

Decision of the Coordinator of the Temporary Centre “Project CHANGES”

Call for n. 1 Short Research Fellowship - Ca' Foscari University of Venice– Temporary Centre “Project CHANGES”

(L. 240 del December 30th 2010, art. 18, DL 19/2012; Regulations about Short Research fellowships issued under D.R. 300/2014 of 14/04/2014 and subsequent amendments and additions)

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

The Temporary Centre “Project CHANGES” of Ca' Foscari University of Venice, having regard to the Decision of the Coordinator of the Temporary Centre “Project CHANGES” Rep. n.216/2025, Prot. n.198934/2025 of 24/07/2025 establishing the research programmes for awarding of the short fellowships in **“Study of archival documents for the topographic reconstruction of the Sant'Ilario area (Venice).”** lasting 3 months, with the possibility of renewal within the limits of art. 4 of the Regulations for awarding of university short research fellowships. The expected starting date is indicatively from September 2025.

The research fellowship is awarded for the purpose of collaboration with the following research programme of the Temporary Centre “Project CHANGES” - **abstract**:

The project concerns the study of part of the unpublished documentation, preserved in the archive fund of San Giorgio Maggiore deposited at the State Archives of Venice. The aim is to reconstruct the physical appearance and toponymy of the places under investigation, and to trace the presence of ancient sites and structures. The reconstruction will be based on the information which was gathered during the topographical survey of the lagoon and peri-lagoon territory of Venice, carried out between the last decade of the 15th century and the first decade of the 16th century.

The research fellowship amounts to Euro 2.765,00, gross to the recipient.

Deadline: 18th August, 2025. In case the deadline is on Saturdays, Sundays or on holidays it is extended to the first working day thereafter.

Rules of eligibility – Beneficiaries

Citizens belonging to European Union member states and non-community citizens in possession of the following qualifications may take part in the selection: People with

masters degree in History, Conservation of Cultural Heritage (or equivalent) and an adequate scientific and professional CV are eligible.

Applicants must hold all the requisites within the call deadline. The qualifications will be evaluated by a Commission that examines the eligibility and qualifications of the candidates and makes a merit rank of them.

Skills required

- documented knowledges of the archival collections according to the study;
- scientific production relating to environmental history topics.

Any other evaluable qualifications

- PhD in medieval studies.

Incompatibility

The short-term research fellowship may not overlap with:

- a) other scholarships granted in any capacity, apart from those granted by national or foreign research institutes in order to integrate with periods abroad the specific activity foreseen by the work plan of the appointed fellow;
- b) attendance of PhD courses with scholarship and medical specialization, in Italy and abroad;
- c) research grants “assegni di ricerca”

Fellowship holders may carry out self-employed work or occasional or permanent collaborations, as long as this is coherent with the ongoing research, upon approval and on the condition that:

- does not involve a conflict of interest with the specific research activity carried out;
- does not prejudice the university, in relation to the activities carried out.

Subordinate employment contracts holders, in addition to obtaining permission by the university, must provide the authorization of their employer.

In the specific case that the subordinate employment contract started prior to the awarding of the fellowship, compatibility with the existing employment will have to be assessed; if the assessment yields a negative result, the short research fellowship will not be awarded; in the case of a positive result, the successful candidate will have to provide the authorization of his/her employer within 15 days.

In the event that the subordinate employment contract will start once the fellowship is ongoing, the successful applicant is required to notify this change at least 30 days before the start of the employment contract for an assessment of compatibility; if the assessment is negative, the fellowship will cease by the start of the employment contract; in the event of a positive outcome, the successful applicant must provide the

authorization of his/her employer within 15 days.

The awarding of the short-term research fellowship does not imply the establishment of any employment contract, nor does it give rise to any rights of access to positions of employment at the university.

How to apply

Candidates should submit:

1. The application form;
2. Applicants must declare in the application, under their own responsibility:
 - educational qualification held;
 - 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;
 - that they understand that the short-term research fellowship is not compatible with the positions referred to in Art. 12 of the present Regulations and current legislation;
 - to be medically fit to discharge his/her duties for the fellowship;
 - not to have received measures restricting personal freedom at the time of submitting the application;
 - not to have a degree of kinship or affinity, up to and including the fourth degree, with any professor belonging to the department or facility issuing the call or with the Rector, the General Manager or a member of the University Board of Directors and that they are aware of the provisions of the Law no 240/2010, Art. 18, para. 1, letter b);
 - any benefit under L. 104/92.
3. A CV in European format (<http://www.unive.it/data/28900/>), duly dated and signed.
4. A copy of a valid identity document (e.g. Identity Card or Passport).
5. All documents, qualifications and publications relevant for the selection procedure.

How to submit your application

Applications, together with all the required documentation, have to be submitted exclusively online at the following webpage:

<https://apps.unive.it/domandeconcorso-en/accesso/changes18082025studiodiminutearc>

not later than **noon time (12:00 Rome CET) 18th August, 2025.**

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.

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 email address changes_pnrr@unive.it.

Please note that in case of a high number of applications and / or weight of the materials loaded by the candidates the system might become slower. Therefore, it is suggested not to start the process close to the deadline.

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 deadline indicated above cannot be accepted.

The declarations made in the application shall be considered issued in accordance with the DPR no. 445/2000 and subsequent amendments, by candidates entitled to use the simplified administrative certifications permitted by the above decree.

Selection and Evaluation Procedure

The selection is made by assessment of the scientific-professional qualifications of the candidates, by a Selection Committee appointed by order of the Coordinator of the Temporary Centre "Project CHANGES" taking into account, whereas possible, gender balance.

The Commission compiles a ranking and specifies the winning applicant, having regard to the score appointed to experience and qualifications, as specified by the call. In the event of two or more candidates obtaining the same score at the end of the selection, the younger candidate will be preferred.

Awarding of the short research fellowship

Having received the selection documents, and at the outcome of the checks, the Director approves, by his own decree, the classification and the selection procedure reports and makes them public.

Notification, including the start date of the short-term research fellowship, shall be sent to the winning candidate.

The winner must accept the short-term research fellowship within seven days of receipt of the written notification referred to above, under penalty of revocation. In the event of withdrawal, the short-term research fellowship shall be awarded to the next available candidate, following the order of the final ranking of merit.

Publication of the results of all the selection phases shall be published in the online University notice board, on the University website (<https://www.unive.it/data/28824/>).

Access to the selection documents is guaranteed pursuant to the law of August 7th 1990, no. 241 and subsequent amendments and additions and relative internal implementation regulation.

Processing of personal data

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 EU Regulations 2016/679. Comprehensive information on personal data processing can be found [here](#).

Person in charge of the procedure

Pursuant to the provisions of art. 5 of the law of August 7th 1990, no. 241 and subsequent amendments and additions, the person in charge of the administrative procedure for this selection is Roberta D'Argenio, Administrative Secretary of the Temporary Centre "Project CHANGES".

Final provisions

For anything not specified in this call, see the University current regulations regarding the awarding for research fellowships and the current legislation.

Venice, 25th July, 2025

The Coordinator of the Temporary Centre "Project CHANGES"
Prof. Monica Calcagno