Code DIECO2024-ADR004

THE DIRECTOR OF THE DEPARTMENT

- Given article no. 22 of the Law no. 240 of 30 December 2010, on research grants;
- Given the Decree of the Ministry for Education, University and Research no. 102 of 9 March 2011, which establishes the minimum gross annual amount for research grants;
- Given the Regulations for the Assignment of Research Grants (hereafter the Regulations) issued by Rectoral Decree no. 903 of July 24th 2013, latest amendments issued by Rectoral Decree no. 347 of April 28th 2021, effective as of May 14th 2021;
- Considering that the project presented by Professor Rossella Locatelli and Professor Raffaello Seri was among those eligible and financed by the University for the assignment of n. 1 departmental research grant, entitled: “The analysis of the social-economic profile of the Varese territory. Enterprises, labour, districts and clusters”, with a duration of 12 months, whose research activity is to be carried out in the Department of Economics;
- Given the Resolution of the Department Council, rep. n. 37/2024 of March, 19th, 2024 which approves the activation of a selection procedure for the assignment of a departmental research grant

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Chiaramente Insubria!
in the Field 13 - Economics and Statistics, Macro-areas - 13/A Economics, Academic Recruitment Fields 13/A2 - Economic Policy or 13/ A4 - Applied Economics, Scientific-Disciplinary Sectors SECS-P/02 – Economic Policy or SECS-P/06 – Applied Economics, with a duration of 12 months, under the guidance of the Research Coordinators, Professor Rossella Locatelli and Professor Raffaello Seri;
- Ensured that the amount of the grant referred to in this call is financially covered by the University funds;

DECREES

Art. 1 - Object

A selection procedure by qualifications and interviews is hereby opened for the assignment of 1 departmental research grant lasting 12 months. 
Research Title: “The analysis of the social-economic profile of the Varese territory. Enterprises, labour, districts and clusters”.

The main objective is to support the Department’s Third Mission activity with analyses and studies focused on the social and economic territorial context of the province/area of Varese. More precisely, the researcher is expected to critically analyze: 1) the structure of the local entrepreneurial system and its evolution, by focusing on clusters and districts and on the changes in the supply chain of local enterprises; 2) evolution of labour demand and supply, in order to identify possible solutions for professional skill mismatch and transborder labour; 3) strategic plans of local institutions, associations and locally excellent enterprises. The holder of the Research Grant will be required to analyze and critically comment data related to the above specified topics. He or she must have experience in conducting interviews and organizing focus group activities involving local representatives and also in collecting, interpreting and systematizing qualitative information in order to support some Third Mission projects of the Department.
The research will be performed at the Department of Economics located in Via Monte Generoso, 71 – Varese (Italy). 
Research Coordinator: Professor Rossella Locatelli and Professor Raffaello Seri.

Art. 2 - General requirements
Candidates must have:

- Master’s degree in Management (Class LM-77) or equivalent qualification
- PhD in economic and quantitative subjects applied to economics and finance;

The following constitute preferential requirements:

- Publications in scientific and A-level journals;
- Proven data analysis skills and application of qualitative and quantitative analysis methodologies, with particular reference to the analysis of data and information at regional and local level.

Candidates must have no criminal record.

Applicants in possession of degrees earned abroad, who have not obtained the declaration of equivalence, must enclose in the application form a translation into Italian and a declaration of value of the foreign degree by a qualified Italian Diplomatic or Consular Representative in the country of origin, according to the current Laws on the subject.

The degree earned abroad can be declared admissible by the Judging Commission, only for purposes related to the selection.

**Candidates must be in possession of their qualifications on the expiration date established for the submission of the application form.**

Those who have already received grants according to law n. 240 of 30 December 2010 for more than 6 years, except for the period corresponding to a PhD without scholarship within the maximum limit of the legal duration of the related course, cannot participate in the selection. For the purpose of the duration of the grant, periods spent on maternity or sick leave are not relevant according to the current regulations.

**Art. 3 - Incompatibility**

Personnel employed in Universities and in other public institutions can participate in the selection procedure, as of article no. 22, paragraph 1 of the Law no. 240 of 30 December 2010, but must resign should they obtain the research grant.
Civil Servants from different institutions from those mentioned in the paragraph above can receive the research grant but must be placed on unpaid leave for the duration of the research grant. The research grant is not compatible with enrolment in undergraduate courses, graduate courses, PhD courses with scholarship or medical specialization schools, in Italy or abroad, and with enrolment in other Schools/Courses which require mandatory attendance and prevent carrying out the activities established in the contract.

Relatives and in-laws within and including the fourth degree of a professor who is a member of the Department or the Structure which requested the Research Grant, or of the Rector, Director General or of a member of the University’s Board of Directors cannot participate in the selection procedure for the assignment of a research grant.

The research grant cannot be cumulated with other kinds of granted scholarships, with the exception of those awarded by national or foreign institutions to aid, with periods of study abroad, the education of the Research Fellows. The research grant cannot be cumulated with subordinate work, with contracts of collaboration or with income deriving from freelance activities conducted in a continuous way.

**Art. 4 - Application and deadlines**

The application to participate in the selection, as well as the qualifications held, and the documents and publications helpful for the procedure, must be submitted, under penalty of exclusion, via computer, using the dedicated procedure available at: [https://pica.cineca.it/uninsubria/dieco2024-adr004/domande/](https://pica.cineca.it/uninsubria/dieco2024-adr004/domande/)

The electronic application requires the possession of an e-mail address in order to carry out the self-registration procedure. The candidate will have to enter all data required for the production of the application and attach the documents in PDF format. A maximum of no. 30 documents for publications and no. 30 documents for other qualifications to be evaluated, can be attached, with a maximum size of 30 Mb.

The application form must be completed in all its parts, as indicated in the electronic procedure, and must include:
- A scientific and professional CV
- A copy of a valid ID card

**No other form of submission of the application or of useful documentation to participate in the procedure is allowed.**
Within the application deadline, the procedure can be saved in draft mode. The date of electronic submission of the request for participation in the selection is certified by the computer system through an automatic receipt, which will be automatically sent via e-mail.

**At the end of the submission period, the system will no longer allow access and submission of electronic forms.**

Every application will be assigned an identification number, which, together with the selection procedure code in the application information, must be specified for any subsequent communication. The process of **compiling and submitting electronic applications must be completed no later than April 12\(^{th}\) 2024 - 12:00 pm.**

The submission of the application form must be completed and concluded as follows:

- **Sign your document on the ConFirma server**
  To digitally sign the document, you must have specific hardware which is compatible with the ConFirma service (for example, smart card or USB device with a digital certificate of subscription issued by an accredited certifying body). After signing, it will be possible to download the signed PDF file.

- **Digitally sign the document on your electronic device**
  To digitally sign the document, you must have specific hardware (for example, smart card or USB device with a digital certificate of subscription issued by an accredited certifying body) and a digital signature software with which you may create, starting from the PDF file of the document downloaded from this site, a signed pdf.p7m file. The pdf.p7m file must be uploaded again to the website.

- **Sign the application (no digital signature)**
  If you can’t sign the document digitally as specified in the other sections, you need to download the PDF file of the application, print it, sign it, scan it in a PDF file and upload it again to the website.

**ATTENTION:** a copy of a valid ID card must be attached as the last page of the scanned PDF, after the application form pages (this step can be skipped if a copy of the document was uploaded as an attachment of the application form).
Applications without the candidate’s signature will be declared inadmissible.

Foreign nationals who reside in Italy can take advantage of the self-certification above, when substantiating states, facts and personal qualities certifiable by public or private Italian entities (article no. 3 of the Decree of the President of the Republic no. 445 / 2000).

Foreign nationals who do not reside in Italy cannot use in any way the institution of self-certification (article no. 3 of the Decree of the President of the Republic no. 445/2000).

Qualifications, certifications and publications which do not comply to the abovementioned indications will not be taken into account. In the application of the rules on self-certification, the University will verify the accuracy of the substitutive declarations and self-certifications pursuant to the Decree of the President of the Republic no. 445/2000.

Only the documents received by the final deadline indicated in the call will be considered valid. The addition of qualifications earned or presented after the expiration date of the deadline of the call will not be admissible to the selection procedure.

Reference to documents and publications previously submitted for participation in other selection procedures in this or other Administrations is not allowed.

Candidates must provide at their expense to the restitution of qualifications and publications sent to participate in the selection procedure, prior to agreements with the Research and Internationalization Office of the University of Insubria.

**Art. 5 - Information on the implementation of the legislation on the prevention of corruption**

The University, in the implementation of the legislation on the subject, has adopted a three-year plan for the prevention of corruption and the transparency and appointed a Committee for the Prevention of Corruption.

The three-year plan is published on the institutional website at: [https://www.uninsubria.it/amministrazione-trasparente/disposizioni-generali](https://www.uninsubria.it/amministrazione-trasparente/disposizioni-generali)

Any reports can be sent to: anticorruzione@uninsubria.it

**Art. 6 - Selection Procedure**
The selection procedure is carried out through a comparative evaluation of the CVs of the candidates who have applied, on the basis of their qualifications and publications.

Once the evaluation of the qualifications has been carried out, the Commission will decide whether to integrate it with a possible interview, in an electronic session, through the use of the MS TEAMS Platform.

All communications relating to the selection will be published, with the value of notification to all effects, in the Official University Register and on the University website at: https://www.uninsubria.it/concorsi

The date and time of any interview will be communicated at least 7 days in advance, through publication on the University website at: https://www.uninsubria.it/concorsi

The interview will focus on the illustration of the candidate’s professional and scientific experience aimed at assessing the suitability of the research activity covered by the fellowship. Failure to attend the interview is considered to be explicit and definitive manifestation of the candidate's willingness to give up the selection.

For the evaluation of the candidates, the commission has 70 points, of which:

- Scientific and professional curriculum: up to a maximum of 35 points;
- Scientific publications: up to a maximum of 10 points;
- Interview up to 25 points.

For inclusion on the list, after evaluation of qualifications and publications, and admission to the interview, candidates must have achieved an overall score of at least 30/70.

In order to be included in the ranking list, in case of an interview, candidates must have obtained an overall score of at least 35/70.

QUALIFICATIONS (UP TO 35 POINTS)

1) Degree up to 6/70 in particular:
- score 110/110 laude points 6,0;
- score from 105 to 110 points 5,0;
- score from 99 to 104 points 3,5;
- score from 80 to 98 points 2,5;

2) Master and postgraduate courses up to 5/70

3) PhD title and thesis up to 5/70

4) Previous scientific research activity in the field of this call (contracts, grants, assignments, certificates and experiences abroad) up to 20/70

PUBLICATIONS (UP TO 10 POINTS)

INTERVIEW (UP TO 25 POINTS)

The final list is approved by the Director of the Department and will be posted on the University’s official online Board and on the website as notification to those concerned. The merit ranking will be used in the case of withdrawal or termination of the research grant; in this case, the position will be offered to the next candidate in the ranking list, provided that the period proposed for the contract is not less than one year.

Art. 7 - Exclusion

Candidates are admitted with reservation.

The following imply exclusion from the procedure:
   1) submission of the application after the expiration date of the call;
   2) failure to sign the application form;
   3) lack of participation requirements;
   4) existence of situations of incompatibility.

Exclusion is provided for with a motivated decision of the Director of the Department and will be communicated to the candidate using the e-mail address provided in the application.

Art. 8 - Withdrawal

Should candidates decide to withdraw from the procedure, they should send the withdrawal form via email to the address indicated above in article no. 4 of this call.
Art. 9 - Collaboration contract

The selection result is communicated to the recipient of the research grant, who will have to sign the private-law contract within a specified period, otherwise they will forfeit. This fixed-term contract does not represent in any way a permanent contract of employment and does not give right to be admitted to permanent positions within the University. The University provides equal opportunities to men and women.

The grant implies carrying out the activities briefly mentioned below in the Department of Economics of the University of Insubria and under the supervision of the Research Coordinators, Professor Rossella Locatelli and Professor Raffaello Seri, within the research program: “The analysis of the social-economic profile of the Varese territory. Enterprises, labour, districts and clusters”.

Conditions are indicated by the contract and governed by the Regulations.

The position will cover a period of **12 months** and can be renewed for periods of not less than one year up to a maximum of six years total with the same subject, also entered into with different institutions and universities, excluding the period in which the fellowship was received in connection with a PhD without a grant, not exceeding the legal duration of the course.

The contracts referred to in Article 24 of Law 240/2010, intervening with various universities, government, non-state or telematic, as well as with the institutions referred to in paragraph 1 of art. 3 of this notice, may in no case exceed twelve years, even if not continuous. For the purposes of said contract the length of periods spent on maternity leave or for reasons of health, as provided by law are not considered.

Renewal is still subject to a positive assessment of activities by the Department Council, as well as to availability of budgetary funds.

For non-EC citizens the fellowship will start after obtaining the residence permit for scientific research and when the research activity actually begins.

Art. 10 - Recruitment and HRS4R

The recruitment of fixed-term researchers (or Established Researchers, using the European definition) will conform to the European Charter for Researchers (ECR), the Code of Conduct for the Recruitment of Researchers (CCRR) and the Code of Ethics, code of conduct and principles of research integrity of the
University of Insubria, which provide the general framework for the guidelines and requisites for the roles, responsibilities and rights of these positions, thus guaranteeing that selections procedures are open, transparent and meritocratic. The University of Insubria received the European Quality Award “HRS4R - Human Resources Strategy for Researchers” in February 2019: such certification recognizes organizations their efforts to implement the Charter and Code in their policies and practice and identifies the universities and institutions which create and promote a stimulating and encouraging research environment.

Art. 11 - Remuneration

The total of the research grant is of € 23,786,55 inclusive of the taxes which must be paid by the recipient. The University will provide medical insurance and third-party civil liability. The amount is tax free according to article no. 4 of the Law no. 476 of 13/08/1984 and is subject, on social security matters, to the regulations according to article no. 2, paragraph 26 and following amendments and additions, of the Law no. 335 of 8/08/1995. The grant will be paid in monthly instalments.

Art. 12 - Suspension of the contract for maternity and sick leave

The research activity is suspended for maternity leave. To such a case there apply the provisions of the Decree of the Ministry of Labor and Social Policies of 12/07/2007, published in the Official Journal no. 247 of 23/10/07. Sick leave is regulated by article no. 1, paragraph 788 of the Law no. 296 of 27/12/2006 and following amendments and additions. During the period of mandatory maternity leave, the amount paid by the National Institute for Social Security (INPS), according to article no. 5 of the abovementioned Decree of 12/07/2007, will be integrated by the University to match the total amount of the research grant. The period of mandatory maternity leave must be made up for after the natural expiration of the contract, as provided by the law, upon decision of the Director of the Department.

Art. 13 - Termination by the recipient of the research grant
The recipient has the right to terminate the relationship, by notifying the Director of the Department with a notice of at least thirty days. Failure to notify will entail withholding remuneration for a sum related to the period of failed notice.

Art. 14 - Termination of the contract

Should the Research Fellow not continue the activities provided for in the research program without justification or in case of serious and repeated shortcomings, the contract may be terminated upon reasoned request of the research Coordinator, authorized by a resolution of the Department’s Board. The contract is automatically terminated, without prior notice, in the following cases:

- undue failure to commence or undue delay of the activity;
- undue suspension of the activity for a period exceeding 15 days;
- serious infringement of incompatibility, according to article no. 7 of the Regulations.
- negative assessment of the research activity on the part of the Department’s Board.

The termination provisions are ordered by the Director of the Department.

Art. 15 - PhD and Master’s Degrees

The recipient of the research grant can attend, also in excess and without scholarship, PhD courses, provided that they pass admission tests. The participation of the recipients of research grants in Master’s degrees is incompatible.

Art. 16 - Administrative proceedings

According to Law no. 241 of 7/08/1990, dr. Raffaella Grillo - Department of Economics, Via Monte Generoso, 71 21100 Varese e-mail: raffaella.grillo@uninsubria.it, is in charge of the administrative proceedings.

Art. 17 - Processing of personal data

In applying the Legislative Decree no. 196/2003, the University undertakes to respect the confidential nature of the information provided by the candidate. All data provided will be handled only
for purposes connected to the selection procedure and to the management of the collaboration relationship, with respect to the current regulations as provided for in the attached document.

**Art. 18 - Final regulations and publication**

For matters not provided for in this call, please refer to the applicable laws and regulations on the subject.
This call will be published on the University’s official online Board and on the “Calls” page of the University, of the Ministry of Education, University and Research and of the European Union websites.

Varese, date of digital signature

THE DIRECTOR OF THE DEPARTMENT
Professor Maria Pierro
Digitally signed

**Responsabile del Procedimento Amministrativo** (L. 241/1990): dott.ssa Raffaella Grillo
Tel. +39 395501 - fax +39 395509 - raffaella.grillo@uninsubria.it
Annex 1

**INFORMATION PURSUANT TO THE GENERAL DATA PROTECTION REGULATION - EU REGULATION 2016/679 AND LEGISLATIVE DECREE NO. 196/2003 AND SUBSEQUENT AMENDMENTS. "CODE REGARDING THE PROTECTION OF PERSONAL DATA"**

The personal data provided in relation to the selection procedure for the Provision of n. 1 research grant for the performance of highly qualified activities in question are processed in accordance with the General Data Protection Regulation - EU Regulation 2016/679 and Legislative Decree no. 196/2003 and subsequent amendments "Code regarding the protection of personal data". This information is provided, pursuant to the General Data Protection Regulation - EU Regulation 2016/679 to those who intend to participate in the aforementioned selection procedure.

1. **Data Controller, Data Protection Officer**
The Data Controller is the University of Insubria, in the person of the Rector Magnificent, with registered office in Varese (VA) Via Ravasi, 2, pec: pec.ateneo@pec.uninsubria.it

Data subjects may contact the Data Protection Officer for the exercise of the rights provided for by the GDPR (articles 12 to 21) using the following e-mail address: privacy@uninsubria.it

The updated list of data processors and data processors is kept at the headquarters of the Data Controller.

2. Object of the treatment
Data personal and particular personal data (name, surname, date and place of birth, CF residence, citizenship), identity document, contacts, curriculum vitae, any disabilities, any convictions, titles, etc., results of the competition.

3. Purposes of the processing for which the data are intended:
Verification of the existence of the requisites required for participation in the selection procedure for the conferral of n. 1 individual assignment and self-employment, for the performance of highly qualified activities, having as its object:
1) Identification of the associations / institutions that protect victims of crime, functional to the establishment of the multidisciplinary network of support and protection of victims of crime, as an advisory body of the Guarantor composed of representatives of associations, organizations, services and institutions that, in various capacities, operate on the regional territory, for the purpose of protecting, supporting and protecting victims of crime;
2) Creation of information sheets of the activities carried out by the associations / institutions in support of the victims, including the related contact information (indication, for example, of the name, of the regional headquarters, of the legal representative, of the activities of interest to the Guarantor);
3) Elaboration of common guidelines for interventions in favor of victims of crime, including the identification of possible actions for the development of prevention policies to protect the people most exposed to the risk of criminal activities. These guidelines also take into account the European Best Practices made available by the Regional Council.

4. Legal Basis of the Treatments
The legal basis of the processing, pursuant to art. 6, paragraph 1, letter c) of the GDPR, is the need to fulfill a legal obligation to which the data controller is subject.

5. **Processing methods**
The collection of data takes place in compliance with the principles of lawfulness, correctness, relevance, completeness and non-excess in relation to the purposes for which they are processed. Personal data are processed in compliance with the principles of lawfulness, correctness and transparency, provided for by law, with the help of tools to record and store the data and in any case in such a way as to guarantee its security and protect the utmost confidentiality of the interested party.

6. **Data retention period**
Personal data relating to the personal data and data concerning rankings or minutes are kept unlimited over time also for historical interest based on the archiving obligations imposed by current legislation (Presidential Decree 445/2000, Legislative Decree 42/2004, dpcm 3 December 2013).

7. **Subjects or categories of subjects to whom the data may be communicated or who can learn about it as Managers or Authorized**
The data processed for the aforementioned purposes will be communicated or will in any case be accessible to employees and collaborators assigned to the competent offices of the University of Insubria. The University may communicate the personal data of which it is also the owner to other public administrations if they have to process the same for any procedures of its institutional competence as well as to all those public subjects to whom, in the presence of the relative conditions, the communication is mandatorily provided for by Community provisions, laws or regulations. The management and storage of personal data collected takes place at the University and / or at service providers necessary for technical-administrative management who, for the sole purpose of the requested service, could become aware of the personal data of the interested parties appointed as Data Processors pursuant to Article 28 of the GDPR. The complete and updated list of Data Processors can be known upon mere request at the headquarters of the Data Controller.

8. **Data transfer abroad**
There are no data transfers abroad.
9. Rights of the interested party
These are the rights that can be exercised against the University of Insubria (Data Controller):
- right of access to your personal data and to all the information referred to in Article 15 of the GDPR;
- right to rectification of inaccurate personal data and the integration of incomplete data; - right to cancellation of their data, except for those contained in acts that must be mandatorily kept by the University and unless there is a prevailing legitimate reason to proceed with the processing;
- right to limit the processing where one of the hypotheses referred to in art. 18 of the GDPR;
- right to object to the processing of their personal data, without prejudice to the provisions regarding the necessity and mandatory nature of the processing for the purpose of establishing the relationship;
- right to revoke any consent given for non-mandatory data processing, without prejudice to the lawfulness of the processing based on the consent given before the revocation. To exercise these rights, the interested party can contact the Data Protection Officer by sending the request by e-mail to the address privacy@uninsubria.it.

10. Complaint
The interested party also has the right to lodge a complaint with the Guarantor for the Protection of Personal Data (www.garanteprivacy.it) or the Guarantor Authority of the EU State in which the interested party habitually resides or works, or of the place where the alleged violation occurred, in relation to a treatment that he considers non-compliant.

11. Obligatory or not to provide data
The provision of data is mandatory, therefore any refusal to provide them will result in exclusion from the insolvency procedure.