



**UNIMORE**  
UNIVERSITÀ DEGLI STUDI DI  
MODENA E REGGIO EMILIA

**DIREZIONE ORGANIZZAZIONE, PROGRAMMAZIONE E SVILUPPO RISORSE UMANE**

*Ufficio Reclutamento Personale Tecnico Amministrativo, Interinali e CEL*

*Via Università 4, Modena*

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**THE MANAGER**

HAVING REGARD TO Law No. 168 of 9 May 1989;  
HAVING REGARD TO Laws No. 59 of 15 March 1997 and No. 127 of 15 May 1997 as amended by Law No. 191 of 16 June 1998;  
HAVING REGARD TO Presidential Decree No. 445 of 28 December 2000;  
HAVING REGARD TO Legislative Decree No. 82 of 7 March 2005 on the Digital Administration Code, as amended and supplemented;  
HAVING REGARD to Law No. 240 of 30 December 2010, in particular Arts. 18 and 22 as amended and supplemented;  
HAVING REGARD TO Decree-Law No. 192/2014, converted into Law No. 11 of 27 February 2015;  
HAVING REGARD TO the current University Regulation for the award of grants for research activities;  
CONSIDERING the provisions on the containment and prevention of the epidemiological emergency from COVID-19 in force from time to time;  
HAVING REGARD TO law No. 120 of 11 September 2020 converting, with amendments of Leg. Decree No. 76 of 16 July 2020 'Urgent measures for simplification and digital innovation' and in particular Art. 19;  
HAVING REGARD TO Decree-Law No. 36 of 30 April 2022, converted with amendments by Law No. 79 of 29 June 2022 'Further Urgent Measures for the Implementation of the National Recovery and Resilience Plan (NRRP)';  
HAVING REGARD TO the Legislative Decree 198 of 29.12.2022 entered into force on 30/12/2022 "Urgent provisions regarding legislative deadlines (so-called milleproroghe decree)" converted into law no. 1 of 02/24/2023;  
HAVING REGARD TO Legislative Decree No. 198 of 11 April 2006: 'Code of equal opportunities between men and women, pursuant to Article 6 of Law no. 246 of 28 November 2005', as amended by Law No. 162 of 05 November 2021;  
HAVING REGARD TO the Interministerial Decree of 7 December 2021 adopting the guidelines aimed at fostering equal gender and generational opportunities, as well as the employment inclusion of persons with disabilities in public contracts financed with NRRP and NPCI (National Plan for Complementary Investments);  
HAVING REGARD TO the resolution of the Regional Council n. 2097 of 11/28/2022 (later modified by DGR 111 of 01/30/2023) with which the Emilia-Romagna Region approved the "Bando per progetti di ricerca industriale strategica rivolti agli ambiti prioritari della Strategia di Specializzazione Intelligente 2023-2024" in implementation of Action 1.1.2. of the PR FESR 2021-2027 "Supporto a progetti di ricerca collaborativa dei laboratori di ricerca e delle università con le imprese";  
HAVING REGARD TO the resolution of the Council of the Centro Interdipartimentale di ricerca sulle Digital Humanities DHMoRe dated 15.11.2023 to activate a grant for the performance of research activities within the framework of the project PR FESR 2021-2027 Azione 1.1.2 Bando per progetti di ricerca industriale strategica rivolti agli ambiti prioritari della strategia di specializzazione intelligente di cui alla DGR 2097/2022, "Progetto RADICI – Realizzazione di una infrastruttura di Aggregazione e Digitalizzazione di patrimoni per favorire l'Interazione con il settore delle Industrie culturali e creative", ID 37514, PG/2023/303093 (CUP J47G22000850003);  
CONSIDERING that the project is carried out thanks to the European Funds of the Emilia-Romagna Region;

**DECREES**

*Art. 1:*

*Number of research grants*

**A selective public procedure is announced, by qualifications and interview, for the assignment of 1 "junior grant" to carry out research (hereinafter research grant) at the University of Study of Modena and Reggio**

**Emilia, in the research location better specified hereinafter.**

**This kind of research grant is directed towards persons with a particular aptitude to scientific research, demonstrated and documented by significant experiences into the research's field.**

The Administration guarantees equality and equal opportunities between men and women for the allocation of this grant.

*Art. 2*

*Venue, disciplinary area, title of research, general research objectives, tutor, interview schedule and subjects of qualifications*

**Location: Modena (ITALY)**

LOCATION	Disciplines and/or disciplinary scientific fields to which the applicant's scientific qualifications must show specific relevance	TUTOR
Centro Interdipartimentale di ricerca sulle Digital Humanities DHMoRe	M-STO/01 (Medieval history); M-STO/02 (Modern history); M-STO/04 (Contemporary history)	Professor Matteo AL KALAK

The objectives and title of the research, the programme of the interview and the subjects of the qualifications for the selection procedure for the award of the research grants described above are as follows:

**Title of research:**

Digital enhancement of historical and documentary collections towards a network of digital humanities laboratories, within the framework of the project PR FESR 2021-2027 Azione 1.1.2 Bando per progetti di ricerca industriale strategica rivolti agli ambiti prioritari della strategia di specializzazione intelligente di cui alla DGR 2097/2022, "Progetto RADICI – Realizzazione di una infrastruttura di Aggregazione e Digitalizzazione di patrimoni per favorire l'Interazione con il settore delle Industrie culturali e creative", ID 37514, PG/2023/303093 (CUP J47G22000850003).

**Research objectives:**

Within the RADICI project, the research aims to digitally describe the documentary heritage preserved in public and private archives of the Emilia-Romagna Region. The researcher will be expected to identify the documentation, to provide for its digital description, according to DHMoRe standards, and to collaborate in its uploading to Lodovico Media Library. Moreover, he/she must cooperate to the dissemination activities of the RADICI project laboratories.

**Interview schedule:**

History; database and digital library construction and management.

*Art. 3*

*Duration, renewal and amount of the research grant*

The grant has an initial duration of **12 months**. It may be renewed for a period of not less than one year up to a maximum of six years. Exclusively for research projects whose expiry date does not permit the award of one-year grants, the grant may be awarded or renewed for a duration of less than one year, but in no case less than six months.

The total duration of the relationships established pursuant to the regulations in force, including any renewals, may in any case not exceed six years, excluding the period during which the grant was used to coincide with the PhD, up to the legal duration of the relevant programme.

Renewal of the grant is decided by the Board of the Department in accordance with the procedures set out in Article 9 of the University Regulations for the awarding of research grants.

A stay abroad for a period not exceeding one year within a two-year period at one or more qualified universities or research organisations is envisaged.

The annual amount of the research grant is **€ 19.367,00 (gross amount)**. The amount of the grant is paid to the beneficiary in monthly instalments.

*The provisions of Article 2(26) et seq. of Law No. 335 of 8 August 1995, as amended and supplemented, shall apply to the grants in question in social security matters.* The researcher is obliged to register with the INPS separate management scheme.

#### Art. 4

##### Admission requirements

**This selection is open to applicants who have obtained the qualification of research doctorate or an equivalent qualification obtained abroad or those who are in possession of a master's degree (DM 270/2004) belonging to the LM-84 classes and equivalent by law to these supported with a professional scientific curriculum suitable for the performance of research activities**, with the exclusion of personnel with tenure at universities, institutions and public research and experimentation bodies, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) and the Italian Space Agency (ASI), as well as institutions whose postgraduate scientific diploma has been recognised as equivalent to the title of research doctorate pursuant to Art. 74, fourth paragraph, of Presidential Decree No. 382 of 11 July 1980.

In the case of qualifications obtained abroad, the equivalence of the foreign qualification required for access to the selection is the responsibility of the Selection Board.

In this case, the application must be accompanied by documents enabling the selection board to make its decision (e.g. declaration of value in situ issued by the competent embassies).

Persons who are excluded from the active political electorate may not be admitted to the selection procedure.

Applicants are required to have no pending criminal proceedings or convictions. In any case, the Administration reserves an autonomous discretionary assessment of the relevance of the offences committed, also in order to protect its good name and image. It is in any event the applicant's responsibility to state expressly in the application form that s/he has been convicted of any criminal offence, even if not final, and/or that there are pending criminal proceedings against him/her.

Foreign nationals must also meet the following requirements:

- a. enjoy civil and political rights also in the countries of nationality or origin;
- b. be in possession, with the exception of Italian citizenship, of all other requirements for citizens of the Republic;
- c. have adequate knowledge of the Italian language.

The prescribed requirements must be met on the date of expiry of the deadline set in the call of this selection procedure for submitting the application.

Applicants are conditionally admitted to the selection procedure.

The administration may at any time, by reasoned decision, order exclusion from the selection procedure for failure to meet the requirements.

The following will also result in automatic exclusion from the selection procedure:

1. absence of the applicant's signature, in one of the ways set out in Article 5 below;
2. non-compliance with the deadlines and/or modalities for submitting the application;
3. lack of the requirements referred to in this Article paragraph 1.

Pursuant to Article 18 of Law No. 240/2010, contracts for any reason granted by the University may not be awarded to persons who are related by blood or affinity up to and including the fourth degree of kinship with a professor belonging to the department or structure requesting the activation of the contract, or with the Rector, General Manager or a member of the Board of Directors of the University.

Holding the grant is not compatible with participation in a bachelor's, master's or master's degree programme.

For the purposes of awarding the research grant contract, non-EU citizens must submit appropriate documentation attesting to the regularity of their position regarding their stay in Italy, pursuant to current immigration provisions (legislative decree 286/98 as amended and supplemented).

#### Art. 5

##### Application and deadline

**The application must be filled in and submitted only electronically by PICA – la Piattaforma Integrata Concorsi Atenei, available at the following link: <https://pica.cineca.it/unimore/> penalty of exclusion within 30 days starting from the day after the publishing of the notice on the University “Albo online”, at 1:00 pm (Italian time).**

Whenever the deadline date is a public holiday, the deadline will be on the first working day coming (art. 2963 - 3 c.).

**The Ufficio Reclutamento Personale Tecnico Amministrativo, Interinali e CEL will also remain closed from 23<sup>rd</sup> December 2023 to 7<sup>th</sup> January 2024 inclusive and will resume its activities on Monday 8<sup>th</sup> January 2024.**

**However, it will be possible to apply through the Pica application even on closing days.**

**The PICA platform is accessed via SPID or PICA account. In the case of using LOGINMIUR credentials, it is recommended to verify that they are active.**

**Applications submitted in different ways by the PICA platform will not be accepted.**

The guideline to submission is on line at <https://pica.cineca.it/file/LineeGuidaCompilazioneDomandaPICA.pdf/>. Before the deadline it is possible to save the application in draft form. Once the procedure for completing and sending the application has been successfully completed, the computer system automatically sends a receipt to the candidate's email address certifying the date and time of submission of the application; in case of non-receipt, contact the Cineca support service, via the link at the bottom of the page <https://pica.cineca.it/unimore/>. Since the Pica platform is managed by the Cineca consortium, for any problem of a technical nature it is necessary to contact Cineca promptly and directly, via the direct link present both on the general page of the competitions and on the page of each individual competition, by clicking in the box bearing the wording "For technical problems, contact support".

The Ufficio Reclutamento Personale Tecnico Amministrativo, Interinali e CEL has no competence for solving technical-IT problems.

Any further information on the submission of the application can be required by email ([ufficio.selezioneassunzione@unimore.it](mailto:ufficio.selezioneassunzione@unimore.it)) or telephone (+39 059 205 6445-6075-7078-6450) to Ufficio Reclutamento Personale Tecnico Amministrativo, Interinali e CEL.

The Administration accepts no liability for the loss of communications due to inaccurate information on the address provided by the applicant or failure or delay in communicating a change in the address indicated in the application, nor for any postal or computer errors or in any case attributable to third parties, unforeseeable circumstances or force majeure.

**The application must be completed in all its parts, as indicated in the online procedure and must contain, in particular, the following declarations, made in accordance with the provisions of Presidential Decree No. 445 of 28 December 2000:**

- a) first name, last name, tax code;
- b) date and place of birth;
- c) citizenship. Non-EU nationals should indicate whether they already hold or have initiated proceedings to obtain a valid residence permit;
- d) residence address and domicile, if different from residence;
- e) contact details for any communication (including certified e-mail, if any);
- f) university degree held (degree prior to DM 509/99 or specialised degree pursuant to DM 509/99 or master's degree pursuant to DM 270/04), the mark obtained, as well as the date and the University at which it was obtained, or the academic qualification obtained at a foreign University, which is equivalent to the Italian qualification, or the academic qualification obtained at a foreign University for which recognition of eligibility is sought;
- g) PhD degree, if held, as well as the date of graduation and the university where the programme was offered;
- h) enjoyment of political rights;
- i) that you are not enrolled in a university degree programme, postgraduate or master's degree programme, or medical specialisation school, in Italy or abroad;
- j) that you do not hold posts at any of the universities or organisations listed in Article 4 of the call for applications;
- k) that you are not a private employee, even on a part-time basis, and that you do not have any income from freelance activities carried out on a continuous basis. Otherwise you (the applicant) are willing to renounce in the event you are awarded the grant;
- l) that you are not a civil servant;
- m) that you have no relationship of kinship or affinity, up to and including the fourth degree, with a professor belonging to the Department requesting the grant or with the Rector, the Director General or a member of the Board of Directors of the University, as provided for by Article 18, paragraph 1, letter c) of Law no. 240 of 30 December 2010;
- n) that you undertake to notify any change in the declarations made in the application;
- o) that you have read the call for applications and the Regulations for the activation of grants for the performance of research activities at the University, available on the University website;
- p) that you are physically fit to perform the task;

- q) that you have adequate knowledge of the Italian language.
- r) foreign language to deal with the subjects of the sector in the interview;
- s) that you have not been convicted of any criminal offence and that you are not currently involved in any criminal proceedings; if you have not been convicted, please indicate the convictions you have received, even if not final, the date of the sentence and the judicial authority that issued it; also indicate whether you have been granted an amnesty, judicial pardon, pardon, pardon, etc., and also whether there are no entries in the criminal record. Criminal proceedings, including pending ones, must be indicated, whatever their nature. Foreign citizens must declare that they have not been convicted of any criminal offence in the country of which they are nationals or in Italy;
- t) municipality of registration on the electoral lists or reasons for non-registration or deletion from those lists;
- u) fulfilment of military obligations (for those born after 1985);
- v) that you have/have not been awarded a grant(s) for the performance of research activities pursuant to Article 22 of Law no. 240/2010.
- w) That you hold/do not hold a research grant. If a holder, you are willing to renounce it in the event that you are awarded this grant;
- x) that you benefit/not benefit from other scholarships awarded for any reason whatsoever. If a holder of a study grant, you are willing to renounce it in the event that you are awarded this grant;

Pursuant to law n. 104, dated 5 February 1992, disabled candidates and candidates with DSA, pursuant to the DPCM 9 November 2021, will have to make an explicit request in relation to their situation regarding the necessary aids to be able to attend the interview in accordance with the respective regulations.

Submission of the application must be completed in one of the following ways:

- via ConFirma server: in order to digitally sign the document, you need to have hardware (e.g. smart card or USB device with digital signing certificate issued by an accredited certifier) compatible with the ConFirma service. After signing, it will be possible to download the signed PDF.
- by means of digital signature: to digitally sign the document, you need to have hardware (e.g. smart card or USB device with a digital signature certificate issued by an accredited certifier) and digital signature software with which to generate, starting from the PDF file of the document downloaded from this site, the signed file in pdf.p7m format to be uploaded on the website.
- by manual signature: to sign the document manually, you need to download the PDF of the document to your computer, print it out, sign it manually, scan it into a PDF file and upload it to the website.

**Applications without the signature of the applicant will be declared inadmissible, with the exception of applications submitted with SPID access mode.**

**In the case of access via SPID, no signature will be required when submitting the application.**

#### Art. 6

##### *Qualifications and professional curriculum*

The following documents must be attached to the application, exclusively in PDF format and within the limits indicated:

- a. research products deemed useful for the selection procedure (max. 30 contributions - max. 30Mb per file) and list thereof;
- b. other annexes: titles and documents deemed useful for evaluation purposes (max 30 contributions - max 30Mb per file) and related list;
- c. copy of a valid ID;
- d. curriculum vitae in EU format.

**Documents not in PDF format cannot be enclosed to the application and will therefore not be evaluated by the committee.**

Italian applicants, or citizens of the European Union, may prove that they possess the qualifications by submitting a declaration in lieu of affidavit, in accordance with art. 47 of Presidential Decree no. 445 of 28 December 2000, or by availing themselves of the simplified form of administrative certification allowed by art. 46 of Presidential Decree no. 445 of 28 December 2000, by filling in annex '1'.

Pursuant to Article 15 of Law No. 183 of 12 November 2011, it is specified that certifications issued by the public administration regarding conditions, personal qualities and facts are valid and usable only in relations between private individuals. In dealings with public administration bodies and public service providers, certificates and affidavits are always replaced by the declarations referred to in Articles 46 and 47.



Public administrations and managers of public services are obliged to acquire ex officio the information that is the subject of substitute declarations pursuant to Articles 46 and 47, as well as all the data and documents held by the public administrations, subject to the indication, by the interested party, of the elements that are indispensable for the retrieval of the information or data requested, or to accept the substitute declaration produced by the interested party.

Non-EU citizens residing in Italy, in order to document conditions, facts and personal qualities that can be certified or attested by non-Italian public or private entities, must also produce the relevant document.

Non-EU citizens not residing in Italy, in order to document conditions, facts and personal qualities that can be certified or attested by Italian and non-Italian public or private entities, must also produce the relevant document. Non-EU citizens residing in Italy may produce the qualification certificates in original copy, certified copy or in a copy declared to be a true copy of the original. Substitute declarations may be used, in accordance with the procedures laid down for citizens of the European Union, only in the case of proof of conditions, facts and personal qualities that can be certified or attested to by public or private Italian bodies.

Non-EU citizens not residing in Italy must produce the qualification certificates in original copy, certified copy or in a copy declared to be a true copy of the original.

The criteria for assessing the qualifications will be analytically determined by the selection board for the purposes of the overall assessment, within the limits indicated below:

- a. final degree mark from 105 to 110 with honours;
- b. aptitude for scientific research assessed through the formulation of a judgment that takes into account the qualifications and curriculum vitae submitted by the applicant;
- c. specialisation diplomas, certificates of attendance at postgraduate courses, or qualifications linked to service under employment contracts or occasional or coordinated and continuous collaboration contracts, scholarships and assignments in national, foreign or international research bodies, or in private institutions or consortia carrying out research activities, duly attested, where the starting date and duration of the activity carried out is indicated;
- d. other duly documented qualifications that qualify the applicant's professionalism, including internships and training periods, publication of internal research reports or participation in research programmes.

Applicants will be admitted to the interview if they have obtained, with regard to the presentation of their qualifications, a mark deemed sufficient with respect to the criteria duly predefined by the Board at its first meeting.

The results of the evaluation of the qualifications will be made known to candidates by posting in the Centre where the interview is held. With respect to the candidates accepted for the interview only, evaluation of qualifications will be notified at the same time as the candidates are called for the interview.

#### Art. 7

##### Interview

The examination will consist of an interview covering the examination programme indicated in Article 2 above. During the interview, the selection board will check the applicant's ability to deal with the topics of the examination in at least one foreign language.

Before the start of the examination, the selection board will determine the questions to be put to the applicants; these questions will be drawn by lot from each applicant.

Notice of the date, time and place of the interview will be given to applicants at least seven days before the interview, without prejudice to the possibility of applicants expressly opting out, by e-mail or by telegram or registered letter with acknowledgement of receipt.

An email address must be indicated in the application.

In order to have access to the room where the interview will take place, applicants must be in possession of a valid ID.

The interview will take place in a classroom open to the public.

At the end of each session devoted to the interview, the selection board draws up a list of the applicants examined, with an indication of the marks obtained by each, which will be posted at the examination venue.

In order to encourage the participation of applicants, and for reasons of economy and rapidity of the procedure, with regard to foreign applicants residing outside Italian territory and for those residing outside the region, the interview may be held electronically, using appropriate workstations, subject to verification of technical feasibility. In any case, it will be possible to use the telematic method to support the interview, even after the cessation of the state of emergency.

The above-mentioned methods of conducting the interview will be described in detail in the minutes of the selection committee.

In any case, compliance with all security measures is due time to time.

#### *Art. 8*

##### *Examining Board*

The selection board will be appointed by decree of the Manager, on the proposal of the Board of the Department where the collaboration will take place.

The examining board will be composed of three professors, one of whom will also act as the secretary taking minutes, selected from among associate and full professors or researchers who are experts in the subject of the research grant.

The members will be appointed by the Board of the Department where the collaboration will take place. The Department Council will designate the three full members of the examining board, as well as two alternates to be used only in the event of justified and justified impediment of the full members.

The Board may make use of foreign language experts.

At the end of its work, the Board will draw up minutes containing the evaluation criteria, the judgments, the overall mark awarded to each applicant and the merit list.

The judgments of the Boards are final in their substance.

In order to ensure publicity regarding the composition of the selection boards, the decree appointing the boards will be published, for a period of not less than one hundred and twenty days, on the University's online notice board at the link <https://wss.unimore.it/public/albo/>

#### *Art. 9*

##### *Merit ranking criteria*

The applicants' merit ranking is formed based on the order of the points of the overall mark obtained by each applicant.

The overall mark is the sum of the mark obtained in the assessment of qualifications and the mark obtained in the interview.

Pursuant to the provisions of Article 22(2) of Law 240/2010, if two or more applicants obtain equal marks in the assessment of qualifications and the examination, priority is given to the applicant with the PhD qualification.

In the event of a further tie, the youngest student shall prevail.

The research grant, as determined in Article 1 of this selection procedure, is awarded to the successful applicant in this selection procedure.

The ranking of merit is approved by decree of the Manager and is effective from the publication on the online Register.

In case of waiver of the assignee or resolution due to failure to accept the grant after the beginning of the work relationship, the grant will be awarded to the next entitled candidate listed in the ratings, upon the following conditions: the Department submits formal request, the research project residual period is no less than six months, with integration of the budget covering the minimum duration of the grant.

In order to immediately and suitably publicise the above ratings, these will be posted, for a period of not less than 120 days, in the University's "Albo online" at the address <https://wss.unimore.it/public/albo/>.

#### *Art. 10*

##### *Advertising this selection procedure*

The notice of this procedure will be advertised, for a **period of not less than 30 days**, via the INTERNET on the online Register of the University at the link <https://wss.unimore.it/public/albo/> and on the Ministry's and the European Union's websites.

#### *Art. 11*

##### *Awarding of research grants*

Each successful applicant in this selection procedure establishes an independent employment relationship under private law. This relationship does not form part of the institutional configuration of university professors and the role of university researchers and therefore cannot have any useful effect for the purposes of recruitment to the staff rosters of Italian universities and university institutes.

As part of its discretionary power, the University reserves the right not to proceed with the awarding of the grant and the signing of the relevant contract.

In the event that the winner of this procedure, even for reasons not attributable to him or her, is unable to take up employment in sufficient time to ensure the completion of the activities by the deadline of the research project, the University has the right not to proceed with the awarding of the grant and the signing of the relative contract, save for any exceptions to the deadline of the project or the possibility of an agreement between the parties to reschedule the duration of the contract, which may not be less than the minimum limit of 6 months determined by the regulatory amendment introduced by art. 19 of Law No. 120 of 11.9.2020, and the relevant remuneration.

The University is exempt from any liability if, after the contract has been signed with the winner of the procedure coming from a non-EU country subject to a financial embargo in accordance with the Community provisions in force, the payment of the fees is delayed or it is not possible to proceed with the payment of the fees due to the financial sanctions provided for individual persons/organisations and/or countries.

**The taking up of employment is subject to verification of compliance with the quota of at least 40 per cent of staff employed on fixed-term contracts being female.**

The winner will be invited, pursuant to the provisions of Article 46 of Presidential Decree No. 445/2000, to self-certify the following conditions, facts and personal qualities:

- 1) birth certificate;
- 2) enjoyment of political rights; foreign citizens must self-certify the enjoyment of civil and political rights also in the country of their nationality or origin;
- 3) citizenship;
- 4) that they have not been convicted of any criminal offence and that you are not currently involved in any criminal proceedings; if they have not been convicted, the winner shall self-certify the convictions received, even if not final, the date of the sentence and the judicial authority that issued it (they should also indicate whether they have been granted an amnesty, judicial pardon, pardon, pardon, etc., and also whether there are no entries in the criminal record). Criminal proceedings, including pending ones, must be indicated, whatever their nature. Foreign citizens must also self-certify that they have not been convicted of any criminal offences in their country of nationality or in Italy;
- 5) tax code number;
- 6) all data to the direct knowledge of the person concerned contained in civil status registers.

The conditions, facts and personal qualities self-certified by the winner of this selection procedure shall be subject to appropriate checks, including random checks, by the University of Modena and Reggio Emilia as to their truthfulness.

With each winner of this selective procedure will be stipulated contract of self-employment that will be signed by the winner and the Manager of the "Direzione Organizzazione, Programmazione e Gestione Risorse Umane".

In the case of a non-EU winner, the signing of the contract is also conditional on the conclusion and verification of the preliminary formalities for obtaining a residence permit.

The winner of this selection procedure shall comply with the requirements set out in the University Regulations for the awarding of grants for research activities and, in particular, with Articles 8, 10, 11, 12, 13, 14 and 15 thereof. In view of the current international health emergency, take-up may be affected by the current restrictions on the containment and prevention of epidemiological emergence from COVID-19.

A copy of the Regulations is available on the University of Modena and Reggio Emilia's INTERNET site at the following addresses: [www.ufficioselezioneassunzione.unimore.it](http://www.ufficioselezioneassunzione.unimore.it)

Those who do not declare their acceptance of the research grant or do not take up their duties within the deadline set by the Administration shall forfeit their right to the research grant.

Only delays due to serious health reasons or duly substantiated cases of force majeure can be justified. Any postponement of the starting date or interruption of the allowance period will be allowed for winners who can prove that they are in the conditions of pregnancy or childbirth provided for by the regulations in force.

Any grant-holder who, after commencing the planned research activity, fails to continue it, without justified reason, regularly and uninterrupted, for the entire duration of the grant, or who is guilty of serious and repeated misconduct, shall be subject to the prescribed procedure for declaring termination of the relationship.

The grant holder is required to submit an annual detailed report on the research activity carried out to the Council of the Department where the collaboration takes place, endorsed by the tutor and the Director of the Department. With reference to the provisions of Regulation (EU) 2016/679 and Legislative Decree no. 196/2003, as amended by Legislative Decree. 101/2018, concerning the protection of persons and other subjects with regard to the processing and dissemination of personal data, the Ufficio Reclutamento Personale Tecnico Amministrativo, Interinali e CEL of the University of Modena and Reggio Emilia - Via Università, 4 - 41121 MODENA, as holder of the data relating to this procedure, informs you that the processing of the data contained in the applications is aimed solely at the management of the selection activity and that the same will take place with the use of computer procedures and paper filing of the relevant documents.

The Office also points out the compulsory nature of the provision of data and the consequence of non-admission to the selection in the event of refusal.

Please refer to the link <https://pica.cineca.it/unimore/file/InformativaPrivacy.pdf> to view the full privacy policy.

Applicants enjoy the rights referred to in the above-mentioned rules, including the right of access to the data concerning them, as well as certain complementary rights, including the right to update, rectify, supplement or



delete erroneous, incomplete or unlawfully collected data.

Pursuant to the provisions of art. 5 of law n. 241 dated 7 August 1990, the person in charge of the procedure indicated in this notice is Dr. Maria Raffaella INGROSSO, University of Study of Modena and Reggio Emilia, Via Università n. 4 - Modena, email address: [ufficio.selezioneassunzione@unimore.it](mailto:ufficio.selezioneassunzione@unimore.it).

For anything not expressly provided for in this call for applications, the provisions of the regulations cited in the preamble to this selection procedure and, insofar as applicable, the provisions of the Civil Code shall apply.

Modena, 22.12.2023

**THE MANAGER**  
**(dottoressa Maria Raffaella INGROSSO)**  
**Digitally signed under the law "D.Lgs. N. 82/2005"**

## Attachment 1

### Exemplary simplified procedure for administrative certifications and substitute declaration in place of the sworn statement

Italian candidates and European Union citizens can demonstrate possession of qualifications by making a substitute declaration in place of the sworn statement pursuant to art. 47 of the Presidential Decree ('DPR') of 28 December 2000 n. 445, or by making use of the simplified procedure for administrative certifications permitted by art 46 of the Presidential Decree ('DPR') of 28 December 2000 n. 445.

Under Article 15 of the Law of 12 November 2011, n. 183, it is stated that certifications issued by public offices in relation to status, personal qualities and facts are valid and may only be used in relations between private individuals. In relations with organs of public offices and managers of public services, the certificates and sworn statements are always replaced by the declarations referred to in articles 46 and 47.

Public offices and managers of public services are required to obtain as a matter of procedure the information which is the object of the signed declarations referred to in articles 46 and 47, as well as all data and documentation held by public offices, following indication by the individual concerned of the elements necessary for retrieval of the information and the details requested, or they may accept the signed declaration produced by the individual.

### SIMPLIFIED PROCEDURE FOR ADMINISTRATIVE CERTIFICATIONS AND SUBSTITUTE DECLARATION IN PLACE OF THE SWORN STATEMENT (articles 46 and 47 Presidential Decree n. 445/00)

The undersigned

SURNAME

FIRST NAME

DATE OF BIRTH

PLACE OF BIRTH

PROV

ADDRESS

PROV

POSTAL  
CODE

STREET

N.

aware that untruthful declarations represent a possible offence pursuant to the Italian penal code and special laws

HEREBY CERTIFIES:

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Place and date \_\_\_\_\_

Signature

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In any case, the declaration made by the candidate, which substitutes certification to all effects, shall contain all the elements needed to evaluate the qualification to be produced; the omission of even one element shall result in the non-evaluation of the self-certified qualification.

It must also be remembered that the Administration is called upon to perform suitable checks as regards the truthfulness of the substitutive declarations received and that, besides the interested party no longer being eligible for any benefits obtained on the basis of the untruthful declaration, criminal sanctions are also applicable in cases of falsification of documents and untruthful declarations.