



Policy of the University of Udine for an Open, Transparent and Merit-based Recruitment of Researchers

Summary Document



HR EXCELLENCE IN RESEARCH

Presented to the Academic Senate on 25 January 2022

Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document

THE UNIVERSITY OF UDINE

Whereas:

(1) On 11 March 2005, the European Commission adopted a Recommendation "on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers" (published in the *Official Journal of the European Union* No. L 75 of 22 March 2005, p. 67 ff.). Through this Recommendation the European Commission has encouraged the Member States of the European Union to formulate and adopt such strategies and systems as to guarantee the development of sustainable careers for researchers.

(2) The *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* provide Member States, employers, funders and researchers with valuable suggestions to undertake, on a voluntary basis, further initiatives for the improvement and consolidation of researchers' career prospects in the European Union and for the creation of an open labour market in the European Research Area. To this aim, the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* lay down a set of general principles concerning rights and duties of researchers and their employers. Such principles aim, in particular, at encouraging mobility, improving employment conditions and the overall quality of the working environment, fostering professional recognition and development and strengthening the adoption of the best practices in research support services.

(3) The European Commission strongly believes that by implementing the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* it is possible to develop an attractive, open and sustainable European labour market with such framework conditions as to recruit and retain high quality researchers in environments that may truly support effective performance and productivity.

(4) Among the crucial issues for the professional development of researchers, the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* pay specific attention to recruitment and establish a set of principles and requirements that should be followed by employers and/or funders when appointing or recruiting researchers. More specifically, the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* require that "employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of position advertised".

(5) The *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* are based on the principle that the researchers, employers and funders to whom such documents are addressed should respect the fundamental rights and



principles therein expressed while complying with their national and/or regional legislation. In the event that, under their national and/or regional legislation, researchers may benefit from more favourable status and rights, in one or more respects, than those provided for in the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, the provisions of the latter should not be used as a reason to modify unfavourably the status and rights already acquired.

(6) Further to an initiative of the *Conference of Italian Universities Rectors*, the "Camerino Declaration on the Commitment of Italian Universities towards the Implementation of the 'Human Resources Strategy for Researchers'" was signed in Camerino on 7 July 2015. By signing this *Declaration*, Italian Universities (including the University of Udine) have undertaken to implement in all their policies and actions the principles and values set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. In particular, Italian Universities have undertaken to implement an open, transparent and merit-based recruitment of researchers.

(7) Upon being conferred the "HR-Excellence in Research" Award by the European Commission in May 2016, the University of Udine has committed to formulate and adopt such a strategy as to implement in all its policies and actions the principles and values set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*.

(8) The "Report of the Working Group of the Steering Group of Human Resources Management under the European Research Area on Open, Transparent and Merit-based Recruitment of Researchers" published in 2015 (hereinafter the "*2015 ERA Report on OTM-R*", where "OTM-R" stands for "Open, Transparent and Merit-based Recruitment of Researchers") highlights that the full implementation of the principles and values set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* cannot be separated from the adoption of an Open, Transparent and Merit-based Recruitment of Researchers' System (hereinafter "OTM-R System", where "OTM-R" stands for "Open, Transparent and Merit-based Recruitment of Researchers").

(9) As underlined by the *2015 ERA Report on OTM-R*, a policy for an open, transparent and merit-based recruitment of researchers (hereinafter "OTM-R Policy", where "OTM-R" stands for "Open, Transparent and Merit-based Recruitment of Researchers") is often mentioned in conjunction with other human resource strategies and/or policies to improve the working conditions of researchers and to attract researchers from abroad. All these policies should be complementary and form an integral part of the mission and vision of all public and private research institutions, including Universities. Such policies do indeed enable said institutions to raise the quality of their research, improve their reputation and attractiveness, pursue and achieve excellence in research, encourage mobility and enhance researchers' careers.

(10) In accordance with the *2015 ERA Report on OTM-R*, the aim of an OTM-R System should be to guarantee that recruitment procedures are carried out in such a way that open positions at public and private research institutions, including Universities, are filled by the most qualified and competent candidates while ensuring equal opportunities to all of them (both internal and external). As a rule, recruitment procedures should



therefore always be open; however, the OTM-R System allows for a limited number of exceptions, on condition that they are well justified and clearly described.

(11) As emphasized in the *2015 ERA Report on OTM-R*, it is important to stress that OTM-R principles refer to "recruitment", i.e. the procedures to fill an open position, and not to career progression. However, career progression procedures also need to be open, transparent and merit-based. At the same time it should be clearly stated that the definition of "researchers" includes all those who are engaged in professional research activity at any stage of their careers, without prejudice to the following distinction made by the *2015 ERA Report on OTM-R*: R1 First Stage Researcher (up to the completion of PhD); R2 Recognized Researcher (PhD holders or equivalent who are not yet fully independent); R3 Established Researcher (researchers who have developed a level of independence); R4 Leading Researcher (researchers leading their research area or field). Such figures can indicatively be related to those provided for by national legislation as follows:

- R1: PhD students and research fellows for whose recruitment no PhD is required;
- R2: research fellows for whose recruitment a PhD is required; Post-Doctoral students (Post-Doc Fellows); researchers with three-year research contracts, extendable up to a maximum of five years – RTD (a) as indicated in (national) law No. 240/2010 –; researchers in Tenure Track Programmes – RTD (b) as indicated in (national) law No. 240/2010 –;
- R3: permanent researchers and associate professors;
- R4: full professors.

(12) The University of Udine is aware that the adoption of an OTM-R System brings benefits to researchers, institutions and the national research system. More specifically, the OTM-R System on the one hand makes research careers more attractive, ensures equal opportunities for all candidates and encourages mobility, and on the other hand contributes to improving cost-effectiveness in research investments.

(13) The University of Udine is aware of the importance of integrating the OTM-R Policy into its own mission and vision in order to make it pervasive and generate a significant impact on all internal processes.

(14) The University of Udine has adopted over the years a substantial number of regulations and procedures aimed at creating an OTM-R System, mainly on the basis of the current national legislation. Such regulations and procedures are inspired by the principles and values set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, as demonstrated by the specific references to these programmatic documents in the regulations adopted following the 2016 "HR Excellence in Research" award. At the same time, as can also be seen from the "*Research Quality Policy*", published in the page of the University website dedicated to the *University Quality Presidium*, "the University of Udine, founded by popular will and strongly rooted in the territory, believes in the importance of creating a dynamic and creative environment that stimulates the development of research activity in all fields of knowledge".

(15) At the University of Udine, the monitoring and analysis of the level of implementation of the principles and values set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* in all its policies



and actions is currently carried out by the *Working Group for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers* (hereinafter "*Charter & Code*" Working Group), chaired by the *Rector's representative for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers* appointed by Rector's Decree, with the support of the *Research Services Area*. The "*Charter & Code*" Working Group is also appointed by Rector's Decree and consists of one representative for each Department, one foreign researcher employed by the University of Udine, one representative of the Italian Association of PhD students and PhDs, one representative of the administrative staff in the Human Resources and General Affairs Department and one representative of the administrative staff in the Research Services Area. The "*Charter & Code*" Working Group is set up so as to ensure the involvement of an adequate number of young researchers while respecting gender equality and operates in accordance with the principles of democracy and collegiality.

(16) The "*Charter & Code*" Working Group, through the *Rector's representative for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers* who chairs it, works in close contact with the *Rector's Delegate for Research* and with the *University Quality Presidium*, which promotes, supervises and coordinates the effective and uniform performance of the activities of the Quality Assurance System in order to guarantee its optimal functioning.

The University of Udine also relies on the *Committee for Equal Opportunities, Wellbeing at Work and against Discrimination and Mobbing* which, in accordance with current European and national legislation and in collaboration with other bodies and subjects, promotes the adoption of measures and actions aimed at guaranteeing effective equal opportunities. The *Committee for Equal Opportunities, Wellbeing at Work and against Discrimination and Mobbing* also performs verification, consultative and proactive tasks aimed at improving employment conditions and the overall quality of the working environment, also through actions against any form of discrimination and moral, physical or psychological violence, as well as encouraging the dissemination of the culture of equal opportunities, also outside the university community.

(17) The analysis of the level of implementation of the principles and values set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* in all the policies and actions of the University of Udine, performed by the "*Charter & Code*" Working Group appointed by Rector's Decree No. 1017/2021 [Classif. II/1], Prot. No. 0101/86 of 27 October 2021 – in particular by adopting the self-evaluation tool of the "OTM-R checklist" – has pointed out that the University of Udine does not have at the moment a summary document of the principles inspiring its OTM-R System. The *Rector's representative for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*, in agreement with the "*Charter & Code*" Working Group, has therefore encouraged the University of Udine to adopt a Summary Document relating to the OTM-R Policy.

(18) The University of Udine, aware that its recruitment system, although already open, transparent and merit-based, can be further implemented and improved, also by adopting new measures and/or updating the existing ones, has accepted such request.



HAS ADOPTED

this Summary Document in order to formalize the principles and procedures inspiring its researchers' recruitment system in an actual OTM-R Policy.

Article 1

Aim

This Summary Document formalizes the principles underlying the open, transparent and merit-based recruitment system of researchers (OTM-R System) of the University of Udine.

This Summary Document also provides an internal guide for the possible definition of new OTM-R procedures and practices, as well as for updating and improving the existing ones.

SECTION 1 INTERNAL REGULATIONS

Article 2

Selection procedures

At the University of Udine the recruitment of researchers is governed by internal regulations and complies with the obligations established by the relevant national legislation.

The University of Udine recruits all categories of researchers as described above under no. (11), more specifically:

- R1 First Stage Researcher: PhD students and research fellows for whose recruitment no PhD is required;
- R2 Recognized Researcher: research fellows for whose recruitment a PhD is required; Post-Doctoral students (Post-Doc Fellows); researchers with three-year research contracts, extendable up to a maximum of five years – RTD (a) as indicated in (national) law No. 240/2010 –; researchers in Tenure Track Programmes – RTD (b) as indicated in (national) law No. 240/2010 –;
- R3 Established Researcher: permanent researchers and associate professors;
- R4 Leading Researcher: full professors.

The rules for the recruitment and career progression of researchers are uniform within the same category, but vary according to the provisions of the relevant national legislation.

Internal regulations ensure that, as a rule, the procedures for the recruitment and career progression of researchers are open, transparent and merit-based. In accordance with the relevant national legislation, some exceptions are provided for, duly motivated and adequate to ensure procedure transparency and the performance of merit-based choices.

The University of Udine promotes gender equality in the procedures for the recruitment and career progression of researchers. To this aim, its *Committee for Equal Opportunities, Wellbeing at Work and against Discrimination and Mobbing* has adopted a Gender Equality Plan, published in the University website at the page specifically



dedicated to the *Committee for Equal Opportunities, Wellbeing at Work and against Discrimination and Mobbing*.

The internal regulations regarding the procedures for the recruitment and career progression of researchers are published in the University website and available to everyone, the relevant page being found under "Ateneo" – "Regolamenti" – "Personale" – "Personale docente" ("University" – "Regulations" – "Staff" – "Academic Staff" respectively, still currently available only in Italian – see below Article 3). With specific regard to PhDs, the relevant national legislation and internal regulations are published in the "PhD Programmes" page of the University website. Finally, as regards the conferment of research fellows, the relevant national legislation and internal regulations are published in the University website, the relevant page being found under "Ricerca" – "Fare ricerca" – "Assegni di ricerca" ("Research", "Doing Research" and "Research Fellows" respectively, still currently available only in Italian – see below Article 3).

Article 3

Language requirements

All relevant internal regulations, including those mentioned above in Article 2, are published in the University website in Italian, only a part of them being currently available in English.

The University of Udine undertakes to fill such gap by translating and publishing in English all the internal regulations relating to the procedures for the recruitment and career progression of researchers. To this aim the University of Udine has also signed a Framework Agreement with some economic operators that provides for the translation of internal regulations to implement the OTM-R System, as well as of administrative and legal documents, including competition notices, application forms, contracts with successful candidates, etc.

Article 4

Update

The University of Udine undertakes to update its current internal regulations, should this be necessary to make the recruitment system more consistent with the principles of the *European Charter for Researchers* and the *Code of Conduct for the recruitment of researchers*.

SECTION 2

ADVERTISING AND TRANSPARENCY IN LAUNCHING SELECTION PROCEDURES

Article 5

Open positions

Open positions are advertised in the University website at the page dedicated to the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. In order to enable potential candidates to easily find information on open positions of interest, job advertisements are divided by type ("Professors and Researchers", "Research Fellows", "PhD") and include direct links to the relevant competition notices.



Article 6 *Competition notices*

In accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* and, in particular, with the principles "Recruitment" and "Transparency", as well as with the relevant national legislation, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of researchers provide for the advertising of competition notices in the University website, more specifically in its online *Albo ufficiale* (Official Notice Board). If required by the relevant national legislation, competition notices shall also be advertised in the websites of the Ministry of University and Research and of the European Union, as well as in the *Official Journal of the Italian Republic*.

In accordance with the recommendations made by the "Report of the Working Group of the Steering Group of Human Resources Management under the European Research Area on Open, Transparent and Merit-based Recruitment of Researchers" (2015), the notice concerning the start of the selection procedure is published online in the *Albo ufficiale* (Official Notice Board) of the University of Udine as concisely as possible and includes links to more detailed information as well as to the complete text of the competition notice.

Competition notices allow potential candidates to acquire information on:

- the number of available positions;
- the type of available positions;
- the place of employment and or department to which the successful candidate will be assigned;
- the competition field and, if applicable, the scientific discipline for which the position is being applied for;
- the specific duties that shall be performed by the successful candidate, with particular reference to the type of scientific and, if requested, lecturing commitment;
- rights and duties, as well as the expected economic and social security treatment;
- the procedures for submitting the application and the deadline for submission, which cannot be less than thirty days from the publication date of the competition notice in the online *Albo ufficiale* (Official Notice Board) of the University of Udine (in the event that the competition notice should also be published in the *Official Journal of the Italian Republic*, the time limit shall be established starting from the publication date therein);
- the subjective requirements to be met by the candidates so that they may be admitted to the selection procedure;
- the procedures for withdrawing the application;
- the procedures for appointing the selection Committee and the deadline for submitting any requests for recusal;
- the languages, if any, in which the examinations may be taken;
- the foreign language in which the candidate's language skills will be tested, where required;
- if applicable, the maximum number of scientific publications to be submitted by the candidate at the same time as the application;



- the general evaluation criteria to be taken into account by the selection Committee, including those relating to the evaluation of scientific publications (where required);
 - methods and timing of the selection procedure;
 - the procedures for verifying the correctness of the actions and the documents of the selection Committee;
 - the procedures for processing candidates' personal data;
 - the name of the person in charge of the selection procedure and their contact details.
- In accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* and, in particular, with the principle "Recruitment", as well as with the relevant national legislation, the internal regulations of the University of Udine require that competition notices contain an extensive description of the knowledge and skills required. At the same time such knowledge and skills should not be so specific as to discourage potential candidates. All competition notices shall mention in their introduction the appropriate references to the relevant national and internal regulations, to the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* as well as to the *Code of Ethics* of the University of Udine.

Article 7

Languages for advertising competition notices

Competition notices are published in Italian in the University website, more specifically in its online *Albo ufficiale* (Official Notice Board). If required by the relevant national legislation, competition notices shall also be advertised in the Ministry of University and Research website and in the *Official Journal of the Italian Republic*.

Competition notices are published in English in Euraxess.

Only some competition notices are published in English in the University of Udine website. The University of Udine undertakes therefore to fill this gap by publishing all competition notices in the University website also in English.

On the other hand, access to competition notices in Italian and English (where a translation is already available) is currently allowed through links available in other pages of the University website, first of all the web page dedicated to the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*.

SECTION 3

SUBMISSION OF APPLICATIONS

Article 8

Candidates entitled to submit applications

The submission of applications is open to all Italian and foreign citizens who meet the requirements established by the competition notices. As a rule, all candidates (both internal and external to the University) may submit their application.

In accordance with the relevant national legislation, the internal regulations of the University of Udine provide for a limited number of procedures to be reserved to internal candidates. Such procedures shall be clearly described and always require a transparent and merit-based selection.



Article 9

Digitalization of application procedure

Application forms, as well as all the required supporting documents, may also be submitted by electronic means.

Article 10

Minimising administrative burdens

The documentation requested from the candidates is strictly limited to what is actually necessary for a fair, transparent and merit-based selection.

In accordance with the relevant national legislation, the University of Udine allows candidates to use self-certification for a large part of the required documentation.

Article 11

Acknowledging receipt and providing additional information

All candidates receive an acknowledgment of receipt of their application. If the application is submitted by electronic means, the candidate is sent an e-mail by the competent administrative office acknowledging receipt of the application.

If the selection procedure requires the performance of tests, information on their dates and methods is provided by the competition notice.

Should the candidates be required to attend the tests in person, external candidates shall be given sufficient time to make the necessary travel arrangements. In the exceptional event that dates and methods of performance need to be changed (which should be adequately justified), all candidates shall be duly and timely informed by e-mail.

SECTION 4

EVALUATION AND SELECTION OF CANDIDATES

Article 12

Selection Committees

In accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* and, in particular, with the principle "Selection", as well as with the relevant national legislation, the internal regulations relating to the procedures for the recruitment and career progression of researchers also apply to the appointment of the selection Committees.

A selection Committee is established for all profiles of researchers (R1-R4) as described above under n. (11) and in Article 2.

Each selection Committee consists of at least three members. As a rule, only one member of the selection Committee may be appointed from within the University, while the others shall be external and normally chosen by lot. The composition of selection Committees may, however, vary according to the type of procedure; any exceptions are duly regulated and clearly described in the internal regulations.

The composition of the selection Committees guarantees gender balance, whenever possible.



As a rule, international experts may be involved in the selection Committees, especially when their expertise is necessary to assess the candidates' specific knowledge or when the evaluation shall be carried out in a language other than Italian. At the same time, experts from different areas (public, private, academic, non-academic) may be involved in the selection Committees when such choice is appropriate and feasible in relation to the type of selection.

In accordance with the relevant national legislation, the requirements to be met by each member of the selection Committees are expressly provided for and described by the internal regulations of the University of Udine, which, as established by Article 2 of this Summary Document, are published in the University website and available to everyone. The criteria for appointing the selection Committees take into account the need to ensure that they have the necessary experience and competence to assess the candidates.

The competent administrative offices of the University of Udine shall verify that each member of the selection Committees meets the requirements, including scientific ones, for adequate experience and competence to assess the candidates.

Without prejudice to the possibility for candidates to submit any requests for recusal of the selection Committee on the grounds of incompatibility (family ties and/or conflicts of interest) of one or more of its members, as a rule the competent administrative offices shall also verify, on the basis of the information available to them, that there is no cause for incompatibility between the members of the selection Committee and the candidates. A declaration is also required by each member of the selection Committees certifying that there are no causes for incompatibility (family ties and/or conflicts of interest) between them and the candidates.

In accordance with the relevant national legislation, exceptions to the above-mentioned criteria are allowed for specific positions, types of contracts or disciplines. Such exceptions are expressly provided for and clearly described.

The competent administrative offices provide the selection Committees with clear instructions for the performance of the selection procedures (relevant legislation, forms, document explaining the procedural steps, etc.), as well as with continuous advice throughout the entire procedure.

The administrative staff of the offices in charge of assisting the selection Committees during the selection procedures are properly trained and regularly updated on legal, technical and IT matters. Such training is carried out by means of meetings and/or training courses organized by the University of Udine, the Ministry of University and Research and external companies which the administrative staff are required to attend. In order to make the selection procedures even more transparent, the University of Udine undertakes to create and make available to researchers, administrative staff and potential candidates a tutorial (in Italian and in English) aimed at illustrating the most important features of the various steps in the procedures for the recruitment and career progression of researchers.

Article 13

Evaluation and selection of candidates

In accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, as well as with the relevant



national legislation, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of researchers require that all applications should be examined, except for those considered ineligible because the candidates do not meet the requirements of the competition notice.

All candidates are treated equally and, as a rule, the same selection Committee is involved in all steps.

Where necessary, the selection Committees may use electronic means for their collegial work. The internal regulations allow for some selection procedures, based on qualifications or on qualifications and interview, to be carried out entirely by electronic means.

Article 14

Evaluation criteria

In accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, and, in particular, with the principles "Judging merit", "Variations in the chronological order of CVs", "Recognition of mobility experience" and "Seniority", as well as with the relevant national legislation, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of researchers provide the general evaluation criteria to be followed by the selection Committees.

Such criteria take into due consideration, on the one hand, the knowledge and the overall experience of the candidates and, on the other hand, their growth potential. Depending on the type of selection procedure, the importance given to different profiles may vary; notably, the selection procedures for the recruitment of young researchers (type R1 and certain R2 types) pay particular attention to growth potential.

The internal regulations of the University of Udine expressly require that the selected candidate should be the most qualified to perform the functions for which the open position was advertised. They also establish that the evaluation criteria set forth in the competition notice, which should be the basis of the evaluation, should comply with national and international standards, as well as with any additional scientific and lecturing qualifications that may be considered essential.

Article 15

Selection results

In accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, and, in particular, with the principle "Transparency", as well as with the relevant national legislation, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of researchers require that the minutes of the meetings of the selection Committees should include information about the qualifications and publications (where required) that have been assessed, the evaluation criteria adopted, the grades and/or evaluation comments received by each single candidate and the results of the selection.



More specifically, the evaluation comments received by each single candidate (where required) should also provide an appropriate description of their strengths and weaknesses.

The proceedings of the selection Committee, i.e. the minutes of their meetings, the annexes thereto and the final report, are approved by Rector's Decree, as a rule, within thirty days from their delivery to the competent administrative offices.

The Rector's Decree approving the proceedings of the selection Committee and the final report are published online in the *Albo ufficiale* (Official Notice Board) of the University of Udine and in the University website.

In the event that the final report discloses the results of the selection, but not the grades and/or evaluation comments received by each single candidate (where required), candidates may ask the competent offices to view their own grade and/or evaluation comment, as well as exercise their right of access to the files and view all the documentation relating to the procedure, including the grades and/or evaluation comments received by the other candidates.

Article 16

Claims and appeals

The time limits for any claims and appeals shall run from the date of publication of the Rector's Decree approving the proceedings of the selection Committee as per Article 15 above. The procedures and time limits for challenging the Rector's Decree approving the proceedings of the selection Committee are described in the competition notice.

SECTION 5

IMPROVEMENT OF TRANSPARENCY AND ATTRACTIVENESS

Article 17

Communication

In addition to the commitments entered into in Articles 3, 4, 7 and 12, the University of Udine also undertakes to improve overall communication on research opportunities, open positions, selection procedures and working conditions.

In particular, in order both to improve the transparency of the procedures for the recruitment and career progression of researchers and to make open positions more attractive, the University of Udine undertakes to issue specific Guidelines (in Italian and English) aimed at clarifying for each step of the academic career the following details: requirements to be met with in order to apply for a position; sources where competition notices are published; knowledge and skills required for a specific position; and sources providing the relevant rules on the specific selection procedure. Although such information is already available in the University website, the University of Udine believes that its usability may be improved.

At the same time, the University of Udine undertakes to further implement the use of the English language in communication, with specific reference to regulations and selection procedures, also in order to improve the attractiveness of open positions to foreign candidates.



Article 18
Complaints

The University of Udine undertakes to establish a system that simplifies the submission of any complaints by devoting a special section of its website to such purpose.

Article 19
Self-evaluation

The University of Udine undertakes to set up a system of analysis and self-evaluation that will allow to further verify the degree of application and effectiveness of the OTM-R principles in its procedures for the recruitment and career progression of researchers.

