



UNIVERSITY OF MILAN REGULATIONS ON RESEARCH FELLOWSHIPS

CHAPTER 1 General Provisions

Art.1

Object and Purpose

1. Pursuant to the following Regulations, the University of Milan (hereinafter referred to as "University"), in accordance with the European Charter for Researchers, the University Ethical Code, and the University Strategic Plan under art.22 of Law No.240/2010 of 30 December 2010, and under the ministerial provisions in force, activates the following:

- research fellowships funded by the university budget (referred to as "post-doctoral type A fellowships"), announced twice a year, generally in May and November, within the economic and staff recruitment planning of the University, in compliance with the criteria and modalities of resource distribution, taking into account the purposes laid down by the University and departmental strategic plan;
- research fellowships funded by the University Departments within the Departments' triennial planning and in accordance with the University Strategic Plan, funded by research projects or partnerships and research agreements with external institutions which provide for this purpose expressly (referred to as "type B fellowships"). Type B fellowships are announced whenever a faculty submits such a request, provided that funds are available to cover the related expenses;
- the University may also activate fellowships which are aimed at achieving specific purposes set by the Administration and within the framework of specific research projects of the University. The number of such fellowships is laid down each year when approving the budget of forecast. The rules governing this type of fellowships are the same as those governing type B fellowships.

2. Research fellowships (hereinafter referred to as "fellowship(s)) are awarded following selection procedures, including an interview, which must ensure comparative assessment among candidates and public access to the records, in compliance with the provisions laid down in the articles below.

CHAPTER 2 Awarding Fellowships

Art. 2

Activation of post-doctoral type A fellowships

1. Post-doctoral type A fellowships are distributed among departments on the basis of a calculation model, approved by the Board of Directors, within the framework of the annual resources destined for by the budget of forecast, in consideration of the research activity carried out by departments.
2. The Academic Senate approves a competition notice template (see *Annex 1*) in compliance with the provisions laid down by the present Regulations.
3. Within the number of fellowships granted, each Department Board shall approve, by the date laid down by the University, the number of post-doctoral type A fellowships to be announced and the number of fellowships to be renewed, if any, among those expiring in that year, having heard



the reasons expressed by the supervising professors and within the framework of the triennial planning of each Department. For new fellowships to be activated, the Department Board shall draw up the lines of research which it intends to pursue thanks to fellows among those proposed by professors, tenured researchers, and untenured research fellows (i.e., *ricercatori a tempo determinato di tipo B*) attached to the Department, having verified their consistency with the scientific objectives of the Department itself. Each line shall be proposed by two professors at the least. Lines of research to activate fellowships may be proposed by those professors who are recognised as "actively involved in research" in accordance with the terms laid down by the University Bodies and who shall ensure to render their services for at least the whole duration of the fellowship. Each professor may propose one line of research only. The lines of research proposed shall be supported by the Department, which shall undertake to make sure that prospective fellows carry out projects properly by making its facilities, equipment, tools, and staff available.

4. For each proposed line of research to be associated with the relevant scientific field, the Department Board shall indicate the scientific sector of reference among the ERC (European Research Council) scientific sectors. Furthermore, for each line, the Board shall indicate the supervising professors, their respective competition sector and scientific-disciplinary sector, and the names of five experts in that field, external to the University, who are attached to other universities or public or private research institutions, in order to set up the subcommittee as provided for by the following article 8.

5. The two selection procedures per year are announced via competition notice issued by the Rector, following a deliberation by the Department Boards involved. The competition notice shall include the following details:

- a) overall number of fellowships which may be awarded and the lines of research supported by the Departments, including the names of the respective supervising professors;
- b) duration and amount of each fellowship;
- c) the admission requirements as provided for by article 4;
- d) cases of incompatibility;
- e) how to participate in selection procedures and the criteria to assess candidates and their research projects, as well as the qualifications and publications submitted by each of them;
- f) a list of assessable qualifications;
- g) the interview process, during which the research projects submitted by candidates are discussed. The research projects assigned to the winning candidates shall be carried out in accordance with the research necessities as requested by the Departments.

Competition announcements are published on the University website, on the Ministry of University and Research website, and on the European Researcher mobility portal. Competition notices must be published for at least 30 days.

6. For the purposes of the selection, the Rector shall set up a University Committee with guarantee functions (hereinafter referred to as "Guarantee Committee") by Rector's Decree, composed of at least one member for each scientific-disciplinary field present at the University.

The Guarantee Committee shall:

- ensure that the assessment procedure be carried out properly;
- draw up the general criteria to assess qualifications, research projects, and professional-scientific CVs based on the competition notice template approved by the Academic Senate (*Annex 1*) and which is an integral part of the present Regulations;
- participate in the meetings of the subcommittees;
- verify the results and draw up the ranking for each line of research.



7. Committee members shall be appointed among professors in service with the University or with other universities.

8. In order to facilitate the work of the Guarantee Committee, by Rector's Decree the Rector, after that applications have been submitted, shall set up a subcommittee, for each line of research, composed of five members, i.e. the Director of the Department involved or their delegate, the member of the Guarantee Committee representing that field, serving as the President, the professor or tenured researcher or untenured research fellow (i.e., *ricercatore a tempo determinato di tipo B*) at the University, expert in that field and proposed by the Department when presenting its line of research, and two external experts in that field drawn by the Guarantee Committee among the five ones proposed by the Department itself, as well as a substitute member. The professors proposing the line of research announced by the selection are not eligible to become members of the subcommittee. The subcommittee shall assess applications and interview candidates as provided for by paragraph 5.

9. In compliance with the assignments laid down by law and in order to be entrusted with specific scientific competence, the subcommittee may request the opinion of other Italian or foreign highly-qualified experts, external to the University, with no charges payable by public finance. The names of the experts consulted shall be disclosed at the end of the procedure.

10. When assessing candidates, the subcommittee may allocate up to 100 points, some of which to be allocated to qualifications and research project as a whole whereas the remaining points to be allocated to the interview. The subcommittee shall allocate points in accordance with the provisions laid down by the competition notice. The assessment of qualifications and research projects shall take place before interviews. Candidates shall be notified of the corresponding results before interviews according to the modalities laid down in the competition notice.

11. Based on the CVs and qualifications submitted by candidates, the subcommittee shall attribute a score to each candidate in compliance with the criteria laid down in the competition notice and taking their experience and scientific qualification into consideration, as per their scientific-professional CV, the value of their project, and its consistency within the line of research to which it refers. Candidates whose qualifications and project are attributed an overall score of more than 50% of the maximum achievable score shall be admitted to the interview.

12. The interview is aimed at assessing the content of the project submitted by each candidate and the scientific skills they have developed. The interview shall be deemed as passed should the candidate achieve a score of more than 50% of the maximum achievable score. The candidates admitted to the interview who are permanently residing abroad may be granted to sit the interview in consideration of their situation, as provided for by the competition notice.

13. Having concluded the examination, the subcommittee shall write the relevant minutes and forward them to the Guarantee Committee; having verified that the assessment procedure was carried out lawfully and consistently, the Guarantee Committee shall in turn draw up the ranking of the candidates eligible for each line of research. Selection procedures must be concluded within the time limit established by the competition notice. The records of the selection procedure shall be approved by Rector's Decree and published on the University website.

14. Each Department Director, having consulted with the fellowship winner and the professors proposing the corresponding line of research, shall appoint the project supervisor among the



professors listed in the competition notice. In agreement with the supervising professor, the fellowship winner shall notify the administration of the activities pertaining to the research project to be carried out for the duration of the fellowship. The implementation status of the aforementioned activities shall be verified periodically according to the modalities laid down in the personal contract.

15. The fellowship contract shall become effective on the first day of the month following that in which the contract was signed, save as otherwise provided upon due request of postponement which, in any case, must not exceed 90 days. Should the fellowship winner not turn up at the relevant offices to sign the contract within the deadline set by the Administration, or forgo, the eligible candidates who follow the waiving winner in the ranking for the relevant line of research shall be summoned. The ranking shall remain valid for up to 90 days following the approval of the records. Being eligible to be included in fellowship rankings does not entail being eligible for future selection procedures.

Art.3

Activation of type B fellowships

1. The activation of type B fellowships is authorised by Rector's Decree, as provided for by the present Regulations. Fellowship activation proposals shall be submitted by the professor supervising the research project within which the fellowship is requested and shall be approved by the Board of the Department to which the professor is attached. The proposal shall include the following details:

- duration of the fellowship, including whether it may be renewed, and the corresponding amount;
- the funds which the fellowship and its related costs will weigh upon;
- title and a brief description of the research project, specific purposes duration of the relevant activities, and the relevant scientific-disciplinary field;
- the name of the supervising professor and the list of professors participating in the research;
- a summary of the activities carried out in the past within the same programme and the list of any related publications;
- requirements and activities to be assigned to the fellow, as well as the objectives that the fellow is asked to achieve;
- ongoing national and international collaborations, if any;
- the potential members of the judging Committee, as provided for by the following paragraph 4.

Proposals shall be integrated by the competition notice template drafted by the Administration, duly filled in by the proposing professor in the relevant sections.

2. The Administration shall release the competition notice related to the selection procedure within 30 days starting from the receipt of the request of activation for a new type B fellowship, which must be filled in as provided for by paragraph 1 and be accompanied by the deliberation of the relevant Department Board. Competition announcements are published on the University website, on the Ministry of University and Research website, and on the European Researcher mobility portal. The application procedure shall remain open for at least 20 days. Competition notices shall specifically include:

- duration and amount of the fellowship to entrust and the number of fellowships announced, if more than one;
- the admission requirements as provided for by article 4;
- the relevant Department;
- the scientific-disciplinary field within which the research pertaining to the fellowship will be carried out;



- research title and programme;
- the activities which the fellow is requested to carry out;
- required skills;
- the professor supervising the fellow and their activities;
- the criteria to assess the candidates' CVs, qualifications, and publications;
- date and modalities to sit the interview;
- assessable qualifications: any specialisation school diploma for any field; statements of attendance to post-graduate courses, either in Italy or abroad; research activity, duly documented, carried out at public or private bodies; publications; fellowships or other assignments, either in Italy or abroad.

3. When submitting their application within the deadline laid down in the competition notice, each candidate shall enclose their scientific-professional CV, any publications and any other qualifications which they reckon to be useful to prove their value in relation to the research activity proposed. When assessing CVs, the following are taken into consideration: specialisation school diplomas and statements of attendance to post-graduate courses, either in Italy or abroad; documented research activity carried out at public or private institutions; any publications, fellowships or assignments, either in Italy or abroad.

4. Selection procedures shall be carried out by a Committee appointed by Rector's Decree and composed of the relevant Department Director or their representative, the supervising professor, and two members proposed by the Department Board, one of whom as an alternate member. The Committee shall appoint its President. In the event of fellowships to be activated within partnerships or agreements with private bodies, the Committee may include an external member, of proven qualification, selected by the same body in accordance with the supervising professor. The Committee shall conclude its work within 20 days starting from the deadline to submit applications. The preliminary acts preceding the selection procedure and those following the assessment results shall be verified by the relevant Administration offices and submitted for approval to the Rector, who shall verify their legitimacy and consistency.

5. The Committee shall assess candidates based on the CVs and qualifications they submitted and on the results of the interview as provided for by paragraph 2, assessing their scientific qualification, their aptitude for research, and the skills required. The Committee shall allocate up to 100 points, 50 of which to qualifications and the remaining 50 to the interview. Points may be allocated to qualifications based on the criteria laid down in the competition notice. The Committee shall draw up an overall evaluation for each candidate and, having concluded its work, shall draw up a ranking based on merit pursuant to the scores collected by each candidate. The results of the selection procedure shall be approved by Rector's Decree and published on the University website. The minutes written by the Committee are of public domain. Those candidates admitted to sit the interview who are permanently residing abroad may take advantage of the same arrangements to participate as provided for by the present regulations for type A fellowships.

6. Winners forfeit their rights should they not sign the corresponding contract within the deadline laid down in the competition notice. In such cases, the next candidate in the ranking shall be summoned. Rankings shall remain valid for up to 90 days following the approval of the records. Being eligible to be included in fellowship rankings does not entail being eligible for future selection procedures.



7. Should no one apply for nor win the competition, the facility involved may submit a request, within 30 days starting from the conclusion of the work of the Committee, to reactivate the fellowship by releasing a new competition notice. No competition notices nor assessment procedures as laid down in paragraph 5 are requested should there be only one candidate who had been selected within the framework of specific public tender competition procedures announced by Ministries, or by European Union institutions which expressly established the possibility for the winner to carry out research activities at university institutes under a collaboration agreement. This exception also applies to competition procedures with the same characteristics, promoted by other no-profit public or private institutions whose aims include funding research, which select candidates based on peer review mechanisms and adequately publish their competition notices.

Art. 4

Admission Requirements

1. Application for research fellowships is open to candidates holding a Master's or Single-cycle Master's degree whose scientific-professional CV is consistent with the implementation of research activities.
2. Furthermore, candidates applying for post-doctoral type A fellowships must hold a doctoral degree, or equivalent qualification if earned abroad, or a medical specialisation diploma for the relevant sectors integrated by adequate scientific production. For post-doctoral type A fellowships, candidates must get the aforementioned qualification within the deadline laid down in the competition notice. Holding a doctoral degree and/or specialisation diploma for any sector would be considered an asset when entrusting type B fellowships.
3. The University may reserve a certain number of fellowships to Italian or foreign scholars who earned their doctoral degree, or equivalent qualification, abroad or to foreign scholars who earned their doctoral degree in Italy.

CHAPTER 3

Contract

Art. 5

Duration and amount

1. Post-doctoral type A fellowships shall remain valid for the duration of two years and may be renewed, even yearly, for a further two years. Any requests for annual renewal shall be motivated by research necessities in compliance with the standard assets of the Department.
2. Type B fellowships may remain valid for the duration of one up to three years and may be renewed within the limits established by law and by the following paragraph and in compliance with the provisions laid down in art.10 of the present Regulations.
3. Any fellowships activated pursuant to the present Regulations shall remain valid for no more than six years, renewals included, except for the period when holders enjoyed their fellowship while attending a self-funded doctoral degree course, within the maximum limit of legal duration of the course. Periods spent on maternity or health leave according to the legislation in force are not included when calculating the duration of fellowships.



4. The gross annual amount of post-doctoral type A fellowships is established yearly by the Board of Directors when drawing up the budget of forecast, based on the minimum gross annual amount established by decree of the Ministry of University and Research. The amount of type B fellowships is established by the Department Board requesting the post in compliance with the financial plan that the research project is funded from. Fellowships are paid to the beneficiary in monthly instalments in arrears.
5. Fellows shall claim their right to be reimbursed for travel, accommodation, food, and other reimbursable expenses, incurred in Italy or abroad, covered by the contributions to scientific research at the disposal of the relevant Department, as provided for by the Regulations on business trips and expense reimbursements.
6. Following a proposal by the relevant Department, the amount of the fellowship may be increased using funds made available by the Department itself from ongoing research projects, in compliance with the financial provisions and expense limits established by the aforementioned projects.
7. In order to facilitate the recruitment of those coming from foreign institutions, the University provides fellowship winners who find themselves in this situation with resources and support, such as mobility allowances, for the whole duration of the contract. Competition notices shall indicate the modalities and amount of the allowance to be paid.

Art. 6 Incompatibility

1. Holding a fellowship is not compatible with being enrolled in a Bachelor's, Master's or Single-cycle Master's degree course, in PhD courses upon scholarship, and in medical specialisation schools, either in Italy or abroad. Holding a fellowship is not compatible with being enrolled in any other school or course requiring compulsory attendance, save as duly motivated by the supervising professor and by the Department Board.
2. Fellowships cannot be awarded to tenured personnel in service with universities, as well as with research and experimentation institutions and public bodies, with the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) and with the Italian Space Agency (ASI), as well as with those institutions whose scientific advanced diploma is deemed as equivalent to doctoral degree under art.74, paragraph 4, of Italian Presidential Decree No.382/1980 of 11 July 1980. Employees in service with Public Administrations different from the ones mentioned above who are awarded a fellowship shall be sent on unpaid leave of absence for the whole duration of the fellowship.
3. Fellowships cannot be combined with any other grants, except for those awarded by national or foreign institutions as a supplement to the awardee's research activity while staying abroad. Fellowships cannot be combined with subordinate employment contracts, with other collaboration agreements, or with income resulting from self-employment performed continuously, except for those provided for by the following paragraph and provided that this working activity does not interfere with research, it being the priority.
4. Fellowship holders may carry out limited self-employed working activities, following an agreement with the supervising professor and written notification to the relevant offices, provided that the place the fellow is working at deems this activity as compatible with the research activity the fellow is requested to carry out and no conflict of interest may arise. Self-employment working activities must not exceed the income limit laid down by the Board of Directors.



5. Extra-university activities, i.e. speaking at seminars, meetings, and conferences as well as dissemination activities, are compatible with fellowships.
6. Pursuant to art.45 of the University General Regulations, fellowship holders may carry out guidance, tutoring, and exam support activities, and be duly paid as provided for by the Board of Directors. These payments shall be added to any other potential income coming from self-employment and shall not exceed the income limits established by art.4 above.
7. Complementary teaching assignments under art.45 of the University General Regulations and teaching assignments under art.23 of Law No.240/2010 are compatible with fellowships. Fellows may also teach at advanced courses. The working regime shall not exceed 90 hours in total throughout the academic year.
8. Specifically, teaching assignments shall be limited to didactic modules and at advanced courses for no more than 30 hours per academic year.
9. Candidates who are within the fourth degree of kinship with a professor attached to the Department asking for the fellowship to be activated or with the Rector, the General Director, or with a member of the University Board of Directors are not entitled to apply for a fellowship.

Art. 7 Contract

1. Fellowships are awarded by entering into a private law contract by and between the University and the winner and become effective starting from the month following that of the date of signature. Contracts do not originate a subordinate employment relationship nor do they give any rights to access posts at the university.
2. Fellowships are tax exempt. In fiscal terms, the provisions laid down in art.4 of Law No.476/1984 of 13 August 1984, and subsequent amendments and additions thereto, shall apply; in social security terms, the provisions laid down in art.2, paragraph 26 and following, of Law No.335/1995 of 8 August 1995, and subsequent amendments and additions thereto, shall apply.
3. In terms of risks resulting from workplace accidents and civil liability, the University shall provide the relevant insurance.

Art. 8 Rights and duties of research fellows

1. Fellows are requested to carry out the research activity laid down in their personal contract and, for this purpose, they are entitled to claim the right to use facilities and equipment of the relevant Department. Research activities may be partly carried out at external facilities, following an express authorisation by the supervising professor and the Department Board; relevant notification shall be sent to the university Administration.
2. Fellows have free access to the University facilities; their representative participates in the meetings of the relevant Department bodies as provided for by the University Charter and General Regulations.



3. Activities must be carried out on a continuous basis within the limits established by research programmes and as instructed by the supervising professor, who is responsible for their monitoring. Activities shall be suspended during compulsory maternity leave. They may also be suspended due to serious illness or serious family reasons, or during parental leave. Suspension periods may be caught up at the end of the original contract expiration, following an agreement with the supervising professor and within the limits established by the funds available; this does not apply to compulsory maternity leave whose period of suspension entails an automatic extension of the contract, as laid down by the legislation in force. Excused absence of no more than 30 working days per year overall does not amount to suspension and, as a consequence, does not have to be caught up.

4. While on maternity leave, fellows have right to maternity allowance paid by the National Social Security Institution (INPS) as provided for by the relevant legislation in force. In case of leave due to illness for more than four days, fellows have right to a daily allowance for illness within the limits established by law. While on compulsory maternity leave, the University shall integrate the allowance paid by INPS in order to reach the overall amount of the fellowship.

5. Fellows shall submit to the Department Board an annual report on the activities they carried out, which must have been approved by the supervising professor, and discuss the final results of their activity. The Department Board shall approve the scientific validity of the results reached by the fellow within one year starting from the expiration of the contract.

6. If, during the period of validity of the contract, fellows fail to carry out their research activity regularly without justified reason or commit serious and repeated failures, the procedure for contract termination is started under art.1453 and following of the Civil Code, following a proposal submitted by the supervising professor; such a proposal shall be submitted should the fellow continue to fail to perform following the first verbal reprimand by the professor and the subsequent written request to resume activities under the duties undertaken by contract, within an appropriate deadline (i.e., at least 15 days). The contract shall terminate by right, with no obligation of notice, should incompatibility rules be violated. Contract termination and lapsing shall be approved by Rector's Decree.

Art. 9 Withdrawal

1. Fellows who wish to withdraw from the contract must notify the Rector and the Department in writing with a 30-day notice, at the least. Failure to do so shall result in the amount corresponding to the period without notice being retained.

CHAPTER 4 Renewal

Art. 10 Renewal of post-doc type A fellowships

1. Requests for renewal shall be submitted by the fellow to the Director of the Department at which they are carrying out their activity at least two months prior to the contract expiration. Such request must be accompanied by the final report on the activity carried out, together with the overall



evaluation by the supervising professor, which must report that the fellow fulfilled the requested duties and reached the set objectives.

2. The Department Board shall examine all the renewal requests received based on the assessment of the scientific objectives of the Department, in accordance with the Department's triennial Plan, and shall then list the potential renewals in order of priority, on the basis of standard assets.
3. For the purpose of examining renewal requests, the Department shall take the following into consideration:
 - research activity to be carried out for the duration of the renewal;
 - the report on the activity that the fellow has already carried out;
 - scientific work or publications, related to the research project, written or co-written by the fellow. Works must have been published or accepted by the publisher within the deadline of the fellowship;
 - participation in conferences, courses, and other scientific activities.
4. The relevant Administration offices shall forward to the Guarantee Committee all the preparatory acts which led to the proposal of renewal for its legitimacy and consistency to be verified.
5. Having heard the opinion of the Guarantee Committee, the relevant Administration offices shall submit the renewal procedure records for the Rector to approve them.
6. The procedure shall be concluded by signing the contract of renewal, which must take place within the month preceding that of expiration of the contract in force, under penalty of lapsing.

Art. 11

Renewal of type B fellowships

1. Requests for renewal of type B fellowships shall be submitted by the Director of the Department and forwarded to the relevant Administration offices at least 30 days prior to the contract expiration, having heard the positive opinion of the Department Board and the positive evaluation by the Committee as provided for by the following paragraph.
2. The Committee who shall examine the request for renewal is composed by the same members of the Committee that carried out the comparative assessment among candidates when awarding the fellowship. Should one or more of the members of the aforementioned Committee be unavailable, due to lapsing or impediment, they shall be replaced.
3. Records forwarded to the Administration offices must include:
 - the request of fellowship renewal specifying the objectives upon which the request for the project to be extended is based and motivated;
 - the report of the activity carried out by the fellow;
 - the Minutes of the judging Committee.
 - the deliberation of the Department approving the renewal and the funds to be weighed upon.
4. Fellows shall sign the contract of renewal within the month preceding the expiration of the contract in force, under penalty of lapsing.



Art. 12 Final Provisions

1. The present Regulations implement the provisions established by law, by the University Charter, and by the University General Regulations, save as improved by individual contract.
2. What is not laid down in the present Regulations shall remain with the relevant legislation in force and with the University provisions.
3. In compliance with art.20 of the University Charter, the present Regulations are approved by the Academic Senate, having heard the positive opinion of the Board of Directors, and they are issued by Rector's Decree. They become effective on the day following that of their publication on the University website. On the same day, the Regulations on fellowships previously in force, issued by Rector's Decree No.2/2018 of 10 January 2018 are repealed.