

**Regulation governing Bocconi University's procedures of selection for the offering of contracts as Research Assistant, contracts for independent work or for professional work for the conduct of activities of research support and assistance in the context of Research Projects funded in whole or in part by third parties, public or private, Italian or foreign, through comparative evaluation.**

**Annexed to Rectorial Decree no. 107 of 21.12.2022**

**Regulation governing Bocconi University's procedures of selection for the offering of contracts as Research Assistant, contracts for independent work or for professional work for the conduct of activities of research support and assistance in the context of Research Projects funded in whole or in part by third parties, public or private, Italian or foreign, through comparative evaluation.**

## **CHAPTER I GENERAL SECTION**

### **Article 1 – Object**

- 1.1** The present regulation governs Bocconi University's procedures of selection for the offering of contracts as Research Assistant, for the conduct of activities of research support and assistance in the context of Research Projects funded in whole or in part by third parties, public or private, Italian or foreign, which prescribe procedures of selection through comparative evaluation.
- 1.2** For the purposes hereof the following definitions apply:
- a. **"University"**: Università Commerciale "L. Bocconi" of Milan;
  - b. **"Selection"**: the University's method for selecting Research Assistants, i.e. collaborators for the carrying out of activities of support and assistance governed hereby;
  - c. **"Selection Board"**: the body that deals with the selection of collaborators for Research, appointed by the Rector on the proposal of the Head of the Department or Research Center concerned, in agreement with the Dean of the Faculty, to carry out the evaluation of applications submitted for the filling of the positions concerned hereby;
  - d. **"Research Assistant"**: the non-tenured faculty member in charge of carrying out activities of support and assistance activities for research under contract for independent work pursuant to art. 409 CPC and Legislative Decree 81/2015 governed by articles 13 and 14 of the ACNC of 10/12/2015 or for professional work.

## **CHAPTER II SELECTION AND LEGAL STATUS**

### **Article 2 – Activation of procedure**

- 2.1** Within the limits of the economic and financial means at their disposal, the teaching staff of the Departments and Research Centers, having assessed their research requirements, may request , subject to the favorable opinion of the

Director of the academic structure concerned, the issuing of specific calls for applications and interviews for the filling of positions as Research Assistant.

- 2.2** Such positions will be assigned through a private law contract for independent, coordinated and continuous work, pursuant to art 13 and 14 of the ACNC of 10/12/2015, or for professional work, distinguished by Academic Field or corresponding Sector, to be filled through public selection, with publication of the related documents.
- 2.3** The call must specify:
- a. the type of contract;
  - b. duration;
  - c. funder;
  - d. scientific supervisor;
  - e. effective date: usually the 1st of the month following completion of the selection procedure;
  - f. a description of the activities of support and assistance;
  - g. the Department/Research Center concerned;
  - h. the Academic Field or corresponding Sector;
  - i. the Research Project for which the call is activated with specifications of the related funding;
  - j. the requirements, course of action and deadline for participation in the selection procedure.

The call must also contain specifications regarding the emoluments.

- 2.4** The call must be published on the University's website (in both English and Italian). Bocconi may also publish a specific notice on the main international job opening sites of the sector.

### **Article 3 – Requirements for submission of applications**

- 3.1** The call may prescribe the possession of certain academic qualifications depending on the profile sought.
- 3.2** In the event that a candidate holds another position, he/she is required to attach a declaration specifying the type of activity conducted and the related commitment.
- 3.3** Persons having a degree of kinship or affinity up to and including the fourth degree with a professor belonging to the Department activating the procedure for filling the vacancy, or with the Rector, the Managing Director, or a member of the University Board cannot participate in the selection procedure.

#### **Article 4 – Terms and conditions for submission of applications**

- 4.1** Applications for selection must be sent exclusively online at the address stated in the call not later than the date established therein and using the form attached thereto. The period allowed for submission of applications cannot be of less than 20 days, and starts from the day of publication of the vacancy announcement on the University's website
- 4.2** The following must always be attached to applications, to be filled in, in accordance with the model provided :
- a. scientific-professional curriculum vitae (in pdf format);
  - b. any titles, publications and works which candidates intend to submit to evaluation (in pdf format).

#### **Article 5 – Procedures for selection of candidates and general evaluation criteria**

- 5.1** To conduct the selection the Departments/Research Centers avail of the assistance of a Selection Board, appointed by the Rector on the proposal of the Director of the Departments/Research Center concerned, in agreement with the Dean of the Faculty. The Board will be composed as follows:
- 1st member: Director of the Department/Research Center concerned or a delegate of the same
  - 2nd member: Head of the Research Project
  - 3rd member: a member designated from among the Research Fellows of the Department/Research Center concerned, designated by the Dean for Research. At least one member of the Selection Board must be from the same Academic Field (or Scientific Sector) concerned in the selection.
- 5.2** The Selection Board will evaluate the applications and formulate a ranking for each selection on the basis of scores registered. The Board allocates 100 points for each candidate, broken down as follows: min 30 max 40 points for the CV, academic qualifications and publications; min 60 max 70 points for the interview. The minimum score for placement in the ranking is 60 points. The ranking will remain valid until the end of the project should the Scientific Supervisor consider it appropriate to use it for possible new hires. The minutes of the proceedings will be published on the University's website (in English and Italian).
- 5.3** The examination consists of an interview on the candidate's CV and qualifications and publications and on the activity of research support and assistance prescribed for the Research Project specified in the call. Interviews may be organized either through conference calls or face-to-face interviews in a classroom or hall of the University on a date to be notified via e-mail at least 7 days in advance.

- 5.4** As established by its 2021-25 Strategic Plan, Bocconi University is committed to pursuing its chief objectives in research and instruction in a physical and intellectual environment in which all – students, faculty, staff – receive, and offer to others, equal opportunity, dignity and treatment, irrespective of gender, sexual orientation, ethnicity, religion, age or economic condition. To this purpose the present Regulation, together with all of Bocconi University’s Regulations for selection, will respect the crosscutting principles prescribed by EU Regulation 2021/241, in particular the principles of gender equality, protection and valorization of young people and of the overcoming of regional disparities.

#### **Article 6 – Conclusion of contract**

- 6.1** The successful candidate will be notified in writing of the offering of the independent work or professional contract which, on pain of forfeiture, must be signed for acceptance within the mandatory term of 15 days from the date of receipt.
- 6.2** The contract is individual and indivisible.

#### **Article 7 – Collaborator’s rights and duties**

- 7.1** The contract of collaboration for research support and assistance (Research Fellow) usually commences on the 1st day of the month following completion of the selection. The award implies a commitment to carry out, at the University or at another venue determined by the contract, support and research assistance activities on the Scientific Project prescribed by the call.
- 7.2** The award of the contract for research support and assistance constitutes an independent, occasional or coordinated and continuous employment relationship or a professional employment relationship and does not give rise to rights to access to roles at the University.
- 7.4** The University provides insurance coverage against the risks of accidents and civil liability.
- 7.5** Payments under the contract are usually made in monthly installments in arrears, upon presentation, within the deadlines stated annually by the Administration on the Bocconi intranet, of a regular note or invoice duly signed by the Scientific Supervisor concerned in verification of the activity performed.

### ***CHAPTER III EXTRAORDINARY AND FINAL RULES***

#### **Article 8 – Extraordinary and Final Provisions**

- 8.1** The University provides the possibility of renewing or extending contracts for the performance of activities of research support and assistance, pursuant hereto, that are approaching expiration under the previously applicable procedures, pursuant to art. 409 CPC and Legislative Decree 81/2015 governed by articles 13 and 14 of the ACNC of 15/12/2015, on the basis of availability of funding for Research related to the Projects activated, subject to positive evaluation by the Department/Research Center of the activity performed.
- 8.1** The University, on self-financed research funds and on third-party fundings that do not prescribe procedures for selecting collaborators through public competition, provides the possibility of proceeding through direct call/designation of collaborators for activities of research support and assistance. The Department/Research Center concerned is responsible for the proposal of an award of contract (RDC) correlated by the candidate's CV and a specification of the cost center/order concerned. The proposal will be evaluated, for the academic part, by the Dean for Research and, for the administrative part, by the Faculty & Staff Administration. The approved proposals will be finalized with a contract for independent or professional work on the basis of the collaborator's tax status.

#### **Article 9 – Effectiveness**

- 9.1** This regulation, established by articles 18 and 22 of Law 240/2010, enters into effect on the day following that of its issuing in a Rectorial Decree with an appropriate form of publicity on the University's website.