



OBJECT: PUBLIC SELECTION – ONE SCHOLARSHIP FOR SENIOR MASTER’S DEGREE GRADUATES FOR THE “MUSEO ENRICO FERMI” PROJECT.

CALL N. 11(25)

**THE ADMINISTRATIVE DIRECTOR
DETERMINES**

Article 1 – Object

The Museo storico della fisica e Centro studi e ricerche “Enrico Fermi” – CREF announces a public selection to award one scholarship for the project “Museo Enrico Fermi” with the following characteristics:

Type of scholarship	Scholarship for senior master’s degree graduates
Gross annual salary	25.000,00 euro
Duration	12 months, possibly renewable
Project	Museo Enrico Fermi
Scientific contact person	Dr. Marta Pepe
Activity of the scholarship	• front office support for managing reservations at the Enrico Fermi Museum; • relations management with the users of the Enrico Fermi Museum; • support for managing and organizing CREF events; • support for the activities of the Communications and Events Office.
Location of activities	CREF

Article 2 – Admission requirements

1. The admission requirements are the following:
 - a) possession of civil and political rights in the countries of origin or citizenship;
 - b) not having been dismissed, discharged, or declared disqualified from public office in a public administration;
 - c) adequate knowledge of the English language and Italian language (for foreign candidates only);
 - d) master’s degree obtained more than two years ago (at the time of the application deadline).

Article 3 – Incompatibility

1. The scholarship cannot be combined with other scholarships, grants, contracts, research assignments, or other subsidies and assignments of a similar nature.
2. The scholarship is incompatible with full-time or part-time public or private employment and cannot be combined with income from professional or similar activities, or salaries and remuneration of any kind.
3. The scholarship cannot be awarded to those who have already benefited of research grants, contracts, or research assignments, post-doctoral assignments at CREF, universities, other research bodies, or foreign scientific institutions that have the same level of educational qualification as an admission requirement, for the maximum provided for by law (Law No. 240/2010).

Article 4 – Exclusion from the selection

1. The following are grounds for exclusion:
 - a) failure to meet the admission requirements set out in Article 2;
 - b) incompatibility as set out in Article 3;
 - c) failure to comply with the procedures for submitting the application form as set out in Article 5 below;
 - d) failure to sign the application form.
2. Applicants are admitted to the selection process with reserve; if further investigation is necessary, they must regularize or supplement their application within the deadlines set by the person responsible for the procedure.
3. The examination of the requirements and the possession of the qualifications are subject to the unquestionable judgment of the Examination Board. The CREF may, at any time, with a reasoned decision, exclude applicants who do not meet the requirements. This decision will be communicated by certified email or email.

Article 5 – Application for admission

1. Applications must be submitted using the forms attached to this call (Annex A and B) and **sent within 10 days from the day following the publication of this call on the CREF institutional website www.cref.it**. The application form (Annex A) must be signed by the applicant, otherwise the application will be rejected.
2. Applicants must indicate and declare in the application form (Annex A) the following informations:
 - a) name, surname, date and place of birth;

- b) italian tax code (if available);
 - c) place of residence;
 - d) telephone number, email address, certified email address (if available);
 - e) citizenship;
 - f) possession of civil and political rights in the country of origin or citizenship;
 - g) not to have criminal convictions or ongoing criminal proceedings;
 - h) to have adequate knowledge of the English language and of the Italian language (for foreign candidates only);
 - i) possession of the academic qualifications required for admission as specified in this call, indicating the date of graduation, the university/institution, and the grade;
 - j) possession of additional academic qualifications, indicating the date of graduation, the university/institution, and the grade;
 - k) not to be incompatible with the provisions of the CREF Regulation for the awarding of scholarships (Article 4);
 - l) meet all other requirements set out in this call for applications.
3. Foreign applicants who do not have a certified email address may send their application by email to: segreteria@cref.it and will receive an email confirming receipt. It is applicant's responsibility to check that the confirmation email has been received. If not, they must contact the person responsible for the procedure indicated below. The application must be sent with the **subject "Call n.11(25) – Scholarship Museum"**.
4. In addition to the annex A, applicants must send:
- a) copy of the s curriculum vitae;
 - b) documents and qualifications relating to the activities of the scholarship that the applicant deems appropriate to submit;
 - c) annex B, containing the substitute declaration pursuant to Articles 46 and 47 of Presidential Decree No. 445/2000;
 - d) copy of a valid identification document;
 - e) in the case of foreign applicant (extra EU), a copy of a residence permit (if the applicant already has one).
5. For qualifications obtained abroad, to be admitted to the selection process, applicants must:
- a) in case of qualifications recognized as valid in Italy, indicate the details of the provision certifying the recognition, comparability, and equivalence of the qualifications obtained abroad;
 - b) in case of qualifications not recognized as valid in Italy, must attach a copy of the qualifications obtained abroad (mandatory attachment), with the certificate of exams taken or the diploma

supplement certificate. CREF reserves the right to request a translation of these documents into Italian or English.

Article 6 – Points and selection

1. The maximum score for the selection is 200 points, divided as follows:

60/200 points for qualifications and activities
A. master's degree grade (up to 5 points); B. work experience with public and private entities in Italy and abroad (up to 35 points): 1. organization and management of mailing lists and front office activities with users; 2. secretarial activities; 3. activities/internships in museums; 4. social media management activities for exhibitions and cultural events; 5. organization of events and conferences in the cultural/museum sector. C. other documents (up to 20 points): 1. first or second level master's degree in communication, communication sciences, marketing, digital marketing; 2. training/refresher courses in the museum sector; 3. training/refresher courses in communication and social media management; 4. certification, including university certification, of the English language.
140/200 points for the interview
The interview will focus on: - curriculum vitae; - activities of the scholarship (described in Art. 1); - knowledge of the Office suite; - knowledge of Canva or other graphics software; - knowledge of English language; - ability to write texts for professional and institutional contexts (e.g., emails, formal invitations, etc.).

2. At its first meeting, the Examination Board shall establish the criteria and methods of evaluation.
3. The evaluation of qualifications shall be carried out by the Examination Board prior to the interview.
4. Applicants shall be informed of the results of the evaluation of qualifications before the interview by ordinary email or certified email to the address indicated in the application form.
5. The overall evaluation shall be the sum of the scores obtained in the evaluation of qualifications and in

the interview.

6. The threshold to be reached in order to pass the interview is 98/140 points.
7. Only applicants with a final score above 140/200 will be valuable ranked.
8. In case of a tie in the overall score, priority in the ranking shall be given in the following order:
 - a) applicant with the highest degree score;
 - b) applicant with the highest score obtained in the interview;
 - c) the applicant who, with equal merit and equal qualifications, is the winner based on the preference qualifications referred to in Article 5, paragraph 4 of Presidential Decree No. 487/1994;
 - d) in the event of a further tie, the youngest applicant.
9. At the end of the selection process, the results will be published at the website of the call (www.cref.it) and, in any case, applicants will be informed by email about the result of their interview.

Article 7 – Interview

1. The procedures, the day, the time, and the place of the examination-interview will be communicated by publishing the convocation on the CREF website, in the 'Concorsi e avvisi' (Competitions and notices) section, on the page relating to this competition, at least 15 days before the date of the examination. This communication serves as notification for all purposes.
2. In order to participate at the interview, the identity of the applicants must be verifiable with certainty; to this end, applicants must present a valid identification document during the interview.
3. The interview may be conducted in English at the applicants's request. In this case, knowledge of the Italian language will also be assessed.
4. Failure to attend the interview will be considered as withdrawal from the selection.

Article 8 – Examination Board

1. The Examination Board is appointed by the President order, after consultation with the Administrative Director and the Scientific Director, and it's composed of a chairperson and two or more members, ensuring gender balance unless there is a justified reason for not doing so. Substitutes may be appointed for both the chairperson and the individual members.
2. The Examination Board may carry out the selection process using telematic methods and tools for collegial work.
3. The Examination Board must complete its work within two months of the date of appointment. In the event of justified impediment and at the request of the Examination Board, the President may grant an

extension of up to a maximum of two additional months.

4. The composition of the Examination Board is published on the CREF website.

Article 9 – Publication and Responsible for the procedure

1. This call, the related forms attached, all information and documents relating to the selection process are published on the CREF institutional website (www.cref.it) on the “Competitions and notices” page.
2. The person responsible for the selection procedure is Dr. Francesca Salvatore; email address francesca.salvatore@cref.it, telephone 06.45502901.

Article 10 – Data processing

1. Submission of an application for admission to the selection entails, for the purposes of managing the selection procedure, the processing of applicant's personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 (hereinafter referred to as the Regulation).
2. In accordance with Article 13 of the Regulation, CREF, as Data Controller, informs applicants of the procedure that the personal data provided and/or otherwise acquired will be used exclusively for purposes related to and instrumental to the conduct of the competition procedure, as specified below. In particular, CREF will process personal data (name, surname, date and place of birth, tax code, residence, citizenship), contact details, identity document/residence permit, curriculum vitae, qualifications, and any other information provided by the applicant when submitting their application. Please note that, at the applicant's request, special categories of data may also be collected and processed, including (i) judicial data (e.g., any criminal convictions), (ii) health data (e.g., disabilities, including temporary ones).
3. The processing of personal data provided is based on:
 - i. Article 6(b) of the GDPR: “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”;
 - ii. Article 6(c) of the GDPR: “processing is necessary for compliance with a legal obligation to which the controller is subject”;
 - iii. Article 6(e) of the GDPR “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller” and is aimed at managing the selection procedure, in all its phases, from verifying that the requirements are met to ascertaining that there are no impediments to participation, up to the publication of the ranking list and the possible conclusion of the employment contract.

4. Any judicial data and data relating to health provided are supplied voluntarily by the applicants and exclusively to enable CREF to perform its public functions in protecting its interests in connection with the selection procedure. For this reason, although they are of a special nature, pursuant to Article 9(2) of the GDPR, the applicant's consent to processing is not required. The provision of data is mandatory therefore, any refusal to provide it will result in exclusion from the selection process.
5. The processing of the applicant's personal data is carried out, including with the aid of electronic means, by means of the operations indicated in Article 4(2) of the GDPR, namely: the processing of personal data may consist of the collection, recording, organization, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, erasure, and destruction of data.
6. The applicant's data will be disclosed to CREF staff, as well as to members of the Examination Board, who are specifically authorized to process such data, and to data processors, external consultants, legal, tax, and labor advisors, or the company that manages the databases where this data is stored. It should be noted that CREF may also communicate the personal data it holds to other public administrations if they need to process it for any procedures falling within their institutional competence, as well as to all those public entities to which, under certain conditions, communication is required by EU provisions, laws, or regulations. In particular, data may also be disclosed to: Certifying administrations when checking substitute declarations made for the purposes of Presidential Decree No. 445/2000, Judicial authorities.
7. The applicant's personal and/or specific data are processed within the European Union and are not disclosed. If necessary, for technical or operational reasons, the Data Controller reserves the right to transfer personal data to countries outside the European Union for which there are "adequacy" decisions by the European Commission, or on the basis of adequate safeguards provided by the country to which the data is to be transferred, or on the basis of specific exemptions provided for in the Regulation.
8. The aforementioned data will be stored for as long as necessary to carry out the competition procedure and in view of potential legal actions that may be taken, or, in the event of a pending dispute, until the relevant judgment becomes final. Subsequently, at the conclusion of the administrative or judicial proceedings, the data will be stored in accordance with the rules on the storage of documentation provided for by the Public Administration. Furthermore, it should be noted that the Data Controller may be obliged to retain personal data for a longer period in compliance with a legal obligation or by order of an Authority. At the end of the retention period, personal data will be deleted.
9. Pursuant to and for the purposes of the Regulation, data subjects have the right to obtain from the Data Controller, in the cases provided for, access to personal data and the rectification or erasure of such data or the restriction of processing concerning them or to object to the processing (Articles 15 et seq. of the Regulation). If the data subject considers that the processing of personal data is in violation of the

provisions of the Regulation, they have the right to lodge a complaint with the Supervisory Authority, as provided for in Article 77 of the Regulation itself, or to take appropriate legal action (Article 79 of the Regulation).

10. For any information regarding the processing or the exercise of their rights, the data subject may contact the Data Controller by writing to the following certified email address: centrofermi@pec.centrofermi.it, or contact the Data Protection Officer at dpo@cref.it.

Article 11 – Final provisions

1. For any other aspect call, please refer to the CREF regulations concerning the awarding of scholarships, adopted by the Board of Directors with resolution no. 58 of September 19, 2025, and to current legislation.
2. By submitting an application to participate in the selection process, applicants implicitly accept, without reservation, all the provisions contained in this call for applications.
3. CREF reserves the right – including on the basis of possible effects of new legislation or regulations and/or its own organizational changes – not to proceed with this procedure.
4. In case of a discrepancy between the English and Italian versions of this call, the Italian version will prevail.

The Administrative Director

Dr. Alessandro Sbrana



CALL N. 11(25)

ANNEX A

APPLICATION FOR ADMISSION TO THE SELECTIVE PROCEDURE

To Museo storico della fisica e
Centro studi e ricerche “Enrico Fermi”
Certified e-mail: centrofermi@pec.centrofermi.it
E-mail: segreteria@cref.it

The undersigned

(name) _____ (surname) _____
born in _____ (date) _____ tax code (if available) _____
_____, resident in _____ address _____
_____ n. _____ postal code _____ prov. _____,
citizenship _____
e-mail _____
certified e-mail (if available) _____
phone number _____

having seen the above-mentioned call n. 11(25)

REQUESTS

requests to participate in the above-mentioned public selection process and, aware that false statements are punishable by law and that this Administration will carry out random checks on the veracity of the statements made by candidates, pursuant to Articles 46, 47, and 76 of Presidential Decree No. 445/2000,

DECLARES

1. to possess civil and political rights in the country of origin or citizenship;
2. not to have been dismissed, discharged, or declared disqualified from public office in a public administration;
3. to have adequate knowledge of the English language and of the Italian language (for foreign candidates

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only);

4. to have master's degree obtained more than two years ago (from the application deadline) in _____ university/institution _____, date _____ degree grade _____;

5. to possess the following additional qualifications:

- _____ university/institution _____, date _____ grade _____;
- _____ university/institution _____, date _____ grade _____;
- _____ university/institution _____, date _____ grade _____;

6. not to be incompatible with the provisions of the Regulation for the awarding of scholarships (Article 4) (available on the website www.cref.it in the "Acts and Regulations" section) and, in particular, at the date of submission of this application form:

- not to be beneficiary of other scholarships/research/training grants, research grants, research/post-doctoral contracts and assignments, or other grants and similar assignments
- not to have full-time or part-time public or private employment, and/or not to carry out professional or similar activities.
- ☐ not to be / ☐ to be enrolled in university courses or master's programs.

Specify any university courses or master's programs

type _____ university/institution _____ from _____ to _____;

type _____ university/institution _____ from _____ to _____;

- not to have benefited, for the total duration provided for by legislation (Law No. 240/2010), from research grants, contracts or research assignments, post-doctoral positions at CREF, universities, other research bodies, or foreign scientific institutions that have the same level of academic qualification as an admission requirement.

Specify any research grants, contracts, or research assignments, post-doctoral positions:

- type _____ university/institution _____
_____ from _____ to _____, total
months _____;
- type _____ university/institution _____
_____ from _____ to _____, total
months _____;
- type _____ university/institution _____
_____ from _____ to _____, total
months _____;

- not to be related to, cohabiting with, or married to an employee or associate with a research position at CREF.
- not to be related or related by marriage up to and including the fourth degree, or married to, a member of the Board of Directors, the Scientific Council, the Administrative Director, or the Scientific Director.
or (specify any relationships) _____;
- ☐ not to / ☐ to attend the Ph.D. program in _____
university/institution _____
from _____ to _____ ☐ with a scholarship / ☐ without a scholarship

7. to meet all other requirements set out in the above-mentioned call for applications;
8. to promptly notify any changes to the above statements;
9. to have read the privacy policy contained in the aforementioned call, provided in accordance with European Regulation GDPR 2016/679, and to be aware of the methods and purposes of processing described therein.

Attachments to this form:

- a) curriculum vitae, signed and dated by the applicant;
- b) documents and qualifications relating to the activities of the scholarship that the applicant deems appropriate to submit in their own interest;
- c) annex B, containing the substitute declaration pursuant to Articles 46 and 47 of Presidential Decree No. 445/2000;
- d) copy of a valid identity document (identity card or passport);
- e) in the case of foreign applicant (extra EU), a copy of a residence permit (if the applicant already has one).

For qualifications obtained abroad, to be admitted to the selection process, applicants must:



- a) in case of qualifications recognized as valid in Italy, indicate in their application the details of the provision certifying the recognition, comparability, and equivalence of the qualifications obtained abroad;
- b) in case of qualifications not recognized as valid in Italy, must attach a copy of the qualifications obtained abroad (mandatory attachment), with the certificate of exams taken or the diploma supplement certificate. CREF reserves the right to request a translation of these documents into or English.

Place, date _____

Signature _____



CALL N. 11(25)

ANNEX B

SUBSTITUTIVE DECLARATION

(art. 46 and 47 Presidential Decree no. 445/2000)

The undersigned, (name) _____ (surname) _____

Tax code (if available) _____,

aware that false statements are punishable under art. 76 of the Presidential Decree no. 445/2000 and that this Administration will carry out random checks on the truthfulness of the statements made by the applicants,

DECLARES, under his own responsibility, that

- the content of the curriculum vitae corresponds to the truth;
- to have the following qualifications, documents, etc., and that these are true copies of the originals. *(ist all the qualifications and documents required by the call for applications that you possess, with all useful references for identification and evaluation):*

Place, date _____

Signature _____