

**Guidelines for Participation in the Selection Procedures for Fixed-Term Tenure-Track Researchers (RTT)**

*This document is for informational purposes only and has no legal value. For all official provisions, applicants must refer exclusively to the call published on the University's official website.*

**Selection Procedure and Public Discussion**

The recruitment of fixed-term tenure-track researchers (RTT) is carried out through public selection procedures announced by decree of the Rector and published on:

- the University's official website
- the website of the Ministry of University and Research
- the European Union platforms

The call for applications is also published in the Official Gazette of the Republic – IV Special Series – Competitions and Exams. It specifies deadlines and instructions for submitting applications, academic qualifications, and scientific publications.

Applications must be submitted within 30 days from the day after the notice is published in the Official Gazette of the Italian Republic. The call also outlines the duties and rights of the RTT, as well as relevant salary and social security provisions.

Participation requires the payment of a non-refundable application fee.

**Participation Requirements**

Applicants, including non-EU citizens, may participate if they hold a doctoral degree or an equivalent qualification, or – for relevant fields – a medical specialization diploma. All qualifications must be obtained by the application deadline.

For PhDs obtained abroad, applicants may:

- attach a copy of the academic recognition (equivalence) certificate issued by an Italian university for the foreign PhD

or

- attach a copy of the non-academic recognition (equivalence) of the qualification for purposes of participating in competitions for university and research institution positions, pursuant to Legislative Decree 206/2007 – amended by Legislative Decree 15/2016 (for EU qualifications) – and Presidential Decree 394/99, art. 49 (for non-EU qualifications)

or

- attach proof that a request for non-academic recognition of the qualification has been submitted to the Ministry of University and Research, following the instructions provided in Form A attached to the call.

Recognition of the foreign qualification – academic or non-academic – is an essential requirement both for participation in the selection process and for possible hiring.

The following are not eligible to participate:

- individuals excluded from civil and political rights - individuals dismissed or removed from public administration for persistent poor performance
- individuals dismissed pursuant to Article 127, letter d) of Presidential Decree No. 3 of January 10, 1957
- individuals already employed on a permanent basis as full or associate university professors or researchers, even if no longer in service
- individuals who have already benefited, for at least three years, from fixed-term tenure-track researcher contracts (RTT), pursuant to Article 24, paragraph 3, of Law 240/2010
- individuals who have exercised voting rights in resolutions related to the appointment process

Applicants related by blood or marriage, up to the fourth degree, to a professor within the appointing Department or structure, or to the Rector, the Director General, or a member of the University Board of Directors, may not take part in the selection.

### Electronic Submission of the Application

Applications must be submitted exclusively online through the PICA system **by 11:59 p.m.** on the deadline specified in the call.

Applicants must:

- provide an email address for official communications
- submit their curriculum vitae electronically, including the list of publications to be evaluated (respecting the maximum limit stated in the call) and the complete list of publications
- upload selected publications digitally within the deadline

Applications must be submitted through the PICA portal at:

<https://pica.cineca.it>

The system will issue an automatic receipt verifying the date and time of submission. After the deadline, access to the online form will be disabled. Each application is assigned a numerical identifier and a competition code, which must be referenced in all communications.

All documents must be uploaded in accessible PDF format, and each file must not exceed 30 MB.

### **Application Requirements for Foreign Candidates**

In addition to the requirements above, foreign applicants must declare:

- that they enjoy civil and political rights in their country of origin (or specify reasons otherwise)
- that they possess adequate knowledge of the Italian language

EU applicants must list their qualifications on the CV.

Non-EU applicants with a valid residence permit may submit self-certifications according to procedures permitted for EU citizens.

Non-EU applicants without a valid residence permit must list their qualifications on the CV and upload all certifications in one single PDF file, together with the CV, on the PICA platform.

Non-EU citizens must present original documents or legalized copies issued by the competent authorities of their state when requested or, in any case, upon hiring.

### **Submission of Qualifications and Publications**

Publication files must be uploaded in accessible PDF format and must not exceed 30 MB.

Publications listed but not uploaded will not be evaluated. Publications uploaded but not listed will likewise not be evaluated.

All qualifications must be obtained by the application deadline and reported exclusively in the CV submitted pursuant to Article 3.

After the deadline, no further qualifications or publications may be submitted.

### **Public Discussion**

The Commission will establish the date for the public discussion and the evaluation of scientific output at its first meeting. The schedule and evaluation criteria will be published on the dedicated webpage of the Selection Procedures Section.

The list of applicants admitted to the public discussion of qualifications and scientific output will be available at:

<https://reclutamento.ict.uniba.it/reclutamento-ricercatori/selezioni-ric/>

at least five days before the scheduled discussion date. Publication on the website serves as the only form of legal notification.

Applicants must present a valid identification document (identity card, passport, driver's license, boating or firearms license, or a government-issued photo ID).

### Withdrawal from the Selection Procedure

Applicants wishing to withdraw must submit a withdrawal form, available at:

<http://reclutamento.ict.uniba.it/modulistica>

together with a copy of a valid identity document.

The withdrawal may be submitted electronically to: [reclutamento.ricerca@uniba.it](mailto:reclutamento.ricerca@uniba.it)

Absence on the day of the public discussion is considered equivalent to withdrawal from the procedure.