



# UNIVERSITÀ DELLA CALABRIA

COMPLEX ORGANIZATIONAL UNIT  
“University Regulations on Privacy, Anti-Corruption and Transparency”  
*Office for University Regulatory Amendments*

## **REGULATION GUIDELINES FOR THE AWARDING OF POSTGRADUATE SCHOLARSHIPS FOR RESEARCH ACTIVITIES.** *(Issued by Rector's Decree Feb. 4<sup>th</sup>, 2016, No. 90)*

### **Art. 1 (Subject)**

1. These Regulations govern the criteria, methods and procedures for the implementation and awarding of Scholarships for "postgraduate" research activities (hereinafter "Scholarships"), in accordance with the provisions of Articles:
  - No. 18, paragraph 5 (f) of Law No. 240/2010 (amended by Decree Law No. 5/2012 converted by Law No. 35/2012);
  - No. 4, paragraph 3, of Law No. 210/1998.

### **Art. 2 (Purposes and Funding)**

1. The goal of Scholarships is to carry out research activities within the framework of a specific Research Program promoted and directed by a university professor or researcher at the University of Calabria (hereinafter referred to as the "Research Director");
2. Scholarships may be financed with funds from:
  - ad hoc agreements entered into with Public or Private Entities;
  - donations by Public or Private Entities;
3. Scholarships must be awarded and no burden should be taken on the budget of the University of Calabria, except for direct costs related to the carrying out of research activities and insurance costs whatsoever.

### **Art. 3 (Research Facilities)**

1. Scholarship beneficiaries (hereafter "Beneficiaries") will have to carry out the Research Program at the Departments of the University of Calabria, under the supervision of the Research Director.
2. The Research Program can also be conducted at external facilities, if necessary, because of specific research needs.

### **Art. 4 (Beneficiaries)**

1. Participation in the public selection for the awarding of the Scholarships is open to both Italian and foreign candidates, who will have to hold one of the following degrees:
  - a) Master's Degree (M.D. 270/2004) or equivalent qualification in previous programs;
  - b) PhD Degree;
  - c) a qualification that is equivalent to the ones listed above, obtained at Foreign Universities. In this case, candidates must indicate the details of the measure attesting the recognition of these qualifications in Italy in accordance with the regulations in force. If the recognition of such qualifications has not been formalized yet, the equivalence will be evaluated by the Selection Board for the sole purposes of the candidate's admission to the selection;
2. The call for selection, referred to in Article 8 below, might imply limitations to participation for some candidates based on the qualifications necessary to take part in the selection.



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## **Art. 5**

### **(Tenue and Value of Scholarships)**

1. Scholarships duration shall not be less than three months and not exceed 36 months; duration might be extended should further needs related to the Research Program arise and provided that the requirements indicated in Article 3 above are met. In any case, Scholarships cannot extend beyond the expiration date of the Research Program under which they were launched.
2. The gross annual value of a Scholarship, unless expressly provided for in the relevant Research Program, is indicated in the call for selection. In any case, it may not exceed the annual amount of the doctoral scholarship in the case where the announcement requires a master's degree or equivalent qualification as indicated in paragraph 1 of Article 4 above as admission qualification, or, up to one and a half times the aforementioned annual amount in the case where the call requires a doctoral degree or equivalent qualification as admission qualification as indicated in paragraph 1 of Article 4 above. For time periods of less than one year, the amount of scholarships will be assessed in proportion to what is indicated in this paragraph. The gross annual amount cannot, however, be lower than 80% of the annual amount of the doctoral scholarship.
3. The Research Director is required to promptly communicate any case in points that may result in the interruption of the Scholarship (suspension, waiver, forfeiture). Lack of ad hoc communication in this regard means a presumption of regular performance of the Research Program and, therefore, continuity of the payment of the scholarship to the Beneficiary.

## **Art. 6**

### **(Nature of the contract)**

1. Scholarships will not represent an employment relationship whatsoever, nor shall they provide for any right to access university staff roles.
2. Scholarships will not imply any social security and welfare benefits, nor legal and economic evaluations or awards, or automatic recognition for social security purposes.

## **Art. 7**

### **(Launching of the Scholarship)**

1. The Board of the Department where the planned Research Program will be carried out, approves the procedures for the award of the Scholarship, upon the proposal of the Research Director.
2. Provisions must indicate:
  - the topic of the research;
  - the duration, effective date and amount of the scholarship;
  - the source of funding;
  - the Research Program to be carried out by the Beneficiary;
  - the requirements for admission to the public selection, referred to in Article 8 below, and how the procedure of public selection will be carried out.

## **Art. 8**

### **(Call for selection)**

1. In compliance with the provisions of these Regulations, the Call for candidates' comparative assessment will be issued by the Head of the Department where the research will be carried out, by means of an ad hoc Decree.
2. However, the Notice must specify:
  - admission requirements;
  - the definition of the research area and topic;
  - the name of the Research Director of the Research Program;
  - value, tenue and starting date of the Scholarship;
  - origin of the funding;



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- procedures for application submission;
- terms to set up the Selection Board;
- the criteria for selection and allocation of the Scholarship;
- methods of disbursement of the Scholarship;
- circumstances of incompatibility, suspension, renunciation, revocation and forfeiture;
- the name of the person in charge of the procedure.

According to the Call, in their application candidates must submit a self-certification attesting that the conditions of incompatibility referred to in Article 18 paragraph 1 letter b) - last sentence - and letter c) of Law 240/2010 are not being met.

According to the Call, candidates must submit a self-certification attesting that the conditions of incompatibility referred to in Article 18 paragraph 1 letter b) – last sentence – and letter c) of L. 240/2010, extended to the top bodies providing the funding or to the Department concerned, are not being met.

3. The Call must be published on the Official Notice Board of the University of Calabria, that can be accessed through the University website and on the Notice Board of the Department concerned.

### **Art. 9**

#### **(Applications for admission and deadline for submission)**

1. Applications to the public selection for qualifications and examinations must be submitted in the manner provided for by the regulations in force at the Secretariat of the Department concerned, no later than the mandatory deadline set in the Call for Selection, which in any case cannot be prior than twenty days from the publication of the Call for Selection in the Official Notice Board of the University of Calabria.
2. Applicants must enclose their educational, scientific and professional curriculum vitae to the applications.

### **Art. 10**

#### **(Selection Panel and assessment)**

1. An ad hoc Selection Panel (Board) is set up for the assessment of applications; this board is made up of the Research Director and two extra members, designated by the Board of the Department and chosen among Professors and Researchers of the University of Calabria.
2. The Board is appointed by the Head of the Department concerned, by means of a decree.
3. If expressly requested, the Board can be supplemented with a representative, designated by the Funder or Donor, provided that this person has uncontested expertise in the subject matter of the research.
4. Candidates' educational, scientific and professional CV should always be included among the qualifications to be evaluated by the Board.

### **Art. 11**

#### **(Scholarship Awarding)**

1. The minutes of the Selection are sent by the Board to the Head of the Department concerned. The Head of the Department, after having verified their legitimacy, approves the acts and awards the scholarship by means of a decree.
2. Candidates that are awarded the scholarship will receive a written notice at their residence or domicile, indicated in the call for application; this notice must specify the effective starting date of the scholarship, which can in no case be prior to the approval of the official papers of the selection.
3. Within 10 mandatory days from receipt of the notice referred to in the paragraph above, and under penalty of forfeiture, candidates who will be awarded the Scholarship must submit a declaration of acceptance of the Scholarship along with the documents attesting they are eligible based on the requirements indicated in the Notice, such documents need to be sent to the Department concerned.



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## Art. 12

### (Forfeiture and incompatibility)

1. The awarding of the Scholarship is not possible if Candidates have a job in the public sector, including temporary employment contracts, without prejudice to the possibility for the Beneficiary to be placed on a work leave without any compensation for the duration of the Scholarship.
2. Scholarships cannot be aggregated with a gross annual income exceeding 15,000 Euros. Payments received for activities carried out during the period of the Scholarship contribute to set this income threshold. In any case, Beneficiaries must obtain a written authorization from the Research Director of the Program to carry out such activities.
3. Scholarships cannot be aggregated with other research grants or with any other scholarship whatsoever, except for scholarships that are necessary for the Beneficiary to integrate the research activities envisaged by the Research Program and carried out abroad.
4. If the circumstance of incompatibility exists when the Scholarship is awarded, this cannot be assigned to beneficiaries. If, on the other hand, the condition of incompatibility occurs subsequently, it will lead to Scholarship forfeiture. To this end, Beneficiaries undertake to communicate any changes that might have occurred subsequently, vis-à-vis what they had previously declared, as soon as such changes are ascertained.
5. Forfeiture proceedings will also be applied if Beneficiaries fail to comply with the provisions of Article 11, Paragraph 3 above. In this case, the Scholarship will be awarded to another candidate based on the ranking of the final list. This is without prejudice to cases where Beneficiaries' non-acceptance is due to health reasons or duly demonstrated force majeure, provided that such reasons are not incompatible with the research scheduled time. Specifically, without prejudice to the duration of the scholarship, payment of installments will be made as at the date of the actual start of the activity.
6. Beneficiaries will forfeit their right to receive the Scholarship for unjustified interruption of the research activity or improper execution or if they have made false statement, or violated confidentiality requirements.
7. Forfeiture measures will be taken by the Director of the Department concerned, upon motivated proposal made by the Research Director.
8. The University of Calabria reserves the right to require Beneficiaries to refund scholarship fees, if they have unfairly interrupted their research activity.
9. Scholarships are incompatible with any free teaching assignment in the Bachelor's Degree, Master's Degree, Single-Cycle Master's Degree, Level I and II Master's Degree and specialization courses delivered at the University of Calabria.

## Art. 13

### (Rights and Duties of Beneficiaries)

1. Beneficiaries will carry out the research activity envisaged by the Research Program and have the right to use the facilities and equipment of the Department where the Research program was issued for the purposes of developing their research. If the activity is partly carried out at external facilities, Italian/foreign Universities or Research Institutions, they must be endorsed in advance in written form by the Research Director and the Director of the Department where the research is conducted. For the period of activity abroad, candidates must obtain specific authorization and subsequently they need to receive a document attesting that the activities carried out are consistent with the objectives of the research and the reference period.
2. Based on the schedule indicated in the Call, Beneficiaries will be required to submit a detailed report to the Director of the Department where they are working, in which they illustrate the activities carried out, the progress of the Research Program and the results achieved. Such report, that need to be endorsed by the opinion Research Director, is evaluated by the Council of the Department where the research activity is carried out.



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### **Art. 14**

#### **(Discontinuation)**

1. Scholarship activities must be discontinued during of maternity leave, within the limits provided for by the current regulations. In addition, activities can be discontinued for prolonged and certified illness, for over thirty subsequent days.
2. Beneficiaries are required to promptly notify the Research Director of the occurrence of the above conditions, as soon as they are ascertained.
3. Periods of discontinuation, with the exception of compulsory maternity leave, may be fully made up after the deadline of the Scholarship and at the expiry date of the cause of discontinuation, only whenever the Research Program provides for this circumstance and with the favorable opinion of the Research Director who is accountable for the activities carried out to the Scholarship Funder.
4. The measure of suspension and recovery is taken by the Director of the Department concerned, upon proposal of the Research Director.

### **Art. 15**

#### **(Waiver)**

1. Beneficiaries have the right to waive their Research Program before the legal deadline, due to supervening impossibility. They are also required to give immediate written notice of this circumstance to the Research Director and the Director of the Department no later than 30 (thirty) days. Beneficiaries will lose their right to the Scholarship as of the date of waiver or of the ascertained impossibility; the amount paid for their Scholarship up to the date of waiver is not affected by this measure.
2. As for one-year Scholarships, if Beneficiaries waive their right in the first semester of activity, upon proposal of the Research Director, the remaining part of the Scholarship can be awarded to the next shortlisted candidate, by means of a decree by the Director of the Department where the activity is carried out.

### **Art. 16**

#### **(Withdrawal)**

1. If Beneficiaries do not reasonably carry out their research activity, or on the grounds of serious and repeated misconduct, or also in case of unfavorable opinion as a result of recurring assessment, or on the basis of other well-founded circumstances, the Research Director may request the withdrawal of the Scholarship; this circumstance will be decided by means of a special decree by the Director of the Department, upon decision of the Department Council.

### **Art. 17**

#### **(Continuation)**

1. Scholarships may be renewed, subject to the provisions of Article 5, Paragraph 1 of these Regulations, upon the proposal of the Research Director, upon favorable decision of the Departmental Council, by means of a decree issued by the Director of the Department.

### **Art. 18**

#### **(Intellectual and industrial property rights)**

1. The ownership of industrial and intellectual property rights is governed by the "Regulations for the Management of Innovation and Intellectual Property."

### **Art. 19**

#### **(Final Provisions)**

For matters not expressly governed by these Regulations, reference should be made to the provisions set forth in the current regulations.