

**NOTICE OF COMPETITION
FOR STUDY AND RESEARCH POSITION
FOR THE ACCADEMIC YEAR 2017-2018
RESERVED TO GRADUANDS – PhD STUDENTS
SPECIALIZED & MASTER STUDENTS - RESEARCHERS**

introduction

The Almo Collegio Borromeo, a university college of merit recognized and accredited by the Ministry of Education, University and Research (MIUR), shall make available **10 positions for students at the campus Borromeo, Section “C. Ferrini” located in Pavia in Via Vercesi 5**, reserved to:

- AREA 1 - Collegiate students in the academic year 2016-17 of the last year of a Master's degree and single-cycle Master's program with the intention to conclude any examinations still to be taken or elaborate the final thesis, or who intend to pursue postgraduate studies in PhD, specialization or master courses;
- AREA 2 - Students enrolled in Master's, Specialization Schools or PhDs and Researchers at Universities or Universities and Research Institutes (with a right for renewal of position).

The positions are awarded by competition based on qualifications. The Administration Board will set the ranking of the eligible participants and will provide among them the available positions, even beyond the above mentioned number.

Consistently with the founder's project, San Carlo Borromeo, the College proposes itself as a place of human and cultural training, offering students, in addition to hospitality, numerous opportunities for qualification and research. Candidates during application express their willingness to cooperate, according to their competence, for tutoring or for teaching and cultural activities promoted by the Collegio Borromeo.

admission requirements

AREA 1 - Collegiate students in the academic year 2016-17 of the last year of a Master's degree and single-cycle Master's program

Provide halfway plus one of the examinations of the individual study plan for the last course year, respecting the merit requirements set for permanence in the College by 30/9/2017. Permanence in the Section is also subordinated to the passing of all examinations provided by the study plan by 31 December 2017.

AREA 2 – Students enrolled in Master's, Specialization Schools, Research PhDs and Researchers

To be enrolled at a University or University Institute in a Master course, Specialization School, Research PhD that is to be a researcher or PhD in a university or research establishment.

All candidates are admitted with reserve.

contribution and rewards

Hospitality is the availability of the accommodation, which will only be used by the holder and will in no case be transferred or extended to third parties, risk forfeiture of place. Guests can use kitchens on the same floor and common areas as provided for by the regulations. Cleaning service will not be guaranteed in August.

The obligation is defined as follows:

Permanence Payment terms	Single large room with private bathroom	Single room with private bathroom	Single room with shared bathroom	Single small room with shared bathroom
ANNUAL - payment: 1. upon acceptance € 250.00 as confirmation deposit 2. the remaining amount in 3 equal installments on expiry date: 1/9/17, 8/1/18, 2/5/18	€ 5.000,00	€ 4.500,00	€ 4.000,00	€ 3.500,00
FOUR-MONTH PERIOD - payment: 1. upon acceptance € 250,00 as confirmation deposit 2. € 250,00 within date of permanence 3. the remaining amount in the month following the date of permanence	€ 2.000,00	€ 1.800,00	€ 1.600,00	€ 1.400,00
MONTHLY - advance amount of € 250.00 as a deposit confirming the acceptance and payment of the balance by the beginning of the permanence; that is the first day of each additional month	€ 550,00	€ 500,00	€ 460,00	€ 420,00

In case of early release of the room, the rate of the charge will be calculated on the basis of the actual period of permanence by applying the tables above with the balance adjustments. In case of half-yearly stay, the amount will be equal to 60% of the annual contribution. Confirmation deposit is not refundable in case of cancellation or decadence from the place.

The College, through legacies, conventions with Institutions and Associations, different philanthropic activities, can allocate study contributions for its pupils that are distinguished in particular areas of research and study. In particular, the following study awards are recognizable:

- **in memory of the students Rabbiosi and Marioni**, the Administration Board guarantees **no. 1 residential scholarship** consisting of **6 months free hospitality** for a former College graduate student who will present an academic and/or research activity plan in biomedical sciences deemed deserving. The scholarship may be split between several candidates considered ex-aequo; in the absence of a graduand it may be assigned to a specialization/PhD student ex. College Student in the field of Biomedical Sciences;
- thanks to a **contribution of the Order of Lawyers of the Province of Pavia** it is assigned **no. 1 study prize of € 3,000** reserved for a PhD Student or specializing in legal field; the premium is intended to cover residential costs (the premium can not be combined with other study awards granted by the College);
- students in Collegio Borromeo in the academic year 2016-17 who will be post graduate assignees at Section "C. Ferrini" and **assignees with agreement INPS**,



services

shall benefit from the date of the Degree's thesis (no later than 30 April 2018) while maintaining the same services. The Institute itself undertakes full coverage of the expenses incurred by the College for the agreed place.

The contribution includes the following services available at Section "C. Ferrini" and the campus:

- residential services: single rooms with private or shared bathroom; ordinary and extraordinary utilities and maintenance; cleaning every other day excluded weekends; laundry for personal clothes; kitchen on each floor and related equipment; possibility of access to the canteen of the College with lunch coupons; non stop opening from September 2017 to August 2018; study rooms, library, newspaper library, archive, church, computer room with printers and photocopiers, conference room, gym, music room (piano), recreation rooms, TV rooms, gardens and park, soccer field, basketball, tennis, football court, bicycle parking.
- Training services: cultural research activities through interdisciplinary courses and courses recognized by the University of Pavia, national and international thematic workshops, interdisciplinary complementary courses aimed at the acquisition of transversal skills, musical season.

procedures of the competition

The competition consists of an **evaluation of the titles** presented (evaluated in **60 points**).

The Evaluation Commission is appointed by the Administration Board of the Collegio Borromeo and consists of three university professors and the Rector of the College. The evaluable qualifications and their scores are as follows:

- common to both areas:

- reference letter: max 20 points
- self-submission letter where the candidate expresses his/her research interests and motivations (max 5 pages, 2,500 words): max 20 points

- for area 1:

- degree thesis project: max 5 points
- average and number of passed exams during the university course: max 15 points

- for area 2:

- curriculum vitae: max 10 points
- study/research activities: max 10 points

admission classification

The final classification will be drawn up by the Administration Board based on the valuation of the qualifications and under the following conditions:

- period of permanence: longer-term hospitality is preferential
- Master and single cycle graduand students of the Collegio Borromeo and guests in the Section in the academic year 2016-17
- residence in towns distanced more than 30 km from the city of Pavia
- uniformity in disciplinary areas.

The classification will be published at the Official Board and on the website of the Collegio Borromeo **by Friday 14 July 2017. Only candidates who receive an overall rating of more than 40/60 will be eligible for the position.** The final results will be communicated only to the winners by telephone or e-mail. The allocation of the room is at the discretion of the College based on availability.

application form and deadlines

The application form is available for compilation at www.collegioborromeo.it according to the following deadlines:

- first deadline:

Monday 26 June 2017, at 12 pm

- second deadline (only in case of availability of position):

from Friday 14 July 2017 until Saturday 30 September 2017, 12 pm

The Secretariat of the Competition is available for assistance (e.mail concorso@collegioborromeo.it tel 0382.395507).

Candidates will have to indicate their personal data in the on-line procedure and attach (or send to the Segreteria del Concorso del Collegio Borromeo - Piazza Borromeo 9 - 27100 Pavia):

- your own digital color photo (or an identity card-sized photo);
- copy of identity card;
- copy of the tax code/health card;



- reference letter;
- Self-submission letter where the candidate expresses his/her own study interests and motivations;
- study/ research activity plans for the next academic year;

In addition, only for area 1:

- certification issued by the absolute secretarial office of all the examinations provided for in the study plan; If not completed, certification for taken examinations and letter of commitment of the candidate to take them by 31 December 2017;

In addition, only for area 2:

- curriculum vitae;
- a certificate of enrollment in the PhD/master/specialization course at the University or University Institute or Research for the academic year 2017-18; for teachers and researchers it is necessary to attach a letter of appointment;
- candidates already attending the Section "C. Ferrini" in the academic year 2016-17 will have to submit a detailed report on the activities carried out during the current academic year.

Candidates should also indicate:

- the absence of infectious diseases and that the state of health is such that it does not require care, aids or specific care;
- if they are eligible to participate, request to participate in the award of the prizes indicated in the notice;
 - willingness to collaborate - for a variable number of hours agreed with the Rector of the College at the time of the position assignment - according to his/her own competences, in tutoring activities or carrying out teaching, training and cultural activities promoted by the Collegio Borromeo.

Candidates will confirm (DPR 445/2000) the validity of the declarations made at the time of submission of the application.

**verifications
on the
submitted
documentation**

The Collegio Borromeo reserves the right (even after the appointment of the winners) to exercise close scrutiny of the requirements set out in the application and the declarations made and will, by all means at its disposal, carry out the inquiries it deems appropriate by requesting information and verifications.

The lack of requirements and the lack of veracity of the declarations made will lead to the exclusion from the competition and the decadence from the position.

acceptance

By Friday 21 July 2017, at 12 pm, the winners of the first deadline will have to notify in written form via e.mail a declaration of acceptance or waiver of the place. In the event of a waiver, the next in order of classification shall receive a subsequent call: the winners will have to send within 24 hours of received communication the acceptance declaration or waiver of the position. The Administration may - discretely - consider the failure to communicate within the prescribed terms as silence-refusal.

For the acceptance, the winners will have to sign a hospitality contract in which they accept the rules and regulations in force of the College, sharing the Christian inspiration that characterizes them, the ethics code and the organizational model.

Acceptance covers all formal and economic assignments of the position. Within the date of permanence, a security deposit of € 250,00 must be paid to guarantee any damage to the facility that will be returned upon the release of the place. The assignment of the place may be revoked at any time against those who are deemed to non payment or for failure to comply with the regulations.

For the second call deadline, a notice will be issued on the Collegio Borromeo website.

**duration and
reconfirmation**

The place is assigned for a maximum of 1 year and no later than 31/8/2018; a request for renewal can be submitted based on a special notice that will be issued by the Administration Board of the Collegio Borromeo by June 2018.

**use of personal
data**

In compliance with the laws of European Regulation no. 2016-679 and Legislative Decree no. 196-2003, the Almo Collegio Borromeo informs that the processing of the personal data required for participation in this notice is based on the principles of fairness, legality and transparency and the protection of Your personal privacy. Therefore, we inform you that:

- the purpose of the processing of the personal data provided is strictly and necessarily subject to the verification of the regulatory criteria for the participation in the competition and for the use



of services and activities offered in connection with the Internal Rules of the College and for the management of related procedures linked to the activities of the Collegiums of Merit, recognized and accredited to MIUR;

- procedures of processing of personal data is carried out by means of electronic or automated instruments for the aforementioned purposes, in accordance with the provisions of Legislative Decree 196-2003 and EU Regulation n. 2016-679, and will include all the operations or complex operations required by art. 4, paragraph 1, lett. a) of the aforementioned Legislative decree . 196-2003;

- all personal data processed are kept and placed at the server manager who is a third party that adopts very high levels of security as regards the custody and retention of personal data.

- the nature of the transfer of personal data for the purposes indicated therein is compulsory, since any refusal would not allow the Data Controller to collect the applicant's data for his/her permanence in Section "C. Ferrini";

- use of electronic instruments is exclusively managed by personnel specially appointed by the Owner;

- storage of data will take place on computer support;

- for the purposes of the historical memory of the College all the host data will be kept in the Archives of the Almo Collegio Borromeo.

The disclosure of personal data relating to the processing in question, for the purposes stated in this information, is not subject to external dissemination or communication to the College unless otherwise provided in the Law. Dissemination of the data will be strictly limited to the execution of the assignment given by the Data Controller to the subjects in charge. Personal data may therefore only be known by the Data Controller and the personnel responsible for processing, within their functions and duties in accordance with the instructions received, only for the specific purposes indicated in this information.

President of the Administration Board
prof. Dario Velo

Pavia, May 2017