

The present document in English is to be considered as a mere courtesy copy of the official call. 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

### **Consolidated text of the**

**REGULATIONS OF THE UNIVERSITY OF PARMA FOR THE RECRUITMENT AND MANAGEMENT OF FIXED-TERM TENURE-TRACK RESEARCHERS (RTT) PURSUANT TO ARTICLE 24 OF LAW NO. 240 OF 30 DECEMBER 2010, AS AMENDED BY LAW NO. 79 OF 29 JUNE 2022, CONVERTING DECREE-LAW NO. 36 OF 30 APRIL 2022** (issued by Rector's Decree no. 469/2023, protocol no. 74935 of 10 March 2023, subsequently amended and supplemented by resolutions of the Academic Senate and the Board of Directors, respectively no. SA/26-11-2024/129 of 26 November 2024 and no. CDA/28-11-2024/515 of 28 November 2024)

### **Article 1**

#### **Purpose and Scope**

1. These Regulations govern, in compliance with EU Directive No. 70/1999 (Framework Agreement on fixed-term work) and the principles set out in the European Charter for Researchers (Commission Recommendation No. 251 of 11 March 2005), the comparative evaluation procedures, legal status, and remuneration applicable to fixed-term Researchers pursuant to Article 24 of Law No. 240/2010, as well as the modalities for carrying out their activities.
2. The University of Parma, through decisions taken by its Governing Bodies in accordance with its Statute and on the basis of the three-year planning referred to in Article 1-ter of Decree-Law no. 7 of 31 January 2005, converted, with amendments, into Law no. 43 of 31 March 2005, and referred to in Article 4 of Legislative Decree no. 49 of 29 March 2012, and within the limits of available resources, may establish fixed-term employment relationships through private-law contracts with individuals possessing adequate scientific qualifications and meeting the requirements specified below in these Regulations, for the performance of research, teaching, supplementary teaching, and student services.
3. Within the above-mentioned planning framework, the University allocates at least one third of the resources earmarked for the conclusion of the contracts governed by these Regulations to candidates who have attended doctoral programmes or carried out research activities on the basis of formally assigned positions, excluding unpaid activities, for at least 36 months, also cumulatively, at universities or research institutions, Italian or foreign, other than the one issuing the call.
4. Contracts may concern the performance of research activities, including within the framework of a specific project or program, which may arise from agreements with third-party entities.

### **Article 2**

#### **Nature of the Employment Relationship and Contractual Types**

1. The employment relationship established between the University and the Researcher is a fixed-term subordinate employment relationship, governed by public law pursuant to Article 3(2) of Legislative Decree No. 165/2001. The contract with the Researcher, which is regulated under private law, is entered into in accordance with the applicable legal provisions, including those relating to tax and social security treatment.
2. The University of Parma provides insurance coverage against risks arising from accidents and third-party liability.

### **Article 3**

#### **Type of Contract**

1. The contracts have a total duration of six years and are not renewable.
2. The contracts may provide for either a full-time commitment or a defined-time commitment regime.
3. The total annual workload for carrying out teaching activities, supplementary teaching activities, and student support services is 350 hours under the full-time regime and 200 hours under the defined-time regime.

#### **Article 4** **Funding sources**

1. The procedures referred to in Article 1 are initiated within the limits of the available budgetary resources, in accordance with the three-year planning referred to therein and with the annual planning.
2. The costs arising from the award of the contracts governed by this Regulation may be borne entirely by other public or private entities, in accordance with Article 18(3) of Law No. 240/2010, subject to the conclusion of agreements for an amount not less than the fifteen-year cost of the Researcher positions referred to in Article 3 of this Regulation. In the case of agreements entered into with private entities, the funding party's obligation toward the University must be secured by an appropriate bank or insurance guarantee (fideiussione).
3. The financial resources necessary to cover the costs of employing a fixed-term Researcher must exist at the time the governing bodies approve the initiation of the procedures, or must be adequately guaranteed by the requesting structures.

#### **Article 5** **Procedures for Initiating Comparative Evaluation Processes**

1. Departments shall submit proposals for the initiation of the procedures referred to in Article 1 to the Rector, within the limits of the resources available for this purpose.
2. The proposals must include:
  - a) the specification of the scientific-disciplinary group and, where applicable, a profile identified through one or more scientific-disciplinary sectors, as well as any information useful for the evaluation of candidates in accordance with Ministerial Decree No. 243 of 25 May 2011; in the case of positions involving institutional healthcare activities, the relevant clinical/healthcare activity pertaining to the Scientific-Disciplinary Sector covered by the selection procedure;
  - b) the place of employment (service location);
  - c) the activities covered by the contract, the scientific productivity objectives, and the overall teaching commitment to be assigned to the Researcher;
  - d) the number of teaching hours for the delivery of courses in the various forms provided for (hereinafter "teaching"), as well as supplementary teaching activities, up to a maximum of 120 hours;
  - e) any request for the preparation of a ranking list of successful candidates;
  - f) where applicable, the maximum number of publications that each candidate may submit, which in any case shall not be fewer than twelve;
  - g) the foreign language proficiency required, in relation to the teaching needs of the degree programmes;
  - h) whether the position is on a full-time or defined-time basis;
  - i) the arrangements for filling the position;
  - j) the remuneration provided and the arrangements for financial coverage.
3. The Board of Directors shall approve the proposals for initiating the procedures, taking into account the University's three-year staff planning programme.

#### **Article 6** **Selection call**

1. Following approval by the Board of Directors of the initiation of the procedures, and upon verification of the availability of the necessary financial resources and compliance with the statutory provisions governing university recruitment, the selection call is issued by decree of the Rector.
2. The selection call shall contain the information specified in Article 5(2), together with detailed particulars concerning the specific duties and responsibilities, the rights and obligations attached to the position, and the applicable salary and social security arrangements.

#### **Article 7** **Publication of the Selection Notice**

1. Notice of the issuance of the selection call is published in the Official Gazette of the Italian Republic, on

the University's website, and on the websites of the Italian Ministry of University and Research (MUR) and the European Union.

#### **Article 8**

##### **Eligibility Requirements and Grounds for Exclusion**

1. Candidates eligible to participate in the procedures for the award of the contracts referred to in Article 3 include applicants, including citizens of non-EU countries, who hold a PhD degree or an equivalent qualification obtained in Italy or abroad, or, for the relevant sectors, a medical specialization diploma.
2. The following persons are excluded from the selection procedures:
  - individuals who have already been employed on a permanent basis as Full Professor, Associate Professor, or Researcher, even if they are no longer in service;
  - individuals who have already benefited from the contracts referred to in Article 3 of these Regulations for at least three years;
  - individuals related by blood or marriage up to and including the fourth degree to a Professor belonging to the Department proposing the activation of the contract, or to the Rector, the General Director, or a member of the Board of Directors.

#### **Article 9**

##### **Applications**

1. The procedures for submitting applications are specified in the selection notice published on the University's official website.

#### **Article 10**

##### **Selection Committees**

1. The Selection Committee shall be appointed by Rectoral Decree upon proposal of the Department that requested the initiation of the procedure.
2. The Committee shall consist of at least three university professors (Full or Associate Professors), predominantly from other universities, including foreign institutions, who possess a high-level international scientific profile.
3. Committee members must not have received a negative evaluation of their teaching activities and student services pursuant to Article 6(7) and (8) of Law No. 240/2010. Full Professors serving on the Committee must satisfy the requirements for obtaining the National Scientific Qualification (*Abilitazione Scientifica Nazionale*) for the rank of Full Professor. Associate Professors must satisfy the requirements for obtaining the National Scientific Qualification for either the rank of Associate Professor or Full Professor. Compliance with these requirements shall be verified by the Department proposing their appointment.
4. Committee members shall be selected from among professors belonging to the Scientific-Disciplinary Group or one or more Scientific-Disciplinary Sectors covered by the selection procedure.
5. To ensure equal opportunities for men and women in access to employment and working conditions, as provided by Article 57 of Legislative Decree No. 165/2001, the Committee should normally include at least one male member and at least one female member.
6. The Committee shall elect from among its members a Chair and a Recording Secretary.
7. The Committee shall conduct its work with all members present and shall adopt decisions by an absolute majority of its members.
8. The Committee may also conduct its work collectively through telematic means.
9. The Committee's work may not continue for more than 60 days from the date of its appointment.
10. The Rector may extend this deadline once only, and for no more than 30 days, for duly justified and exceptional reasons reported by the Committee Chair. In the event that the works have not been completed within the established deadlines, the Rector shall initiate procedures to replace those members responsible for the delay and shall set a new deadline for completion.

#### **Article 11**

##### **Comparative Evaluation of Candidates and Publication of the Proceedings**

1. The Selection Committee shall evaluate candidates in accordance with the criteria established by Article 24 of Law No. 240/2010 and Ministerial Decree No. 243 of 25 May 2011, as deemed applicable by the Committee. For positions involving institutional healthcare activities, the evaluation of healthcare-related

activities shall be based on the consistency of the candidate's overall clinical activity with the Scientific-Disciplinary Sector covered by the selection procedure or with a related sector. The duration, continuity, specificity, and level of responsibility of the healthcare activities performed shall be assessed.

At its inaugural meeting, the Committee shall establish in advance the criteria for the preliminary evaluation of candidates and the criteria for assigning scores to qualifications and publications, on the basis of the following parameters:

- Qualifications and curriculum vitae: up to a maximum of 40 points;
- Scientific publications: up to a maximum of 60 points.

Written and oral examinations are excluded, except for an oral test intended to verify adequate knowledge of a foreign language as required by the selection notice. This test shall take place simultaneously with the discussion of qualifications and publications.

2. Where the number of candidates exceeds six, the Committee shall carry out a preliminary evaluation to determine which candidates are admitted to the public discussion of qualifications and scientific output, in accordance with Article 24(2)(c) of Law No. 240/2010, as amended by Law No. 79 of 29 June 2022 converting Decree-Law No. 36 of 30 April 2022.

3. Following the preliminary evaluation, the candidates deemed comparatively most deserving shall be admitted to the public discussion of qualifications and scientific production, in a number ranging between 10% and 20% of the total applicants and, in any event, not fewer than six candidates.

If the total number of candidates is six or fewer, all candidates shall be admitted to the discussion.

4. The preliminary evaluation results and the list of candidates admitted to the discussion shall be published on the University's website. Candidates shall be notified at least ten days before the discussion.

5. Following the public discussion, which may be conducted through the online platforms indicated in the selection notice, the Committee shall assign scores to qualifications and to each publication.

The final evaluation shall be considered positive if the candidate obtains:

- at least half of the maximum score available for scientific publications, as specified in the selection notice;
- and an overall score of not less than 70 out of 100.

Where more than one candidate receives a positive final evaluation, the Committee shall identify the successful candidate on the basis of the score obtained and shall rank the remaining candidates in order of merit, establishing a ranking list where this possibility is provided for in the selection notice.

The ranking list shall remain valid for six (6) months from the date of approval of the proceedings for the purpose of subsequent appointment proposals by Departments exclusively in the following circumstances:

- withdrawal of the successful candidate or of a candidate appointed following progression through the ranking list;
- failure of the successful candidate to take up employment within the prescribed period;
- termination of the contract during the three-month probationary period referred to in Article 14(3) and Article 18(2);
- impossibility of appointing the successful candidate due to the absence of eligibility requirements declared in the application, such as failure to obtain recognition/equivalence of a foreign academic qualification, or the issuance of an unfavourable opinion by the Ministry of University and Research pursuant to Article 2 of Ministerial Decree No. 456/2023 concerning the academic equivalence of activities carried out abroad that were considered for eligibility purposes.

6. The Committee's proceedings, consisting of the minutes of individual meetings and the final report, shall be approved by Rectoral Decree.

7. The proceedings and the Rectoral Decree approving them shall be published on the University's official website. The approval decree shall also be published on the University's online notice board. The requesting Department shall be notified of such publication for the purposes of the appointment procedure.

## **Article 12**

### **Proposal for Appointment**

1. The proposal for appointment shall be formulated in accordance with Article 21(23) and Article 10(2)(10) of the University's Statute, as well as Article 24(2)(d) of Law No. 240/2010.

2. Within 60 days of the decree approving the proceedings, the relevant Department Council shall propose to the Rector the appointment of the successful candidate, subject to approval by an absolute majority of Full and Associate Professors, for subsequent approval by the Board of Directors.

3. The Board of Directors shall approve the appointment proposal and authorize the execution of the employment contract, which must take place within the mandatory period of 90 days from the conclusion of the selection procedure. If the contract is not executed due to reasons attributable to the University, the University may not, for the following three years, open new selection procedures for the same Scientific-Disciplinary Group within the Department concerned. The employment contract shall normally commence on the first day of the month following its execution, unless the Department submits a justified request for postponement not exceeding 120 days and consistent with any applicable statutory limits.

4. Only in the circumstances referred to in Article 11(5), the Department may, in compliance with its annual staffing plan and applicable legal constraints, propose to the Rector the appointment of the next eligible candidate in the ranking list, subject to approval by the Board of Directors.

### **Article 13**

#### **Nature and Execution of the Contract**

1. Upon execution of the individual fixed-term employment contract, the Administration shall invite the selected candidate to submit the documentation specified in the selection notice.

2. The private-law contract entered with the Researcher shall be signed by the Rector and shall include, among other things:

- a) the start date and end date of the employment relationship;
- b) the place of employment;
- c) the employment regime (full-time or defined-time);
- d) the activities to be performed in accordance with Articles 3 and 5(c) and (d);
- e) the total remuneration and the corresponding tax, social security, and welfare arrangements;
- f) the probationary period of three months;
- g) the grounds for termination referred to in Article 18.

### **Article 14**

#### **Employment Relationship**

1. Fixed-term Researchers shall perform the following duties:

- scientific research activities within the Scientific-Disciplinary Sector defining their profile;
- teaching activities in accordance with applicable legislation and University regulations, as determined by the competent bodies;
- healthcare activities, where connected with teaching and research duties, pursuant to agreements between the University and the relevant healthcare institutions;
- participation in student assessment committees and final examination boards, including supervision of theses;
- tutoring and student guidance activities, including assistance in preparing study plans and maintaining office hours;
- participation in Department activities, Degree Programme Councils, and Teaching Committees, in accordance with applicable regulations.

2. The place where activities are carried out shall be determined by the Department that proposed the position.

3. The three-months probationary period evaluation shall be the responsibility of the Department to which the Researcher belongs.

4. The Researcher's total annual workload is estimated at 1.500 hours under the full-time regime, and 750 hours under the defined-time regime. The annual commitment for teaching, supplementary teaching, and student services is 350 hours under the full-time regime, and 200 hours under the defined-time regime.

5. Teaching, supplementary teaching, and student service activities shall be self-certified through completion of the teaching register.

6. Disciplinary matters shall be governed by Article 10 of Law No. 240/2010.

7. The fixed-term researchers referred to in these Regulations may change their employment regime beginning with the academic year following their appointment, subject to authorization by the Department Director and submission of an application to the Rector at least six months before the relevant academic year. The selected regime must be maintained for at least one academic year. The aforementioned authorization by the Department of affiliation must ensure the corresponding financial sustainability in the event of a transition from part-time to full-time employment.

8. Where the fixed-term researchers are required to perform healthcare activities, such activities shall be carried out in accordance with agreements between the affiliated institution and the University.

9. Holding such contracts does not confer any entitlement to permanent university positions; however, service under these contracts constitutes a preferential qualification in public-sector recruitment competitions.

10. Researchers shall be subject to occupational health surveillance pursuant to Legislative Decree No. 81/2008 at the University's expense.

11. The University's statutory provisions governing active and passive voting rights of University Researchers in academic bodies shall apply according to the relevant employment regime.

## **Article 15**

### **Salary and Remuneration**

1. The remuneration applicable to the position shall be specified in the selection notice, in accordance with Law No. 240/2010.
2. The gross annual all-inclusive salary payable to holders of the contracts referred to in Article 3 shall be equal to the starting salary of a confirmed full-time University Researcher (*Ricercatore Confermato a tempo pieno*), increased by up to a maximum of 30%, as determined by the Board of Directors.
3. Fixed-term Researchers are not entitled to salary progression or career advancement increments.

## **Article 16**

### **Tax and Social Security Treatment**

1. The contracts shall be subject to the legislation governing tax, welfare, and social security treatment applicable to employment relationships

## **Article 17**

### **Incompatibilities**

1. Employment contracts governed by these Regulations are incompatible with:
  - a) any other subordinate employment relationship with public or private entities. Throughout the duration of the contract, public-sector employees may, where permitted by their governing regulations, be placed on unpaid leave without salary or social security contributions, or assigned to a special secondment status, upon request;
  - b) holding research grants or research contracts, including those awarded by other universities or public research institutions;
  - c) doctoral scholarships and, more generally, any scholarship awarded by national or foreign institutions;
  - d) holding teaching contracts governed by the applicable legislation.
2. Fixed-term Researchers are subject to the provisions of Article 6(9), (10), (11), and (12) of Law No. 240/2010 concerning incompatibilities arising from the legal status of University Researchers and those connected with full-time or defined-time employment regimes.
3. Full-time Researchers may undertake remunerated external assignments within the limits established by law and by the relevant University Regulations, subject to the binding opinion of the Director of the Department.
4. Defined-time Researchers may engage in professional practice and self-employed activities, including on a continuous basis, provided that such activities do not give rise to conflicts of interest with the University.

## **Article 18**

### **Termination of the Employment Relationship**

1. The employment relationship shall terminate either upon expiry of the contract term or through withdrawal by one of the parties.
2. During the probationary period, either party may withdraw from the contract at any time and without notice.
3. After the probationary period and until the expiry of the contract, withdrawal may occur where a circumstance arises that, pursuant to Article 2119 of the Italian Civil Code, renders continuation of the employment relationship impossible, or in cases of serious misconduct by the employee established through disciplinary proceedings. In the event of resignation, the Researcher must provide 30 days' notice. Failure to provide notice entitles the University to withhold an amount corresponding to the remuneration relating to the notice period not observed.

## **Article 19**

### **Researchers Recruited under Ministerial, European, and International Programmes**

1. The University may fill positions for Fixed-Term Researchers through direct appointment in the cases and under the conditions provided for by applicable legislation.
2. Funding under such programmes must explicitly provide full coverage of the costs arising from the activation of the contracts.
3. Researchers recruited under this Article shall enjoy the same legal and economic status as other Fixed-Term Researchers covered by these Regulations, except where different provisions are expressly established by the specific research programme under which the Researcher was selected.

## **Article 20**

### **Mobility**

1. Fixed-Term Researchers shall be subject to the provisions of Ministerial Decree No. 330 of 30 March 2022 concerning temporary mobility arrangements.

## **Article 21**

### **Appointment of RTTs to the Rank of Associate Professor**

1. Beginning at the end of the third year of the contract, and during each subsequent year of its duration, but no later than 120 days before its expiry, the University shall evaluate, upon application by the interested party and following a proposal from the Researcher's Department Council, a contract holder who has obtained the National Scientific Qualification (Abilitazione Scientifica Nazionale), for possible appointment to the position of Associate Professor.
2. The Department's proposal to initiate the evaluation procedure shall be subject to approval by the Board of Directors.
3. The evaluation shall be carried out in accordance with internationally recognized quality standards and the criteria established by Ministerial Decree No. 344 of 4 August 2011, as deemed applicable by the Evaluation Committee, with particular reference to research activities, teaching activities, supplementary teaching activities, services provided to students.  
For RTT contracts entered into on or after 30 October 2024, the evaluation shall instead be conducted according to the criteria established by Ministerial Decree No. 1658 of 21 October 2024, focusing in particular on teaching and student-service activities, scientific research activities, knowledge-transfer and knowledge-enhancement activities.  
The evaluation shall always include a teaching test. The selection committee has a maximum of 100 points available for the evaluation, of which 20 for the assessment of teaching activities, 50 for the assessment of research activities, 10 for the assessment of organizational tasks related to teaching and research activities, and 20 for the teaching test.
4. The teaching test shall consist of a lecture within the relevant Scientific-Disciplinary Group on a topic chosen by the candidate from a set of three topics predetermined by the Committee at its first meeting. The date of the teaching test shall be published on the University's website. At the conclusion of the test, the Committee shall issue a reasoned positive or negative assessment. The test shall be considered passed only in the event of a positive assessment.
5. The Evaluation Committee shall consist of three Full Professors, no more than one of whom may belong to the University of Parma, selected from the relevant Scientific-Disciplinary Group or Scientific-Disciplinary Sector(s). Committee members must not have received a negative evaluation of teaching activities and student services pursuant to Article 6(7) and (8) of Law No. 240/2010 and must satisfy the requirements for obtaining the National Scientific Qualification as Full Professor.
6. Verification of the eligibility requirements of Committee members shall be carried out by the Department proposing their appointment. Professors who served on the original selection committee that recruited the Researcher may not serve on this Committee.
7. The Committee shall be appointed by Rectoral Decree.
8. To ensure equal opportunities for men and women, (as provided for by Article 57 of Legislative Decree No. 165/2001), the Committee should normally include at least one male and one female member
9. The Committee shall elect from among its members a Chair and a Recording Secretary.

10. The Committee shall conduct its work with all members present and shall adopt decisions by absolute majority.
11. The Committee may operate collectively, also through telematic means.
12. The Committee's work shall be completed within 60 days from the date of appointment.
13. The Rector may extend, only once and for no more than 30 days, the deadline for the completion of the work for duly justified and exceptional reasons reported by the Chair of the Committee. In the event that the work has not been completed within the established deadlines, the Rector, by means of a reasoned decision, initiates the procedures for the replacement of those members responsible for the delay, setting a new deadline for the completion of the work.
14. The Committee's proceedings shall be approved by Rectoral Decree.
15. In the event of a positive evaluation, appointment to the position of Associate Professor shall take effect following approval by the Board of Directors, according to the University's timelines.
16. Until 31 December 2026, the following service recognition shall be granted for salary classification purposes upon request by the RTT:
  - recognition of three years of service for individuals who have held contracts as University Researchers under Article 24(3)(a) of Law No. 240/2010 for at least three years. In this case, evaluation for appointment as Associate Professor may take place no earlier than 12 months after taking up service;
  - recognition of two years of service for individuals who have held one or more research grants under Article 22 of Law No. 240/2010 for a total duration of at least three years.

## **Article 22**

### **Entry into Force**

1. These Regulations shall enter into force on the day following their publication on the University's website.

## **Article 23**

### **Transitional and Final Provisions**

1. Until 31 December 2026, the University shall allocate no less than 25% of the resources used for the recruitment of fixed-term researchers to individuals who are or have been, within the previous three years, for at least one year, holders of fixed-term researcher contracts pursuant to Article 24, paragraph 3, letter a) of Law No. 240/2010 (in its previous version), or to individuals who have held, for a total period of no less than three years, one or more research fellowships pursuant to Article 22 of Law No. 240/2010 (in its previous version). To this end, the University may therefore open calls for applications reserved for candidates meeting the above-mentioned requirements.
2. The possibility of launching procedures for the recruitment of fixed-term researchers pursuant to Article 24, paragraph 3, letter b) of Law No. 240/2010 (in its previous version) remains unaffected, based on the resources and timelines provided for in the extraordinary plans referred to in Article 1, paragraph 400, of Law No. 145 of 30 December 2018; Article 6, paragraph 5-sexies, of Decree-Law No. 162 of 30 December 2019, converted, with amendments, into Law No. 8 of 28 February 2020; Article 238 of Decree-Law No. 34 of 19 May 2020, converted, with amendments, into Law No. 77 of 17 July 2020; as well as Article 1, paragraph 297, of Law No. 234 of 30 December 2021 (Article 14, paragraph 6-terdecies of Law No. 79/2022).
3. For the thirty-six months following the entry into force of Law No. 79 of 29 June 2022, converting Decree-Law No. 36 of 30 April 2022, the University may launch procedures for the recruitment of fixed-term researchers pursuant to Article 24, paragraph 3, letter a) of Law No. 240/2010 (in the version in force prior to the entry into force of the aforementioned conversion law), in implementation of the measures provided for by the National Recovery and Resilience Plan (NRRP), as well as by the National Research Programme (NRP) 2021–2027 (Article 14, paragraph 6-quinquiesdecies of Law No. 79/2022).
4. For any matters not expressly provided for in this Regulation, reference is made to the relevant legislative, regulatory, and statutory provisions.