

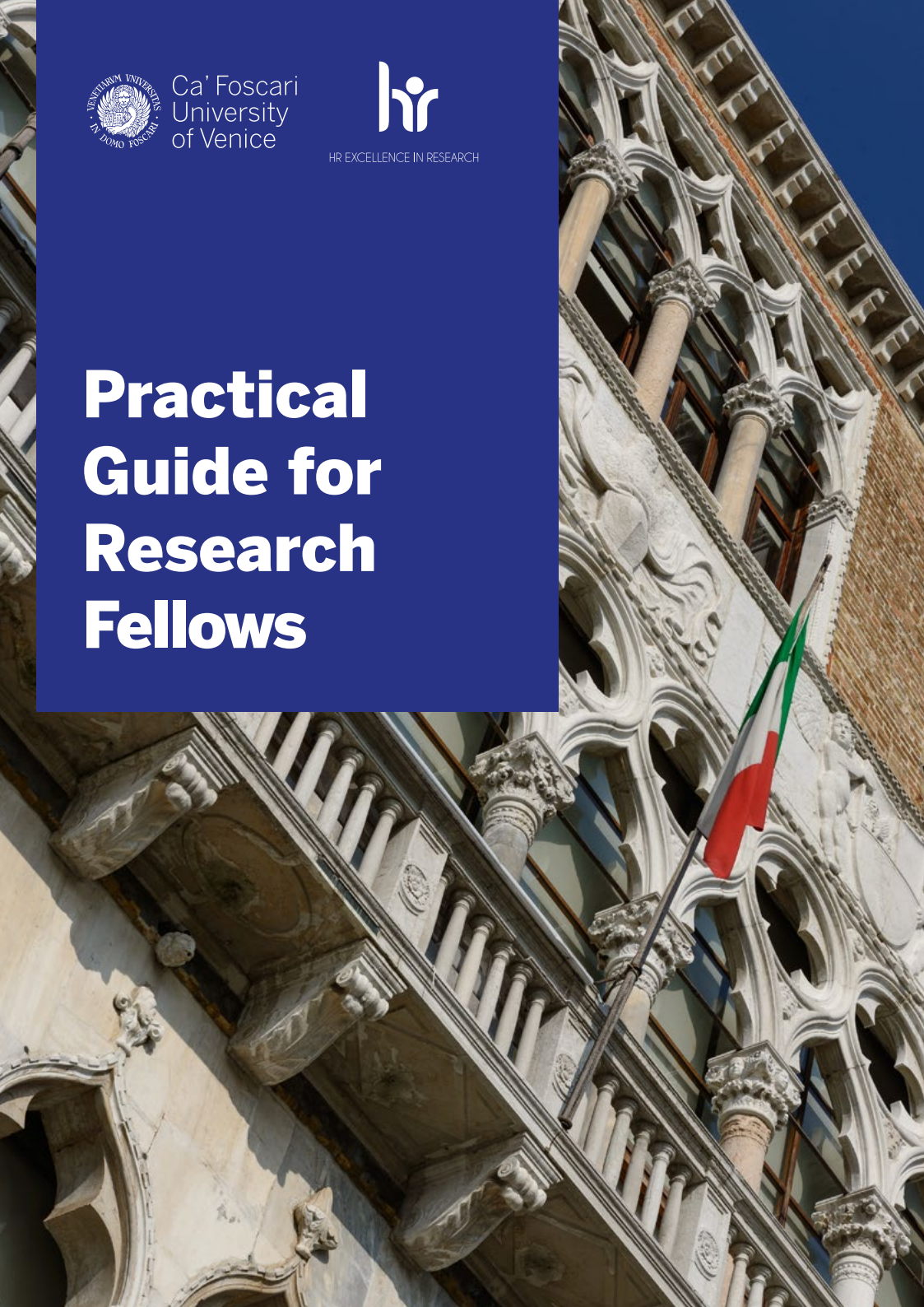


Ca' Foscari  
University  
of Venice



HR EXCELLENCE IN RESEARCH

# Practical Guide for Research Fellows



# Practical Guide for Research Fellows (assegnisti di ricerca)

Dear Researcher,

Welcome to Ca' Foscari University of Venice!

This booklet is intended to offer an overview of the main characteristics of the research grant you have been awarded with by a Department or a Research Centre, which will represent your main contact point during your collaboration with the Ca' Foscari University of Venice.

In addition to the individual support you will be given by the administrative staff of your hosting structure, the University provides researchers with various opportunities such as language courses, soft skills and project management training. An overview of such actions is available at [www.unive.it/research](http://www.unive.it/research).

Also, this booklet provides guidance and clarifications on the contract you have signed pursuant to art. 22 of the Italian law 240/2010, as well as a brief overview on the available opportunities to develop your academic career at Ca' Foscari University.

Enjoy the reading,

**The Research Area staff**

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# Main characteristics of the Research Grant

The so-called *Assegno di Ricerca* pursues the Italian Law 240/2010 and it is usually addressed to junior researchers at their early career stage. The minimum duration is 12 months while the minimum yearly salary amounts to 19,367.00 Eur. You can be awarded with a research grant for a maximum period of 6 years. Ca' Foscari University allocates the grant to the contract holder in deferred monthly instalments, in general within the 10th day of the deferred month.

## Taxation, social security and insurance

Research grants are exempted from taxation, and on the contrary they are subject to social security contributions in a shared percentage with the University (current rate is 35,03%).

Social security contribution to INPS (National Social Security Institute) is compulsory for anyone, no matter where you do live or work. It includes maternity allowance, hospitalization allowance, family allowance and unemployment benefit at the end of your scholarship. A share of 2/3 of the annual social security contributions are charged to the employer, while the remaining 1/3 share is charged to the employee. The University will automatically pay the whole amount due as social security contributions on a monthly basis to INPS [National Social Security Institute - Cassa Gestione Separata].

Remember: the "gross salary amount" stated on the contract you signed includes the 1/3 share of social security contribution charged on your salary, while the "gross amount for Ca' Foscari" stated on your contract include the

whole contribution charged on your salary and paid by the University. On a yearly basis an annual income certificate can be downloaded from your Ca' Foscari website Intranet area. If your contract has ended, the certificate will be posted to you by ordinary mail to the address provided.

If you do not hold any additional work contract you are not required to pay further taxes.

Since 2015 research fellows can access the unemployment allowance that is paid by the National Social Security Institute INPS at the end of the work contract. You can refer to the INPS portal for further information on this, the so-called DIS-COLL. [www.inps.it](http://www.inps.it)

Make sure your Department or Research Centre Secretariat is always updated about any change in your bank details and/or residence address.

## Incompatibility and ban on cumulation with extra working contracts

During your collaboration with Ca' Foscari you can undertake extra working activities (self-employed work or occasional collaborations), however some of them might not be compatible with the research grant you have been awarded with, according to the Italian Law. In any case, your tutor always has to be informed on any extra activity, since they have to be authorized beforehand.

## Compatible activities:

- temporary teaching contracts;
- being member of examining committees;
- self-employed work or occasional collaborations not conflicting with

the ongoing research activity and authorized by the competent office beforehand.

## Not compatible activities:

- be an officer of any Public Administration, unless you hand in the certificate declaring you have been placed on unpaid leave for the entire duration of the Research Grant, as well as for possible subsequent renewals;
- be enrolled in any graduate and undergraduate University courses, be a PhD student holding a fellowship;
- holding study grants awarded for any reason, except for those awarded by national or foreign institutions for stays abroad;

## Compulsory maternity leave and discretionary parental leave

A 5-month compulsory maternity leave is granted accordingly to the Law in force. In practical terms, the University Administration will temporarily suspend your contract. In general, the 5-month suspension period takes effect 2 months before the estimated delivery date and it terminates 3 months after the actual delivery date (2+3).

A postponement of the suspension period, equivalent to 1 month (1+4), is subjected to the authorization of the competent occupational doctor, who will have to receive a certificate issued by your general practitioner.

The Secretariat of your Department will provide you with the contacts of the University occupational doctor (the doctor's practice is located at Ca' Foscari, Dorsoduro 3246 Venice – 4th floor).

During the 5-month leave, the University will suspend the payment of your monthly salary as you will receive a maternity allowance paid by the National Social Security Institute - INPS. In order to have the maternity allowance paid, in addition to the above described University procedure, you need to submit a specific request addressed to the local agency of the National Social Security Institute, which will verify the requirements and will then pay an allowance corresponding to the 80% of your average salary.

The ending date of the Research Grant is then postponed for the effective duration of the maternity leave.

Since the National Social Security Institute pays only a partial percentage of your salary, the University will cover the difference. In order to do that you have to hand in to the Secretariat of your Department copies of INPS receipts showing the total maternity allowance amount received, so as to allow the competent University accounting offices to calculate the difference to be covered.

## Maternity allowance disbursement step by step

1. Inform your Department Director as well as the Secretariat about your intention to request a maternity leave handing in the certificate issued by your general practitioner showing the estimated delivery date (usually the information has to be conveyed 20 days before the beginning of the 7th month of pregnancy).
2. If you intend to postpone the beginning of the maternity leave





period, you have to enclose to the certificate a separate declaration stating that, proven your health conditions and work environment, you ask for a 1-month postponement. The request will be examined by the University occupational doctor.

3. Submit the maternity leave allowance request to the local agency of INPS.
4. Inform in writing your Department/ Centre about the effective ending date of your maternity leave (in general 5 months after the actual delivery date). Do that in advance, in order to let the Secretariat complete the procedure to reinstate your contract.

#### Discretionary parental leave

The law in force allows additional months for discretionary parental leave within your child's first year. The same request procedure as described for the maternity leave applies to the discretionary parental leave, and it has to be approved by the Secretariat after having informed

your tutor. Salary instalments will be suspended, but contrary to the maternity leave the University will not disburse any difference in the amount the National Social Security Institute will allocate only if specific circumstances foreseen by the Law are met.

The new ending date of your contract will be thus postponed for a maximum duration of 12 months (365 days). Your Secretariat will let you know the new expiring date of your contract. Research Grant holders cannot benefit from family allowances (unless for what is foreseen for Marie Curie Fellows).

#### Healthcare Assistance

Research Grant holders coming from a EU Country, from EEA (Iceland, Liechtenstein, Norway) and from Switzerland, holding a valid European Health Insurance Card (EHIC), or any other valid certificate (e.g. E 106, E 109 forms), have access to the health care assistance provided by public or private

healthcare operating within the national health service. This treatment provided is on the same terms of Italian nationals (meaning that a co-pay fee - called "ticket" - before undergoing specialist examinations and for medicine may be required), with the exception of non urgent health care assistance (for more detailed information visit <https://ec.europa.eu/social/> - how to use the card and select Italy) Research Grant holders from non EU Countries must check with the relevant Institution in their home Country whether any Agreement with Italy for Health Care assistance is in place and how to access to it. Alternatively, they can purchase a private health care insurance valid in Italy.

All international Research Grant holders staying in Italy for period of time longer than three months can either have access to health care assistance by enrolling to the National Health Care System (NHCS) on a paid basis, or

they, can purchase a private health care insurance valid in Italy for the entire stay. It is mandatory for Non-EU Citizens to show a copy of their Health Insurance cover (public or private) in order to obtain their residence permit (permesso di soggiorno)

Enrollment to the NHCS guarantees health care assistance on the same terms as Italian nationals.

The Welcome Office at Ca' Foscari offers support to Research Grant holders for any queries they may have on National Health Care System enrollment procedures.

Please Contact: [internationalstaff@unive.it](mailto:internationalstaff@unive.it) or visit [www.unive.it/pag/40946/](http://www.unive.it/pag/40946/)

#### Supplementary Health Insurance Coverage

Research Research Grant holders, enrolled to the National Health Care system, can opt in on a voluntary basis to register to the supplementary health

insurance coverage that the University offers to its employees in collaboration with Cassa RBM Salute. The registration can be extended to relatives; fees amount to 235 euro for each person registered, a 50% discount is applied on the subscription of your children. The subscription can be done online one month after the starting date of your contract. The Human Resources Area - Insurance and Databases Office is available for any further clarification.

### **Insurance and Safety in the workplaces**

An important aspect of your work is to comply with the University risk management and safety regulations, and to know the behaviours to follow in emergency situations. For this purpose, the Secretariat of your Department/Centre will invite you in writing to enrol in an online course about Safety in the workplaces. [www.unive.it/pag/9742](http://www.unive.it/pag/9742) Your Department/Centre will provide you with the instructions on how to access the e-learning platform.

#### **Insurance:**

The University undersigns accidents and third-party liability insurances for its employees. Insurance contracts signed by the University are kept by and available for consultation at the Institutional Affairs Office.

## **Travels and Missions**

During your stay at Ca' Foscari, you might have to travel in Italy or abroad in order to implement your research project. This means that you will work outside your assigned workplace which, according to the regulations in force, corresponds to the Municipality of Venice.

Travels and reimbursement of costs incurred must be approved in advance by your tutor as well as by the Department Secretary. The procedure is regulated in details by the University work missions regulations available in English at [www.unive.it/pag/8269/](http://www.unive.it/pag/8269/)

In any case, considering that each grant and each travel has specific characteristics (with specific regards to externally funded research projects), it is strongly suggested you contact your Secretariat well in advance. Travelling without having obtained prior formal authorization might lead to the rejection of the reimbursement request as well as refusal of insurance coverage.

### **Online procedure to obtain the authorization to travel in Italy or abroad**

Any time you travel you must ask your tutor and/or the researcher in charge of the project (or in some case the Director of the Department/Centre) as well as the Department Secretary for their formal authorization.

The request can only be submitted online by accessing the restricted area of the University website. Please make sure your request contains the following:

- reason for travelling
- duration (from / to)
- a realistic and coherent estimation of the expenses;
- if your travel costs will be covered by external funds (namely referred to *Fondi con Responsabile*) you have to clearly include the project acronym.

It is recommended to check in advance with your Secretariat as well as with your tutor about any specific need.

You can contact your Secretariat for further information about the University regulations on the eligibility of expenses, and details on how to keep and hand in travel receipts.





## Services

### Email account

Your personal mailbox has to be activated by the Secretariat of your Department. In order to do so, you have to submit a request via the online form available at [www.unive.it/account](http://www.unive.it/account). Your personal credentials allow you to connect to the University wi-fi network as well. You will be able to manage your account visiting the University website [www.unive.it](http://www.unive.it) and clicking on Webmail or Personal Area on the bottom right corner of the webpage.

In order to receive official communications as well as regular updates about events and opportunities organized by several University Offices and Departments, most of them specifically addressed to researchers, we strongly encourage you to make a proactive use of your mailbox and request for its activation as soon as you sign your contract.

### University card

Departments' Secretariats are in charge of the issuing of your University card in accordance with the University regulations. The card is provided by the University bank (Gruppo Crédit Agricole Italia).

The card has different functions: it is a personal identity card for the university; it gives access to library services and university printers; it gives access to special fares in some shops around the city. Also, it can be used as a prepaid card (if activated at the bank) and, since it is associated to an IBAN code it can be used by the accounting services to pay your salary. Additional information are

available at following webpage <http://www.unive.it/cartaconto-en>  
In case of loss, you will have to ask your Secretariat to reissue it.

Attention: if you have activated the card as a prepaid card and/or if a bank account has been associated to it, you must report its loss to the competent local authorities, otherwise no further action is required.

### Timesheet online

If you are involved in an research project funded with external funds – in most cases with European funds - you may be asked to fill in timesheets. As of 2017, the University has implemented an online registration system that allows researchers to record their activities. Guidelines are available in your Personal Area, while your Secretariat will give

you access to your personal timesheet, listing projects you are involved in.

### Workstation

The allocation of a personal workstation is given by the Department according to their organizational structure, available resources, and in agreement with your tutor.



### **The University Research Publications Catalogue ARCA**

The University Libraries Services – [www.unive.it/libraries](http://www.unive.it/libraries) - in collaboration with the Research Area, manage the University research publications repository (<https://arca.unive.it/>), that promotes open access policies in accordance with the European Commission guidelines. The online catalogue being a unique entry point, it allows to: transmit the list of your publication to the Italian Ministry of Higher Education national repository (<https://loginmiur.cineca.it/>); update the list of your publications available online on the University website at your personal webpage; comply with the Open Access regulations in case your publications result from a research conducted under an H2020 funded project. The University Library Services provide also templates of the most common editorial agreements and information about the University policy on repositories and open access. The Library Services offer also some useful tips on how to enhance the visibility and impact of your research (<http://www.unive.it/pag/10390/>). A user's guide to ARCA is available in English as well at <https://www.unive.it/pag/10391/>. Access to the repository is given upon approval of the Research Area – National and Ca' Foscari Research Office.

### **Housing Office**

The Housing Office – [www.unive.it/housing-en](http://www.unive.it/housing-en) - offers support to researchers looking for a suitable accommodation during their stay in Venice. The office matches the needs and preferences of the applicants with the available accommodations. It is advisable to contact the unit well before your arrival, by filling in the Accommodation form or taking an appointment.

### **Services for researchers coming from abroad**

Ca' Foscari Welcome Unit provides several services specifically addressed to researchers coming from abroad. Among the others: support in the visa request, residence permit, tax code, SSN registration, INPS registration, family reunion. Details and useful contacts on services offered are available in the Welcome Guide, published online and updated every year at <http://www.unive.it/pag/12522/>

### **Tax advice and assistance service**

In case you carry out other collaboration activities, you will be able to access the tax advice and assistance service of the CAAF affiliated with the University to fill in the form "730/ordinario" at a special rate. The service is usually accessible every year in May, by appointment. For further information on the procedures and contacts of the affiliated CAAF you can contact the Human Resources Area – Organization Unit.

## **Training & Information**

### **Language courses**

You can enroll to the language courses organized by the University Language Centre (CLA) with a 50% discount on the standard fee. In addition, the Ca' Foscari School for International Education ([www.unive.it/cfsie](http://www.unive.it/cfsie)), organizes Italian language courses you can access for free, and one of your family members can access these Italian courses with a 50% discount on the standard fee.

### **Training in European project design and intellectual property**

The Research Area organizes periodic training courses addressed to Research Grant holders and tailored on their needs. The training aims to provide research fellows with all the necessary tools to face and profit from funding opportunities

for research, including an overview on funding programmes, project design tools, and the exploitation of research results. Courses calendar is transmitted to potential beneficiaries via email at their @unive.it accounts.

### **Individual support to project management**

The University, in particular the Research Area, offers individual support to project design and management in order to foster the participation to international, European and national competitive calls for proposals including Marie Curie and ERC grants (Individual Funding Office).

### **Support for knowledge transfer / research enhancement**

The Research Area makes its expertise available in the field of knowledge transfer





and management of intellectual property through the competent office PINK ([www.unive.it/pag/38173/](http://www.unive.it/pag/38173/)), in order to facilitate the matching between researchers and companies, to give value to research results and support entrepreneurship of researchers. PINK periodically organizes training on intellectual property and matchmaking meetings on research topics of university-business common interest, directly involving researchers. To take advantage of these services, request forms are available in the reserved area at the following link, which can also directly be used by research grant holders.

### **Career Development**

The University puts in place a series of initiative to boost researchers' career development. Besides providing project design support in individual funding ([www.unive.it/mariecurie-en](http://www.unive.it/mariecurie-en)) and organising training courses on soft skills, the University invests part of its own funds to cover preparatory costs temporary researchers might incur in designing an ERC grant proposal ([www.unive.it/spin](http://www.unive.it/spin)). Also, the Brain

Gain program - [www.unive.it/braingain](http://www.unive.it/braingain) - outlines main possibilities available to researchers willing to move to Italy. The University offers also the possibility to fellows to submit a project proposal under Interreg and Horizon 2020 programmes as scientific referent with Ca' Foscari acting as partner or third party ([www.unive.it/assegni](http://www.unive.it/assegni)). Researchers holding research and professional requirements deemed necessary to carry out the research and coordination activities will be authorized to submitted their collaborative proposal and granted a research grant of the duration of the project if retained for funding.

### **Info-days**

The University organizes on regular basis info-days focused on national and international calls for proposals. Reports and information material are available on the University website (personal area) and usually emailed. In order to inform researchers and professors about research opportunities and events organized by the Research Area, a fortnightly newsletter is sent via email.



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