



REGULATIONS FOR FELLOWSHIPS

CHAPTER I *General Rules*

Art. 1 *Object and purpose*

1. The University of Milan (hereinafter “University”), in accordance with its Code of Ethics and with the European Charter for Researchers, pursuant to Art. 22 of Law No. 240 of 30 December 2010, and in accordance with the ministerial provisions in force, in keeping with these Regulations, activates:

- research fellowships funded from the university budget, announced periodically by the University (normally not more than twice a year), and sometimes co-funded by the Departments using their own budgets, or by external bodies (referred to as “type A postdoctoral fellowships”);
- research fellowships funded by university structures (Departments/Centres), charged to research projects or other funds agreed by the Board of Directors, i.e. funded within the framework of agreements and research contracts with external bodies, that expressly envisage such an aim (referred to as “type B fellowships”). Type B fellowships are announced as and when required by the structures and when funds are available.

2. The University can also activate fellowships like the ones described above, aimed at achieving certain objectives, within the framework of specific research projects funded by public or private entities. The methods by which the University avails itself of this opportunity are established on a case by case basis by the Board of Directors, after hearing the opinion of the Academic Senate.

3. Fellowships are awarded following selection procedures, including an interview, to ensure the comparative evaluation of candidates and the public disclosure of the records, in accordance with the provisions set out in the following articles.

CHAPTER II *Awarding of fellowships*

Art. 2 **Activation of type A postdoctoral fellowships**

1. Each year, based on the funds recorded in the budget, the Board of Directors, after hearing the opinion of the Academic Senate, establishes the number of type A postdoctoral fellowships to be activated, and distributes them among the Departments on the basis of the University’s programme choices and the outcomes of the assessment ex-post of the activities carried out by the research fellows hosted by each Department in previous years. At the same time, the Board of Directors, after hearing the opinion of the Academic Senate, establishes the contents and deadlines of the competition announcement, in accordance with these Regulations.



2. Based on the number of fellowships received for the year in question, each Department board, by the date set by the University, decides on the number of type A postdoctoral fellowships to announce and the number of fellowships to renew, among those due to expire in the year, taking into account the reasons given by the supervising professors.

3. For newly activated fellowships, the Department board sets out the research lines it intends to pursue with the involvement of the fellows, selected from those proposed by the professors and tenured researchers from the Department, after ascertaining that the research is consistent with the aims of the Department. Research lines need to be put forward by at least two professors. Professors who have at least three years of documented scientific production prior to the time of application, and whose years in service equate to at least the length of the fellowship, may propose research lines. Professors may only propose one line of research each. The lines of research put forward must be supported by the Department, which must ensure the proper running of the projects of candidates who are in receipt of a fellowship award, and provide the necessary structures, tools and staff.

4. In order to identify the scientific field that each proposed line of research comes under, the Department Board must choose a reference panel from the 25 *ERC Panels*, and indicate a minimum of one and a maximum of 5 ERC sub-panels (not necessarily from the same panel). In addition, the Board must provide the names of the professors supervising each line of research, specifying for each one the competition sector and their particular scientific-disciplinary sector. The Board must also provide the names of five subject experts from outside the University, working in other universities or in public or private research organisations, for the purpose of setting up the sub-committee described in point 8 below.

5. The competition announcement gives details of:

- a) the total number of fellowships to be awarded and the lines of research identified by the Departments, as well as the relevant supervising professors;
- b) the duration and amount of the fellowships;
- c) admission requirements as stated in Art. 4;
- d) cases of incompatibility;
- e) the selection process and the criteria for evaluating the candidates and their research projects, their qualifications and the publications submitted by each candidate;
- f) the interview process, during which the research projects proposed by the candidates will be discussed.

The competition announcement is published on the University's website, the website of the Ministry of Education, Universities and Research and on the European Researcher's Mobility Portal. The competition announcement must be published for a minimum of thirty days.

6. Application forms for taking part in the selection must be presented within the deadline stated in the competition announcement, according to the online procedure established by the Administration. Candidates must enclose with their application the description of a research project relating to a line of research among those contemplated in the competition announcement, following the procedures specified in the competition announcement. They must also enclose their scientific-professional CV, the full text of the doctoral research thesis or the abstract (which may be supplied in draft form if the thesis has not been discussed by the competition announcement deadline), any publications and any other qualifications that the candidates believe will serve as further evidence of their suitability, scientific production and aptitude for research.

7. For the purposes of the selection, the Rector, after hearing the opinion of the Academic Senate, sets up by decree a University Committee for guarantee purposes (hereinafter "Guarantee Committee"), made up of at least one member for each scientific-



disciplinary area in the University, with responsibility for ensuring the proper performance of the candidate evaluation procedures, verifying results and creating a ranking list for each line of research. The members of the Committee are selected from among professors employed at the University of Milan or at other universities

8. In order to facilitate the work of the Guarantee Committee, the Rector, after the application forms have been submitted, sets up by decree a sub-committee for each line of research, made up of the Director of the Department involved in the particular line of research (or someone acting on his/her behalf), an area representative within the Guarantee Committee to act as Chairman, two external experts in the subject chosen at random by the Guarantee Committee from the five suggested by the Department, and a substitute member. Professors proposing the line of research which is the subject of the selection are not permitted to be members of the sub-committee. The sub-committee is tasked with examining the applications and conducting the interviews mentioned in paragraph 5 above. Evaluation of the candidates' scientific-professional CVs will take into consideration any specialisation degrees, attendance certificates for postgraduate courses followed in Italy or abroad, appropriately documented research activity carried out in public or private organisations, publications, fellowships or other appointments, in Italy and abroad.

9. In accordance with its legal duties and in order to ensure the presence of specific scientific knowledge, the sub-committee may seek, if necessary and without any additional burden on the public finances, the opinion of other, highly qualified Italian or foreign experts from outside the University. The names of these additional experts are published at the end of the activities.

10. When evaluating the candidates, the sub-committee uses a mark scheme consisting of one hundred points, some of which are allocated to the candidates' qualifications and to the research project, and some to the interview. The sub-committee allocates marks according to the rules of the competition. The evaluation of the qualifications and the research project takes place before the interviews. The results are communicated to the candidates prior to interview, again according to the rules of the competition.

11. Based on the candidates' CVs and qualifications, the sub-committee allocates points to each candidate in accordance with the criteria set out in the competition, taking into account their scientific experience and qualifications as per their scientific-professional CV, the validity of the project and its relevance to the line of research to which it relates. Candidates who obtain a total score in their qualifications and project of more than 50% of the total number of marks achievable are admitted for interview.

12. The interview is aimed at assessing the content of the project proposed by the candidate and his/her scientific knowledge and skills. The interview is considered successful if the candidate achieves a score of more than 50% of the total number of marks achievable. Candidates admitted for interview who are permanently resident abroad can take advantage of procedures to allow them to participate in the interviews, as described in the competition announcement.

13. Once the tests have been completed, the sub-committee prepares the relevant reports and sends them to the Guarantee Committee, which draws up a ranking list of those candidates judged suitable for each line of research, and declares the winners, after making the necessary checks on the suitable candidates' possession of all the necessary quality requirements specified in the competition announcement. The selection procedures must be completed by the deadline set in the competition announcement. The reports by the Guarantee Committee are in the public domain. The results of the selections are approved by



decree of the Rector and published on the University's website.

14. After being informed about the winner of the fellowship and about the professors proposing the relative line of research, each Department Director appoints a project supervisor, having selected him/her from among the professors listed in the competition announcement. The winner of the fellowship, in agreement with the supervisor, notifies the relevant administrative offices of the activities relating to the research project that will be carried out during the period of the fellowship. The progress of these activities is periodically verified in line with the procedures described in the fellow's personal contract.

15. The contractual relationship of the winning research fellows starts on the first day of the month following the signing of the contract, except where there is a justified request for postponement, which, in any case, must not exceed ninety days. Should the winner of the research fellowship fail to turn up at the offices to sign the contract by the deadline set by the Administration, or elects not to proceed, eligible candidates who come next in the ranking list behind the winner, for the same line of research as that of the forfeiting winner, will be called up. The ranking list is valid for up to sixty days from approval of the records. Being placed high enough in a fellowship ranking list does not constitute entitlement to be ranked in subsequent selections.

16. If there are no winners for a particular line of research, or no qualified candidate accepts the fellowship, or the winner rejects the fellowship within sixty days of commencement of the activity, the fellowship may be re-activated by the Department in the next competition announcement as an additional line of research.

Art. 3

Activation of type B fellowships

1. The activation of type B fellowships is authorised by Rector's Decree, pursuant to the provisions contained in these Regulations. The proposal to activate the fellowship is made by the supervising professor of the research project that the fellowship will be used for and approved by the Board of the professor's Department. The proposal must specify the following:

- the duration of the fellowship, specifying whether it is renewable, and the amount;
- the funds from which the fellowship and any relative costs will be paid;
- the title and brief description of the research programme, specific aims and duration of the activity, as well as relevant scientific area;
- the name of the supervising professor and list of professors participating in the research activities;
- a summary of the activity previously carried out within the framework of the programme, and a list of any publications produced;
- the requirements and activities to assign to the fellow, as well as the aims that he/she must seek to achieve;
- any ongoing Italian and international collaborations;
- the name of the proposed members of the judging panel, as stated in paragraph 4 below.

The proposal must be accompanied by the competition announcement form drawn up by the Administration, with the relevant sections filled in by the proposing professor.

2. Within thirty days of receiving the request to activate a new type B fellowship, completed as explained in paragraph 1 and accompanied by the decision of the Department board concerned, the Administration will issue the competition announcement for the selection. The competition announcement is published on the University's website, on the website of the Ministry of Education, Universities and Research and on the European



Researcher's Mobility Portal. The timeframe for submitting applications cannot be less than twenty days. The competition announcements must specify:

- the duration and amount of the fellowship to be awarded, and the number of fellowships if the competition announcement states more than one fellowship;
- admission requirements as indicated in Art. 4;
- the Department concerned;
- the scientific-disciplinary area within which the research activity relating to the fellowship will be carried out;
- research title and programme;
- the activities that the fellow is required to carry out;
- knowledge and skills required;
- the professor supervising the fellow's activities;
- the criteria for assessing the candidate's CV, qualifications and publications;
- interview procedures and date.

3. All candidates must enclose with their application form - to be submitted within the deadline indicated in the competition announcement - their scientific-professional CV, a list of publications, if any, and any other qualifications they believe will serve as further evidence of their suitability for the proposed research activity. Evaluation of the candidates' scientific-professional CVs will take into consideration any specialisation degrees, attendance certificates for postgraduate courses followed in Italy or abroad, appropriately documented research activity carried out in public or private organisations, publications, fellowships or other appointments, in Italy and abroad.

4. Selection procedures are led by a Committee, appointed by decree of the Rector, made up of the Director of the Department involved (or someone acting on his/her behalf), the supervising professor and two members suggested by the Department board, one of whom will be a substitute member. The Committee also appoints the Chairman. Where a fellowship is to be activated within the framework of an agreement or a contract with a private entity, the Committee can include an external member with proven abilities, selected by the entity itself in agreement with the supervising professor. The Committee must finalise its activities within twenty days of the deadline for submitting applications.

5. The Committee conducts a comparative evaluation of the candidates based on their CVs and qualifications, and on the outcome of the interview as per paragraph 2. It also evaluates their scientific qualification, aptitude for research and required knowledge and skills. The Committee can award a maximum of 100 points: 50 for qualifications and 50 for the interview. Points are allocated to the qualifications according to the criteria established in the competition announcement. For each candidate, the Committee forms an overall judgement and, at the end of the evaluation, draws up a ranking list based on the total marks obtained by each candidate, and appoints the winning candidate, or candidates if there is more than one fellowship to be awarded. The results of the selection process are approved by decree of the Rector and published on the University's website. The Committee's reports are in the public domain. Candidates admitted for interview who are permanently resident abroad, are guaranteed the same methods for participating in the interview as those for candidates applying for type A fellowships.

6. Winners forfeit their rights if they do not sign the ensuing contract within the deadline set by the Administration. In such cases, the next candidate in the ranking will be called up. The ranking list is valid for up to sixty days from approval of the records. Being placed high enough in a fellowship ranking list does not constitute entitlement to be ranked in subsequent selections.



7. If there are no applicants or winners, the fellowship may be reactivated, with the issuing of a new competition announcement, at the request of the structure concerned. Reactivation requests must be made within thirty days of the completion of the Committee's activities. The competition announcement will not be issued, nor will the evaluation procedures described in paragraph 5 be carried out, if there is only one candidate and he/she has already been selected through open and proper competition procedures announced by a Ministry or by EU organisations that explicitly establish the possibility for the winner to carry out research at university institutions on the basis of a collaboration contract. This exception also applies in the case of similar competition procedures promoted by other public or private non-profit entities whose aims include research funding, who select candidates by peer review and who properly publish their competition announcements.

Art. 4 Admission requirements

1. Application for research fellowships is open to those holding a master's degree (*magistrale* or *specialistica*) or a single cycle master's degree, with a suitable scientific-professional CV to carry out research.

2. A doctoral research degree (Ph.D.) or equivalent foreign qualification or, where applicable, a medical specialisation and adequate scientific output, is a requirement to apply for type A postdoctoral fellowships and will be given preference in assigning type B fellowships. For type A postdoctoral fellowships, the qualification must be awarded by the date in which the individual contract is signed and, in any case, by the deadline set in the competition announcement

3. The University can reserve a number of research fellowships for Italian or foreign researchers who have obtained a Ph.D. or equivalent qualification abroad, or to foreign researchers who obtained a Ph.D. in Italy.

4. Research fellowship competitions are not open to candidates who have a blood or kinship relationship up to and including the fourth degree, or a marriage, civil partnership or cohabiting relationship (under Law No.76/2016) with a professor or researcher working in the Department or Centre in which the fellowship's activation is required, or with the Rector, the Director-General or a member of the Board of Directors of the University.

CHAPTER III Contract management

Art. 5 Duration and amount

1. Type A postdoctoral fellowships last two years and may be renewed yearly for a further two years. Any requests for yearly renewal must be motivated by requirements of research or financial need.

2. Type B fellowships can last between one and three years and may be renewed in accordance with the limits set by law and with the paragraph below, according to the procedures set out in Art. 10 of these Regulations.



3. The total duration of the relationships established in accordance with these Regulations, including any renewals, cannot exceed six years, excluding the period in which the fellowship is utilised at the same time as attendance on a doctoral programme without scholarship, and for the legal duration of the programme. The duration of the fellowship does not include periods spent on maternity leave or periods of absence for health reasons according to current law.

4. The annual gross amount of type A postdoctoral fellowships is set each year by the Board of Directors when drawing up the budget, taking into consideration the minimum gross annual amount established by Decree of the Ministry of Education, Universities and Research. The amount of type B fellowships is established by the requesting Department board or Centre according to the financial plan for the research project that the fellowship will be funded from. The fellowship is paid to the beneficiary in monthly instalments in arrears.

5. The fellow is entitled to reimbursement of his/her travel, accommodation and food expenses, and other reimbursable expenses incurred in Italy and abroad, covered by contributions for scientific research made available to the Department or Centre, in accordance with the Regulations on missions and expense reimbursement.

6. Should the type A postdoctoral fellows' scientific activities call for prolonged stays abroad, the Department concerned can propose to increase the amount of the fellowship by drawing on funds available to the Department from ongoing research projects, in compliance with financial rules and the expenditure limits established for the projects.

7. In order to encourage the recruitment of candidates who live far from the University, the University provides the winners of fellowships who fall under this category with resources and other means of support, such as a mobility allowance, during the period of the contract. The competition announcement specifies the procedure for paying the allowance and the amount.

Art. 6 Incompatibility

1. Holding a fellowship is not compatible with enrolment on 1st cycle degree programmes, master's degree programmes (*specialistica* or *magistrale*), single cycle degree programmes, research doctorate programmes with scholarship, and medical specialisation programmes in Italy or abroad. It is also incompatible with enrolment in other schools or on other programmes that require mandatory attendance, unless the supervising professor and board of the structure concerned provide reasoned justification; it is also incompatible with the role of tenured professor.

2. Research fellowships cannot be awarded to tenured staff in universities, public institutions and organisations conducting research and experimental work, the Agenzia Nazionale per le nuove tecnologie, l'energia e lo sviluppo economico sostenibile (Italian National Agency for New Technologies, Energy and Sustainable Economic Development - ENEA), the Agenzia Spaziale Italiana (Italian Space Agency - ASI), or in institutions where the advanced scientific course has been recognized as being equivalent to the qualification of Ph.D. pursuant to Art. 74, paragraph 4 of Presidential Decree No. 382 of 11 July 1980. For employees of public administrations other than those mentioned above, the awarding of the research fellowship requires being placed on unpaid leave for the duration of the research fellowship.



3. The fellowship cannot be combined with any type of study grant, except for those awarded by Italian or foreign institutions to integrate research activity with stays abroad. Neither can the fellowship be combined with employed work, other cooperation agreements or with income deriving from self-employment activities performed continuously, except for those envisaged in the following paragraph and provided that the work does not interfere with the primary research activity.

4. Holders of research fellowships can carry out limited work on a self-employed basis, with the prior agreement of the supervising professor and written communication to the relevant offices, on condition that the structure in which the fellow is carrying out the activity declares it to be compatible with the research activity he/she is undertaking, and does not involve a conflict of interests. In total, earnings from self-employment must not exceed the limits set by the Board of Directors.

5. Extra-University activities such as speaking at seminars, meetings and conferences and outreach activities, are compatible with the fellowship.

6. In accordance with the General Regulations of the University, research fellows can take part in orientation and tutoring activities, and provide help with official exams as a subject expert, and receive payment for these activities as decided by the Board of Directors; such amounts are added to other income from self-employment and must remain within the income limits described in paragraph 4 above.

Art. 7

Nature and signing of the contract

1. Fellowships are awarded by means of a private contract between the University and the winner and start from the month following the month of signing of the contract. The contract does not constitute an employment relationship, nor does it ensure any rights of access to permanent employment as a member of staff.

2. Research fellowships are tax exempt. With regard to tax matters, the provisions of Art. 4 of Law No. 476 of 13.8.1984 as amended are applicable. With regard to welfare, the provisions of Art. 2, paragraph 26 of Law No. 335 of 8.8.1995 as amended, are applicable.

3. The University provides insurance cover against accidents and civil liability.

ART. 8

Rights and obligations of research fellows

1. Holders of research fellowships are obliged to carry out the research activity described in their contracts and have the right to make use of the structures and equipment of the Department or Centre concerned, for such purposes. Research activity may be carried out partly at external structures, but only with prior explicit authorisation from the supervising professor, after hearing the opinion of the board of the structure concerned; the University Administration must be informed of this.

2. Holders of research fellowships have free access to all the University's structures; representatives take part in the meetings of the boards of the structure concerned, in accordance with the University Statute and General Regulations.

3. Research activities must be carried out on a continuous basis, within the limits envisaged for the research programmes and according to the instructions provided by the



supervising professor who must also verify the activities. Activities must be temporarily suspended during the period of obligatory maternity leave. They can also be suspended due to serious illness or serious family reasons, or for parental leave. With the exception of obligatory maternity leave, which, according to current law, implies the automatic extension of the contract, periods of suspension can be recouped at the end of the contract's natural term, by agreement with the supervising professor and within the limits imposed by the available funding. A continuous period of justified absence not exceeding thirty working days per year does not constitute suspension and is, therefore, not recoverable.

4. During the period of leave due to childbirth, fellows are entitled to maternity allowance payable by INPS in accordance with current maternity laws and with the Decree of the Ministry of Labour and Social Welfare of 12.7.2007. In case of leave due to illness lasting more than four days, fellows have a right to a daily allowance for illness within the limits set by Law No. 296 of 27.12.2006. During the period of obligatory maternity leave, the allowance payable by INPS, according to Art. 5 of the aforementioned Decree of 12.7.2007, is supplemented by the University until the amount of the research fellowship is reached.

5. Once a year, the holder of the research fellowship is obliged to present to the board of the structure concerned a report, approved by the supervising professor, on the activity he/she has carried out, and to illustrate the conclusive results in a special seminar or in the manner defined by the structure in which he/she has been operating. The scientific validity of the results achieved by the fellow is confirmed by the board of the aforementioned structure within one year of the expiry of the contract.

6. If the fellow, during the period when the contract is in force, fails to carry on the research activity regularly, without justified reason, or is responsible for serious and repeated failures, the procedure to terminate the contract will be instigated, pursuant to Art. 1453 et seq. of the Italian Civil Code, at the request of the supervising professor, in the event that the fellow's non-fulfilment continues, despite receiving from the professor a first verbal warning followed by a written one indicating a reasonable deadline (at least fifteen days) in which to recommence activities in accordance with the contractual obligations. The contract shall be legally terminated, without prior notification, if the rules on incompatibility are breached. The lapsing and termination of the contract are established by Rector's decree.

Art. 9

Withdrawal from research fellowship contracts

1. Holders of research fellowships who wish to withdraw from the fellowship contract must communicate their intention in writing to the Rector and to the structure concerned, giving at least thirty days' notice. Failure to do so will result in the salary amount corresponding to the missing notice period being retained.

CHAPTER IV ***Renewals***

Art. 10

Renewal of type A postdoctoral research fellowships



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1. Fellows must submit fellowship renewal requests to the Director of the Department in which they have been pursuing their research, at least three months prior to the contract's expiry. The request must be accompanied by a final report on the activity carried out and by an overall evaluation by the supervising professor stating that the fellow has fulfilled the commitments undertaken and achieved the stated aims.

2. The Department Board examines all the requests for renewal, draws up a ranking list, and sends the list of proposed fellowships to renew to the Guarantee Committee, according to the number of positions for renewal as decided by the Board. With regard to unsuccessful renewal requests, the Department Board is obliged to state in its decision the reasons for the rejection.

3. The Guarantee Committee evaluates each project proposed for renewal, particularly taking into account the following elements:

- research activities to be carried out during the period relating to the renewal;
- the report on the activities already carried out by the fellow;
- scientific work or publications related to the research project written or co-written by the fellow. The works must have been published, or at least accepted by a publishing house, within the fellowship's expiry date;
- participation at conferences, courses and other scientific activities.

4. The Guarantee Committee provides an overall evaluation for each fellow, after ascertaining his/her production of at least one publication or one scientific work during the contract period of the fellowship and draws up a report. The records relating to the renewal of the contract are approved by decree of the Rector, after verifying that the fellow has continued to fulfil his/her legal requirements. The fellow is bound to enter into the renewal contract within the month prior to the expiry of the current contract, under penalty of forfeiting their rights.

5. If the positions for renewal of fellowships decided by the Department Board relating to a given year are not all filled, any unused fellowships may be activated for two years, non-renewable, in the first competition announcement envisaged for the year following the renewal year in question, at the request of the Department concerned, in addition to new fellowships as per Art. 2, paragraph 2 of these Regulations.

Art. 11

Renewal of type B research fellowships

1. Requests to renew type B fellowships, accompanied by the activity report drawn up by the fellow, must be submitted to the Administration by the supervising professor at least thirty days prior to the expiry of the contract, after obtaining approval from the board of the structure concerned, and following the positive evaluation by the Committee, as per the following paragraph. The renewal request must specify the aims to be achieved in order to continue the research project, justifying the request for renewal. The fellow is obliged to enter into the contract within the month prior to the expiry of the current contract, under penalty of forfeiting their rights.

2. The Committee examining the renewal request is made up of the same members as the Committee that evaluated the candidates when awarding the fellowship. If one or more members of the Committee are unavailable, due to lapse of office or impediment, they will be replaced by Rector's decree.



Art. 12

Final and temporary rules

1. These Regulations implement the provisions of the law, the University Statute and the General Regulations of the University, without prejudice to more favourable conditions established in individual contracts.

2. In accordance with Art. 20 of the University Statute, the Regulations, approved by the Academic Senate with the approval of the Board of Directors and issued by Rector's Decree, come into force on the day after their publication on the University's website. The previous Regulations on research fellowships, adopted by Rector's Decree No. 278223 of 12.4.2012, is cancelled as of this date, with the exception of the provisions of Art. 10 of those Regulations, which are temporarily applicable for the purposes of renewal of type A postdoctoral fellowships awarded in the 2012 competition announcement.

Regulation approved by Rector's Decree 0287660 of 11/11/2013 and amended by Rector's Decree 2/2018 of 10/01/2018.