



UNIVERSITÀ
DI FOGGIA



REGULATIONS FOR THE AWARDING PROCEDURES OF POST-GRADUATE STUDY AND RESEARCH SCHOLARSHIPS

Terms relating to persons that appear only in the masculine form in these Regulations refer to both indiscriminately to both feminine and masculine gender. Gender identity referential wording has been dispensed in order to avoid compromising the readability of the text and to meet the need for simplicity.

Law of 30 November 1989 n. 398 "Rules on university scholarships; Art. 18, paragraph 5 letter f) of the law n. 240/2010 as amended, Law. n.35/2012; art. 14, paragraph 6-vicies ter, of Legislative Decree 36/2022, converted with amendments by law 29 June 2022, n. 79, Legislative Decree No. 45 of June 7, 2025, converted with amendments by Law No. 79 of June 5, 2025, effective June 7, 2025

Article 1 - Subject of the regulations

- 1) These regulations govern the awarding of scholarships for postgraduate research activities (hereinafter also referred to as "scholarships"), developed within University of Foggia's educational and scientific facilities, including those funded by external bodies based on contracts or agreements.
- 2) Scholarships do not give rise to any right regarding access to University roles.
- 3) Selection of candidates, to the awarding of a scholarship, shall be carried out through open call.
- 4) The call shall specify:
 - the activities to be carried out by the scholarship holder;
 - the procedures and deadline for submitting the application;
 - the access requirements;
 - any other information useful to the candidates for the assessment;
 - the general assessment criteria to be used;
 - the provisions ensuring publicity of the documents.
- 5) The deadline for submitting applications is normally set 30 days following the date of call for applications on the institution's noticeboard and may under no circumstances be set earlier than the fifteenth day following that date.
- 6) The call for application is proposed by the board of the facility concerned at the request of the responsible for the research program.
- 7) In the case of scholarships in research programs funded by external bodies, the entire amount of the scholarship must be paid by the funding institution prior to the provision of the call for selection being issued.

Article 2 - Admission requirements

1. Scholarships are awarded to candidates holding a bachelor's, master's or specialist degree, or equivalent, obtained in accordance with the legislation in force prior to Ministerial Decree 509/99.
2. Specific expertise related to research projects may also be required.
3. The scholarship holder is required to carry out the planned activities under the direction and guidance of the Scientific Director.
4. The scholarship holder must comply with the internal organizational rules of the institution.

Article 3 – Incompatibilities

1. The scholarship is incompatible with full-time, permanent employment in the public or private sector. In other cases, should the scholarship holder be working, the Scientific Director will assess the compatibility of the study with the activities covered by the scholarship. The scholarship cannot be combined with any other scholarships awarded in any capacity, except those awarded by national or foreign institutions useful for supplementing the scholarship recipient's training, study, or research with periods abroad.
2. Those enrolled in a doctoral program who have not been awarded a scholarship may benefit from the scholarships referred to in these regulations, provided that the program board authorizes it, where applicable.

Article 4 - Application procedures

The application for admission to the selection process, drawn up on plain paper, according to the template attached to the Call for Applications, must be addressed to the Rector of the University of Foggia, and sent by Certified Electronic Mail (PEC) to the Protocol Office, Via Gramsci, 89-91, 71121, Foggia or through the Integrated University Competitions Platform (PICA) procedure, where applicable, within the mandatory deadline indicated in the Call for Applications.

1. In case the application is submitted by means of Certified Electronic Mail (PEC), The request must be sent from your personal PEC account to the following email address: protocollo@cert.unifg.it.
The subject line of the request must state: scholarship title, Decree number, protocol number, and date of the call for applications and must contain the application form duly completed and signed, along with all the documentation required by the call for applications (PDF format only), and a copy of a valid identity document.
If the candidate does not have a personal PEC account, the application may be submitted using any certified mail account, along with a copy of a valid identity document.
2. In the application, the candidate must declare, on their own responsibility, under penalty of exclusion from the selection procedure itself:
 - a) surname and first name;
 - b) date and place of birth and e-mail address (not certified);
 - c) Name of the research activity, duration, protocol number and D.R. rep. for which the candidate intends to participate;
 - d) citizenship held;
 - e) the municipality on whose electoral rolls they are registered, or the reasons for their non-registration or removal from such rolls. Foreign citizens must declare that they enjoy

full civil and political rights in their countries of nationality or origin, or the reasons why they do not;

f) that they have no criminal convictions and are not aware of any pending criminal proceedings. Otherwise, please indicate the convictions reported, the date of the sentence, and the judicial Authority that issued it;

g) that they meet the admission requirements set forth in the call;

h) that they are not serving in public or private entities for full-time subordinate employment activities;

i) that they are physically fit for work. Pursuant to Law of February 5, 1992, No. 104, candidates with disabilities, in relation to their right to take the examination, must indicate in their application the aids needed for carrying the examinations and the presumptive need of additional time to complete them;

l) the place of residence, as well as the domicile or address, complete with the zip code, to which they wish communications relating to this call to be sent. Any change of residence or address indicated in the application must be promptly communicated to this University. The Administration assumes no responsibility for the loss of communications resulting from incorrect contact information provided by the applicant or from failure or delay in communication of a change of address indicated in the application, nor for any postal or telegraphic inconvenience or otherwise attributable to third parties, unforeseeable circumstances, or force majeure.

The application must be accompanied by the following:

a) a photocopy of a valid identification document;

b) a curriculum vitae of the applicant's scientific and professional activity;

c) a declaration stating that the applicant does not have full-time subordinate employment relationships with public or private entities and that they do not benefit from a ministerial scholarship or scholarship from public or private entities;

d) any certificates attesting to experiences of research and/or orientation teaching activities in a university context;

e) a self-certification of the assessable qualifications to be used pursuant to Article 46/76 of Presidential Decree No. 445 of December 28, 2000, or a self-certification of an affidavit pursuant to Article 47 of Presidential Decree No. 445/2000.

Reference to documents not attached to the application is not permitted.

Any information regarding the application procedures or clarifications may be requested to the Higher Education and Advanced Studies Area of the University of Foggia (email address: postlaurea@unifg.it).

Article 5 – Selection Committee

- 1) Upon the expiration of the call, the Selection Committee is appointed by Rector's Decree upon proposal from the Council of the proposing Department or Structure, after consulting the Scientific Director.
- 2) The Selection Committee is composed of a shortlist of faculty members divided into n. 3 full members and n. 3 alternates. From among the three full-time members, it is possible to appoint one technical-administrative staff member with a permanent contract.
- 3) The Committee's decision is final on the merits.

Article 6 - Selective competition tests

- 1) Scholarships may be awarded either after evaluation of qualifications or, alternatively or jointly, through a competition test. The test may consist of an interview and/or a written test. The tests serve to assess the candidate's aptitude and ability to carry out study and research

activities independently or in pre-existing research groups.

- 2) The Commission has an evaluation score indicated in the call.
- 3) Minimum scores may be required to achieve eligibility criteria.
- 4) The methods, location, day and time of the tests should be indicated in the call.
- 5) No communications will be sent. All communications and any changes in the date, time or location of the examination tests will be published on the University website, accessible at the link: www.unifg.it, in the dedicated section. In order to take the examination tests, applicants must be in possession of a valid identification document. Failure to attend the interview will result in exclusion from the selection procedure.
- 6) Once the examination has been completed, the Commission shall draw up, in a reasoned report, a general merit ranking. In the event of equal scores, the scholarship shall be awarded to the youngest applicant in terms of age.

The scholarship that remains available due to the winner's withdrawal shall be awarded to the next eligible candidate according to the order of the merit ranking.

Article 7 - Awarding of postgraduate scholarships and tax regime

- 1) The scholarship will be awarded by Rector's Decree according to the merit ranking drawn up by the Selection Committee.
- 2) The successful candidate must submit, under penalty of forfeiture, the following documents:
 - a. Scholarship acceptance declaration;
 - b. Certification (including self-certification) of not holding, during the entire scholarship period, any other scholarships nor any permanent employment with the State, public, or private entities;
 - c. Photocopy of the tax code;
 - d. the curriculum vitae, for the purposes of publication on the University's website (on the Transparent Administration Section), in open format (pdf generated from Word and not from scanning) devoid of information relating to personal contact details (place of residence, telephone number, e-mail address etc.), marital status, tax code, place of birth, underwriting, this in order to reduce the risk of so-called identity theft.
- 3) The scholarship does not give rise to social security benefits or assessments for the purposes of legal and economic careers, nor to automatic recognition for social security purposes. The scholarship recipient is guaranteed insurance coverage for occupational risks and accidents related to the activity performed, throughout the entire duration of the scholarship.

The University shall provide accident insurance coverage from the same funding provided for the scholarship.

Article 8 – Processing of personal data

- 1) Personal data will be processed in compliance with the principles set forth in EU Regulation n. 679/2016 on the protection of personal data.
- 2) Attached to this regulatory act is the specific information for the processing of personal data, the provision of which for the purposes indicated is mandatory and failure to provide such data could jeopardize the acceptance of the application for the postgraduate study and research scholarship and the establishment of the resulting relationship.
- 3) The interested parties may at any time exercise the rights provided for in Articles from 15 to 22 of EU Regulations 2016/679 referred to above.
- 4) The data controller is the University of Foggia, in the person of its legal representative, the Rector pro tempore, domiciled for the purposes of this office, at the Institution's registered office, Via Gramsci n. 89/91, 71122 Foggia, Certified Email address: protocollo@cert.unifg.it – e-mail address: rettorato@unifg.it.

The Data Protection Officer (DPD/DPO) is based at the University of Foggia headquarters and can be reached at the following e-mail address: dpo@unifg.it – certified email: rpdcert@unifg.it

Article 9 – Duties of the Grantee

- 1) The Grantee is required to begin the activity on the scheduled date, following the directives given by the Scientific Director and to carry out the activity regularly for the entire duration period of the scholarship. Brief interruptions may be justified only if due to health reasons or duly substantiated cases of force majeure, it being understood that long-term interruptions will result in the discontinuance of the scholarship.
- 2) The scholarship is effective on the date of notification of the activity commencement by the Scientific Director.
- 3) The scholarship amount shall be paid in monthly installments deferred to the completion of the study activity. In this regard, it is the exclusive responsibility of the Scientific Director to verify the continuity of the research activity by the scholarship holder, according to the agreed work plan and the communication of any interruptions thereof.
- 4) The scholarship holder who does not complete for any reason the activity period is not required to return any installments of the scholarship already settled, but is not entitled to the installment relating to the uncompleted period of attendance.

Article 10 – Transparency

- 1) Calls for applications are published online at the University of Foggia's online notice board, on the website www.unifg.it (RESEARCH – RESEARCH ACTIVITY GRANTS – TITLE), specifically indicating the deadline for submitting applications by interested parties.

Article 11 – Withdrawal, Suspension, Extension, Renewal and Expiry

1. If the scholarship recipient declines its acceptance, the scholarship will be awarded, according to the ranking order, upon the proposal of the Scientific Director and by Rector's Decree.
2. In the event of a temporary impediment, arising for any documented reason, the scholarship may be suspended upon the proposal of the Academic-Scientific Department, subject to the favorable opinion of the Scientific Director. In the case of maternity, paternity and parental leave or documented health reasons, suspension is ordered upon the simple request of the scholarship holder by Rector's Decree.
3. The scholarship may be extended by Rector's Decree upon the proposal of the Academic-Scientific Department, upon request of the Scientific Director.
4. The scholarship may be renewed by Rector's Decree upon the proposal of the Academic-Scientific Department, upon the request of the Scientific Director.
Any beneficiary who fails to fulfil their duties set forth shall forfeit the entitlement of the scholarship.
5. The forfeiture is ordered at the request of the Scientific Director of the research, upon proposal from the Teaching-Scientific Department by means of a provision of the Rector, duly motivated.

Article 12 – Duration and Amount

1. Scholarships have a duration of no less than n. 1 month and no more than two years; they may be extended/renewed once or several times, for a maximum of three years.
2. The amount of the scholarship is proposed by the Teaching-Scientific Department, based on a request made by the Scientific Director. The scholarship amount is proposed by the Academic-Scientific Department, based on the request made by the Scientific Director.

3. The total amount of the scholarship may not exceed € 25,000.00 per year; derogation from this limit is possible only in the case of scholarships provided for in the financial plans of research projects funded by external bodies.

These regulations enter into force on the day following its promulgation by Rector's Decree and are published on the website of the University of Foggia: www.unifg.it

