



UNIVERSITÀ DEGLI STUDI
DELL'INSUBRIA

DIPARTIMENTO DI
SCIENZE
TEORICHE E APPLICATE -
DiSTA
Il Direttore



Anno 2022

Tit. VII

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N. Allegati /

Rif. _____

rv/RA/MF

Object: Selection procedure for no. 2 departmental research grant in the Academic Recruitment field 01/B1 - Computer science

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 24 July 2013, latest amendments issued by Rectoral Decree no. 347 of 28 April 2021, effective as of 14 May 2021;
- Given the Decree of the Director of the Department, reg. no. 173, of 21 July 2022, which approves the activation of a selection procedure for the assignment of no. 2 departmental research grant in the Field 01 - Mathematical and computer sciences, Academic Recruitment Field 01/B01 Computer sciences, Scientific-Disciplinary Sector INF/01 Computer sciences, Macro-area 01/B Computer sciences, with a duration of 1 year, under the guidance of the Research Coordinator, Professor Mauro Ferrari;



Via J.H. Dunant, 3 - 21100 Varese (VA)- Italia

Tel. +39 0332-421386

Email: direttore.dista@uninsubria.it - PEC:

dista@pec.uninsubria.it

Web: www.uninsubria.it

P.I. 02481820120 - C.F. 95039180120

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- Ascertained that the amount of the grant described in this selection call is covered by the funds "NEXT_GEN_UPP - PON 2014-20: Next Generation UPP schemi collaborativi tra Università e uffici giudiziari" under the notice of the Ministry of Justice - Directorate General for the Coordination of Cohesion Policies PON 2014-2020 Asse 1, Specific Object 1.4, Action 1.4.2 CUP D19J22000240006

DECREES

Art. 1 - Object

A selection procedure by qualifications and interview is hereby opened for the assignment of n. 2 departmental research grants with a duration of 1 year for the academic recruitment field of Computer science at the Department of Theoretical and Applied Sciences.

Title of the research: **"Tools and technologies for reinforcing the office for the trial"**.

Research Project:

"The research programme - within the project PON 2014-20: Next Generation UPP schemi collaborativi tra Università e uffici giudiziari"- has the aim to analyse the information flow, the tools and the architectures supporting the activities of UPPs. Starting from such an analysis the goal is to define new solutions for the execution and management of activities of the office for the trial, to obtain higher level of performances".

The research will be carried out in the Department of Theoretical and Applied Sciences of the University of Insubria.

Responsible Scientists: prof. Mauro Ferrari.

Art. 2 - General requirements

All those who have obtained a Master's degree (or old equivalent degree) in computer, organizational, economic, public administration or communication subjects. In any case, not legal subjects and who have an appropriate scientific-professional curriculum to carry out research activities established by this competition notice can participate in this public selection.



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A similar academic qualification obtained abroad and recognized as equivalent to the Italian qualification by the competent academic authorities.

The following shall be considered as preferential titles:

- Be a PhD;
- Have professional or research experience on issues related to the Public Administration system and the judicial system.

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.

Qualifications must be possessed 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.



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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/dista2022-adr004>.

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



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Ministero della Giustizia

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 2 September 2022, 12:00 pm under penalty of exclusion. The terms run from the day following the publication of this announcement.**

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



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DiSTA
Il Direttore



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



Via J.H. Dunant, 3 - 21100 Varese (VA)- Italia
Tel. +39 0332-421386; Fax +39 0332-421331
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TEORICHE E APPLICATE -
DiSTA**
Il Direttore



Ministero della Giustizia

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

The three-year plan is published on the institutional website at:
[Prevenzione della Corruzione | Università degli studi dell'Insubria \(uninsubria.it\)](http://Prevenzione della Corruzione | Università degli studi dell'Insubria (uninsubria.it))

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

Art. 6 - Selection Procedure

Selection is made with comparative evaluation of the candidates' CVs who have applied on the basis of qualifications and publications.

The valuation of securities is integrated by an interview in open session focused on assessing the suitability of the grant object in the pursuit of research.

Notification of the interview will be given to individual candidates using the e-mail address provided in the application at least 7 days before the interview.

By the Administration will provide to each individual candidate of any changes to the calendar dates indicated above if delays of any kind do not allow the specified dates.

Failure to attend the interview is considered to be explicit and definitive manifestation of the will of the candidate to give up the selection.

For the interview candidates must be in possession of a valid identity document or an equivalent document recognition pursuant to art. 35, paragraph 2, of Presidential Decree 28/12/2000 by n. 445.

Access to the conversation is open to candidates for which completion of the assessment of the securities, which therefore are not excluded for the reasons set out in art. 7.

The candidates recognized disabilities must expressly specify in their application any aid needed in relation to their handicap and



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TEORICHE E APPLICATE -
DiSTA
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the possible necessity of further time for the performance of any evidence, in accordance with Law 5 February 1992, n. 104.

For the evaluation of candidates' qualifications and publications, the commission has **40** points, of which:

- 1) Academic degree **5/40** and in particular:
 - 110/110 summa cum laude 5/40 points;
 - from 106 to 110 3/40 points;
 - from 99 to 105 2/40 points;
 - from 90 to 98 1/40 points
- 2) Doctoral degree up to **3/40**;
- 3) Scientific publications related to the Public Administration system and the maximum judicial system up to **10/40**;
- 4) Research or professional experience on issues related to the Public Administration system and the judicial system up to **15/40**;
- 5) Teaching activities, lectures, participation in conferences as a speaker up to **7/40**;

The scores attributed to the titles and publications will be made known to the candidate before the start of the interview.

The evaluation of the interview can have a maximum score of **60 points** that will be added to the score attributed to the titles and publications up to a maximum of 100 points.

For inclusion in the ranking following the evaluation of the qualifications and the interview, candidates must have obtained an overall score of not less than **60/100**.

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



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TEORICHE E APPLICATE -
DiSTA
Il Direttore



Ministero della Giustizia

be offered to the next candidate in the ranking list, provided that the period proposed for the contract is not less than one year.

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. 7 - Exclusion

Candidates are admitted conditionally.

The following imply exclusion from the procedure:

- 1) the application submitted or sent after the final date of expiry of the notice;
- 2) failure to sign the application form;
- 3) the lack of participation requirements;
- 4) the existence of situations of incompatibility.

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

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



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DiSTA
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Ministero della Giustizia

The selection result is communicated to the recipients 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 Theoretical and Applied Sciences of the University of Insubria and under the supervision of the Research Coordinator, Professor Mauro Ferrari, within the research program: "Tools and technologies for reinforcing the office for the trial".

The conditions are indicated by the contract and governed by the Regulations.

The positions are a duration of 1 year and can be renewed for periods of not less than one year, up to a maximum of a total of six years, including those within different institutions and universities, with the exception of the period in which the grants are received together with a PhD, not exceeding the legal duration of the course.

The contracts referred to in Article no. 24 of Law no. 240/2010, also with different universities and research institutions, as described in paragraph no. 1 of article no. 3 of this call, may in no case exceed twelve years, including non-consecutive ones. For the purposes of the abovementioned contract, periods spent on maternity or sick leave, in accordance with the current regulations, are not considered.

Renewal is still subject to a positive evaluation of the activities by the Department's Board, as well as to availability of budgetary funds.

For non-EU citizens, the grant will start when they have obtained the residence permit for scientific research, and from the actual beginning of the research activity.

Art. 10 - Recruitment and HRS4R

The recruitment of fixed-term researchers (or Established Researchers, using the European definition) will conform to the



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DiSTA**
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Ministero della Giustizia

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 annual amount of each research grant is € **24,321.04**, 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.



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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



Via J.H. Dunant, 3 - 21100 Varese (VA)- Italia
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DiSTA
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Ministero della Giustizia

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 n. 241 dated 7/08/1990, the Department of Theoretical and Applied Sciences, Via J.H. Dunant, 3 - 21100 Varese (VA), e-mail: segreteria.dista@uninsubria.it in charge of the competition notice.

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
Prof. Mauro Ferrari
Digitally signed



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