, sick leave must be proportionate to the extension.
- 5) Contract holders are entitled to the rights granted by Articles 69 and 70 of Italian Presidential Decree 10.01.1957, no. 3, and subsequent amendments, on leave for family reasons. Leave for family reasons may not last for more than 12 months, during which the applicant does not receive any allowance or social security contributions. Leave for family reasons is authorised by a Department Board resolution.

### **Art. 12 - Contract extension (Research contracts)**

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

### **Art. 13 - Contract renewal (Research contracts)**

- 1) Research contracts may be renewed once only for a further two years.
- 2) Any renewal of the Research contract must comply with the obligation relating to the maximum total duration of 5 years set forth in Art. 22, paragraph 2, of Italian Law 240 of 2010.
- 3) In view of the commitment required, the amount of the contract may possibly be adjusted to a higher salary level, to the extent permitted by Art. 16.
- 4) Contract renewal is resolved by the Department Board in plenary session with the favourable vote of the absolute majority of those entitled to vote, within the limit of its budget, taking into account any limits imposed by law.
- 5) The resolution of the Department Board must be forwarded at least two months before expiry of the contract of the person concerned to the competent Service of the Central Administration and must indicate the financial coverage, accompanied by appropriate documents.
- 6) The Board of Governors authorises the renewal at a meeting prior to contract expiry.
- 7) The renewal of the employment contract is signed by the contract holder and the General

Director, or his representative.

**Art. 14 - Termination of the Employment Relationship (Research contracts)**

- 1) The termination of the employment relationship is determined by the expiration of the term, by the resignation of one of the parties, and by any other cause provided for by current regulations.
- 2) During the probationary period the contracting parties may withdraw from the contract at any time, without notice or compensation in lieu of notice. Withdrawal takes effect from the moment of communication of either party.
- 3) After the probationary period and until the expiration of the term, termination of the contract may still occur by either party in the event of a cause that, according to Article 2119 of the Civil Code, does not allow for the continuation, even temporarily, of the relationship.
- 4) After the end of the probationary period, the contract holder may withdraw in writing by giving 30 days' notice. If the notice is not sent, the Administration will withhold an amount equivalent to the contract holder's remuneration for the unserved notice period. Funds not used for the contract are returned to the Facilities concerned.

**Art. 15 - Incompatibility and further assignments (Research contracts)**

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

**Art. 16 - Remuneration, tax, social security and insurance conditions (Research contracts)**

- 1) Contract holders are entitled to a comprehensive gross annual salary for the entire duration of their employment, defined according to the commitment required and divided into three salary levels:
  - a) minimum level: it is equal to the initial salary payable to a part-time confirmed

Researcher;

- b) intermediate level: it is equal to the arithmetic mean between the initial salary payable to a part-time confirmed Researcher and the initial salary payable to a full-time confirmed Researcher;
  - c) maximum level: it is equal to the initial salary payable to a full-time confirmed Researcher.
- 2) The employment relationship established between Politecnico di Milano and the Research contract holder is governed current provisions in force, including tax, social security, pension and insurance conditions for employee income.
  - 3) The University also provides insurance cover against accidents at work and occupational diseases and against civil liability.

### **Title III - Postdoctoral contracts**

#### **Art. 17 - Characteristics and purposes of Postdoctoral contracts**

- 1) The Politecnico di Milano may enter into fixed-term contracts, known as "Postdoctoral contracts", in order to perform research activities and to collaborate in teaching and third mission activities, financed either internally or by third parties, whether public or private, on the basis of specific agreements or conventions.
- 2) Postdoctoral contracts have at least a one-year duration that can be extended for up to three years.
- 3) The total duration of Postdoctoral contracts granted to the same person, even by different institutions, including any extensions of the same, may not exceed three years, even if interrupted.
- 4) Exceptions to the maximum terms referred to in the two paragraphs above may only be allowed for the purpose of implementing specific research funding programmes of the European Union under actions linked to the Marie Skłodowska-Curie Programme (MSCA).
- 5) Periods spent on maternity or paternity leave or on health leave under current legislation are not taken into account when calculating the total duration referred to in paragraphs 2 and 3.

#### **Art. 18 - Selection methods (Postdoctoral contracts)**

- 1) The granting of Postdoctoral contract follows selection procedures that ensure the comparative evaluation of candidates and the public nature of the corresponding records.
- 2) Postdoctoral contract may be granted not only following procedures carried out by the University in accordance with this regulation, but also following evaluations carried out by ministries, the European Union, other national or international, public or private research bodies, institutions or foundations, as part of competitive funding procedures providing for the hiring of the successful candidate under a fixed-term employment contract.

This includes procedures ending with the granting of awards of excellence, such as the "Seal of Excellence" awarded by the European Commission or other international bodies, following the positive evaluation of project proposals submitted in connection with competitive calls for applications.

In such cases, the signing of the contract is determined by the Board of Governors after hearing the Academic Senate.

#### **Art. 19 - Activation of selection procedures (Postdoctoral contracts)**

- 1) In order to perform research activities and to collaborate in teaching and third mission activities, Department Boards resolve on the activation of procedures for the granting of Postdoctoral contract in plenary session with the favourable vote of the absolute majority of those entitled to vote, within the limit of their budget, taking into account any limits imposed by law.
- 2) The resolutions referred to in the preceding paragraph must state:
  - a) the number and duration of Postdoctoral contract;
  - b) the description of the activity covered by the contract and its title;
  - c) the Scientific Supervisor;
  - d) the group of academic disciplines;
  - e) one or more scientific disciplinary sectors falling within the same group of academic disciplines;
  - f) the place where the activity will be carried out;
  - g) the details of the financing sources covering the cost of the contract;
  - h) the amount of the comprehensive gross annual salary;
  - i) the criteria set out in Art. 23, paragraph 3, of this Regulation, indicating the maximum points to be awarded to them, the total of which will be 100 points;
  - j) the maximum number of publications, ranging from 2 to 5, that each candidate may attach for evaluation purposes;
  - k) the date, time and manner in which candidates will be called to the public interview.

#### **Art. 20 - Call for applications (Postdoctoral contracts)**

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

### **Art. 21 - Selection Committee (Postdoctoral contracts)**

- 1) The Selection Committee is composed of three members ensuring, as a rule, adequate gender representation, chosen from among Professors and Researchers with research experience in the topics covered by the call, with at least one being a member of the group of academic disciplines covered by the call.  
Professors and Researchers serving at foreign universities who hold an academic position corresponding to that of Professor or Researcher, as defined by the relevant Ministerial Decree, may also be appointed.
- 2) The Department Board decides on the appointment of the members of the Committee in plenary session with the favourable vote of the absolute majority of those entitled to vote. The appointment may also take place at the same time as the activation of the procedure.
- 3) The members of the Selection Committee may not be those who:
  - a) have been convicted, even if not yet final, for the offenses outlined in Chapter I of Title II of Book Two of the Penal Code;
  - b) have a relationship of marriage, kinship, or affinity up to the 4th degree inclusive, or a relationship of civil unions between same-sex persons as regulated by Article 1 of Law 20.05.2016, No. 76, or who are in a de facto cohabitation situation as regulated by Article 1 - paragraphs 37 and following of Law 20.05.2016, No. 76, with the candidates or with other Committee members;
  - c) are in a conflict-of-interest situation or in a situation warranting abstention as per Article 51 of the Code of Civil Procedure with the candidates or with other Committee members;
  - d) are co-authors with one or more candidates, in a percentage exceeding 50%, of the publications they have submitted for evaluation purposes;
  - e) have received a negative evaluation as per Article 6 - paragraph 7 of Law 240/2010.
- 4) The Selection Committee is appointed by decree of the Rector, published in the Official Register and on the University's website.
- 5) From the date of publication, candidates have 30 days to submit any recusal requests regarding the Committee members to the Rector.
- 6) Each Committee Member must verify and declare that they are not in one of the situations of incompatibility provided for in the above paragraph 3.
- 7) The Committee may use telematic tools for collective work and may carry out remote sessions. The manner in which meetings are held must be duly minuted. Interviews may also be conducted online as laid down in the call.
- 8) Participation in the proceedings is a mandatory duty for the members of the Selection Committee, except in cases of force majeure. The Rector's decree confirming the non-participation of Committee members in the proceedings leads to their removal from the Committee. Resignation from the appointment or the withdrawal of a Committee member due to unforeseen impediments must be adequately justified and documented and only takes effect after the Rector's acceptance decree.
- 9) The members of the Selection Committee are not remunerated.

### **Art. 22 - Candidates eligible for selection (Postdoctoral contracts)**

- 1) Participation in the selection is open only to Italian and foreign candidates holding, on the date of the deadline for submitting applications to participate in the selection, a PhD degree or an equivalent degree obtained abroad and recognised as equivalent, for the sole purpose of Postdoctoral contract award, by the Selection Committee, or, for the sectors concerned, a medical specialisation degree.
- 2) The following may not participate in the selection procedures:

- permanent staff of universities, public research establishments and institutions whose postgraduate scientific diploma has been recognised as equivalent to a PhD within the meaning of Article 74, fourth paragraph, of Italian Presidential Decree 11 July 1980 no. 382;
  - those who have held fixed-term Researcher contracts pursuant to Article 24 of Italian Law 240 of 2010 in its current text after the entry into force of Italian Decree Law 30 April 2022, no. 36, converted with amendments, by Italian Law 29 July 2022, no. 79 (RTT [fixed-term] Researchers);
  - those who have a relationship of kinship or affinity up to the 4<sup>th</sup> degree with a Professor belonging to the Department that proposed the activation of the contract, or with the Rector, the General Director, or a member of the Board of Governors.
- 3) Exclusion from the selection procedure is ordered by a reasoned decree of the General Director, or his representative, and notified to the person concerned.

### **Art. 23 - Selection procedure (Postdoctoral contracts)**

- 1) The selection is carried out by means of a comparative evaluation of candidates and is aimed at assessing the suitability of candidates' scientific-professional resume for carrying out the activity that is the object of the Postdoctoral contract.  
The evaluation is supplemented by a public interview aimed at ascertaining candidates' aptitude and suitability to carry out the activities covered by the contract, which may be carried out also in English, in whole or in part.
- 2) Candidates must enclose all documentation relevant to their evaluation as indicated in the call.
- 3) Candidates are assessed comparatively on the basis of the following criteria:
  - a) relevance and pertinence of their study programme to the activities covered by the contract;
  - b) relevance and pertinence of previous research activities, previous collaborations to educational and third mission activities and work experience, if any, in relation to the activity covered by the contract;
  - c) relevance and pertinence of the enclosed publications to the activity covered by the contract;
  - d) oral test aimed at ascertaining candidates' aptitude and suitability to carry out the activity covered by the contract, as well as at assessing their knowledge of English and/or other languages relevant to the activities to be performed.
- 4) The Committee, after appropriate evaluation and on the basis of the criteria set out in the call for applications, gives a collective and reasoned opinion, for each evaluation criterion, and assigns the related score.  
The scores for the assessment of the criteria referred to in paragraph 3, letters a), b) and c), must be made known to candidates prior to the interview.  
Once the Committee has evaluated each criterion, it gives a reasoned overall opinion of each candidate.
- 5) The Committee draws up a merit ranking taking into account the scores obtained by candidates. The selection is deemed passed with a minimum score of 70 points.
- 6) If candidates have equal scores, preference will be given to the youngest candidate.

### **Art. 24 - Conclusion of procedure (Postdoctoral contracts)**

- 1) The Committee must complete its work within three months from publication of its appointment decree. An extension of up to two months may be granted by the Rector on the President's reasoned request.
- 2) Should the Committee fail to complete its work within the above deadlines, the Rector will issue a decree withdrawing its appointment.

- 3) The documents of the selection procedure are approved by a decree of the General Director, or his representative, within 60 days from delivery of the minutes to the competent Administration office. The documents are published on the University website, within the methods and terms laid down in the call, in compliance with the principles of transparency and personal data protection.
- 4) The award of Postdoctoral contract is approved by the Board of Governors on the basis of the merit ranking referred to in Art. 23, paragraph 5, of this Regulation.
- 5) Should the person concerned reject the contract after approval of contract award, the Board of Governors approves the new award of the Postdoctoral contract to the next candidate on the ranking list.
- 6) Within no more than 90 days from the date of approval of Postdoctoral contract award by the Board of Governors and in case of justified additional needs relating to performance of similar activities, the Department Board in plenary session, with the favourable vote of the absolute majority of those entitled to vote, may propose to the Board of Governors the award of further Postdoctoral contracts to candidates on the ranking list, provided that the availability of the relevant funds has been ascertained.
- 7) The merit ranking ceases to be valid upon conclusion of the probationary period of the last Postdoctoral contract holder hired on the basis of the same and, in any case, not before the terms indicated in the above paragraph 6.
- 8) Within 30 days from the Board of Governors' approval of contract award, the person concerned is invited to sign the written employment contract.
- 9) As a general rule, the contract must be signed within 30 days from receipt of the communication.

#### **Art. 25 - Execution and duration of the contract (Postdoctoral contracts)**

- 1) The contract must specify:
  - a) the start and end dates of the employment relationship;
  - b) the required duties;
  - c) the economic compensation.
- 2) The employment contract is signed by the holder of the Postdoctoral contract and the General Director, or his representative.
- 3) The Head of the Department will sign and send to the competent Administration Service the letter concerning the hiring of the Postdoctoral contract holder.
- 4) The probationary period lasts thirty days of service; any negative assessment is made by the Scientific Supervisor.
- 5) The probationary period is suspended in case of absence due to illness or injury. In that case, the Postdoctoral contract holder is entitled to keep his post for up to six months, after which the relationship will automatically be terminated, without the need for any communication and without the contract holder being entitled to prior notice or other compensation. After the probationary period without the employment relationship having been terminated by the parties, the Postdoctoral contract holder is confirmed and granted seniority from the day of recruitment.
- 6) In case of withdrawal, remuneration is paid until the last day of service.

#### **Art. 26 - Conditions of employment (Postdoctoral contracts)**

- 1) Postdoctoral contract holders organise their work in accordance with the Scientific Supervisor.
- 2) Postdoctoral contract holders must commit to teaching for at least 40 equivalent hours (*Impegno-Incarico Minimo* - IMIN). The Departments must grant an Institutional Commitment-Assignment (*Impegno-Incarico Istituzionale* - IIST) that shall be at least equal to the IMIN



(calculated as described in paragraphs 6 and 7 of Art. 3 of the Regulations on the teaching commitment of Professors and Researchers). If the IIST is lower than the IMIN, the difference will increase the teaching balance due from the Department. If the IIST is higher than the IMIN, the difference will reduce the teaching balance due from the Department. If the IIST exceeds 60 equivalent hours, Postdoctoral contract holders will receive additional hourly remuneration, calculated in the same way as for Professors and Researchers (i.e. starting from the 41st hour), where there is at least one holder and even if there is no second holder. Thus, in line with the teaching commitment regulations:

Lower limit = 0

Lower threshold = 0

IMIN = 40

Upper limit = 60

- 3) The Postdoctoral contract holder undergo the health checks provided for by Italian Legislative Decree no. 81/2008, at the expense of the University.
- 4) Disciplinary competence is regulated by Art. 10 of Italian Law 30.12.2010, no. 240.
- 5) Postdoctoral contract holders are entitled to the rights granted by Italian Legislative Decree 26.03.2001, no. 151 on the protection and support of maternity and paternity, by Italian Law 05.02.1992, no. 104 on assistance, social integration and rights of persons with disabilities, by Articles 37, 40 and 68 of Italian Presidential Decree 10.01.1957, no. 3 and subsequent amendments, on extraordinary and sick leave. Sick leave may not last for more than 9 months in the case of a two-year contract. In the event of an extension, sick leave must be proportionate to the extension.
- 6) Postdoctoral contract holders are entitled to the rights granted by Arts. 69 and 70 of Italian Presidential Decree 10.01.1957, no. 3, subsequent amendments, on leave for family reasons. Leave for family reasons may not last for more than 12 months, during which the applicant does not receive any allowance or social security contributions. Leave for family reasons is authorised by a Department Board resolution.

#### **Art. 27 - Contract extension (Postdoctoral contracts)**

- 1) Postdoctoral contracts can be extended for up to three years.
- 2) Any extension must comply with the obligation relating to the maximum total duration of 3 years set forth in Art. 17 paragraph 3 of this Regulation and the maximum total duration of 11 years set forth in Art. 1, paragraph 2, of this Regulation.
- 3) Extension of Postdoctoral contracts is resolved by the Department Board in plenary session with the favourable vote of the absolute majority of those entitled to vote, within the limit of its budget, taking into account any limits imposed by law.
- 4) The resolution of the Department Board must be forwarded at least two months before contract expiry to the competent Service of the Central Administration and must indicate the duration of the extension and the financial coverage, accompanied by appropriate documents.
- 5) The Board of Governors authorises the extension at a meeting prior to contract expiry.
- 6) The extension of the employment contract is signed by the Postdoctoral contract holder and the General Director, or his representative.

#### **Art. 28 - Termination of the Employment Relationship (Postdoctoral contracts)**

- 1) The termination of the employment relationship is determined by the expiration of the term, by the resignation of one of the parties, and by any other cause provided for by current regulations.
- 2) During the probationary period the contracting parties may withdraw from the contract at

any time, without notice or compensation in lieu of notice. Withdrawal takes effect from the moment of communication of either party.

- 3) After the probationary period and until the expiration of the term, termination of the contract may still occur by either party in the event of a cause that, according to Article 2119 of the Civil Code, does not allow for the continuation, even temporarily, of the relationship.
- 4) After the end of the probationary period, the Postdoctoral contract holder may withdraw in writing by giving 30 days' notice. If the notice is not sent, the Administration will withhold an amount equivalent to the Postdoctoral contract holder's remuneration for the unserved notice period. Funds not used for the contract are returned to the Facilities concerned.

#### **Art. 29 - Incompatibility and further assignments (Postdoctoral contracts)**

- 1) Postdoctoral contracts are incompatible with:
  - any other employment relationship, including part-time or fixed-term employment, with public and private entities and that entails placement on unpaid leave in case of employees serving in public administrations;
  - the holding of Research Fellowships, or any other Postdoctoral contracts, including those carried out in other universities or public research entities;
  - the holding of PhD Scholarships or other Scholarships, awarded by national or foreign institutions for any reason, unless these are aimed at international mobility for research purposes.
- 2) Postdoctoral contracts are not compatible with attending *Laurea* (equivalent to Bachelor of Science), *Laurea Specialistica* (Specialising Master's) or *Laurea Magistrale* (equivalent to Master of Science) courses, PhD courses or specialisation courses in the medical area, in Italy or abroad, except for the possibility of implementing specific research funding programmes of the European Union under actions linked to the Marie Skłodowska-Curie Programme (MSCA).
- 3) Without prejudice to the foregoing, under no circumstances may the Postdoctoral contract holder engage in activities that may give rise to a conflict of interest with the activities of the Politecnico di Milano.
- 4) Postdoctoral contracts do not grant rights of access to positions within universities, public research establishments and institutions whose postgraduate scientific diploma has been recognised as equivalent to a PhD within the meaning of Article 74, fourth paragraph, of Italian Presidential Decree 11 July 1980 no. 382, nor do they count for the purposes of Article 20 of Italian Legislative Decree 25 May 2017, no. 75.

#### **Art. 30 - Remuneration, tax, social security and insurance conditions (Postdoctoral contracts)**

- 1) Postdoctoral contract holders are paid a comprehensive gross annual salary defined in relation to the commitment requested, based on a minimum salary established by Ministerial Decree, in an amount not less than the initial salary payable to a fixed-term confirmed Researcher.
- 2) The employment relationship established between Politecnico di Milano and the Postdoctoral contract holder is governed by current provisions in force, including tax, social security, pension and insurance conditions for employee income.
- 3) The University also provides insurance cover against accidents at work and occupational diseases and against civil liability.

## **Title IV - Research Fellowships**

### **Art. 31 - Characteristics and purposes of Research Fellowships**

- 1) The Politecnico di Milano may enter into individual private law contracts, known as 'Research Fellowships', aimed at introducing research and innovation under the supervision of a tutor, hereinafter referred to as the Scientific Supervisor. These contracts must be financed with funds available under agreements, contracts or grants, from Public Administrations, public or private bodies, companies.
- 2) Research Fellowships have at least a one-year duration that can be renewed and extended for up to three years.
- 3) The total duration of Research Fellowships granted to the same person, even by different institutions, including any renewals and extensions of the same, may not exceed three years, even if interrupted.
- 4) Exceptions to the maximum terms referred to in the two paragraphs above may only be allowed for the purpose of implementing specific research funding programmes of the European Union under actions linked to the Marie Skłodowska-Curie Programme (MSCA).
- 5) Periods spent on maternity or paternity leave or on health leave under current legislation are not taken into account when calculating the total duration referred to in paragraphs 2 and 3.

### **Art. 32 - Selection methods (Research Fellowships)**

- 1) The granting of Research Fellowships follows selection procedures that ensure the comparative evaluation of candidates by a Selection Committee, through the examination of their qualifications and publications and a possible interview.
- 2) Research Fellowships may be granted not only following procedures carried out by the University in accordance with this Regulation, but also following evaluations carried out by ministries, the European Union, other national or international, public or private research bodies, institutions or foundations, as part of competitive funding procedures.  
This includes procedures ending with the granting of awards of excellence, such as the "Seal of Excellence" awarded by the European Commission or other international bodies, following the positive evaluation of project proposals submitted in connection with competitive calls for applications.  
In such cases, the signing of the contract is determined by the Board of Governors after hearing the Academic Senate.
- 3) Research Fellowships funded by external resources, obtained at national, international or European level on the basis of competitive calls, may also be granted by way of Direct Call, by means of notices published on the University's website for the purpose of collecting expressions of interest from candidates.

### **Art. 33 - Activation of selection procedures (Research Fellowships)**

- 1) For the purpose of introducing research and innovation under the supervision of a Scientific Supervisor, Department Boards resolve on the activation of procedures for the granting of Research Fellowships in plenary session with the favourable vote of the absolute majority of those entitled to vote, within the limit of their budget, taking into account any limits imposed by law.
- 2) The resolutions referred to in the preceding paragraph must state:
  - a) the number and duration of the Fellowship;
  - b) the research programme and its title;
  - c) the Scientific Supervisor;
  - d) the group of academic disciplines;

- e) one or more scientific disciplinary sectors falling within the same group of academic disciplines;
- f) the place where the activity will be carried out;
- g) the expected start date;
- h) the details of the financing sources covering the cost of the Fellowship;
- i) the annual comprehensive amount, including the charges payable by the Research fellowship holder;
- j) the minimum curricular requirements that Research fellowship holders must meet to carry out the activity;
- k) the criteria set out in Art. 37, paragraph 3, of this Regulation, indicating the maximum points to be awarded to them, the total of which will be 100 points;
- l) the date, time and manner in which candidates will be called to the public interview, if any.

#### **Art. 34 - Call for applications (Research Fellowships)**

- 1) The call for applications, issued by a decree of the General Director or his representative, must specify:
  - a) the number and duration of the Fellowship;
  - b) the research programme and its title;
  - c) the group of academic disciplines;
  - d) one or more scientific disciplinary sectors falling within the same group of academic disciplines;
  - e) the relevant department and the place where the activity will be carried out;
  - f) the annual comprehensive amount, including the charges payable by the Research fellowship holder;
  - g) the selection methods;
  - h) the requirements for participation;
  - i) the evaluation criteria and related scores;
  - j) the maximum number of publications and other scientific products, which shall not exceed 4 and that each candidate may attach for evaluation purposes;
  - k) the date, time and manner in which candidates will be called to the public interview, if any;
  - l) the deadline for submitting applications to participate in the selection;
  - m) legal, economic and social security conditions.
- 2) The call is advertised on the relevant Ministry website and on the European Union Portal and published on the University Official Register and on the Politecnico di Milano website.
- 3) The deadline for submitting applications to take part in the selection is at least 20 days from the following day of the date of publication of the call on the University Official Register.
- 4) The application must be received by the competent Administration Area within the methods and terms set out in the call.

#### **Art. 35 - Selection Committee (Research Fellowships)**

- 1) The Selection Committee is composed of three members ensuring, as a rule, adequate gender representation, chosen from among Professors and Researchers with research experience in the topics covered by the call, with at least one being a member of the group of academic disciplines covered by the call.  
Professors and Researchers serving at foreign universities who hold an academic position corresponding to that of Professor or Researcher, as defined by the relevant Ministerial Decree, may also be appointed.
- 2) The Department Board decides on the appointment of the members of the Committee in plenary session with the favourable vote of the absolute majority of those entitled to vote. The appointment may also take place at the same time as the activation of the procedure.

- 3) The members of the Selection Committee may not be those who:
  - a) have been convicted, even if not yet final, for the offenses outlined in Chapter I of Title II of Book Two of the Penal Code;
  - b) have a relationship of marriage, kinship, or affinity up to the 4th degree inclusive, or a relationship of civil unions between same-sex persons as regulated by Article 1 of Law 20.05.2016, No. 76, or who are in a de facto cohabitation situation as regulated by Article 1 - paragraphs 37 and following of Law 20.05.2016, No. 76, with the candidates or with other Committee members;
  - c) are in a conflict-of-interest situation or in a situation warranting abstention as per Article 51 of the Code of Civil Procedure with the candidates or with other Committee members;
  - d) are co-authors with one or more candidates, in a percentage exceeding 50%, of the publications they have submitted for evaluation purposes;
  - e) have received a negative evaluation as per Article 6 - paragraph 7 of Law 240/2010.
- 4) The Selection Committee is appointed by a decree of the General Director, or his representative, published on the Official Register and on the University's website.
- 5) Each Committee Member must verify and declare that they are not in one of the situations of incompatibility provided for in the above paragraph 3.
- 6) The Committee may use telematic tools for collective work and may carry out remote sessions. The manner in which meetings are held must be duly minuted. Interviews may also be conducted online as laid down in the call.
- 7) Participation in the Committee's works is a mandatory duty for the members of the Selection Committee, except in cases of force majeure. Non-participation in the Committee's works by its members, ascertained by a decree of the General Director, or his representative, entails the removal from the Committee itself. Rejection of the appointment as Committee member, or resignation of a Committee member due to unforeseen impediments, must be adequately reasoned and documented, and is effective only after the decree of acceptance of the General Director, or his representative.
- 8) The members of the Selection Committee are not remunerated.

**Art. 36 - Candidates eligible for selection (Research Fellowships)**

- 1) Research Fellowships may be granted only to young Italian or foreign scholars having a resume suitable for providing assistance in carrying out research activities and a *Laurea Magistrale* (equivalent to Master of Science) or equivalent qualification obtained abroad and recognised as equivalent by the Selection Committee for the sole purpose of granting the Research Fellowship, obtained no more than six years ago.
- 2) The following may not participate in the selection procedures:
  - permanent staff of universities, public research establishments and institutions whose postgraduate scientific diploma has been recognised as equivalent to a PhD within the meaning of Article 74, fourth paragraph, of Italian Presidential Decree 11 July 1980 no. 382;
  - those who have held fixed-term Researcher contracts pursuant to Article 24 of Italian Law 240 of 2010 (RTDa [untenured Researcher with permanent contract], RTDb [untenured Researcher with fixed term contract], RTT [fixed-term Researcher]);
  - those who have a relationship of kinship or affinity up to the 4<sup>th</sup> degree with a Professor belonging to the Department that proposed the activation of the contract, or with the Rector, the General Director, or a member of the Board of Governors.
- 3) Exclusion from the selection procedure is ordered by a reasoned decree of the General Director, or his representative, and notified to the person concerned.

### **Art. 37 - Selection procedure (Research Fellowships)**

- 1) The selection is carried out by means of a comparative evaluation of candidates and is aimed at assessing candidates' scientific-professional resume and research aptitude to carrying out the activity that is the object of the Research Fellowship.  
The assessment may be supplemented by a public interview, which may be carried out also in English, in whole or in part.
- 2) Candidates must enclose all documentation relevant to their evaluation as indicated in the call.
- 3) Candidates are assessed comparatively on the basis of the following criteria:
  - a) relevance and pertinence of their study programme to the research programme covered by the Fellowship;
  - b) relevance and pertinence of previous research activities and work experience, if any, in relation to the research activity covered by the Fellowship;
  - c) relevance and pertinence of the publications, theses and scientific products attached to the research programme covered by the Fellowship;
  - d) if the call requires an interview: oral test aimed at ascertaining candidates' aptitude and suitability to carry out the research activity covered by the Fellowship, as well as at assessing their knowledge of English and/or other languages relevant to the research activities to be performed.
- 4) The Committee, after appropriate evaluation and on the basis of the criteria set out in the call for applications, gives a collective and reasoned opinion, for each evaluation criterion, and assigns the related score.  
The scores for the assessment of the criteria referred to in paragraph 3, letters a), b) and c), must be made known to candidates prior to the interview.  
Once the Committee has evaluated each criterion, it gives a reasoned overall opinion of each candidate.
- 5) The Committee draws up a merit ranking taking into account the scores obtained by candidates. The selection is deemed passed with a minimum score of 70 points.
- 6) If candidates have equal scores, preference will be given to the youngest candidate.

### **Art. 38 - Conclusion of procedure (Research Fellowships)**

- 1) The Committee must complete its work within two months from publication of its appointment decree. An extension of up to two months may be granted by the General Director, or his representative, on the President's reasoned request.
- 2) Should the Committee fail to complete its work within the above deadlines, the General Director, or his representative, will issue a decree withdrawing its appointment.
- 3) The documents of the selection procedure are approved by a decree of the General Director, or his representative, within 60 days from delivery of the minutes to the competent Administration office. The documents are published on the University website, within the methods and terms laid down in the call, in compliance with the principles of transparency and personal data protection.
- 4) Should the successful candidates fail to commence their activity or expressly renounce the same and should there be other suitable candidates on the ranking list, the "next ranking" list mechanism will be applied within 30 days from the date of non-commencement of the activity or of express renunciation, for the purposes of granting Research Fellowships.
- 5) If the number of suitable candidates is lower than the number of Research Fellowships activated, even when the successful candidates have failed to start their activity or have expressly renounced the same, the Research Fellowships that have not been granted may be called again, for the same research project, within 60 days from the publication of the decree approving the documents of the procedure, or from the date of non-commencement or

renunciation of the activity, without the need for a new Department Board resolution.

- 6) Within no more than 90 days from the date of publication of the decree approving the documents of the procedure and in case of justified additional scientific needs relating to the performance of similar research activities, the Scientific Supervisor may propose to the Department Board the award of further Research Fellowships to candidates who are on the ranking list, provided that the availability of the relevant funds has been ascertained. After this period, except in case of application of the "next ranking" list mechanism indicated in paragraph 4 above, the ranking ceases to be valid.
- 7) Within 30 days from the date of publication of the decree approving the documents of the procedure, the person concerned is invited to sign the written employment contract.
- 8) As a general rule, the contract must be signed within 30 days from receipt of the communication.

#### **Art. 39 - Direct Call procedures - Public notice for the collection of expressions of interest from candidates (Research Fellowships)**

- 1) Scientific Supervisors may ask the Head of their Department to activate Direct Call procedures relating to Research Fellowships funded by external resources obtained at national, international or European level, on the basis of competitive calls.
- 2) The public notice, issued by decree of the Head of the Department, must contain:
  - a) the number and duration of Research Fellowships;
  - b) the research programme and its title;
  - c) the group of academic disciplines;
  - d) one or more scientific disciplinary sectors falling within the same group of academic disciplines;
  - e) the relevant department and the place where the activity will be carried out;
  - f) the annual comprehensive amount, including the charges payable by the Research fellowship holder;
  - g) the expected start date;
  - h) the requirements for granting the Research Fellowships;
  - i) the deadline and manner for submitting expressions of interest;
  - j) legal, economic and social security conditions.
- 3) The notice is published on the University Official Register and on the website of the Politecnico di Milano.
- 4) The deadline for submitting expressions of interest is at least 15 days from the date following the date of publication of the notice on the University Official Register.

#### **Art. 40 - Methods and terms of Direct Call procedures (Research Fellowships)**

- 1) The selection takes place by directly granting Research Fellowships to the young scholars who are considered to be most qualified among those deemed suitable to carry out the activity covered by the Research Fellowship.
- 2) For the purposes of collecting expressions of interest, candidates must attach, within the methods and terms set out in the notice, all the documents useful for their evaluation, as well as those necessary to prove that they meet the participation requirements.
- 3) Expressions of interest are assessed by the Scientific Supervisor and may be supplemented by in-depth interviews with all or part of the candidates so as to ascertain their aptitude and suitability to carry out the research activity covered by the Fellowship.
- 4) Following such assessment, the Scientific Supervisor identifies suitable candidates to carry out the planned activities, giving an overall opinion about each of them. For each Fellowship, the Scientific Supervisor selects, from among the candidates considered suitable, the candidate deemed most qualified to perform the activity that is the object of the Fellowship, giving adequate reasons for such choice. The opinions given, the reasons for the choices made

and the merit ranking of suitable unsuccessful candidates are included in specific minutes.

- 5) The Scientific Supervisor must complete the selection process within one month from receiving the expressions of interest sent thereto by the competent Department Administration office. In case of a reasoned request, the Head of the Department may grant an extension of up to one month.
- 6) The documents of the Direct Call procedure are approved by decree of the Head of the Department. This decree, including the names of the selected candidates and the merit ranking of suitable unsuccessful candidates, is published by the Department Administration office on the University Official Register and on the website of the Politecnico di Milano.
- 7) The decree approving the documents of the procedure, including the merit ranking, must be sent to the competent Administration office, for the purpose of entering into the relevant Research Fellowship contracts, within 30 days from delivery of the assessment minutes by the Scientific Supervisor.
- 8) If the deadlines indicated in the above paragraphs are not complied with, the selection procedure will be revoked.
- 9) Should the successful candidates fail to commence their activity or expressly renounce the same and should there be other suitable candidates, the "next ranking" list mechanism will be applied in relation to the suitable unsuccessful candidates within 30 days from the date of non-commencement of the activity or of express renunciation, for the purposes of granting Research Fellowships.
- 10) Within 30 days from the dispatch of the decree approving the documents of the procedure to the competent Administration office, the person concerned is invited to sign the written employment contract.
- 11) As a general rule, the contract must be signed within 30 days from receipt of the communication.

#### **Art. 41 - Execution and duration of the contract (Research Fellowships)**

- 1) The individual private law contract granting the Research Fellowship contains the specific functions, rights and duties relating to the position, the start and end date of the relevant activities, the research programme as well as the applicable economic and social security conditions.
- 2) The contract is signed by the Research Fellowship holder and the General Director, or his representative.
- 3) The contract does not give rise to an employment relationship, does not grant rights of access to positions within universities, public research establishments and institutions whose postgraduate scientific diploma has been recognised as equivalent to a PhD within the meaning of Article 74, fourth paragraph, of Italian Presidential Decree 11 July 1980 no. 382, nor does it count for the purposes of Article 20 of Italian Legislative Decree 25 May 2017, no. 75.

#### **Art. 42 - Duties of Research fellowship holders**

- 1) Research fellowship holders carry out their activity under the supervision of the Scientific Supervisor.
- 2) Research fellowship holders are required to carry out the entire research activity covered by the Fellowship on an ongoing basis and not merely occasionally.
- 3) Research fellowship holders must start their activity in the manner indicated by the Scientific Supervisor. Failure to commence their activities in the said manner amounts to a material breach.
- 4) If the Scientific Supervisor believes that the Research fellowship holder's work is not duly



proceeding, they shall formally notify such failure to the Research fellowship holder, indicating a period within which to remedy it. If such non-compliance persists, the Scientific Supervisor will ask the Head of the Department to assess the Research fellowship holder. The Head of the Department, after hearing the Research fellowship holder, will prepare a relevant report. Any negative assessment will confirm a material failure on the part of the Research fellowship holder and will result in contract termination by the Politecnico di Milano.

- 5) At the end of the contract, Research fellowship holders must submit a report on their research work and the results achieved within the project. Such report is accompanied by an opinion of the Scientific Supervisor.
- 6) If the report is not submitted, the Research Fellowship will not be renewed.

#### **Art. 43 - Contract extension (Research Fellowships)**

- 1) At the proposal of the Scientific Supervisor, Research Fellowship may be extended for motivated needs related to the completion or continuation of the planned research activities.
- 2) The Research Fellowship will be extended under the same legal and economic conditions and must comply with the obligation relating to the maximum total duration of 3 years set forth in Art. 31 paragraph 3 of this Regulation and the maximum total duration of 11 years set forth in Art. 1, paragraph 2, of this Regulation.
- 3) Extension of Research Fellowships is resolved by the Department Board in plenary session with the favourable vote of the absolute majority of those entitled to vote, within the limit of its budget, taking into account any limits imposed by law.
- 4) The resolution of the Department Board must be forwarded at least two months before expiry of the contract to the competent Service of the Central Administration and must indicate the duration of the extension and the financial coverage, accompanied by appropriate documents.
- 5) The extension of the Research Fellowship contract is signed by the Research fellowship holder and the General Director, or his representative.

#### **Art. 44 - Contract renewal (Research Fellowships)**

- 1) At the proposal of the Scientific Supervisor, Research Fellowship may be renewed for motivated new needs related to the research activity in which the Research fellowship holder is engaged.
- 2) The renewal, if any, of the Research Fellowship may provide for an increase in the amount of the contract by up to 20% of the original amount and must comply with the obligation relating to the maximum total duration of 3 years set forth in Art. 31 paragraph 3 of this Regulation and the maximum total duration of 11 years set forth in Art. 1, paragraph 2, of this Regulation.
- 3) Renewal of Research Fellowship is resolved by the Department Board in plenary session with the favourable vote of the absolute majority of those entitled to vote, within the limit of its budget, taking into account any limits imposed by law.
- 4) The resolution of the Department Board must be forwarded at least two months before contract expiry to the competent Service of the Central Administration and must indicate the duration of the renewal and the financial coverage, accompanied by appropriate documents.
- 5) The renewal of the Research Fellowship contract is signed by the Research fellowship holder and the General Director, or his representative.

#### **Art. 45 - Incompatibility and further assignments (Research Fellowships)**

- 1) Research Fellowships are incompatible with:
  - any other employment relationship, including part-time or fixed-term employment, with public and private entities;
  - the holding of Research contracts, Postdoctoral contracts or other Research Fellowships,

including those carried out in other universities or public research entities;

- the holding of PhD Scholarships or other Scholarships, awarded by national or foreign institutions for any reason, unless these are aimed at international mobility for research purposes.
- 2) Research Fellowships are not compatible with attending *Laurea* (equivalent to Bachelor of Science), *Laurea Specialistica* (Specialising Master's) or *Laurea Magistrale* (equivalent to Master of Science) courses, PhD courses or specialisation courses in the medical area, in Italy or abroad, except for the possibility of implementing specific research funding programmes of the European Union under actions linked to the Marie Skłodowska-Curie Programme (MSCA).
  - 3) Without prejudice to the foregoing, under no circumstances may the Research fellowship holder engage in activities that may give rise to a conflict of interest with the activities of the Politecnico di Milano.
  - 4) The Research fellowship holder may carry out professional activities and enter into self-employment contracts, including teaching and research support activities, provided that the performance of such activities does not interfere with the successful course of the Research Fellowship covered by the contract and subject to the written authorisation of the Scientific Supervisor. Such activities are incompatible with the Research Fellowship in the absence of the aforementioned authorisation.

#### **Art. 46 - Remuneration, tax, social security and insurance conditions (Research Fellowships)**

- 1) Research fellowship holders are paid a comprehensive annual salary, including the charges payable by the Research fellowship holder, defined in relation to the commitment requested and based on a minimum salary established by Ministerial Decree.
- 2) The provisions of Article 4 of Italian Law 13 August 1984, no. 476 (exemption from local income tax and income tax on individuals) apply to Research Fellowships with regard to tax issues.
- 3) In relation to social security, the provisions of Article 2, paragraphs 26 et seq., of Italian Law 8 August 1995, no. 335 (obligation to register with INPS Separate Management system and the respective social security payments) apply.
- 4) With regard to sick leave, the provisions of Article 1, paragraph 788 of Italian Law 27 December 2006 no. 296 (right to sickness compensation from INPS, within given duration and amount limits, in the event of suspension of activity) apply.
- 5) Any mandatory abstention for maternity will be subject to the provisions indicated in the Decree of the Minister for Employment and Social Security dated 12 July 2007, published in Official Journal no. 247 dated 23 October 2007. During the period of mandatory abstention for maternity, the compensation paid by INPS in accordance with Article 5 of the said Decree of 12 July 2007 will be supplemented by the Politecnico di Milano up to the amount of the entire remuneration payable for the Research Fellowship.
- 6) The Politecnico di Milano provides INAIL insurance cover against accidents and third-party civil liability, with insurance coverage being paid for using specific budget funds.
- 7) The Politecnico di Milano will deduct from the Research fellowship holder's remuneration, for each calendar year, an amount relating to the premium for the insurance policy "Accidents to students, Research fellowship holders and similar figures".

#### **Art. 47 - Termination of Research Fellowship (Research Fellowships)**

- 1) Termination is when the term expires or the parties withdraw and for any other reason under current legislation.
- 2) The Research fellowship holder may withdraw in writing by giving no less than 30 days' written notice, unless the Scientific Supervisor or Head of the Department concerned authorises

the Research fellowship holder in writing to withdraw with less than 30 days' notice. In any event, the notice period may not be less than 15 calendar days.

- 3) If the notice is not sent, the Administration will withhold an amount equivalent to the Research fellowship holder's remuneration for the unserved notice period.
- 4) Funds not used for the Research Fellowship are returned to the Facilities concerned.

#### **Art. 48 - Withdrawal of Politecnico (Research Fellowships)**

- 1) The Politecnico may terminate the relationship with immediate effect without notice, by decree of the General Director, or his representative, should any of the following cases occur:
  - a) the Research fellowship holder fails to meet the obligations set out in Art. 45 of this Regulation on incompatibility;
  - b) the Research fellowship holder fails to meet the obligations set out in Art. 42, paragraph 3, of this Regulation, where they fail to start the activity in the manner set out by the Scientific Supervisor;
  - c) the Head of the Department gives a negative assessment within the meaning of Art. 42, paragraph 4, of this Regulation;
  - d) the period of suspension of the Research Fellowship compromises the performance of the research activity, as envisaged by Art. 49, paragraph 2, of this Regulation;
  - e) the Research fellowship holder fails to fulfil any other obligation expressly provided for in the contract.
- 2) In the event of withdrawal under this article, the Research fellowship holder's remuneration will be paid in proportion to the period of activity performed thereby, subject to approval of the Scientific Supervisor.
- 3) Should there arise any case of incompatibility envisaged by this Regulation, the Research fellowship holder is required to return any remuneration received by reason of the Research Fellowship for the period in which such incompatibility arose.

#### **Art. 49 - Suspension of activities (Research Fellowships)**

- 1) The suspension of activities relating to the Research Fellowship, for the period of mandatory abstention for maternity, involves the extension of the contractual relationship, without any change in the amount of the Research Fellowship set out in the contract.
- 2) Periods of sickness, accident, parental leave and absence from work for serious family reasons result in the suspension and interruption of the Research Fellowship for its entire period only if the total duration of such periods exceeds 30 consecutive days. The term of the Research Fellowship may be extended for a period equal to or shorter than that of the suspension, provided that the Scientific Supervisor confirms that there is still a scientific interest in the Fellowship. If the suspension period indicated above is such, at the sole discretion of the Scientific Supervisor, as to prejudice the performance of the research activity covered by the Fellowship, the Research Fellowship contract will be terminated, at the request of the Head of the Department concerned.
- 3) The Research Fellowship may also be suspended, only for periods exceeding thirty consecutive days, at the motivated request of the person concerned, provided such suspension is approved by the Scientific Supervisor and the Head of the Department.  
The Research Fellowship will be interrupted only for the period of suspension of the activity and the term of the Research Fellowship may be extended for a period equal to or shorter than that of the suspension, provided that the Scientific Supervisor declares that there is still a scientific interest in the Fellowship.

## **Title V - Final provisions**

### **Art. 50 - Transitory rules and entry into force**

- 1) For all matters not expressly covered by this Regulation, please refer to Italian Law no. 240/2010 and current applicable laws.
- 2) Pending the updating of the University regulations, the following provisions shall apply to Research contract holders and Postdoctoral contract holders:
  - **right to vote and be voted and participation in Department Boards:** Research contract holders and Postdoctoral contract holders can jointly vote and be voted with regard to the election of two of their own representatives to the Department Board. The election procedures are those defined in the Department Regulations for the representation of Research Fellows;
  - **disciplinary offences:** the provisions of the Operating Rules of the Professor's Disciplinary Board concerning Professors of practice, Visiting Professors, Research fellows and teaching and Research assistants shall apply to Research contract holders and Postdoctoral contract holders;
  - **assignments outside the University:** Research contract holders and Postdoctoral contract holders are required to request authorisation from the Rector to carry out research and teaching activities, just like full-time Professors and Researchers. This request is not needed if the activity is carried out for a Consortium whose activity has been authorised in advance. Research contract holders and Postdoctoral contract holders are also required to report any other paid activities in accordance with the Regulation on external assignments. In the course of its first application, checks on the fulfilment of indicators relating to institutional tasks will not be applied to Research contract holders and Research fellowship holders;
- 3) Pending the updating of the University regulations, in relation to the granting of teaching support and tutoring assignments, the provisions applying to Research contract holders, including preferential qualifications for comparative assessments, shall apply to Research fellowship holders, where compatible.
- 4) Pending the updating of the University regulations, the provisions, including statutory provisions, applying to Research fellowship holders (according to Art. 22-ter of Italian Law 30 December 2010, no. 240 currently in force), including those relating to the right to vote and be voted and to participation in academic bodies, shall apply to Research fellowship holders (according to art. 22 of Italian Law 30 December 2010, no. 240, in force as of 29/06/2022), where compatible.
- 5) This Regulation enters into force on 01/10/2025 and is published on the University website <http://www.normativa.polimi.it/>.
- 6) This Regulation fully replaces the "Regulation for the award of Research contracts, pursuant to Art. 22 of Italian Law 30 December 2010, no. 240" adopted by Rector's Decree no. 2074 of 30 January 2025, which is abrogated with effect from the date of entry into force indicated in the above paragraph.
- 7) The effectiveness of this Regulation, in relation to Postdoctoral contracts, is subject to issuance of the Italian Ministerial Decree envisaged by Art. 22-bis, paragraph 5, of Italian Law 240/2010, which will define the minimum remuneration for such contracts.
- 8) The effectiveness of this regulation, in relation to Research Fellowships, is subject to issuance of the Italian Ministerial Decree envisaged by Art. 22-ter, paragraph 5, of Italian Law 240/2010, which will define the minimum amount for such Fellowships.

THE RECTOR  
Prof. Donatella SCIUTO

*Digitally signed under the Digital Administration Code*