



Rectoral Decree

SELECTION FOR AWARDING RESEARCH SCHOLARSHIPS

THE RECTOR

Given Law 30/12/2010 no. 240, and in particular Art.s 22 and 18(1b);

Given the “Regulations for the Awarding of Research Scholarship Collaborations”, issued by Rectoral Decree no. 595-2011, Prot. no. 12006 of 21/03/2011;

Given Legislative Decree 30/06/2003 no. 196;

Given the request from the Head of Department of Diagnostics and Public Health, Prot n. 355551 del 09/08/2024

And **having evaluated** every appropriate element;

DECREES

ART. 1 – SELECTION FOR AWARDING 1 (ONE) RESEARCH SCHOLARSHIP

This document announces the selection process **AdR4682/24** to award 1 (ONE) research scholarship in the disciplinary sector MEDS-10/B, to perform the research on the topic :
COordination MEchanism for Cohorts and Trials: CoMeCT (GA101136531_ CUP B37G23000580005)

The research scholarship is for 12 months, with the possibility of renewal in accordance with the law.

The research fellow will play a crucial role in supporting the University of Verona's (UNIVR) coordination within the COMECT project. The fellow will have the following responsibilities:

1. **Project Coordination Support:** Provide scientific and administrative support for UNIVR's tasks within COMECT, ensuring smooth collaboration with project partners and timely completion of deliverables.
2. **Cohort Study Mapping:** Contribute and supervise the comprehensive mapping of European cohort studies investigating infectious diseases with epidemic and pandemic potential. Identify key characteristics, methodologies, and data availability.
3. **Data Extraction Protocol Development:** Collaborate in developing standardized data extraction protocols to evaluate essential clinical and epidemiological variables. Contribute to the design of a CRF (Case Report Form) to capture relevant data for infectious diseases with pandemic potential.
4. **Interactive Data Visualization Tools:** Contribute to the design and development of interactive tools for visualizing collected data on a dedicated website, facilitating easy access and interpretation for stakeholders.
5. **Expert Consultation Protocol:** Support experts selection and contribution to the task “Definition of infectious diseases with epidemic and pandemic potential” and determine the key data elements for extraction from relevant studies.
6. **Project Monitoring and Reporting:** Monitor project progress, ensuring adherence to milestones and contractual obligations. Contribute to scientific publications and prepare monthly progress reports for project meetings.
7. **Ethical Compliance:** Ensure all activities comply with national and European ethical standards for research involving human subjects and data.

Admission to the selection process, and the selection procedure itself, are governed by the following Articles.

ART. 2 – REQUIREMENTS

For admission to the selection process referred to in Art. 1, potential candidates must fulfil the following requirements:

- a) Master's degree [*Laurea Magistrale* awarded pursuant to Art. 3(1n), Ministerial Decree no. 270 of 22/10/04] or previous Master's degree [*Laurea Specialistica* awarded pursuant to Art. 3(1b), Ministerial Decree no. 509 of 03/11/99] or previous Bachelor's degree [awarded pursuant to the teaching systems prior to Ministerial Decree no. 509 of 03/11/99, at the conclusion of a study programme at least 4 years in length], and a suitable academic and professional background for conducting research;

- b) Knowledge of the following foreign language: English;
- c) Additional requirements: research and/or development activities in the scientific-disciplinary field: MEDS-10/B

Both Italian and foreign nationals are admitted to the selection process, as long as the latter have the equivalent qualifications or an ideal academic and professional background for the intended research (If a candidate has not applied for official recognition of equivalency in the Italian system for any qualifications gained abroad, the suitability of their academic and professional background will be evaluated by the Selection Committee).

Those with any relationship to, or ties with, a professor of the Department of Diagnostics and Public Health, the Rector, the Director-General or any member of the university Board of Directors, up to the fourth degree inclusive, may not participate.

The scholarship may not be awarded to any permanent staff of universities, public institutions or public entities for research and experimentation, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) or the Italian Space Agency (ASI), nor to permanent staff at any institution whose advanced academic degree has been recognised as equivalent to a PhD pursuant to Art. 74(4), Presidential Decree no. 382 of 11/07/80.

In order to be admitted to the selection process, potential candidates must meet the stated requirements at the time of the application deadline. Failure to meet these requirements may result in the applicant being excluded from the selection process with due decree by the Rector.

ART. 3 – APPLICATIONS AND RULES FOR SUBMISSION

Applications should be printed on plain paper following the outline attached to this call for applications (appendix: Form A) and addressed to *Magnifico Rettore dell'Università degli Studi di Verona – Via dell'Artigliere 8 – 37129 Verona*.

Applications may be submitted in the following way:

- sending the documentation in pdf format, to the e-mail address ufficio.protocollo@pec.univr.it, within the peremptory deadline indicated above. The submission may also be made by an unaudited electronic mail address.

No other forms of application submission are admitted.

All applications must be received by the strict deadline of 1 p.m., 20 days after the call for applications is concurrently published in the Official University Register (Via dell'Artigliere 8, Verona) and electronically on the web page: <http://www.univr.it/it/albo-ufficiale>. If the deadline falls on a public holiday, it will be postponed to the next working day.

Pursuant to Art. 76, Presidential Decree 445/2000 and aware of the criminal penalties for false statements, candidates must state in their application:

- 1) their name and surname;
- 2) their date and place of birth;
- 3) their permanent address, including street name, street number, city, province, postcode, telephone number, tax identification number and email address;
- 4) the number of the selection process in which they wish to participate;
- 5) their nationality;
- 6) that they have no prior criminal convictions, or otherwise report any criminal convictions (even if they have been granted amnesty, cancellation, pardon or legal pardon) or criminal proceedings against them;

7) that they have the required qualification as given in Art. 2 of this call for applications, and state the qualification and the date and place where it was awarded.

Foreign nationals must also specify if their qualification, if it was awarded abroad, has received official recognition for equivalency to an Italian qualification;

8) not to have any relationship to, or ties with, a professor of the Department of Diagnostics and Public Health, the Rector, the Director-General or any member of the university Board of Directors, up to the fourth degree inclusive;

9) that they fulfil the other requirements specified in Art. 2 of this call for applications;

10) request to take the interview via videoconference;

11) their contact address for the purpose of the application.

Administration does not assume any responsibility if the applicant is unable to be contacted or for the loss of documents due to errors in the address provided by the applicant, or for a failure to/delay in notifying a change of the address stated in the application, nor for any postal delivery errors or otherwise which are attributable to third parties, unforeseeable circumstances or force majeure. In any case, any applications which are not signed or that, for any reason, including force majeure, are received by the University of Verona after the above mentioned deadline, will not be considered.

For the evaluation of qualifications and experience, candidates must attach to their application:

1) a declaration in lieu of an affidavit regarding their qualifications gained (PhD and/or Master's degree or Bachelor's degree), stating the award date, the issuing university and any grade reported.

2) their academic and professional CV, publications and relevant qualifications as per Art. 6 of this call for applications;

3) a list of the documents and publications attached to their application.

The aforementioned documents must be submitted by the application deadline as plain paper photocopies accompanied by a statement that they are identical to the original. Alternatively, the candidate may produce a substitutive declaration reporting the important information contained in these documents. For this, candidates may use appendix Form B, also attaching a plain paper photocopy of their valid ID document.

Administration reserves the right to perform checks to verify the truthfulness of substitutive declarations. If such investigations reveal that any declarations are false, the applicant will be excluded from any benefits they may have been awarded from provisions made on the basis of the false declaration, notwithstanding the provisions of Art. 76, Presidential Decree no. 445/2000.

Pursuant to Law no. 104 of 05/02/92, candidates with a disability must make a specific request in their application regarding any aid required, as well as any additional time that may necessary to complete the test.

The signature at the bottom of the application is not subject to authentication, in accordance with Presidential Decree no. 445/2000.

ART. 4 – EXCLUSION FROM THE SELECTION PROCESS

Candidates are admitted to the selection process under the condition that the Rector may with due reason exclude those who do not fulfil the selection requirements from the selection process at any time.

ART. 5 – SELECTION COMMITTEE

The Commission of selection, composed of three members (teachers or experts in the disciplinary scientific sector relevant to the subject or similar) according to the provisions of art. 20, paragraph 1, letter b) of the Regulations referred to in the introduction, will be appointed after the deadline of the

announcement and its composition will be promptly disclosed by a Rectorial Decree and will be made public by electronic publication on the website, as per the link: [http : //www.univr.it/it/albo-officiale](http://www.univr.it/it/albo-officiale).

ART. 6 – SELECTION PROCEDURE

The selection procedure takes into consideration an evaluation of each candidate's qualifications and experience, as well as an interview. For the evaluation, the Selection Committee can award up to 100 points to each candidate: up to 60 points for the written documents submitted (proof of qualifications and experience) and up to 40 points for the interview.

Candidates are considered suitable if they gain at least 35 points for qualifications/experience and at least 25 points for the interview.

Candidates' qualifications and experience will be evaluated before the interview, based on the documents submitted.

The candidate's academic qualifications and experience must be related to the following fields:

- Clinical epidemiology
- Knowledge in the field of study design with particular reference to cohort studies

Points for qualifications and experience will be allocated as follows:

• Laurea Magistrale (Ministerial Decree 270/04), Laurea Specialistica (Ministerial Decree 509/99), Bachelor's degree (pre Ministerial Decree 509/99)	Max. points	30
• PhD/specializations	Max. points	5
• Academic publications	Max. points	5
• CV	Max. points	15
• Other qualifications	Max. points	5
	TOTAL	points 60

The interview will focus on the following topics:

- * Specific knowledge of major infectious diseases with epidemic and pandemic potential.
- * Experience participating in international and collaborative research projects in the field of infectious diseases.
- * Ability to work in multidisciplinary teams and interact with diverse professionals (epidemiologists, clinicians, public health experts, etc.).
- * Experience in designing and conducting observational (cohort, case-control) and/or experimental studies in the field of infectious diseases.
- * Ability to write clear and detailed study protocols and competitive grant proposals.
- * Familiarity with web programming languages (HTML, CSS, JavaScript) and data visualization libraries (D3.js, Plotly, etc.).
- * Ability to design and implement intuitive user interfaces and interactive tools for data visualization. Understanding of usability and accessibility principles in web design and applications.
- * Experience in the development and management of data collection forms (CRFs).
- * Experience in writing scientific articles for peer-reviewed journals.
- * Excellent written and oral communication skills (Italian and English).
- * Fluency in Italian and English, both spoken and written.
- * Proficiency in major productivity software (Microsoft Office, Google Suite) and statistical programs (R, SAS, SPSS, etc.).
- * Competence in using databases and information management tools.
- * Familiarity with online communication technologies (video conferencing platforms, collaboration tools, etc.).
- * Excellent organizational and problem-solving skills.

During the interview, the candidates' knowledge of English language will be checked.

To take part in the interview, candidates must provide a current, valid ID document.

Candidates who do not show an ID document or have only an expired ID document will not be admitted to the interview.

The interview will take from 12.00 a.m (Italian hour) on 23/9/2024 - Infectious Diseases, Department of Diagnostics and Public Health, Policlinico "G.B. Rossi" B.go Roma, P.le L.A. Scuro 10 – Verona.

Candidates must ensure that the workstation from which they will hold the interview is equipped with a webcam, indispensable for recognition, and equipped with a microphone and headphones or audio speakers. The possibility for each candidate to attend the interview of the other candidates must be guaranteed. Failure / incorrect communication of personal contact details, failure to connect and / or unavailability of the candidate on the day and time established, or failure to show the identification document will be considered a waiver of participation in the interview, and therefore of selection, whatever the cause.

The results of the selection process will be communicated to the candidates by the Selection Committee after the interview.

The candidate who wins the scholarship must go in person to the Research Office – Research Scholarships Unit, 1st floor, Chiostro, Via San Francesco 22, 37129 Verona, ph. 0458028609/8204, e-mail address: giovanni.baietta@univr.it or elena.cordioli@univr.it by the 25/9/2024 to officially accept the scholarship and to present the originals of the documents listed in their substitutive declaration. If the winning candidate is abroad and unable to go in person to the Research Office by the aforementioned date, the candidate should contact the Research Scholarships Unit by email: giovanni.baietta@univr.it or elena.cordioli@univr.it or phone: (00 39) 0458028609/8204 by the same date, to establish the procedure and timeframe to send the necessary documents in order to activate the research scholarship.

ART. 7 – RANKING LIST

The steps of the selection procedure, including the ranking list, shall be approved by Rectoral Decree. The ranking list will be concurrently published in the Official University Register (Via dell'Artigliere 8, Verona) and electronically on the web page: <http://www.univr.it/it/albo-ufficiale>.

ART. 8 – CONTRACT

Research scholarships are awarded through the stipulation of a personal contract for research collaboration. Such contracts do not imply any form of employment and do not give the holder any priority for accessing permanent university positions.

Recipients who do not present themselves by the specified date, do not sign the contract or do not start the research at the determined time shall lose their right to the scholarship, except in cases provided for by the university's "Regulations for the Awarding of Research Scholarship Collaborations" referred to in the introduction.

The scholarship recipient's responsibilities are those established in the aforementioned University Regulations. In particular, the scholarship recipient shall collaborate on research regarding the project for which this call for applications was announced.

The total amount of the scholarship, net of administrative burden, is € 28.370,00 to be paid to the recipient in deferred monthly instalments.

Research scholarships are subject to taxation under the provisions of Art. 4, Law 476/84 and subsequent amendments and additions, as well as social security, under the provisions of Art. 2(26) and following of Law 335/95 and subsequent amendments and additions.

The University provides insurance cover of accidents related to conducting the research. The expenses are to be paid by the scholarship recipient and the premium is deducted from the scholarship amount. The University also provides cover for third party liability, the expenses being covered by the university.

Scholarships cannot be accumulated with other scholarships of any kind, except those granted by national or foreign institutions that are intended to contribute towards conducting a part of the recipient's research assignment abroad.

At the time of signing and for the total duration of the contract, scholarship recipients may not be employed, nor may they establish an employment contract, even temporary, with any private entity or public administration. Should they be already employed, a scholarship contract will not be stipulated unless the recipient is put on leave without pay by their employer by a date given by the University.

Provided they perform their assigned tasks, scholarship recipients may carry out professional activities or other independent work if this is authorised beforehand by the Board of the Department/Research Centre, having consulted with the academic supervisor, and provided that the activity:

- is compatible with conducting research activities;
- does not represent a conflict of interest with the specific research being conducted by the scholarship recipient;
- does not lead to prejudice to the University in relation to the activities being carried out.

Scholarship recipients may not attend Bachelor's, Master's or PhD programmes with a scholarship, nor medical specialisation programmes, in Italy or abroad.

ART. 9 – SAFEGUARD PROVISIONS

For matters not provided for by this announcement, please refer to the relevant applicable provisions insofar as compatible.

The University of Verona is the owner of the processing of the personal data of the participants in the selections, pursuant to EU Regulation 2016/679; detailed information on the purposes of the processing, recipients of the data and exercise of the data subject's rights is available on the University's institutional website: <http://www.univr.it/it/privacy>.

This call for applications shall be publically published in the electronic Official University Register on the web page: <http://www.univr.it/it/albo-ufficiale>.

For more information, contact the Research Office – PhD Unit of the University of Verona, Via San Francesco 22, ph. 00 39 (0) 458028609/8204, e-mail address giovanni.baietta@univr.it or elena.cordioli@univr.it.

THE RECTOR
Prof. Pier Francesco Nocini

This document is digitally signed and recorded in the report system of the University of Verona, under Legislative Decree 82/2005 and subsequent amendments.

APPENDIX: FORM A

TO THE RECTOR
UNIVERSITY OF VERONA
Via dell'Artigliere, 8
37129 VERONA

I, the undersigned,
born in (province) on
residing in (province)
street n° postcode
phone tax identification no., request
admission to the
selection process **AdR4682/24** to award 1 (ONE) research scholarship in the disciplinary sector MEDS-10/B, to
perform the research on the topic :COordination MEchanism for Cohorts and Trials: CoMeCT
(GA101136531_CUP B37G23000580005), pursuant to Art. 22, Law 240/10.

I hereby state, under my own personal responsibility:

- a) I have citizenship in the following country:
- b) I have no reported criminal convictions nor pending criminal proceedings; or: I have the following criminal convictions or the following pending criminal proceedings
.....;
- c) I have:
 - 1. a Bachelor's/Master's degree in
..... awarded on the date
by with the final grade of
Only for qualifications gained abroad or for foreign candidates: the above qualification has been
recognised as equivalent to an Italian qualification by the relevant authority yes no;
 - 2. a PhD in
 with scholarship / without scholarship
awarded on the date by
- d) I meet the other requirements specified in Art. 2 of this call for applications.

Skype contact of the candidate (to be used by the Selection Committee, if it decides to make use of this platform for conducting videoconference interviews):
.....

I attach my qualifications as specified in Art. 3 of this call for applications, printed on plain paper.

Address for correspondence:

Street City
Prov. Postcode Phone Email

I, the undersigned, state my knowledge that the University may use the information contained in this declaration exclusively within the context and for the institutional purposes of the Public Administration, in compliance with the current legislation on the processing of personal data.

Verona,

Signature

APPENDIX: FORM B

SUBSTITUTIVE DECLARATION OF CERTIFICATION and/or SUBSTITUTIVE DECLARATION IN LIEU OF AFFIDAVIT

(Art.s 46 and 47, Presidential Decree no. 445 of 28/12/00)

I, the undersigned,

SURNAME _____

NAME _____

(for women: indicate maiden name)

TAX ID NUMBER _____

BORN IN _____ PROVINCE _____ ON _____

PERMANENT ADDRESS: CITY _____ PROVINCE _____

ADDRESS _____ POSTCODE _____

PHONE _____ EMAIL _____

Being aware of the criminal sanctions concerning false statements and the creation or use of false documents, as referred to in Art. 76, Presidential Decree 445/2000

I declare:

I, the undersigned, state my knowledge that the University may use the information contained in this declaration exclusively within the context and for the institutional purposes of the Public Administration, in compliance with the current legislation on the processing of personal data.

Place and date _____ Signed _____

Pursuant to Art. 38, Presidential Decree 445/2000, this substitutive declaration of affidavit is signed by the person concerned in the presence of a suitable employee or signed and submitted together with a non-certified photocopy of an ID document of the person concerned.