



**POLITECNICO**  
MILANO 1863

ARUO -SGPD

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Index 4232

Registered on 06/06/2019

Ref. no. 96050 Pos. VII/1

Procedure code: 2019\_PRA\_DASTU\_1

UOR: Teaching Staff Service

**GIVEN** Law No. 168, 09.05.1989 and in particular article 6, according to which Universities have regulatory autonomy and subsequent amendments;

**CONSIDERING** Legislative Decree No. 198, 11.04.2006 "Code of equal opportunities between men and women, under article 6 of Law No. 246, 28.11.2005, n. 246", as amended;

**CONSIDERING** Law No. 241, 07.08.1990 "New rules regarding the administrative procedure and the rights of access to administrative documents", as amended;

**CONSIDERING** Rectoral Decree No. 41/AG, 17.05.2005, by which the Regulations concerning the contribution for participation in both reserved internal calls and in calls organized by the Politecnico di Milano;

**CONSIDERING** Presidential Decree No. 445, 28.12.2000 "Consolidated text of laws and regulations relating to administrative documentation", as amended;

**CONSIDERING** Legislative Decree No. 196, 30.06.2003 on the protection of persons and other subjects regarding the processing of personal data as amended;

**CONSIDERING** 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;

**CONSIDERING** Law No. 240, 30.12.2010 and in particular article 18;

**CONSIDERING** Decree Law No. 5, 09.02.2012 converted with amendments into Law No. 35, 04.04.2012;

**CONSIDERING** Ministerial Decree No. 662, 01.09.2016 concerning the definition of the tables of correspondence between the Italian and foreign academic positions pursuant to article 18, paragraph 1, letter b) of Law 240/2010;

**CONSIDERING** the Statute of the Politecnico di Milano, issued with Rectoral Decree no. 623/AG on 23/2/2012, published in the O.G., issue 52, published on 2/3/2012;

**CONSIDERING** Rectoral Decree No. 701/AG, 02.03.2012, by which the University Regulations were enacted for the discipline of full and associate professor calls pursuant to article 18 of Law 240/2010 as amended, and subsequent amendment of Rectoral Decrees No. 3134/AG of 03.12.2012, No. 2934 of 04.11.2013, No. 1336/SAGNI of 05.05.2014, No. 3452/SAGNI of 13.10.2014, No. 2012/SAGNI of 30.04.2015, No. 3324/SAGNI of 15.06.2017, No. 9389/AFNI of 21.12.2018 and No. 3984/AFNI of 29.05.2019;

**CONSIDERING** the MIUR note n. 192 dated 08.01.2018 "Departments of Excellence – outcome of the evaluation and publication of the Departments receiving the financing pursuant to L. 232/2016, article 1, paragraphs 314-337";

**CONSIDERING** the resolution of the Department of Architecture and Urban Studies on 14/05/2019 by which the proposal is approved for a public call for n. 1 Associate professor, for the call sector 08/F1 - URBAN AND TERRITORIAL PLANNING AND DESIGN;

## **DECREES**

### **Article 1 - Type of call**

Selection procedures are held to cover 1 position of Associate professor, by a call pursuant to article 18, paragraph 1 of Law 240/2010:

Department: Architecture and Urban Studies

Call Sector: 08/F1 - URBAN AND TERRITORIAL PLANNING AND DESIGN

Scientific disciplinary sector: ICAR/21 - URBAN DESIGN AND LANDSCAPE

Maximum number of publications: 12

Type of teaching and scientific commitment:

The winner of the selection procedure will be required to carry out teaching activities in the context of BSc and MSc degree courses, and possibly also in doctoral courses. He/She will contribute to the departmental research within the disciplinary field of studies of Urban Planning and Design.

Foreign language required: English

### **Article 2 - Admission Requirements**

Italian and foreign candidates who meet at least one of the following requirements are eligible to participate in the selection:

- a) scholars holding a national scientific qualification pursuant to article 16 of Law 240/2010 for the call sector or for one of the call sectors included in the same macro-sector, for the level and for the functions covered by the procedure;
- b) applicants who have the requisite qualifications pursuant to Law 210/1998 for the level corresponding to that of the call, limited to the period of its duration;
- c) professors already in service at other Universities at the level corresponding to that of the call;
- d) scholars regularly employed abroad in research or teaching at the university level in positions at the level corresponding to that of the call, based on the correspondence tables set out in Ministerial Decree of 01.09.2016, n. 662 and subsequent updates.

Those who, when submitting the application, have a degree of kinship or affinity up to the fourth degree with a professor in the Department of Architecture and Urban Studies or

with the Rector, the General Director or a member of the Board of Governors of the University, cannot participate in the call procedure.

The requirements to be eligible for selection shall be held on the date of the deadline of submission of the application.

### **Article 3 - Application and deadline for submission**

To participate, applicants shall fill out the application form available on the website of the University and send it in an envelope indicating as follows:

#### **"N. 1 Associate professor position in the Department DASTU - procedure code 2019\_PRA\_DASTU\_1"**

The envelope with the signed and dated application for participation in the selection procedure, shall include all the documents required and considered useful for the selection and it may be:

- delivered personally to the "Servizio Posta, Protocollo e Archivio" - Piazza Leonardo da Vinci, 32 - 20133 Milan – only from Monday to Friday from 9:30 am to 12:30 am and from 1:30 pm to 4:00 pm,

or

- sent by registered letter with acknowledgement of receipt, express mail, courier or any other means to certify the date of sending by the specified deadline; for this purpose reference shall be made to the postal stamp;

- sent via italian Certified E-Mail to the PEC address [pecateneo@cert.polimi.it](mailto:pecateneo@cert.polimi.it) using the applicant's italian certified e-mail address (PEC).

Submission is only allowed by means of PEC; applications submitted by a non-certified e-mail address shall not be considered valid.

The submission of the application and related documentation through the candidate's personal PEC is sufficient to consider the same regularly signed on the date of submission.

The application and its attachments must be sent in non-modifiable static portable formats (eg: pdf) that cannot contain macro-instructions or executable codes, not exceeding 35 MB in size (if the size of the individual PEC exceeds this limit, it is possible to do multiple sendings).

**within a deadline of thirty days, under penalty of exclusion, from the day following that of the publication in the Official Gazette of the notice of issue of the call herewith.**

Applications received after the deadline shall automatically be excluded from the selection procedure.

If the deadline falls on a Italian public holiday, it shall be extended to the following business day.

Applicants are admitted to the selection with reserve. The Head of the procedure may - at any time - exclude the candidate from the selection by fax or return registered mail or telegram, or italian certified e-mail (PEC ), for the following reasons:

- submission of the application after the deadline of 30 days from the day following the publication in the Official Gazette of the notice of issue of the call herewith;
- failure to sign the application for admission;
- failure to include annexes to the application;
- failure to submit the scientific and professional curriculum composed in the English language;
- failure to meet the requirements mentioned in point 2 of the call;
- any other violation of the provisions of the call.

If the reasons for exclusion are determined after completion of the selection, the Head of the procedure shall forfeit any right consequent to participation in the selection; applicants shall be forfeited if they shall not provide true statements in the application for admission to the selection or in statements made pursuant to Presidential Decree 445/2000.

Exclusion shall be established by justified decree issued by the Rector.

Applicants must pay by the deadline for submitting the application, and under penalty of exclusion from the selection procedure, a contribution fee of € 25.82, without the right to a refund in the event of non-participation for whatever reason, to the bank account:

**IBAN: IT 34 T 05696 01620 000001600X69** - Branch 21 of Banca Popolare di Sondrio, Via Bonardi, 4 - 20133 Milan, account holder: Politecnico di Milano - Piazza L. Da Vinci, 32 - 20133 Milan; indicating as follows:

**"N. 1 Associate professor position in the Department DASTU - procedure code 2019\_PRA\_DASTU\_1"**

In the application, the applicant shall clearly indicate name and surname, date and place of birth, tax code.

All applicants shall also state under their own responsibility:

- 1) their citizenship (Italians not belonging to the Republic of Italy shall be treated as Italian citizens);  
**or (for non-EU citizens)**
  - their citizenship and nationality;
  - civil and political rights in the Country of origin;
- 2) that they do not have a criminal record or conviction;
- 3) Italian citizens: that they are registered to vote, specifying the City or the reasons for any non-registration or cancellation;

Foreign citizens: possession of civil and political rights in their country or the reasons for any lack thereof;

- 4) their current position with regard to military service;
- 5) that they have not been dismissed from the Public Administration for persistent poor performance and that they have not been dismissed from state employment, pursuant to article 127 letter d) of Presidential Decree 10.1.1957, n. 3;
- 6) that they belong to one of the following categories:
  - scholars holding a national scientific qualification pursuant to article 16 of Law 240/2010 for the call sector or for one of the call sectors included in the same macro-sector, for the level and for the functions covered by the procedure;
  - applicants who have the requisite qualifications pursuant to Law 210/1998 for the level corresponding to that of the call, limited to the period of its duration;
  - professors already in service at other Universities at the level corresponding to that of the call;
  - scholars regularly engaged abroad in research or teaching at university level in positions in the level corresponding to that of the call, based on the correspondence tables set out in Ministerial Decree of 01.09.2016, n. 662 and subsequent updates;
- 7) not to have a degree of kinship or affinity up to the fourth degree with a professor in the Department of Architecture and Urban Studies or with the Rector, the General Director or a member of the Board of Governors of the University.

The application shall indicate the address chosen for the purpose of the procedure, as well as a telephone number and e-mail address.

Any changes shall be immediately notified to this University.

The Administration shall assume no liability arising from incorrect statements by applicants or any postal inconveniences.

Application shall include:

- curriculum, **in English**, of research and teaching activities signed and dated\*;
- qualifications deemed useful for the selection with related list signed and dated\*;
- scientific publications up to a maximum of 12 (additional publications will not be considered for evaluation);
- numbered list, signed and dated, of the scientific publications presented, indicating the names of the authors, title, collection or volume and the reference year;
- photocopy of a valid identification document: identity card, passport or driving license;
- copy of the receipt of payment of the application fee;
- Only for candidates who participate in quality of scholars regularly employed abroad in research or teaching at the university level in positions at the level corresponding to that of the call: a certificate or declaration, issued by the University where they work, stating the position they fulfill<sup>1</sup>.

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<sup>1</sup> The document must:

- be produced in English;
- state the qualification in the official language used by the University (e.g. if the applicant works in Spain as Full professor, the certificate must declare "Prof. Catedratico").

*\*: Submission of the application and related documentation via the **candidate's personal Italian Certified E-Mail (PEC)** is sufficient to ascertain regular signing on the date of sending.*

For the purpose of selection:

- qualifications, excluding publications, that the candidate considers relevant for the selection, shall be provided with self-certification accompanied by a photocopy of an identification document valid under the current regulations (application annex A);
- academic qualifications obtained abroad must be supplied in original or in suitably certified copies.

In order to guarantee the largest participation in the procedure, candidates who, when submitting their application, cannot provide the academic qualifications obtained abroad as specified above, have to attach to their application a photocopy of the same, together with a translation into Italian or English. In case they result winners of the selection procedure, they must compulsorily deliver the academic qualifications in original or adequately certified, no later than the deadline for entering the contract;

- scientific publications shall be submitted in original copy or in a copy certified by self-declaration affidavit, accompanied by a photocopy of an identification document valid under the current regulations (application annex B).

**If the application form and related annexes are delivered in person or sent by return registered mail, the envelope shall necessarily contain a digital copy (preferably in pdf format) on a CD or DVD of all documents submitted, including publications.**

**The documentation submitted by means other than those provided by the call shall not be subject to evaluation.**

Citizens of non-EU countries, regularly residing in Italy, shall include in the application a copy of valid residence permit duly issued by the competent Administration, or receipt of the request of the residence permit. If the applicant is called, the residence permit (or receipt of the request of the permit) shall be presented in original copy to the Visiting Professor Welcome Office no later than the date set for appointment to the role. Failure to submit the document shall result in automatic forfeiture of the right to the appointment. For the purpose of selection, applicants not belonging to the European Union who hold a residence permit may use the self-certification mentioned above (application form and annexes A and B), limited to the states, personal qualities and facts certifiable by Italian public entities, subject to the special provisions contained in the laws and regulations governing immigration and the status of foreign citizens.

Non-EU citizens resident in their country of origin at the time of the selection, if called, shall necessarily submit to the Visiting Professor Welcome Office the visa obtained consequently to the issue of the clearance of the prefecture, within the date of the expected start of service. Failure to submit the document shall result in impossibility to start the task. For the selection, such applicants may not use the self-certification mentioned above and they must provide qualifications in original or properly certified, and scientific publications (including PhD thesis or, alternatively, its abstract) in original.

The Administration shall reserve the right to conduct random controls on the statements made.

It is not allowed to refer to documents already submitted/deposited for other selections at the Politecnico herewith.

**The documentation submitted as an annex to the application form shall remain on record of this Administration.**

#### **Article 4 - Publications**

Scientific publications which candidates intend to use for the purpose of selection, sequentially numbered according to the corresponding list, shall be sent in the maximum number specified, together with the application within the deadline pursuant to the previous article.

Publications which are not sent by registered post or delivered by hand or by courier within the deadline specified in the preceding paragraph cannot be considered by the Judging panel.

Candidates may submit publications in original, in certified copy or in photocopy attaching the self-declaration affidavit, completed using the scheme in Attachment B with which, pursuant to art. 47 of Presidential Decree 445/2000, conformity with the original of that submitted is certified and information concerning the author, title, place and date of publication and number of the work from which they are derived is provided.

Only publications or texts accepted for publication in accordance with current regulations, as well as essays included in collective works and articles published in journals either in paper or digital format, with the exception of internal memos or departmental reports, can be assessed.

For works printed abroad the date and place of publication shall be provided.

For works printed in Italy before 1.09.2006, the provisions of art. 1 of pre-Republic Legislative Decree 660 of 31.8.1945 and subsequently those provided by Law 106 of 15.4.2006 and by Presidential Decree 252 of 3.5.2006 shall be fulfilled. Fulfilment of the above obligations shall be certified by appropriate documentation, attached to the list of publications, or with a substitutive declaration made by the candidate under his/her own responsibility, pursuant to art. 47 of Presidential Decree 445 of 28.12.2000 (Attachment A). Publications shall be submitted in their original language and translated into one of the following languages: Italian, French, English, German or Spanish. Translated texts may be submitted in typewritten copies together with the text printed in the original language.

Candidates participating in more than one selection shall send as many sets of publications, with attached list, as the number of selections in which they participate.

#### **Article 5 - Composition of the Judging panel**

The Judging panel, appointed by Rectoral decree, on proposal of the Council of the Department that requested the coverage of the post, is typically formed guaranteeing an adequate representation of gender - by:

a) a full professor of the Politecnico di Milano or, possibly, of another national university in the call sector related to the call;

b) two professors of academic position corresponding to that of full professor, in accordance with Ministerial Decree 01.09.2016, n. 662, in service at foreign universities, identified amongst professors of proven international recognition in the scientific area matter of the call.

The appointment is arranged by Rectoral decree and is made public through the official register and the publication on the University website; from that date the 30-day period begins for applicants to submit to the Rector any requests for challenge of Commissioners.

#### **Article 6 - Duties of the Judging panels - Evaluation of Applicants - Criteria**

In the first meeting session, the Judging panel shall predetermine the evaluation criteria, taking into account the didactic and scientific commitment indicated in the call.

The criteria are made public at least 7 days prior to the evaluation of qualifications and scientific documents and they are published on the University website (<http://www.polimi.it/bandi-per-i-docenti>).

In the same meeting the Judging panel will state the maximum and minimum score valid to be included in the ranking.

The Panel shall evaluate applicants admitted to the selection based on:

- a) the curriculum;
- b) scientific publications;
- c) teaching activity.

The Judging panel, referring to the characteristics of the profile requested and the interdisciplinary themes pertinent to it, will make use of the following criteria:

- a) quality of scientific production and/or project development, assessed on the basis of criteria and parameters recognized by the international scientific community of reference;
- b) teaching activities carried out in Italian or foreign Universities or bodies;
- c) scientific responsibility for funded research projects;
- d) (where applicable) results obtained in technology transfer in terms of participation in the creation of new enterprises (spin off), development, use and marketing of patents.

Assessment criteria of the foreign language knowledge level: Knowledge of the foreign language will be assessed by examining the scientific production and the documentation provided by the candidate.

The Commission may determine the degree of knowledge of the English language through an interview in person.



The date, place and time of the interview shall be notified to each applicant by registered letter with acknowledgement of receipt, or via Italian Certified E-Mail (PEC), not less than 15 days before the interview.

At the end of the work, on the basis of said criteria, the Commission shall draft, by a majority of the members, a ranking of the applicants selected to carry out the educational and scientific functions for which the selection has been called, equal to maximum five times the number of positions available.

In case of even score a PhD will be considered as a preferential title. Subsequently, preference is given to the candidate of minor age.

The Commission shall conclude its work within six months from the date of publication of the appointment decree of the Rector on the Official Notice Board.

The Rector may extend the deadline for the conclusion of the procedure only once and for two months at the most, for reasons reported by the Chairman of the Panel. Once the deadline for the completion of the work has expired, the Rector, with a justified decision, shall dissolve the Commission and appoint a replacement for the previous one. If the Rector shall identify irregularities in the conduct of the procedure, the documents shall be sent to the Commission with a justified decision, establishing a deadline to adopt any changes.

For each session of the Commission a special report shall be prepared, initialed and signed by all members, with related annexes.

#### **Article 7 - Assessment of the regularity of the documents and call**

The Rector shall ascertain the formal regularity by decree within sixty days from submission of the documents drawn up by the Commission. If defects of form are identified, the Rector shall resend the documents to the Judging panel for regularization within the aforementioned term with a justified decision.

The decree of approval of the documents, the final report and the list of qualified applicants shall be published on the University website.

The publication on the University website is legally valid to inform the applicants. From the date of the publication of the decree starts the valid time to file any appeal.

Upon completion of the selection procedure, the Department Board shall propose to the Board of Directors, within two months from approval of the documents, the call of the first qualified applicant for the related decision. The proposed resolution shall be adopted by an absolute majority of full professors for the call for full professors, and an absolute majority of full and associate professors for the call for associate professors.

The selection procedure gives the right to be called to the Politecnico, while taking up the post will be subject to Ministerial constraints.

## **Article 8 - Processing of personal information**

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, the legislative decree 33/2013 and any subsequent amendments and additions.

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.

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](http://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](mailto: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](mailto:dirgen@polimi.it).

Responsible for the processing: the Human Resources and Organization Manager.

## **Article 9 - Head of the procedure**

Pursuant to the provisions of article 5 of the Law of 7 August 1990, n. 241, the Head of the process referred to in the call herewith is Mr Enrico Eftimiadi, Human Resources and Organisation Area - Teaching Staff Service, phone no +39 0223992156 - +39 0223992236, fax + 390223992104 - E-Mail: [enrico.eftimiadi@polimi.it](mailto:enrico.eftimiadi@polimi.it) – [concorsi@polimi.it](mailto:concorsi@polimi.it).

## **Article 10 - Publication**

The call herewith is published on the website of the Politecnico di Milano, on the website of the Ministry of Universities and Research (MIUR) and the Portal of the EU.

### **Article 11 - Final Provisions**

Although not expressly provided in the call herewith, the provisions of the regulations mentioned in the preliminary remarks of this decree and the laws in force shall apply as applicable.

**THE RECTOR**  
Prof. Ferruccio RESTA

Digitally signed pursuant to Italian Law – Legislative Decree 7.3.2005, No. 82, as amended (subsequent modifications and integrations).