

Department…………………… Procedure code:

**DEADLINE FOR THE SUBMISSION OF APPLICATIONS**

***Indicate date and hour (e.g. Monday 05 June 2017, 16h00)***

**SELECTION CALL FOR THE ASSIGNMENT OF TEACHING SUPPORT POSITIONS IN FAVOUR OF THE POLITECNICO DI MILANO PROGRAMS – DEPARTMENT OF**

**ACADEMIC YEAR ………/………..**

**THE DIRECTOR**

GIVEN Law No. 168 of 09/05/1989, headed “Establishment of the Ministry of University and Scientific-Technological Research”, as subsequently amended;

GIVEN Law No. 241 of 07/08/1990, headed “New rules on the administrative procedure”, as subsequently amended;

GIVEN Law No. 341 of 19/11/1990, headed "Reform of university educational systems";

GIVEN Presidential Decree No. 445 of 28/12/2000, headed "Legislative provisions on administrative documentation”, as subsequently amended;

GIVEN Legislative Decree No. 165 of 30/03/2001, headed “General rules on the employment system at public administrations”, as subsequently amended;

GIVEN the Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data;

GIVEN Law No. 240 of 30/12/2010, headed “Rules on the organisation of universities, academic staff and recruitment, as well as delegation of powers to Government to incentivize the quality and efficiency of the university system", as subsequently amended;

GIVEN Law No. 190 of 06/11/2012, headed “Provisions on the prevention and repression of corruption and illegality in the public administration”, as subsequently amended;

GIVEN Presidential Decree No. 62 of 16/04/2013, headed “Regulation setting out code of conduct for civil servants, pursuant to Article 54 of Legislative Decree No. 165 of 30 March 2001”;

GIVEN Ministerial Decrees No. 509 of 03/11/1999, of 04/08/2000 and No. 270 of 22/10/2004, relating to the determination of degree classes;

GIVEN the Statute of Politecnico di Milano currently in force;

GIVEN the Regulations on the Administration, Finance and Accounting of Politecnico di Milano currently in force;

GIVEN University Regulations on the safety and health of workers at the workplace, issued through Rectoral Decree No. 3037 of 13/11/2013;

GIVEN the Code of conduct for employees of Politecnico di Milano, issued through Rectoral Decree No. 2131 of 26/06/2014;

GIVEN Rectoral Decree No. 3982 of 29/05/2019 whereby the Regulations on the assignment of teaching and teaching support positions have been issued, in terms of Article 23 of Law No. 240 of 30/12/2010;

GIVEN also the resolution adopted by the Department Board of …………………. at the session of ……………. relating to approval of the activation of selection procedures for the assignment of teaching support positions to be carried out in accordance with the provisions laid down by the said relevant Regulations;

HAVING VERIFIED AND ASCERTAINED existence of the necessary financial cover for the said procedures;

**HEREBY DECREES**

**Article 1 Call**

A selection is called for the assignment of teaching support positions in favour of the Politecnico di Milano Programs - Department of ………………………, as per “Attachment 1”

This call is published on the Official Notice Board of the University and on the institutional website of the Department, link: ………..for at least 14 (fourteen) consecutive calendar days.

**Article 2 Participation requirements**

Applications may be submitted by Italian and foreign subjects of proven ability and qualification in possession of ascertained skills ensuring their suitability for discharging the required tasks:

* Laurea (equivalent to Bachelor of Science) or level I degree or equivalent qualifications, even if obtained abroad, plus an adequate professional CV;
* laurea magistrale (equivalent to Master of Science) or level II degree or laurea specialistica (equivalent to Master of Science) or equivalent qualifications, even if obtained abroad, plus an adequate professional CV or PhD;
* possessing an adequate professional CV.

In the event that the qualification(s) referred to under the preceding points has (have) been obtained abroad, it (they) must be the official qualification(s) of the foreign university system, issued by an institute officially recognized in the reference foreign system.

*(requirements may be couched in the alternative or all of them required)*

Non-EU candidates may submit applications for participation in the selections, provided they are already in possession of the residence permit in Italy or the receipt of application for residence permit in Italy.

The following may not take part in the selection:

1. those who are related by a degree of blood relationship or kinship up to the fourth degree included, with a professor attached to the Department, with the Rector, the Director General or a member of the Board of Directors;
2. those who have been convicted, including by a sentence not yet final, of one of the offences set out in chapter I of Title II of the second book of the Criminal Code, or who are party to any pending criminal proceedings.

The prescribed requirements must be possessed as at the deadline for submitting the application for participation.

**Article 3 Definition of collaborations, skills, remuneration**

The collaborations, required skills and related remuneration are set out in Table “Attachment 1” that is an integral part of this call.

**Article 4 Method of submitting the application and attached documents**

The application can only be submitted through the on-line procedure

available on the Web site of Politecnico di Milano, in the ONLINE SERVICES section of the Menu

**Open competitions and selections**, in the field **Open competitions and selections>** [**Open competition/selection for allocation of job/post**](https://servizionline.polimi.it/portaleservizi/portaleservizi/controller/servizi/Servizi.do?evn_srv=evento&idServizio=1079)**> Assignment of teaching support activities**. The user manual is available within the application.

**The candidate must submit an application for each post for which s/he wishes to compete.**

The on-line procedure will be available until [VARIABLE] of [VARIABLE], deadline of the call; incomplete applications - without compulsory data and signed summary - will be considered as not submitted

The candidate, **under penalty of exclusion**, must enter all the required data and compulsory documents in the sections:

**Section 1 “My data”**

**Section 2 “Academic qualifications”**

**Section 3 “Attachments”**

**Section 4 “Publications and other non-academic qualifications”**

**Section 5 “Recap and Sending”:** creation of the application as pdf file.

**(N.B.: prior and mandatory authorizations if requested, must be uploaded according to one’s own status (Phd student, Research Fellows, Etc.))**

**The application must be signed or it will be excluded from the call.**

If you already have a digital signature provided by Politecnico di Milano, the candidate can create the "Recap" and digitally sign it within the application.

If you do not have a digital signature, the candidate must print out the recap, sign it, scan it and upload the file in pdf format.

The "Recap" - automatically created by the application on the basis of the data entered by the candidate - must be considered as substitutive declaration of certification and affidavit, pursuant to Articles 46 and 47 of Presidential Decree 445 of 2000 and explicitly includes:

* personal data;
* declaration of fulfilment of requirements and degrees required by Article 4 of the call;
* declaration that there are no impediments or limiting causes to the capacity of the candidate to underwrite contracts with public administration or accept the appointment of the selection object;
* list of the attachments inserted.

In case of qualifications obtained abroad, candidates must attach in **Section 2 " Academic qualifications "**, for the purpose of admission to this selection, scan copy of the degree with its translation into Italian or English, and then it will be required to submit the degree as indicated in Article 8 of this call if they will be successfully selected.

**Academic qualifications obtained after the deadline of the presentation of the applications will not be considered.**

**The candidates are provisionally admitted to the Selection.**

**Article 5 Selection board and evaluation of qualifications**

The Selection Board shall attend to the comparative assessment of candidates and to the creation of the performance ranking, based on the qualifications and the scientific, teaching and professional expertise demanded by this Call as set out in the application for participation.

Only the qualifications pertaining to the activities associated with the position to be assigned shall be susceptible of evaluation, to the exclusion of the qualifications required for access.

The suitability of foreign academic qualifications is assessed by the Board in due compliance with the national legislation in force in the country where the qualification itself was issued and with the international treaties or agreements on recognition of qualifications for furthering one’s studies.

XXXX points are altogether assigned to the qualifications and scientific, teaching and professional experience, as per the criteria set out in the following table:

*(BY WAY OF ILLUSTRATION)*

|  |  |  |
| --- | --- | --- |
| QUALIFICATIONS | 1. PhD or equivalent qualification obtained abroad 2. Specialization, master, post-PhD scholarships, fellowships or qualification obtained abroad 3. License to teach at tertiary education level or exercise the profession or equivalent qualification obtained abroad 4. Knowledge of a foreign language 5. Enrolment in a PhD course | Up to a maximum of XXXX points |
| SCIENTIFIC, TEACHING AND PROFESSIONAL EXPERTISE | 1. Research activity in qualified Italian or foreign institutes 2. Training activity in qualified Italian or foreign institutes 3. Prior teaching experience developed in the last 3 (three) years at Politecnico di Milano or in other Universities, as regards the required skills 4. Publications 5. Professional experiences | Up to a maximum of XXXX points |

The selection is deemed passed if the candidate has achieved an overall score of no less than XXXX points.

Where two or more candidates obtain, at the end of the evaluation operations, an equal score, preference shall be accorded to the younger candidate.

The Selection Board shall draw up the performance ranking.

**Article 6 Approval of the performance ranking and assignment of the position**

The Head of Department of …………, having ascertained the regularity of the Board’s works, approves the acts thereof through his own measure.

The ranking is published on the Official Notice Board of the University and on the institutional website of the Department, link: ………..

The winner is notified of the assignment of the position.

The Department checks the truthfulness of the declarations made in the application and in the attached documentation in terms of the rules in force.

In the event of false declarations, the Department terminates the relationships and proceeds to recover any sums already paid, applying the administrative penalties and the criminal rules laid down by the legislation in force.

Assignment of the position does not produce any rights as regards access to university posts.

**Article 7 Rights and duties of the holder of the position**

The holder of the position shall have to personally carry out the activities, in close collaboration with the professor in charge of the course/teaching and under his management, using if need be the premises and equipment provided by the Facility and liaising with the same.

The holder of the position shall be entitled to access the Facility he is included in and to make of the services therein for purposes of undertaking his own activity.

The holder of the position shall additionally have to note down the activities undertaken in a commitment register submitted to the verification and approval of the professor in charge.

The collaboration shall have to be personally carried out by the selected candidate.

The Administration shall see to disbursement of the remuneration at the end of the activity in a single “one-off” payment, subject to prior authorisation by the Person in charge of the Facility.

**Article 8 Stipulation and legal effectiveness of the contract**

The winning candidate shall be invited to conclude the contract, drawn up in conformity with the rules in force, upon submission of the declaration concerning his tax and social security position.

The contract shall also include an indication of the reference academic year, the teaching support activities mentioned in the call, and the envisaged hours and remuneration. The private law contract for the assignment of the position dealt with in this Call is concluded by the Head of Department.

Candidates declared to be the selection winners who obtained the qualifications required in Article 2 here above abroad, wherever such qualifications are not held to be equivalent in terms of the legislation in force, shall have to transmit to the Person in charge of the administrative procedure (RPA), prior to entering into the contract, failing which the right to conclude it shall fall away:

* The foreign qualification in original or in authenticated copy, legalized[[1]](#footnote-1) and accompanied by a certified or sworn translation;
* the diploma supplement, or the certificate of equivalence of qualification, or the transcripts of the exams undergone, relating to the degree required for participation in the selection.

Non-EU candidates declared to be the selection winners who, as at the time of submission of the application for admission, are not yet in possession of a residence Permit in Italy and who have obtained in Italy the qualifications demanded in Article 2 here above, shall have to deliver to the Person in charge of the administrative procedure (RPA), prior to commencing the activity, the qualifications obtained in Italy and required for purposes of admission to this selection in original or in copy authenticated by Italian authority.

Non-EU candidates declared to be the selection winners who, as at the time of submission of the application for admission, are in possession of a residence permit in Italy or receipt of the application for residence permit in Italy, shall have to submit to the Person in charge of the administrative procedure (RPA), by no later than the date scheduled for the conclusion of the contract, the original residence permit in Italy (or original receipt of the application for residence permit). Failure to submit the document shall entail the automatic extinction of the right to enter into the contract.

Non-EU candidates declared to be the selection winners who, as at the time of submission of the application for admission, are not yet in possession of a residence permit in Italy, shall be bound to obtain the clearance of the Prefecture, necessary to the application for entry visa. Commencement of the activity shall only be possible after submission of the said visa to the Person in charge of the administrative procedure (RPA). Failure to submit the document shall entail the impossibility of commencing the activity.

The selection winners shall be bound to pass the Basic Safety Course, as regulated by Legislative Decree No. 81 of 09/04/2008 headed “Implementation of article 1 of Law No. 123 of 3 August 2007, on the protection of health and safety at the workplaces” and by the University Regulations on the safety and health of workers at the workplace currently in force.

**Article 9 Waiver and Disqualification**

The winner who waives the position after accepting it shall have to notify that in writing to the person in charge of the activity at least 15 days beforehand.

The collaboration is automatically terminated:

1. in the event of incompatibility;
2. wherever the winning candidate does not start undertaking the prescribed activities by the scheduled deadline or unjustifiably suspends the activity;
3. wherever it proves objectively impossible to render the performance due to supervening ascertained reasons. In this case, the collaborator shall be entitled to a remuneration corresponding to that part of activity actually undertaken as attested by the person in charge of the activity .

The relationship may be terminated in the event of serious and repeated shortcomings jeopardising the entire performance that are ascribable to the collaborator. The relationship may also be terminated, prior to its natural deadline, in the event of deactivation of the main teaching due to motivated educational needs.

In the event of waiver or termination of the relationship during the academic year, the position may be assigned to another suitable candidate, in order of ranking.

**Article 10 Processing of personal data**

Pursuant to EU Regulation no. 679/2016, applicants are informed that the processing of personal data supplied by them will be processed, either on paper or electronically, for the sole purpose of this procedure and the possible establishment of the employment relationship and for the purposes related to its management.

The processing will be carried out by the persons in charge of the procedure, as well as by the selection board, also with the use of computerized procedures, in the ways and within the limits necessary to pursue the aforementioned purposes, even in the event of any communication to third parties.

The provision of such data is necessary for the assessment, for the verification of the participation requirements and the actual possession of the declared academic qualifications. Failure to provide such information may preclude such obligations and, in the cases provided for in the notice, may result in the exclusion from the selection procedure.

Further data may be requested to candidates for the sole purpose mentioned above.

The collected data may be communicated to any subjects entitled under the law n. 241/1990, of the legislative decree 33/2013 and the following updates.

The data will be stored, in accordance with the provisions of current legislation, for a period of time not exceeding that necessary to achieve the purposes for which they are processed.

Pursuant to GDPR 2016/679, the Politecnico di Milano will publish on the University website the Curriculum Vitae of the successful candidates as attached to the application form., for institutional purposes and in compliance with Legislative Decree no. 33 of 14 March 2013 (Transparency Decree) as amended by Legislative Decree 97 of 2016. It is understood that, in addition to the complete Curriculum Vitae, it will be possible to provide a specific Curriculum Vitae, without personal data, for the sole purpose of the publication on the University website.

The subjects are granted the rights referred to in the third chapter of EU Regulation no. 679/2016, in particular, the right to access their personal data, to request correction, updating and cancellation, if incomplete, erroneous or collected in violation of the law, and to oppose to their processing for legitimate reasons. Further information is available on the University website at www.polimi.it/privacy.

Complaints can be filed with a specific request to the person responsible for the protection of personal data, point of contact: privacy@polimi.it.

The Data Controller of the Politecnico di Milano is the General Manager delegated by the Rector pro-tempore - contact: dirgen@polimi.it.

Responsible for processing: CARICA DEL RESPONSABILE of the NOME STRUTTURA.

**Article 11 Person in charge of the administrative procedure**

In terms of Law No. 241 of 07/08/1990, headed “New rules on the administrative procedure”, as subsequently amended, the competent Organisational Unit for purposes of this selection is the Department of ………………..

The Person in charge of the administrative procedure is ……….. *(indicate name, surname, telephone number, e-mail address)*

**Article 12 Final provisions**

As regards whatever is not expressly stipulated by this Call, reference should be made to the Regulations on the assignment of teaching and teaching support positions, in terms of Article 23 of Law No. 240 of 30/12/2010.

THE HEAD OF DEPARTMENT

Prof.

Digitally signed in terms of the Digital Administration Code

1. **Notes:**

   The documentation submitted by candidates shall remain part of the Administration’s records and shall not be returned.

   In countries that have signed the Hague Convention of 5 October 1961 relating to the abolition of the legalization of foreign public acts, the need to legalize the acts and documents issued by foreign authorities is replaced by another formality, namely, the affixing of an endorsement (or apostille) at the competent internal authority designated by each State.

   It is furthermore not compulsory to have the qualification legalized or endorsed by the Hague apostille wherever the qualification was issued by one of the countries that have ratified the Brussels European Convention of 25 May 1987 or wherever the qualification was issued by a German institute (Italian-German Convention on exemption from the legalization of public acts).

   For information on the legalization of the qualification, contact the Italian Embassy or Consulate in the country of the University that granted the qualification.

   Por more information, consult the website of the Ministry of Foreign Affairs and International Cooperation

   <http://www.esteri.it/MAE/IT/Italiani_nel_Mondo/ServiziConsolari/TraduzioneLegalizzazioneDocumenti.htm?LANG=IT> or the CIMEA website http://www.cimea.it/ or the website of the Hague Convention <https://www.hcch.net/en/instruments/conventions/specialised-sections/apostille>. The diploma supplement, the declaration of value (dichiarazione di valore) and the exams transcript are not required for Ph.D. [↑](#footnote-ref-1)