



Ca' Foscari  
University  
of Venice

Department of Philosophy  
and Cultural Heritage

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**Call for application to research fellowship for specific research programme pursuant to art. 7 of the  
Regulations on research fellowships awarding**

**CA' FOSCARI UNIVERSITY OF VENICE**

**DEPARTMENT OF PHILOSOPHY AND CULTURAL HERITAGE**

*The present document in English is to be considered as a mere courtesy copy of the official call which is available in Italian at the following [link](#). The text in Italian is the official text of the call for all legal intents and purposes and, in the event of non-conformity with the present document, it shall prevail.*

**The Director of the Department of Philosophy and Cultural Heritage**

- HAVING REGARD TO** the law December of 30th 2010, no. 240 and in particular art. 18 and 22 “assegni di ricerca” [research fellowships] and subsequent amendments and additions;
- HAVING REGARD TO** the DM of March 9th 2011 no. 102, registered at the Corte dei Conti [National Audit Office] on May 13th 2011;
- HAVING REGARD TO** the law 11/2015;
- HAVING REGARD TO** the MIUR [Ministry of Education, University and Research] note, reg. no. 583 of 08.04.2011;
- HAVING REGARD TO** the DLgs of January 9th 2008, no. 17;
- HAVING REGARD TO** the law of August 7th 1990, no. 241 and subsequent amendments and additions;
- HAVING REGARD TO** the D.P.R of December 28th 2000, no. 445, "Testo Unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa" [Consolidation Act of the legislative and regulatory provisions concerning administrative documentation];
- HAVING REGARD TO** the DLgs of June 30th 2003, no. 196 and subsequent amendments and additions and the EU Regulations 2016/679;
- HAVING REGARD TO** the DLgs. of April 4th 2006 no.198 “Codice delle pari opportunità tra uomo e donna, pursuant to art.6 the law of November 28th 2005 no.246” and subsequent amendments and additions [equal opportunities for men and women];
- HAVING REGARD TO** Code of Ethics and Conduct of Ca' Foscari University of Venice;
- HAVING REGARD TO** the Statute of Ca' Foscari University of Venice;
- HAVING REGARD TO** the REGOLAMENTO PER IL CONFERIMENTO DEGLI ASSEGNI DI RICERCA [REGULATIONS ON RESEARCH FELLOWSHIP AWARDING] issued under D.R. 122/1998 of December 28th 1998 and subsequent amendments and additions;
- HAVING REGARD TO** the resolution n. 41 of the Consiglio di Dipartimento [Departmental Council] of the 19<sup>th</sup> October 2023 that delegates the Director to issue calls for research fellowships, research grants and collaborations funded by external projects, once verified the needs and the budget of the projects together with the project coordinator;
- HAVING REGARD TO** the request of Prof. Jasenka GUDelj to call for a selection procedure for the award of no. 1 research fellowship, lasting 12 months, with the possibility of renewal within the limits of art. 2 of the Regulations on university Research Fellowship Awarding, titled “Research editorial assistant of the ERC AdriArchCult series”, financed with funds from the ERC AdriArchCult “Architectural Culture of the Early Modern Eastern Adriatic”, GA n. 865863 – CUP H74I20000420006;
- VERIFIED** that the fellowships will be charged on the funds of the ERC project “AdriArchCult “Architectural Culture of the Early Modern Eastern Adriatic”, GA n. 865863 – CUP



H74I20000420006, UGOV project FBC.ERC.GUDELJ, providing financial guarantee of the first year instalment charged to budget item COAN 03.01.01;

**establishes the following:**

**Art. 1 - Scope**

1. A public selection is announced to award **no. 1 research fellowship** lasting 12 months, with the possibility of renewal within the limits of art. 2 of the Regulations on university Research Fellowship Awarding, which will be subject to a specific contract.

The expected starting date is approximately **01/03/2025**

The research fellowship amounts to **Euro 29.300,00** per year gross to the recipient, net of the expenses to be sustained by the employer. The amount may be subject to adjustment in the event of variations in the law.

2. The research fellowship is awarded for the purpose of collaboration with the following research programme of the Department of Philosophy and Cultural Heritage:

**Title:** Research editorial assistant of the ERC AdriArchCult series

**Scientific disciplinary sectors and/or disciplines specifically identified by the call:** CEAR-11/A (History if Architecture)

**Cod. GSD (vd. DM 639/2024):** 08/CEAR-11

**Scientific coordinator and tutor:** Prof. Jasenka Gudelj

**Duration:** 12 months

**Abstract:** The research is part of the HORIZON 2020-ERC Consolidator Grant 2019 project titled "AdriArchCult: Architectural Culture of the Early Modern Eastern Adriatic", which addresses the theme of classical tradition in the early modern period along the eastern Adriatic coast. The project's aim is to analyze the buildings and other ancient artifacts in the area and their impact on European architectural culture, in the context of the circulation of knowledge.

The research activity of the research editorial assistant will consist in the critical analysis and in the editorial organization of the results of the ERC AdriArchCult in the form of publication drafts made by the research team, aiming at producing a new editorial series of the project ERC AdriArchCult named "Archipelagus".

The profile of the research editorial assistant requires a solid knowledge of the themes of the research of the ERC AdriArchCult project, which consist in the architectural production and the dissemination of knowledge in the early modern age across the Eastern coast of the Adriatic sea, and in excellent editorial and communication competencies and in the ability to collaborate efficiently with the members of the project team. The ideal candidate must have experience in the editorial and management field in the academic context, and excellent knowledge of the English language and, preferably, an operational knowledge of the Italian language and/or of the Croatian/Serbian/Bosnian/Montenegrin or Slovenian languages. Also, is required a good knowledge of IT tools for activities such as texts revisions, formatting, proofreading, editing of images and creation of promotional material for the dissemination of scientific and editorial results.

An integral part of the research will also be the dissemination of the project's results to both specialists and a wider public, including policy-makers and stakeholders, in collaboration with the other team



members. The activity of the research fellow can be carried out remotely under the supervision of Prof. Gudelj.

#### **Art. 2 – Requirements for participation in the selection procedure**

1. Citizens belonging to European Union member states and non-community citizens in possession of the following qualifications may take part in the selection:
  - Master's degree (or equivalent title according to the Italian law) in Humanities or in History of Art or in History of Architecture or equivalent qualification obtained abroad and appropriate scientific-professional curriculum.
2. Qualifications obtained abroad will be examined by the Committee, in accordance with article 4, which may consider them as being equivalent for the purposes of admission, without prejudice to the current legislation.
3. Candidates must be in possession of the requirements at the deadline established by this selection procedure announcement (see art. 3).
4. The following are not eligible for fellowships and are therefore **automatically excluded from participation in the selection procedure**: candidates who have a degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the department or to the facility issuing the call for applications, or with the Rector, the Director-General or a member of the University Board of Directors.
5. The following are not eligible for fellowships: permanent employees of the universities, public research institutions and administrations, the National Council for New Technology, Energy and the Environment (ENEA) and the Italian Space Agency (ASI), institutions whose scientific specialisation diploma has been recognised equivalent to the title of PhD in accordance with article 74, fourth paragraph, of the Presidential Decree of July 11th 1980, no. 382, in accordance with the relative budget availability.
6. Private employees cannot be grant holders, even if employed on part-time basis.
7. Candidates are admitted to the selection conditionally; the University will exclude, by motivated provision, candidates who are lacking the prescribed requirements. Said provision is notified to the concerned party by registered letter with recorded delivery or by telegram on the request of the concerned party.
8. In any case the fellowship will be awarded having regard to article 18 of the Regulation on the research fellowship.

#### **Art. 3 – Application for participation in the selection and deadline**

1. Candidates must submit an application with all the required documents in accordance with the Regulations on Research Fellowship Awarding and the following paragraphs.
2. Applications, together with all the required documentation, have to be submitted exclusively online at the following webpage:

<https://apps.unive.it/domandeconcorso-en/accesso/dfbc-ar-erc-gudelj-res-editorial>

not later than the **20<sup>th</sup> January 2025 at noon (12:00 Rome CET)**, according to the publication of the call for applications on the University webpage "Albo online" (online register of the University call for



proposals and tenders). In case the deadline is on Saturdays, Sundays or on holidays it is extended to the first working day thereafter.

Foreign citizens not yet in possession of the Italian Tax Code can use the following link <https://apps.unive.it/utills/cf> to obtain a temporary one and be able to proceed with the request.

The call for proposals is published on the University webpages ([link](#)), on the website of the Ministry of Higher Education and Research ([link](#)) as well as on the European Union web page ([link](#)).

**Please note that the University will be closed from the 24<sup>th</sup> of December 2024 to the 6<sup>th</sup> of January 2025 included.**

3. The application form together with compulsory declarations are available on the University website ([link](#)).
4. The candidate, after the uploading, will receive a submission number and an e-mail acknowledging receipt of their application. The candidate, if necessary, could access the procedures for updating any data and materials through the link and submission number provided in the e-mail until the call deadline expires, on the **20<sup>th</sup> of January 2025 at noon (12:00 Rome CET)**.
5. Please note that the University can be contacted for any support needs by the candidate until 24 hours prior to the deadline. For further information please contact the Research Office of the Department of Philosophy and Cultural Heritage, email: [calls.fbc@unive.it](mailto:calls.fbc@unive.it)
6. Please note that in case of a high number of applications and / or weight of the materials uploaded by the candidates the system might become slower. Therefore, it is suggested not to start the process close to the deadline.
7. Incomplete applications, those without the required data and the compulsory attachments will not be taken into consideration. Furthermore, the applications which, for any reason, reach this University beyond the term specified in paragraph 2 cannot be accepted.
8. With the exception of the provisions of art. 6, all communications concerning the public selections announced hereunder are sent to the concerned parties by certified email, registered mail with recorded delivery, or telegram.
9. In the application the candidate must declare his/her surname and first name, date and place of birth, taxpayer's code and residence, e-mail and/or certified e-mail address (if possessed) and the elected domicile for the purposes of selection. Any change in these data must be promptly communicated to [calls.fbc@unive.it](mailto:calls.fbc@unive.it).
10. In addition to the above, candidates must declare:
  - a) the title of the fellowship; candidates must specify for which of the two positions they intend to apply;
  - b) the Scientific Disciplinary Sectors;
  - c) the possession of a master's degree or equivalent title obtained abroad. Candidates in possession of a qualification obtained abroad must also submit a copy of the foreign title with a translation in Italian or English language including marks obtained, accompanied by a self-declaration relating to the conformity to the original of the translation itself. The candidate who has been awarded a Diploma Supplement, may not submit any other documentation, provided that the DS provides a complete description of the nature, level, academic system and status of the studies carried out. In any case, it is advised to submit any other document useful to the evaluation of the academic title obtained;
  - d) (if available) the possession of a PhD with the date on which it was obtained and the University where the course was held. Candidates must also submit a copy of the foreign title with a translation in Italian or English language including marks obtained, accompanied by a self-declaration relating to the conformity to the original of the translation itself;



- e) nationality;
  - f) to be medically fit to discharge his/her duties for the fellowship;
  - g) to have/have not criminal conviction and/or being/not being currently involved in criminal proceedings. On this regard, the University reserves the right to assess at its discretion, for the purposes of the possible exclusion of the candidate from the selection, the seriousness of the criminal convictions declared and those that may occur as a result of the ongoing criminal proceedings
  - h) whether he/she received a PhD fellowship;
  - i) whether he/she has already received a research fellowship under art. 22 of law no. 240/2010;
  - j) whether he/she has already held contracts under art. 24 of law no. 240/2010;
  - k) his/her presentation of an individual proposal such as Marie Skłodowska Curie Actions - Individual Fellowships /ERC Starting Grants/FIRB (Italian Fund for basic research investments)/SIR (Scientific Young Independence Research) or similar, having passed all the evaluation thresholds;
  - l) the conclusion of a Marie Skłodowska Curie Actions - Individual Fellowships /ERC Starting Grants/FIRB (Italian Fund for basic research investments)/SIR (Scientific Young Independence Research) or similar funded projects;
  - m) the possession of a residence permit valid at the deadline of the call for applications, in case he/she is a non-European citizen residing in Italy;
  - n) the consciousness that awarding of the fellowship is not compatible with the positions referred to in art. 11, with the exception of the provisions of the Regulations on University research fellowships awarding and the current legislation;
  - o) the preference of the foreign language/s in which to be tested during the interview, if art. 5 of this call offers a choice of foreign languages;
  - p) the possession of the evaluation criteria listed in art. 5;
  - q) any other item specifically required in articles 2, 3 and 5;
  - r) any other item specifically required by the application form;
  - s) disabled candidates, in accordance with the law of February 5th 1992 no. 104 and subsequent amendments and additions, shall make a specific request in relation to their disability, concerning any aids they require in order to sit the interview.
11. Lack of the declaration/s in accordance with letter **c)** and **g)** of previous paragraph of this article, will result in the exclusion from the selection.
  12. The University accepts no liability in the event of the recipient being untraceable or dispersion of the communications due to inaccurate indication of the domicile by the candidate, failure or delay in communication of variation of domicile or causes not depending on the University, or for any postal, telegraphic or telematic errors or those attributable to third parties, chance events or force majeure.
  13. The declarations made in the application shall be considered issued in accordance with the Italian DPR no. 445/2000 and subsequent amendments, by candidates entitled to use the simplified administrative certifications permitted by the above decree.
  14. Candidates **must enclose** with their application:
    - a) a scanned copy of a valid identification document;
    - b) a motivation letter (max 1 page) along with their scientific-professional curriculum, both to be enclosed as a one single .pdf file. The curriculum vitae must be signed, specifying the educational qualification possessed for the purposes of the application and a detailed description of the candidate's scientific-professional qualifications; a declaration must be appended in the footnote of the curriculum, pursuant to the Italian DPR 445/2000 and subsequent amendments and additions,



that the information provided corresponds to the truth. Moreover, the candidates have to consent to the use of their personal data for the purposes of this selection procedure pursuant to the Italian Legislative Decree 196/2003 and Reg. EU 2016/679);

- c) the attachments called “obligations and understanding” and “participation and compatibility”;
- d) the “Declaration on availability to attend the online interview”, available on <https://www.unive.it/pag/28830> to send **by email** to [calls.fbc@unive.it](mailto:calls.fbc@unive.it) with Subject “**Research editorial assistant of the ERC AdriArchCult series**” .

**Incomplete applications will be rejected.**

15. Other attachments:

- a) a list of the candidate’s scientific publications;
- b) publications’ files, maximum no. 2 published editorial works; the file must be attached to the application through the online procedure;
- c) declaration to fulfill the additional evaluation criteria listed in art. 5 according the scheme “preferential criteria”;
- d) any other item specifically required in articles 2, 3 and 5.
16. The same procedure established in the previous paragraphs for Italian citizens should be applied to citizens of the European Union. Citizens of countries not belonging to the European Union, regularly residing in Italy, can use the self-certifications established by the D.P.R. no. 445/2000 limited to the countries, personal qualities and facts that can be certified or attested by Italian public bodies, with the exception of the special provisions contained in the legislation and regulations concerning immigration and the status of foreigners.
17. Citizens of countries not belonging to the European Union authorised to reside in the territory of the Country can use the aforementioned self-certifications if the same are produced under international agreements between Italy and the country of origin of the declarant.
18. The University performs sample checks on the truthfulness of the declarations made by the candidates in the applications and in the curriculum.
19. If the above check reveals that the content of the declaration is not true, the Declarant will forfeit any benefits conferred on the basis of the untruthful declaration, without prejudice to the provisions of the criminal code and relevant special legislation.

**Art. 4 – Selection Committee**

1. A Selection Committee is appointed in accordance with art. 9 of the Regulations.
2. Prior to examination of the applications, the Committee determines the general criteria for evaluation of the scientific-professional qualifications required for participation in the selection, the interview and the evaluation criteria described in articles 2 and 5, with regard to their specific relevance to the research activity subject of this call and establishes, for each type of qualification, the score to be attributed, in accordance to the evaluation grid defined by the Regulations on Research Fellowship Awarding (see att. B).
3. The selection reports will be approved by decree of the Director of Department/Centre and made public as established by articles 10 and 11 of the Regulations on Research Fellowship Awarding.

**Art. 5 – Assessment procedure**

1. The selection is made by assessment of the scientific and professional qualifications, the curriculum vitae and scientific production of the candidates, followed by an interview.





2. Candidates are admitted to the interview on the basis of the assessment of their scientific-professional qualifications.  
The interviews, that will be held by video and **in English**, aim to assess the candidates' skills and expertise on the following subjects:
  - knowledge of the scientific editorial production process and of the dissemination of scientific results;
  - knowledge on the architectural and artistic production and the circulation of knowledge in the early modern age across the Eastern coast of the Adriatic sea;
  - verification of the knowledge of the Italian language for foreign candidates.
3. Candidates whose qualifications are judged to be insufficient by the Selection Committee, in accordance with the previous art. 4, are excluded from the interview. The candidate must reach a minimum threshold of 42/60.
4. Exclusion is justified in detail in the selection reports which can be accessed in accordance with law 241/90, and as established also in the subsequent art. 8.
5. In addition to the publications, the following qualifications are considered as **evaluation criteria**:
  - a) holding a PhD in a field relevant to the object of this call or having completed the attendance of a PhD programme, although not having yet obtained the PhD title;
  - b) specialisation diplomas and attendance certificates at post-graduate specialisation courses, obtained both in Italy or abroad, documented research activity in public and private organisations with contracts, study grants or assignments both in Italy and abroad;
  - c) experience in the editorial field in an academic context, preferably at a museum, a research institution or an university press;
  - d) knowledge of the Croatian/Serbian/Bosnian/Montenegrin or Slovenian languages;
  - e) competencies with the IT tools for activities such as texts revisions, formatting, proofreading, editing of images and creation of promotional material.

#### **Art. 6 – Selection and ranking**

1. The classification and consequent identification of the successful candidate will be made by The Selection Committee, which can award a total of 100 points, as established by the Regulations on Research Fellowship Awarding (see Annex B), to be allocated as follows:
  - Qualifications (including publications), up to 60 points;
  - Interview, up to 40 points.
2. **Candidates are admitted to the interview if assessment of the qualifications results in a score equal to or greater than 42/60.**
3. **The interview will be held online (via Google Meet) in any case on February 11<sup>th</sup> 2025 at 4:00 p.m. (Italian time – Rome CET).** The list of candidates admitted to the interview, or any delay, will be published on the 4<sup>th</sup> of February 2025 on the University website ([link](#)) and on the other web pages as established by the current regulations.
4. Publication of the above calendar and of the shortlisted candidates constitutes notification to all intents and purposes of the call for applications. Shortlisted candidates are therefore required to connect, with the identification document presented at the time of submission, on the day and at the time specified in the public notice.
5. Absence of the candidates at the interview will be considered to all intents and purposes as a withdrawal from the selection, whatever the cause.



6. **The interview is held publicly. Candidates are deemed to have passed the interview if they reach a minimum score of 28/40.**
7. **Candidates are considered suitable** for the specific research activity if the sum of the points assigned to the qualifications and to the interview is **equal to or greater than 70/100.**
8. On the basis of the scores attributed, the Committee draws up a merit ranking list in accordance to articles 7 and 10 of the Regulations on Research Fellowship Awarding.
9. In the event of two or more candidates obtaining the same score at the end of the selection, the younger candidate will be preferred.

#### **Art. 7 – Awarding of the research fellowship**

1. Having received the selection documents, the Director approves, by his own decree, the ranking lists, differentiated by position, and the selection procedure reports and makes them public according to the procedures specified in the following art. 8. The approval decree ascertains the overall regularity of the procedure and compliance with current legislation and the University regulations.
2. If any irregularity is found, the Director of the structure requests clarifications from the Selection Committee. In the absence of a response within 20 days of the request or in the event of a negative evaluation of the elements provided in the response, the Director of the structure repeals the procedure.
3. The deadline for any appeal against the procedure is set by the date of the publication of the ranking lists.
4. The rankings are valid for a period of one year.
5. The Department that issued the call can use the rankings, without prejudice to ensure adequate financial coverage, in the following cases:
  - a) impossibility to sign the contract with the winner;
  - b) withdrawal of the winner before the contract is signed;
  - c) withdrawal of the winner after the contract is signed;
  - d) in case the need to activate additional positions on the same specific project arises.
6. In case the contract cannot be signed, the amount set aside for the present call for applications will be made available to the Department.
7. The Director of the Department where the research programme will be conducted, awards the research fellowship to the winner of the selection procedure, subject to ascertainment of the prescribed requirements.
8. The latter must accept the award within 7 days from receipt of the communication by signing the relative contract at the competent office of the Department of Philosophy and Cultural Heritage. The contract will establish the terms of and procedures for the collaboration and allocation of the grant, within the terms set in article 1.
9. The research fellowship can be renewed, subject to the necessary financial backing, in the manner and under the terms established by articles 2, 14 and 16 of the Regulations on research fellowship awarding and by art. 12 of the present call.

#### **Art. 8 – Publication of the selection procedure**

1. Publication of the results of all the selection phases is ensured by affixing a notice at the premises of the concerned department, in the provided spaces, with indication of the scores assigned to the qualifications and to the interview and the final classification. The selection documents are made public also on the university website and on the other web pages as established by the current regulations.





2. Access to the selection documents is guaranteed pursuant to the law of August 7<sup>th</sup> 1990, no. 241 and subsequent amendments and additions and relative internal implementation regulations.

#### **Art. 9 – Activity of the research fellow**

1. During the whole research period, the activity of the research fellow is conducted at the Department/Centre awarding the fellowship, except for external missions envisaged by the research project and/or those the tutor or the Department/Centre Director have authorised in advance, as established in art. 13 of the Regulations on Research Fellowship Awarding.
2. The activity of the research fellow is conducted independently and without set working times, solely within the limits of the research programme and the indications provided by the research coordinator, who will act as tutor without prejudice to art. 13 of the Regulations on Research Fellowship Awarding.
3. The activity of the research fellow in no way constitutes a subordinate working relationship and does not give rise to rights in respect of access to permanent employment at the University.
4. Research fellows must register with the INPS separate management scheme. Also, he/she has to register on the portal of the Ministry of Education <https://loginmiur.cineca.it/>, to implement the U-GOV catalogue containing the scientific publications produced by the research fellow, to comply with the University Regulations, specifically this notice, University Regulations on research Knowledge Valorisation and the attached University policy – Guidelines on IP and confidentiality in research agreements, the University Codes of Ethics and of Conduct, the Regulations containing the code of conduct for public employees, pursuant to Article 54 of Legislative Decree no 165.

#### **Art. 10 – Intellectual property, patentability and confidentiality**

The legal and economic aspects relative to protection and exploitation of all the results of the research will be established by the contract stipulated with the winning candidate/s. Specifically, without prejudice to authors' moral rights, the University is entitled to the Industrial Property Rights on the research results and the Copyright on the Particular Intellectual Works developed by the research fellow. In this sense, the University Regulations on research knowledge valorisation (in particular art. 4) and the definitions provided therein apply.

#### **Art. 11 - Incompatibility – Ban on accumulation – Suspension of activity**

1. Research fellows can hold teaching contracts within the University and can be part of the examining committees as experts in their subject, having regard to art. 4 of the Regulations on research fellowship awarding.
2. The research fellowship may not be accumulated with study grants awarded for any reason, except for those awarded by national or foreign institutions for stays abroad in order to integrate the research activity of the research fellow.
3. The research fellowship is not compatible with participation in degree or master degree courses, specialist degree, PhD with grant or medical specialisation, in Italy or abroad, and entails extended unpaid leave for public administration employees, even if part-time employed, without prejudice to the provisions contained in the laws concerning the appointment of paid assignments to full-time civil servants.
4. Research fellows may undertake self-employed work or occasional or continuous collaborative work, compatibly with the research activity and subject to the authorization of the department, provided that the work:
  - does not involve a conflict of interest with the specific research carried out by the research fellow;
  - does not harm the University
5. The research and the fellowship can be suspended, subject to approval by the department after hearing the tutor, without prejudice to the provisions of Art. 13, for the following



reasons: compulsory military service, compulsory maternity leave paternity, adoption and foster care leave and parental leave, serious illness or serious family circumstances, awarding of scholarships granted by national or foreign institutions permitted by current legislation and not directly linked to the research programme funded by the fellowship, for a maximum of one year, it being understood that the total duration of the fellowship shall not be reduced due to such suspensions. An overall period of justified absence of less than thirty days in a year does not constitute suspension and, consequently, does not have to be made up for.

6. An overall period of justified absence of less than thirty days in one year does not constitute suspension and consequently does not have to be made up.
7. Research fellows can participate in university research groups and projects, whatever the funding body.
8. In any case the fellowship will be awarded having regard to article 18 of the Regulation on the research fellowship.

#### **Art. 12 – Method of control and assessment of research fellow activity**

1. Without prejudice to the provisions of par. 2 of this article, the research fellow is required to report on his/her research activity whenever requested to do so by the tutor. For said purpose the research fellow may be required to keep a diary-register in which he/she periodically notes the state of progress of the research programme, except for art. 13 provisions within the Regulations.
2. The research fellow is required to present to the Department, at the end of the tenure period and in any case at the end of each year, in the case of a grant lasting several years, a written report on the research activity conducted also for the purpose of adjustment of the amount of the research fellowship grant where scheduled by the contract according to the preceding art. 7. In the report, the research fellow shall accurately and thoroughly detail the research methods applied and achievement of the results, even though they might be partial results, with reference to the specific programme in which he/she collaborates with, also for the purpose of renewal of the grant if necessary, except for art. 13 provisions within the Regulations.
3. At the end of the research activity, the research fellow is required to provide the Department with:
  - Scientific report on the linguistic and editorial curatorship of at least 3 advanced drafts of the volumes of the ERC AdriArchCult series;
4. The report, together with the opinion of the tutor on the appropriateness of the research methods applied and the validity of the results achieved, is submitted for examination to the Council of the Department or the body responsible.
5. In the event of a negative assessment, the Council of the Department or the body responsible, having consulted the research fellow, can propose revocation of the grant. Early termination of the collaboration in the research activity is decided by the Council of the Department or the body responsible.
6. At the end of the grant, the above report shall describe accurately and thoroughly the research methods applied and achievement of the goals set by the research programme, also for the purpose of renewal of the grant if necessary.
7. Collaboration in the research activity may be terminated early in cases of serious and documented non-fulfilment of the requirements by the research fellow as notified by the tutor or by the Council of the Department or body responsible. Likewise the University is entitled to take any legal action to protect its interests and assets.

#### **Art. 13 – Taxation, social security and insurance**

1. In respect of taxation, the fellowships are subject to the provisions of art. 4 of the law of August 13th 1984, no. 476 and subsequent amendments and additions, and in respect of social security,



those of art. 2, paragraphs 26 and following of the law August 8th 1995, no. 335 and subsequent amendments and additions.

2. The fellowships in this call are subject, in respect of compulsory maternity leave, to the provisions of the decree of the Ministry of Employment and Social Security of July 12th 2007, published in the Official Gazette no. 247 of October 23rd 2007.
3. During the period of compulsory maternity leave, the benefit paid by INPS (National Social Security Institute) in accordance with article 5 of the above decree of July 12th 2007 is integrated up to the entire amount of the research fellowship by the body responsible for administration and management of the grant.
4. The fellowships are subject, in respect of sick leave, to article 1, paragraph 788, of the law of December 27th 2006, no. 296, and subsequent amendments and additions.
5. The financial aspects of the research fellowship are regulated by the ministerial notes no. 2867 of December 15th 1997 and no. 523 of March 12th 1998; the remuneration, in the light of the resolution no. 17/E of the Ministry of Finance, ref. no. 2000/30703 of February 22nd 2000, comes under the category of incomes equated to those of subordinate employment since they fall within the scope of art. 50 (ex art. 47), par. 1, letters c) and c)-bis of the D.P.R. no. 917 of December 22nd 1986 and subsequent amendments in the matter of 'Tax Consolidation Act'.
6. The University provides insurance cover for accidents and third party liability for the research grant holders during their research activity.

#### **Art. 14 – Processing of personal information**

Personal data provided by the candidates in their applications for participation in the selection procedures, are processed pursuant to the legislative decree of June 30th 2003, no. 196 and subsequent amendments and additions and to the EU Regulations 2016/679. Comprehensive information on personal data processing can be found here <https://www.unive.it/privacy> or here <http://www.unive.it/data/12137/>.

#### **Art.15 – Person in charge of the procedure**

Pursuant to the provisions of art. 5 of the law of August 7<sup>th</sup> 1990, no. 241 and subsequent amendments and additions, the person in charge of the administrative procedure for this selection is Atty. Esterita Vanin, Executive Officer of the Department of Philosophy and Cultural Heritage.

#### **Art. 16 – Final provisions**

The University Regulations and the current legislation will apply to all matters not covered in the following call.

#### **THE DIRECTOR**

of the Department of Philosophy  
and Cultural Heritage  
Prof. Giovanni Maria Fara

#### **Visto R.P.A.**

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