



Università di Scienze
Gastronomiche di Pollenzo
University of Gastronomic Sciences of Pollenzo

**REGULATION FOR THE CONFERRAL OF "POST-DOC APPOINTMENTS"
PURSUANT TO ART. 22-BIS OF LAW NO. 240 OF DECEMBER 30, 2010**

*Approved by the Academic Council on 19/12/2025
And by the Executive Committee on 26/11/2025*

Regolamento per il conferimento di incarichi post-doc

Article. 1 – Purpose and Scope of Application

1.1 - This Regulation governs the stipulation of fixed-term employment contracts, referred to as “Post-doc appointments”, pursuant to Article 22-bis of Law no. 240 of December 30, 2010, as amended by Law no. 79 of June 5, 2025.

1.2 - This Regulation establishes the selection procedures, legal framework, and remuneration applicable to post-doc appointments.

Article. 2 - Characteristics of Post-doc Appointments

2.1 - Post-doc appointments are fixed-term employment contracts aimed at carrying out research activities, as well as collaboration in teaching and third-mission activities.

2.2 - They are financed by internal funds or by third-party public or private entities, through agreements or conventions.

2.3 - Post-doc appointments have a minimum duration of 1 year and can be extended up to a total duration of 3 years, even if not continuous. Extension beyond 3 years is permitted exclusively for specific European Union research funding programs within the framework of actions related to the Marie Skłodowska-Curie (MSCA) program, pursuant to Article 22-bis, paragraph 2, of Law 240/2010.

2.4 - The total duration of employment relationships established under Articles 22, 22-bis, 22-ter, and 24, including at different institutions, cannot exceed eleven years.

2.5 – For the purposes of the total duration referred to in the preceding paragraph, periods of leave for maternity, paternity, or health reasons, in accordance with current legislation, are not included.

2.6 - These appointments do not grant any rights regarding access to university positions.

Article 3 – Selection Method

3.1 – Post-doc appointments are conferred by means of a public comparative procedure, which ensures transparency and the publicity of the proceedings.

3.2 – The evaluation of candidates is conducted based on the assessment of qualifications, scientific publications, and the scientific-professional curriculum, as well as through a mandatory interview, which may also be held in a language other than Italian.

3.3 – The call for applications must contain detailed information regarding the activities to be carried out, the rights and duties of the position, as well as the expected monetary and social security benefits.

Article 4 - Activation of Selection Procedures

4.1 – The activation of post-doc appointments is determined by the Executive Committee upon proposal by the Academic Council.

4.2 – The resolutions referred to in the preceding paragraph must specify:

- a) the number of positions for which the procedure is approved;
- b) the research, academic, and third-mission activities to which the appointment is linked;
- c) the Scientific Supervisor of the research;
- d) the scientific-disciplinary group;
- e) any one or more scientific-disciplinary sectors falling within the same scientific-disciplinary group;
- f) the main location where the activities are to be carried out;
- g) the details of any funding sources covering the cost of the appointment;
- h) that the commitment of activities follows or must be consistent with the indications of the research implementation program, exclusively for the purposes of reporting on research projects;
- i) the monetary benefits.

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Article 5 – Scientific Supervisor

5.1 - The Scientific Supervisor of the research project, a faculty member of the University, is appointed by the Academic Council. In the case of funded projects, this appointment is made after the relevant project proposal has been funded. The Academic Council may, if deemed appropriate, can replace the Scientific Supervisor with another University faculty member by subsequent resolution, after consulting the Rector's Delegate for Research.

5.2 - The Scientific Supervisor of the research project for which the post-doc appointment has been made shall determine, in accordance with the project's specifications and after consulting the appointee, the research program, the duties assigned to the contract holder, and the expected research *deliverables*.

5.3 - The defined program must explicitly include the planned academic and third-mission activities, where these are specified in the call for applications.

Article 6 – Call for Applications

6.1 – The call for applications, issued by Rector's decree, must contain, in addition to the elements referred to in Article 4, the following:

- the requirements for participation;
- the evaluation criteria referred to in the subsequent Article 9, paragraph 5, of this Regulation, indicating the maximum scores to be assigned to each;
- the maximum number of publications each candidate may attach for evaluation purposes and the deadline for submitting applications;
- any additional qualifications required for the selection;
- the selection procedures;
- the deadline for submitting applications to participate in the selection;
- the legal, monetary and social-security terms and benefits;
- the duration of the appointment;
- the rights and duties of the appointee;
- any biannual report, for the purpose of evaluating the activity carried out and the results achieved by the appointee.

6.2 – The call for applications for post-doc appointments must be given adequate publicity by publishing it on the websites of the University of Gastronomic Sciences, the Ministry of University and Research, and the European Union portal.

6.3 – The deadlines for submitting applications to participate in the selections shall run from the day following the date of publication of the call on the University's website.

Article 7 – Selection Committee

7.1 – The Rector shall appoint, ensuring, where possible, balanced gender representation, a Selection Committee for each selection procedure for the activation of post-doc appointments. The Selection Committee shall comprise three members chosen from professors and researchers (or subject matter experts) with research experience on the topics covered by the call for applications, at least one of whom must be affiliated with the scientific-disciplinary group relevant to the call. Professors and researchers serving at foreign universities who hold an academic position corresponding to that of a professor or researcher, as defined by the relevant Ministerial Decree, may also be appointed.

7.2 – The designation shall take place after the deadline for submitting applications has passed.

7.3 – At its first meeting, the Selection Committee shall decide on the criteria and methods for evaluating qualifications, any publications, and the interview.

7.4 – No remuneration is provided for the members of the Selection Committee.

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7.5 – The Committee may utilize electronic tools for collegial work and may conduct its meetings remotely. The procedures must be recorded in the minutes. The interview may also be conducted remotely, in the manner specified in the call for applications.

7.6 - The following individuals shall not be a part of the Selection Committee, who:

- a) have a relationship of marriage, kinship, or affinity up to the 4th degree inclusive, or a civil union relationship between persons of the same sex as regulated by Article 1 of Law 20.05.2016, no. 76, or who are in a state of de facto cohabitation as regulated by Article 1 – paragraphs 37 et seq. of Law 20.05.2016, no. 76, with the candidates or other members of the Committee;
- b) are in a situation of conflict of interest or in a situation where grounds for abstention exist as per Article 51 of the Code of Civil Procedure regarding the candidates or other members of the Committee.

7.7 – In any case, the following may not serve on the Selection Committees:

- a) professors who hold fixed-term extraordinary contracts pursuant to Article 1, para. 12 of Law 230/2005;
- b) professors and Researchers who, in the academic year preceding the date of issuance of the Rector's decree appointing the Committee, received a negative evaluation pursuant to Article 6, paragraph 7, second sentence, of Law no. 240 of December 30, 2010;
- c) those who have been convicted, even by an interlocutory judgment, for crimes provided for in Chapter I of Title II of Book II of the Criminal Code;
- d) professors and Researchers who are in a situation of incompatibility regarding participation in Committees for the recruitment of university professors resulting from being placed on leave pursuant to Article 13 of Presidential Decree no. 382/1980 or other specific and express regulatory provisions.

7.8 – Each Member of the Committee must verify and declare that they are not in any of the situations of incompatibility provided for in the preceding paragraphs 6 and 7.

7.9 – Participation in the proceedings constitutes an official duty for the members of the Selection Committee, barring cases of force majeure.

Article 8 – Candidates eligible for selection

8.1– Candidates holding the following may participate in the selections:

- a PhD degree or equivalent qualification obtained abroad;
- a medical specialization qualification, where relevant.

8.2 – The following are excluded:

- those who have held contracts pursuant to Article 24 of Law 240/2010;
- permanent staff of universities or research bodies.

8.3 – Furthermore, those who have a relationship of kinship or affinity up to the fourth degree with a professor belonging to the Academic Council, with the Director General, with the Rector, or with a member of the Board of Directors cannot participate in the selection.

8.4 – Any exclusion from the comparative evaluation is ordered by a reasoned Rector's decree and notified to the person concerned.

Article 9 – Selection procedures

9.1 - The selection is carried out through comparative evaluation of candidates and aims to assess candidates' possession of a scientific-professional curriculum suitable for carrying out academic, research, and third mission activities that are the subject of the post-doc appointment.

9.2 - The selection procedure must provide, pursuant to Article 22-bis, paragraph 4, for an interview, which

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may also be conducted in a language other than Italian.

9.3 - Candidates must attach all documentation useful for the evaluation, in the manner indicated in the call for applications.

9.4 - The Selection Committee predetermines the criteria and methods for the evaluation of candidates.

9.5 - The Committee then communicates the criteria and scores adopted to the person responsible for the procedure, who proceeds to publish them on the University website.

9.6 - The Committee, after adequate evaluation of qualifications and publications, based on the established criteria, proceeds collegially to express a reasoned collegial judgment and to assign the relevant score.

9.7 - The scores attributed to candidates based on the predetermined criteria referred to in paragraph 4 must be made known to the candidates before the interview is conducted.

9.8 – Once the interview has been held, the Committee, having concluded the evaluation, collegially expresses, for each candidate, a reasoned overall judgment and the relevant score.

9.9 - The Committee draws up a merit ranking after considering the scores achieved by the candidates and identifies the winner of the selection.

Article 10 – Deadline for the Selection Procedure

10.1 - The Committee must conclude its work, identifying the selected candidate (winner), within the deadlines indicated in the call for applications. Upon a reasoned proposal by the President, an extension may be granted by the Rector.

10.2 - Should the Committee fail to conclude its work within the deadlines indicated in the call for applications, the Rector shall proceed with the revocation of the appointment via a specific decree.

10.3 - The records of the selection procedure are approved by Rector's Decree within 30 days of the delivery of the minutes to the competent office. The Decree approving the records is published on the University website, within the terms and methods established by the call for applications, in compliance with the principles of transparency and personal data protection. Upon approval of the acts, the winner of the post-doc position is declared, and the ranking list is approved.

10.4 - In the event of withdrawal, failure to assume duty, or forfeiture by the selected candidate, the process shall be proceeded by moving down the ranking list within the terms set out in paragraph 6.

10.5 - Within 180 days from the approval of the records, for the needs of the same research project, it is possible to confer further post-doc positions to candidates usefully placed in the ranking list, provided that the availability of the relative financial coverage has been ascertained. The utilization of the ranking list must be authorized by the Executive Committee.

10.6 - The validity of the merit ranking list is set at 180 days from the date of approval of the records

10.7 - The contract must be signed within 30 days following the receipt of the communication. A justified deferment may be requested by the interested party, provided it is compatible with the project activity.

Failure to sign within the deadlines by the interested party is considered a waiver of taking up service (and results in forfeiture from the ranking list).

Article 11 – Stipulation of the employment contract

11.1 – The post-doc position consists of a fixed-term subordinate employment contract signed between the University of Gastronomic Sciences and the selected candidate resulting from the selection procedure.

11.2 – Upon stipulation of the individual fixed-term employment contract, the Administration invites the interested party to submit the documentation required pursuant to current legislation.

11.3 – The contract must indicate:

- a) the start date and the final termination date of the employment relationship;
- b) the main location of work;

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- c) the activities related to the research project, academic and the Third Mission activities;
- d) the indication of the total remuneration package;
- e) the indication of the procedures by which the contract holder is required, on a semi-annual basis and at the end of the contract, to submit the results of the scientific activity to the University by means of a specific Report, if foreseen by the call for applications;
- f) the indication of the causes for contract termination and the necessary notice periods;
- g) the indication of the causes for withdrawal, pursuant to Article 2119 of the Civil Code;
- h) aspects regarding intellectual property, regulations on data processing, and related confidentiality obligations;
- i) the commitment to comply with the obligations contained in the codes of conduct and the University's Code of Ethics.

11.4 – The employment contract is signed by the post-doc appointee and the Director General.

11.5 – The probationary period has a duration of three months; any negative evaluation is the responsibility of the scientific supervisor of the research project. Once the probationary period has elapsed without the employment relationship being terminated by one of the parties, the post-doc appointee is understood to be confirmed in service, and seniority is recognized from the day of hiring for all legal purposes.

Article 12 – Employment Relationship

12.1 - Holding the post-doc position does not confer any right regarding access to permanent university roles.

12.2 - Disciplinary authority is governed by Article 7 of Law 300/1970, as subsequently amended and supplemented, and the procedure and sanctions fall under the competence of the Rector.

12.3 - The post-doc contract holder is subject to the health checks required by Legislative Decree 81/2008 at the expense of the University, and to the legislation regarding workplace safety.

12.4 - The post-doc contract holder is entitled to the provisions set forth in Legislative Decree no. 151 of 06/03/2001 regarding the protection and support of maternity and paternity, and in Law no. 104 of 05/02/1992 for the assistance, social integration, and rights of persons with disabilities.

Article 13 – Rights and duties of the post-doc contract holder

13.1 - The post-doc contract holder carries out their activity within the scope of the activities subject to the selection procedure, under the supervision of the scientific supervisor.

13.2 - The activity must be continuous, coordinated with the University's activities, and consistent in terms of objectives and timing.

13.3 - The post-doc contract holder, when required by the call for applications, is required to draft a semi-annual report on the activity performed and the results achieved.

13.4 - The post-doc contract holder has the right of access to university facilities and participates, compatibly with their research commitment, in academic life and in the initiatives promoted.

13.5 - Subject to prior authorization by the scientific supervisor, part of the activity may be carried out at external facilities, including those abroad.

Article 14 - Extension of the post-doc position

14.1 - Post-doc positions may be extended, even for fractional periods, up to a maximum total duration of 3 years.

14.2 - In the case of research activities linked to the Marie Skłodowska-Curie Actions (MSCA) program, the post-doc position may be extended beyond the maximum term of three years, due to specific requirements regarding the objectives and the type of project.

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14.3 - The extension is approved by the Executive Committee within the limits of available resources and considering legal constraints.

14.4 - The resolution of the Executive Committee must be transmitted to the Administration before the expiration of the contract and must indicate the duration of the extension and the methods of financial coverage, accompanied by the appropriate documentation.

14.5 - The extension of the post-doc position is signed by the post-doc appointee and the Director General.

Article 15 – Causes for Termination of the Employment Relationship

15.1 - The termination of the employment relationship is determined by, in addition to supervening forfeiture, the expiration of the term, withdrawal by one of the parties, or any other cause for termination provided for by current legislation.

15.2 - During the probationary period, each of the contracting parties may withdraw from the contract at any time, without obligation of notice or indemnity in lieu of notice. The withdrawal takes effect from the moment of communication to the other party.

15.3 - Once the probationary period has elapsed and until the expiration of the term, each of the contracting parties may withdraw from the contract before the expiration of the term, should a cause arise which, pursuant to Article 2119 of the Civil Code, does not allow the continuation, even provisional, of the relationship, or due to supervening impossibility.

15.4 – Subsequent to the expiration of the probationary period, the post-doc appointee may withdraw in writing by giving a notice period of 30 days. In the event of failure to give notice, the University shall withhold from the post-doc appointee an amount corresponding to the remuneration for the period of notice not given.

15.5 - The cancellation of the recruitment procedure constitutes a resolute condition of the contract, without obligation of notice.

15.6 - Failure to prepare the technical-scientific report, if foreseen, as well as the non-approval by the scientific supervisor of the research, constitute just cause for withdrawal from the contract.

15.7 - In the event of withdrawal, remuneration is paid up to the last day of actual service.

Article 16 – Incompatibility and additional assignments

16.1 - The post-doc position is not compatible with any other subordinate employment relationship with public or private entities, nor with holding research grants, and entails placement on unpaid leave for employees in service at public administrations.

16.2 – The post-doc appointee may perform, in accordance with what is indicated in the call for applications, collaborative activities in teaching and the Third Mission at the University.

16.3 – The post-doc appointee may carry out professional activities, self-employment, or collaborations of an occasional or continuous nature, provided that such activities:

- a) do not in any case take the form of a subordinate employment relationship with public or private entities;
- b) do not involve conflicts of interest with the research activities subject to the contract;
- c) do not prejudice the proper performance of the institutional activities of the University.

The performance of such activities is subject to authorization by the Academic Council, upon a reasoned proposal by the scientific supervisor and subject to the opinion of the Delegate for Research. The exercise of unauthorized activities constitutes cause for contract termination.

16.4 - Notwithstanding all of the above, the post-doc contract holder cannot, in any case, perform activities that may determine a situation of conflict of interest with the University's activities or that do not allow the regular performance of the research activity.

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16.5 - For the purposes of the prohibitions on accumulation and the incompatibilities referred to in this article, upon signing the contract, the selected candidate shall make a substitute declaration of deed of notoriety, undertaking to communicate to the structure any variation with respect to what has been declared, simultaneously with the occurrence of the variation itself.

Article 17 – Remuneration, tax, social security, and insurance terms and benefits

17.1 – The annual remuneration of the post-doc contract holder, as established by Ministerial Decree (DM) 592/2025, is defined by the University according to the commitment required and the complexity of the activities to be performed. In any case, this amount shall not be lower than the initial remuneration due to a full-time permanent researcher in employment class 0.

17.2 – The employment relationship established between the University and the post-doc appointee is a fixed-term subordinate employment relationship, governed by current legislation, including matters regarding tax, welfare, social security, and insurance benefits foreseen for the employment income.

17.3 – The University ensures insurance coverage against workplace accidents and occupational diseases as well as civil liability towards third parties.

Article 18 – Evaluation of the activity of the post-doc contract holder

18.1 - Every six months, unless otherwise indicated in the call for applications, the post-doc contract holder is required to submit to the Academic Council a detailed report on the activity performed and the results achieved, accompanied by the opinion of the scientific supervisor.

18.2 - The Academic Council, based on the report referred to in the previous paragraph, expresses an evaluation of the activity performed, which is acquired by the Executive Committee for the purposes of the possible extension of the post-doc position, according to what is indicated in articles 14.3 and 14.4 of these regulations.

Article 19 – Transitional and Final Provisions

19.1 - For all matters not explicitly governed by these Regulations, reference is made to Article 22-bis of Law no. 240/2010 and to current legislation regarding the subject matters addressed.

19.2 - These Regulations shall come to effect on the date of approval by the Executive Committee and will be published on the University website.