

university college of excellence since 1561

CALL FOR STUDY AND RESEARCH POSITION FOR THE ACCADEMIC YEAR 2018-2019 RESERVED TO GRADUANDS – SPECIALIZED & MASTER STUDENTS – PhD STUDENTS

introduction

The Almo Collegio Borromeo, a university college of merit recognized and accredited by the Ministry of Education, University and Research (MIUR), make available **11 positions for students at the campus Borromeo, section “C. Ferrini”**, reserved to:

AREA 1 – Students of Collegio Borromeo during the a.y. 2017-18 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 the University of Pavia and Universities or Research Institutes in Pavia (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 the available positions among them, even beyond the above mentioned number.

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

admission requirements

For AREA 1 - Achieve the half plus one of the exams included in the individual study plan for the last year of the course, within September 30, 2018, in compliance with the merit requirements established to stay in the College. Having completed at least 25 hours of non-formal training activities as foreseen in the 2017-18 training plan. The stay in the Section is also subordinated to having passed all the exams required by the study plan by December 31, 2018.

For AREA 2 - To be enrolled in the a.y. 2018-19 in a Master course, Ph.D. Course, Specialization School, at the University of Pavia or a University or Research Institute in Pavia.

All candidates are admitted with reserve.

contribution and rewards

Hospitality means the availability of the accommodation, which must be used only by the assignee and it cannot be transferred or extended to third parties, penalty the forfeiture of the place. Guests can use kitchens on the room floor and the common areas, according to the regulations. Cleaning service will not be guaranteed in August and during Christmas, Easter and summer holidays.

The oblation is defined as following:

Permanence and Payment terms	Large single room with private bathroom	Single room with private bathroom	Single room with shared bathroom	Small single 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 Sept. 2018, 7 Jan. 2019, 2 May 2019	€ 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 the beginning of permanence 3. the remaining amount in the month following the beginning 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; than 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. The confirmation deposit is not refundable in case of cancellation or decadence from the place.

Through legacies, conventions with Institutions and Associations, different philanthropic activities, the Collegio Borromeo can allocate study contributions for students who distinguish themselves 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** (in a room chosen by the College direction) for a graduating and former student of the College who will present a study and/or research activity plan in biomedical sciences, considered worthy by the College. The scholarship may be split between several candidates considered ex-aequo; in the absence of a graduating student it may be assigned to a specialization/PhD student, former student of the College, 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 Ph.D. student or specializing student in legal field; the premium is meant to cover residential costs (the premium cannot be combined with other study awards granted by the College);
- students of Collegio Borromeo in the academic year 2017-18 who will be **assignees with agreement INPS**, if winners of a place at "C. Sezione Ferrini" can benefit the affiliated place from the date of the Degree's thesis (no later than 30 April 2019) while maintaining the same services provided for in the agreement in the a.y. 2017-18. The

services

Institute of origin undertakes full coverage of the expenses incurred by the College for the agreed place, and according to the same economic conditions applied in the a.y. 2017-18. Subsequently the stay will be regulated by the conditions of this announcement.

The contribution includes the following services available at Section "C. Ferrini" and the historical building (from September 1, 2018 to August 31, 2019, excluded the closing period for Christmas, Easter, summer and national holidays):

- 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 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 area 1 and area 2:**
 - reference letter: max 10 points
 - motivation letter where the candidate expresses his/her research interests, features and personal skills (max 1,500 words): max 15 points
 - plan of study / research activities: max 10 points
- **for area 1:**
 - evaluation of the degree thesis or thesis project: max 10 points
 - average and number of passed exams during the university course: max 15 points
- **for area 2:**
 - curriculum vitae: max 10 points
 - evaluation of the degree thesis: max 5 points
 - average of passed exams during the university course: 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:

1. period of permanence: longer-term hospitality is preferential;
2. Master and single cycle graduating students of the Collegio Borromeo and guests in the Section in the academic year 2017-18;
3. residence in towns distanced more than 30 km from the city of Pavia;
4. uniformity in disciplinary areas.

The **classification** will be published at the Official Board and on the website of the Collegio Borromeo **by Monday 16 July 2018. 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, according to the availability.

application form and deadlines

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

- first deadline: **Monday 9 July 2018, at 12 am**
- second deadline (only in case of availability of position): from Monday 16 July 2018 until **Friday 28 September 2018, 12 am**

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 The Secretariat of the Competition “Segreteria del Concorso del Collegio Borromeo” - Piazza Borromeo 9 - 27100 Pavia):

- own digital color photo;
- copy of the identity card;
- copy of the tax code/health card;
- reference letter;
- motivation letter;
- study/research activity plans for the next academic year;
- certification issued by the university secretary for all the exams included in the study plan; if not completed, certification related to the exams taken and a commitment letter explaining the candidate intent to pass them by December 31, 2018.

in addition, only for Area 1:

- evaluation of the degree thesis or thesis project;

in addition, only for Area 2:

- curriculum vitae;
- evaluation of the degree thesis;
- certificate of enrollment in the PhD / Master / Specialization course at the University of Pavia or University or Research Institute in Pavia for the academic year 2018-19;
- candidates already hosted at the Section “C. Ferrini” in a.y. 2017-18 have to present a detailed report on the activity carried out during the 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;
- the commitment to sign a personalized training project - drawn up pursuant to the D.M. 672 and 673/2016 - agreed with the Rector and linked to non-formal learning, for a minimum of 25 hours to be carried out in the academic year on the basis of the training proposal formulated by the College.

A declaration must be attached to the application pursuant to Presidential Decree 445/2000 for the validity of the declarations made at the time of submitting the application.

**verifications
on the
submitted
documentation**

The Collegio Borromeo reserves the right (even after the proclamation 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.

**accettazione
posto**

For the first deadline:

by Wednesday 18 July 2018, at 12 am the winners will have to notify in written form via email 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.

For the second deadline:
a special notice will be issued on the website of the Collegio Borromeo.

duration and reconfirmation

The place is assigned for a maximum of 1 year and no later than 31 August 2019; the request for renewal can be submitted, according to what issued by the Administration Board of the Collegio Borromeo.

Information on the processing 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 Colleges of Merit, recognized and accredited by MIUR;
- the procedure 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 n. 196-2003 and the EU Regulation n. 2016-679, and it will include all the operations or set of operations required by art. 4, paragraph 1, lett. a) of the aforementioned Legislative Decree n. 196-2003;
- all the personal data processed are kept and placed at the server manager who is a third party which adopts very high levels of security for the custody and the retention of personal data;
- the nature of the transfer of the personal data for the indicated purposes is compulsory, since any eventual rejection would not allow the Data Controller to collect the applicant's data for his/her permanence in the College;
- the use of electronic instruments is exclusively managed by specially staff, appointed by the Owner;
- the data storage will take place on informatics support;
- due to the historical memory of the College, all the host data will be kept in the Archives of the Almo Collegio Borromeo.

The communication of the personal data relating to the processing in question, for the purposes stated in this information, is not subject to dissemination or communication which are external to the College unless otherwise provided in the Law. The dissemination of the data will be strictly limited to the execution of the assignment given by the Data Controller to the subjects in charge. Therefore, the personal data may be known only by the Data Controller and by 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. avv. Vincenzo Salvatore

Rector
don Alberto Lolli

Pavia, May 14, 2018