

**RESEARCH AND TECHNOLOGICAL TRANSFER AREA**

Decree n. **471**

Year 2020

The President of the University of Florence

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**DECREES**

**Art.1**

The following regulations for carrying out online public competition procedures for research grants and scholarships are adopted.

Florence, 9 April 2020

The President  
*(prof. Luigi Dei)*

# **Guidelines for carrying out the online public competition procedures for research grants, scholarships and contract assignments**

## **Art. 1**

### **Scope of application and principles**

1. These regulations govern the procedures for public competitions to be carried out remotely through the use of audio-video connection tools (hereinafter "online mode") which require the active presence of candidates in relation to the following types of interviews:

- a) competitions for research grants
- b) selections for study and research scholarships
- c) selections for contract assignments

2. The interviews referred to in paragraph 1 must be carried out in compliance with the following principles:

- a) simultaneous connection between the participants;
- b) security of data and information exchanged during the session;
- c) publicity of evidence;
- d) guarantee of certain identification of the candidates.

3. The use of audio-video connection tools must in any case allow

- a) the visualization of the candidate during the entire interview;
- b) the correct identification of the candidate through a valid identification document;
- c) the conduct of the session in public form, guaranteed by the possibility of connection simultaneously for the entire duration of the same by all candidates and by third parties who request to do so to the Administration.

4. The members of the selection boards participate in the session, normally using their own IT devices.

5. Likewise, candidates are required to have suitable means of taking the tests/sit for the interviews. The University of Florence will not be held liable in the event of technical problems of any nature not attributable to it, which do not allow the correct start or performance of the interview.

6. In the event that one of the selection board members or one of the candidates at the time of the discussion or interview, is unable to participate or continue participation, due to technical reasons the session is suspended and must be resumed as soon as possible, according to the provisions adopted by the President.

7. The candidate who is unavailable on the day and time established for the online interviews is considered to have renounced.

8. The online mode is also used by the selection board for meetings relating to the evaluation of qualifications in the procedures in which this is envisaged.

## **Art. 2**

### **Preliminary activities for the online interview**

- a 1. The online interviews referred to in art. 1, paragraph 1, are preceded by the following preliminary activities:
  - b a) the candidates must formally accept the online mode, committing themselves not to use aids and to guarantee the absence of support people during the interview;
  - c b) the candidates must certify that they are aware that the University of Florence cannot be held liable in case of technical problems of any nature not attributable to the same, which do not allow the correct start or performance of the interview. For these purposes and for the purposes referred to in letter a) above, please use the form attached to these guidelines;
  - d c) the online connection between the selection board members and all candidates must necessarily take place on the date and time set by the selection board, as shown in the calendar published on the University website;
  - e d) the candidate must provide the board with their telephone and email in advance. The connection must be audio and video;
  - f e) the session is conducted by the President of the board who must promptly verify the functioning of the audio-video connection with the candidates and with the other board members. To this end, candidates are required to connect at least 20 minutes before the start of the online session;
  - g f) at the beginning of the online session the candidates must present a valid identity document to the board in order to confirm their identity.
2. The connection must remain active for the entire duration of the interviews referred to in article 1 paragraph 1. In the event of a connection breakdown, the provisions of art. 1, paragraph 6 apply.

## **Art. 3**

### **Online modes for carrying out the interview**

- a 1. The interviews take place in the following ways:
  - b a) after connecting and carrying out the activities referred to in art. 2, the President of the selection board verifies the list of the candidates and identifies them;
  - c b) the interview order is identified by draw and the President invites the first candidate to get ready;

- d c) the selection board carries out the interview with the first candidate and, subsequently, with each of the other candidates;
- d) after completing the interviews, the President of the board closes the session with the candidates and disconnects them;
- e) the board continues the session without the candidates and proceeds to the evaluation of each candidate assigning the scores in relation to the criteria established in the preliminary meeting;
- f) the secretary or the president of the board draws up the minutes which are read by all the members of the board and signed. Board members who do not have digital signature devices, issue their declarations of agreement which are then attached to the minutes and kept by the secretary or the President of the board. The minutes are then sent to the administrative office in charge at the end of the selection procedure together with any reports relating to the other sessions.

#### **Art. 4**

##### **Transitional and final rules**

1. These regulations also apply to the public competitions announced prior to the publication of these regulations and not yet concluded.
  
2. For matters not covered by these regulations, reference is made to the disciplines contained in the Regulations for the awarding of research grants pursuant to art. 22 of the law n. 240/2010, issued with D.R. n. 654 of 22 June 2015 (ref. 83901) and in the Regulations for the awarding of scholarships and research pursuant to D.R. n. 54 of 25 January 2013 (ref. 6985).

#### **Art. 5**

##### **Publication and entry into force**

1. These guidelines come into force from the date on which they are published in the University's Official Register and are effective until further notice.

**Declaration of accepting the online mode for the procedure ....., not to use aid tools and ensure the absence of support people in the room during the interview / test**

I, the undersigned, [last name, first name] \_\_\_\_\_  
Tax ID Number \_\_\_\_\_ Date of birth [dd/mm/yyyy] \_\_\_\_\_  
Place of birth \_\_\_\_\_ Country \_\_\_\_\_  
Permanent address \_\_\_\_\_  
\_\_\_\_\_ Country \_\_\_\_\_

**DECLARE**

- to accept that the interview/test session is carried out online,
- that I will not use any aids of whatever kind,
- that I will ensure the absence of support people in the room during the session,
- that I acknowledge and accept that the administration will have no responsibility for technical problems, which could occur during the connection for both the candidates and the board.

Date:

Place:

Signature of the candidate (digital o in full and legible and in this case please attach a valid ID)