



**UNIVERSITÀ
DI PADOVA**

OTM - R Policy

Summary

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1. Introduction

This document describes the policy adopted by the University of Padua for **Open, Transparent and Merit-based Recruitment of Researchers (OTM-R)**, a tool designed to ensure equal opportunities, mobility, the attractiveness of research careers and the selection of the most suitable candidate for the post within the European Research Area¹.

Recruitment is therefore defined as the **process enabling the appointment and placement of an individual as permanent staff at the University of Padua**, either on a fixed-term basis (with a fixed-term contract, a fixed-term and renewable contract, or a fixed-term contract with a tenure-track profile) or on a permanent basis, respectively.

It refers to the procedures for the recruitment and appointment of staff involved in research and teaching, based on the following principles:

- the European framework of the **European Charter for Researchers** in its new version published in 2023² and its implementation through Human Resources Excellence in Research³;
- the references to the relevant code of conduct for the recruitment of researchers set out in the OTM-R policy document drawn up by the ERASGHRM working group in 2015.

The University of Padua's OTM-R policy applies, within the limits of the relevant legislative and regulatory frameworks, to procedures for:

- PhD programmes;
- appointments and contracts for the conduct of research activities, including post-doctoral research;
- fixed-term researchers;
- full and associate professors;

including the selection, assessment and appointment procedures provided for by Law No. 240 of 30 December 2010 and the current regulations of the University of Padua and subsequent amendments⁴. The following are excluded from the concept of 'recruitment' in the strict sense, internal career progression

1 European Commission/ERA SGHRM, *Open, Transparent and Merit-based Recruitment of Researchers – OTM-R*, July 2015, Introduction and Section 4.1; Commission Recommendation 2005/251/EC, *European Charter for Researchers and Code of Conduct for the Recruitment of Researchers*.

2 eur-lex.europa.eu/legal-content/IT/TXT/PDF/?uri=OJ:C_202301640.

3 euraxess.ec.europa.eu/hrexcellenceaward: HRS4R (Human Resources Strategy for Researchers), now referred to as HREiR (Human Resources Excellence in Research).

4 Law No. 240 of 30 December 2010, current text available on Normattiva; University of Padua, regulations on research contracts, post-doctoral appointments, RTT and the appointment of professors, as cited in the following notes.

is not covered by current legislation, unless confirmation of permanent appointment is provided for under tenure-track positions where permitted.⁵

This policy **complies with national legislation** and is in line with the constitutional principles of impartiality and good governance, as well as with the rules on ineligibility, incompatibility, conflicts of interest, health and safety at work, intellectual property, **research integrity, the code of ethics** and code of conduct – the specific regulations for which are available at unipd.it/regolamenti-interesse-generale – and forms a cornerstone of the measures put in place to implement the *European Charter for Researchers* at the University of Padua. In particular, for further information on OTM-R and specific measures for **the implementation of the European Charter for Researchers at the University of Padua, along with related actions and initiatives**, please refer to the section of the website [at unipd.it/hrs4r](https://unipd.it/hrs4r) · unipd.it/hrs4r-padova.

The University of Padua's dedicated **commitment** to implementing the principles of the *European Charter for Researchers* has been recognised by the European Commission, which has therefore awarded the University the prestigious **Human Resources Strategies for Researchers (HRS4R – euraxess.ec.europa.eu/hrexcellenceaward/hr-excellence) Award** every year since 2012.

This has been achieved through:

- the implementation of targeted action plans;
- monitoring of the practical implementation of these actions by a Steering Committee and Working Group comprising representatives of the various categories of researchers and the University's governing bodies;
- validation and verification through periodic *assessments* carried out by international experts appointed by the European Commission.

The University of Padua therefore holds the European Human Resources Excellence in Research (HREiR – euraxess.ec.europa.eu/hrexcellenceaward) recognition.

Note: the University's website, unipd.it, as well as the information and documentation contained therein, is available in Italian (IT) and is translated into English in a mirror-image format when the English language (EN) option is selected. The links included in this document are current as at 1 July 2026.

5 European Commission/ERA SGHRM, OTM-R, 2015, section 4.1, which specifies that the OTM-R principles concern recruitment to fill vacant posts and not career progression, which must in any case be transparent and merit-based. Any salary increases follow assessment procedures in line with the provisions of Decree-Law 240/2010 and subsequent amendments provided for in Article 55 of Decree-Law 232/2016, and are implemented in accordance with Unipd's Regulations on Salary Increases (pay increments).

2. Recrutable professional categories and forms of recruitment

In accordance with the autonomy granted to universities, national legislation stipulates that recruitment procedures for entry into the university career, for both academic and technical-administrative staff, are managed directly by the universities through local open competitions.

Professional roles provided for by national legislation

The university career relating to research and teaching activities is carried out by the following roles:

- full professor (R4);
- second-level professor (R3 or R4 depending on responsibilities and skills acquired);
- fixed-term researcher (R2; R3 if on a tenure track);
- assignments and contracts for carrying out research activities, including post-doctoral research (R2);
- PhD student (R1).

National legislation grants individual universities autonomy in drawing up implementing regulations to transpose and implement the provisions of the law. Listed below are the main characteristics of the research staff roles that may be recruited at the University of Padua (Unipd).

3. General principles of recruitment

As a general rule, Unipd adopts a **transparent** recruitment **policy** with a three-year strategy approved by the governing bodies, which is published on the University's website. In particular, the staff **recruitment planning programme** can be found at the link unipd.it/trasparenza/piano-programmazione-reclutamento-personale.

As a general rule, Unipd adopts an open recruitment policy, ensuring that every research and teaching opportunity (hereinafter referred to as 'positions') is advertised using methods and tools that guarantee internal, external and international candidates to compete on a genuinely equal footing.

Job opportunities for both teaching and research roles can be found on the unipd.it website in the sections

- University – Work with Us (unipd.it/lavora-con-noi);
- Research – Working in Research (unipd.it/lavorare-ricerca)

and categorised by type.

The procedures for publishing these vacancies are designed to **promote access** to information and require that such vacancies be **published sufficiently in advance**, in both **Italian** and **English**, on institutional channels and on platforms suitable for international dissemination, including EURAXESS.

In accordance with European guidelines, notices of research and teaching opportunities are published in the form of public documents known as ‘calls’, which contain comprehensive information on:

- requirements;
- job responsibilities;
- the procedures followed to select the candidate, including the relevant terms and conditions of employment;
- rights and duties;

and, where relevant, specify any training opportunities, career development and gender policies in place. **Vacancies** are published via the University Notice Board and the various departments offering the positions:

- unipd.it/procedure-personale-docente (in both Italian and English);
- unipd.it/procedure-contratti-ricerca (in both Italian and English);
- on the Ministry’s website bandi.mur.gov.it; and, at international level, euraxess.ec.europa.eu/jobs.

Each of the various **recruitment procedures** is governed by specific regulations, available at:

- unipd.it/university-regulations;
- references to protection, guarantees and administrative documentation, unipd.it/regolamenti-interesse-generale. In particular:
- academic staff: unipd.it/regolamenti-personale-docente;
- researchers and research opportunities: unipd.it/regolamenti-ricerca-valorizzazione-ricerca;

Those interested in the advertised position must submit their application by completing the **application form for the selection process**, which is the same for all candidates and is managed in an **open** and **transparent** manner via an **online platform** (pica.cineca.it/unipd).

The recruitment procedures adopted by the University of Padua are therefore designed to minimise unnecessary administrative burdens during the application stage, deferring, where possible, the request for supporting documentation to the stage following the selection process or the commencement of the employment relationship, in accordance with applicable legislation.

This OTM-R policy therefore provides concrete support for open recruitment, particularly for international candidates or those on mobility schemes, and enables the monitoring of individual recruitment processes.

The University of Padua requires that every position be advertised by **publishing a recruitment notice**, enabling candidates to know in advance:

- the legal nature of the post;
- its duration;
- the location;
- the activities and/or duties required for the vacant post;
- the project or scientific field;
- the entry requirements;
- grounds for exclusion;
- the assessment criteria;
- assessment criteria and their relative weighting;
- the maximum number of publications that may be submitted;
- the language to be assessed;
- the composition or rules governing the appointment of the committee;
- the timetable or expected stages of the procedure;
- the method of communicating the results;
- the procedure for submitting an application via a digital system accessible via the Unipd recruitment portal (pica.cineca.it/unipd);
- the remedies or appeals available.

All candidates are **assessed according to the same criteria by a committee of experts**, the **composition** of which **is made public** before the assessment of applications begins, to allow candidates to submit a request for the Committee's recusal on documented grounds of incompatibility.

The selection committee defines the **assessment criteria before being granted access to the list of candidates, and these criteria are made public before the assessment of applications begins and are easily accessible** (protocollo.unipd.it/albo/viewer).

This applies to all meetings held by the Committee in the course of its evaluation work: all meeting minutes are published online and are therefore accessible. The announcement of the successful candidate is accompanied by an

assessment of their merits and the Committee's reasons for its decision, which serves as feedback for the candidates.

The University of Padua's **recruitment policy** is based on merit and is defined in relation to the advertised profile, which is assessed using predetermined, public, proportionate and verifiable criteria.

The requirement for '**merit-based** recruitment' does not correspond to a single metric, but rather to a comparative assessment which, depending on the position available, takes into account the following elements:

- the quality and, where applicable, continuity of academic output;
- alignment with the project and the scientific discipline covered by the vacancy;
- ability to conduct independent research;
- experience gained;
- methodological and technical skills;
- teaching activities;
- coordination skills;
- international experience;
- technology transfer and the 'third mission';
- scientific and organisational responsibilities;
- any clinical or care-related qualifications, where applicable.

The assessment does not introduce unnecessarily restrictive requirements or unjustified barriers in relation to the needs of the post, in accordance with the recommendation of the European OTM-R document⁶. Any interruptions in research activity do not in themselves constitute an assessment criterion, but may instead be considered part of the candidate's skills relevant to the duties of the post in question.

The **assessment is carried out by a Committee** of at least three members identified and appointed in accordance with rules governing scientific qualifications, disciplinary affiliation and the publication of the appointment decree issued by the Organisation which manages the recruitment process. The Committees provide reasons for their assessments, apply predefined criteria and ensure collegiality, impartiality and the absence of conflicts of interest. The recruitment procedures initiated by Unipd also set deadlines for any requests for the recusal of the Committee and for the publication of the results following a check on the regularity of the proceedings. The Committee generally has a balanced composition, includes external members⁷ and establishes

6 European Commission/ERA SGHRM, OTM-R, 2015, section 4.2.2, point (c); *OTM-R Checklist*, question 19.

7 For selection procedures for R3 and R4 researchers, the members of the Committee are external to Unipd and selected by lot; at most, only one internal member may be appointed ("*Regulations governing the appointment of first- and second-level professors pursuant to Law No. 240 of 30 December 2010*", Chapter III, Article 13. in force from 22 July 2023).

the criteria for assessing applications in advance. It declares any conflicts of interest and family ties or previous collaborative relationships where applicable, and operates collectively, including via digital means where permitted; the relevant meetings are accompanied by minutes made public within timeframes consistent with the recruitment procedure in progress.

The OTM-R policy adopted by the University of Padua aims to support, in accordance with national legislation, a **policy of talent attraction, internationalisation, gender equality and inclusion**. It aligns with European guidelines to promote mobility, the matching of talent and opportunities, and gender equality, requiring gender awareness throughout the entire process, including the **balanced composition of selection panels**, with members from outside the university⁸. In applying this policy, Unipd monitors the procedures' ability to attract external, international and candidates from under-represented groups, without introducing automatic mechanisms incompatible with the principle of merit and the competition rules.

4. Monitoring, quality of procedures and continuous improvement

The recruitment policy and strategy are subject to periodic monitoring. The results of this monitoring are included in the University's Performance Report and are therefore made public both via the University's website (pianostrategico.unipd.it – 'Planning and Reporting' and 'Dashboard' sections) and via the University's intranet (unipd.it/trasparenza/relazione-performance) based on the Moodle platform⁹.

With regard to equal opportunities, specific policies are in place, which are summarised in the 'University of Padua Gender Equality Plan (GEP)'.

This is a strategic document that sets out the University's strategy for promoting gender equality and equal opportunities within its organisation.

It covers a three-year period and is structured around objectives and actions organised into the five priority areas of intervention defined by the European Commission; it is available at unipd.it/gep.

8 European Commission/ERA SGHRM, OTM-R, 2015, sections 2–4, with reference to mobility, matching talent with opportunities, gender equality and gender balance on selection panels; *OTM-R Checklist*, questions 7–9 and 18.

9 European Commission, *OTM-R Checklist for Institutions*, questions 5, 10, 13, 18, 22 and 23.

5. Common procedural standards

Every recruitment process initiated by Unipd must **be based on a planning or project-related rationale**. For male and female professors and researchers, reference is made to:

- the three-year human resources plan,
- the financial resources and the corresponding staffing quotas as defined by the Ministry of Universities and Research¹⁰.

A call for applications for staff recruitment must contain at least the following information:

- the purpose of the procedure;
- the number of posts;
- the location where the work covered by the call for applications will be carried out;
- scientific-disciplinary group and scientific-disciplinary sector or sectors;
- a description of the research activities covered by the call;
- entry requirements;
- any incompatibilities;
- duration of the contract;
- remuneration or reference to the applicable regulations;
- application procedure and deadline for submission of applications;
- required documents;
- selection criteria and scoring;
- composition or appointment of the selection panel;
- examinations to be held;
- language to be examined;
- method of publication of the proceedings;
- person responsible for the procedure or competent office.

This standard incorporates the requirements set out in the regulations governing the recruitment of the various professional roles, to which reference is made (unipd.it/regolamenti-ateneo). Depending on the specific roles in

¹⁰ The Staffing Point (hereinafter PO) represents the system-wide average cost attributed to a full professor, which serves as a benchmark for determining the cost of other academic ranks. For academic staff, Staffing Points are calculated as follows: 1 full professor = 1 PO; 1 professor II = 0.7 PO; 1 type b) researcher = 0.5 PO; 1 type a) researcher = 0.4 PO (mur.gov.it/it/areetematiche/universita/programmazione-e-finanziamenti/facolta-assunzionali).

question, the essential elements of the post and the assessment procedures are therefore specified in the resolution authorising the recruitment process and in the call for applications.

The Selection Committee's assessment applies **predefined** and proportionate **criteria, which vary according to the professional role covered by the competition**. These elements are made public in the minutes of the meetings, which are accessible online. The final decision on the successful candidate is justified and can be verified through the public records, including the minutes of the meetings.

The **results** are communicated in accordance with the procedures set out in the call for applications and the regulations, including publication on the Official Notice Board and on the institutional website where applicable. Publications on the Official Notice Board (protocollo.unipd.it/albo/viewer), carried out in accordance with Unipd regulations, constitute notification for all intents and purposes for the procedures concerned. The OTM-R policy stipulates that all candidates must be informed of the conclusion of the procedure and must receive appropriate feedback on the assessment of their application, including with regard to the criteria applied by the Assessment Committee, within the limits of procedural rules and personal data protection. Such **feedback is contained in the Committee's minutes**.

Unipd provides a clear channel for **requests for clarification, applications, access to documents and complaints**, distinct from judicial appeals, which are specified in each call for applications, and clearly sets out how to proceed. In this regard, each call for applications specifies the **department or service responsible for the recruitment process** and the relevant procedures for requesting information and/or clarification.

unipd.it