



POLITECNICO
MILANO 1863

Index No. 2290
Recorded on 21/03/2019
Prot. no. 48724 Pos. VII/1
Procedure code 2019_RTDA_DASTU_2
UOR: Teaching Staff Service

ARUO -SGPD

EE

CONSIDERING Law no. 158, issued on 22.4.1987, "Transformation into law, with amendments, of Decree Law no. 57, issued on 02 March 1987, with urgent provisions for university researchers and to implement the provisions listed in art. 29, second paragraph, of Law no. 23, issued on 29 January 1986, in addition to matters regarding the substitution of non-teaching staff in schools";

CONSIDERING Law no. 168, issued on 9.5.1989, art. 6 in particular, according to which universities have regulatory autonomy;

CONSIDERING Law no. 537, issued on 24.12.1993, "Public finance correction interventions";

CONSIDERING the Decree of the President of the Republic no. 445, issued on 28.12.2000 - Consolidated act of the legislative and regulatory provisions regarding administrative documentation, and subsequent amendments;

CONSIDERING Lgs. D. no. 196/2003, "Personal data protection code" and subsequent amendments;

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 Lgs. D. no. 198, issued on 11 April 2006, "Code of equal opportunities between men and women, in compliance with art. 6 of Law no. 246, issued on 28 November 2005", and subsequent amendments;

CONSIDERING Law no. 240, issued on 30.12.2010, art. 24 in particular;

CONSIDERING Ministerial Decree no. 242, issued on 24.5.2011, regarding the "Criteria for the assessment of teaching and research activities performed by staff with contracts of the type listed in art. 24, paragraph 3, section a, pursuant to art. 24 of Law 240/2010";

CONSIDERING Ministerial Decree 25.5.2011, no. 243, regarding "Criteria and parameters acknowledged, even at the international level, for the preliminary assessment of applicants for contracts pursuant to art. 24, paragraph 2, section c, of Law 240/2010";

CONSIDERING Ministerial Decree no. 336, issued on 29.7.2011, "Establishing the competition sectors grouped in competition macro-sectors pursuant to art. 15 of Law 240/2010" and subsequent amendments;

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 R.D. no. 41/AG, issued on 17 May 2005, in which the rules for the contribution to participation in internal and public competitions issued by the Politecnico di Milano were set;

CONSIDERING R.D. no. 117/AG, issued on 11 January 2012, in which the Rules governing the method of recruitment of researchers pursuant to art. 24 of Law no. 240 (issued on 30.12.2010), 2012, and partly amended by R.D. no. 2472/AG (issued on 02.10.2012) and R.D. no. 728/AG (issued on issued on 05.03.2014) and R.D. no. 3451/AG (issued on issued on 13.10.2014) and

1465/AG (issued on 04.04.2016) and 3396/AG (issued on 29.07.2016) and R.D. no. 3325/ SAGNI (issued on 15.07.2017) and further amended by R.D. no. 9325/ AFNI (issued on 20.12.20178);

CONSIDERING to 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 dated 14/03/2019, in which the proposal for the issue of a public call for applications for 1 (Junior) researcher, for competition sector 08/E2 - CONSERVATION, RESTORATION AND HISTORY OF ARCHITECTURE, is approved;

ASCERTAINED funding availability,

HEREBY DECREES

Art. 1 - Type of competition

A call for applications is issued for the recruitment of **1 full time Junior researcher with a short-term contract pursuant to art. 24, paragraph 3, section a), of Law no. 240 (issued on 31.12.2010).**

Department: **Architecture and Urban Studies**

Location: **Department of Architecture and Urban Studies**

Competition sector: **08/E2 - CONSERVATION, RESTORATION AND HISTORY OF ARCHITECTURE**

Science discipline sector: **ICAR/19 - CONSERVATION AND RESTORATION OF ARCHITECTURE - ICAR/18 - HISTORY OF ARCHITECTURE**

Duration of the contract: **3 years**

Contract type: **full time**

Required foreign language: **English**

Maximum number of publications: **12**

Art. 2 - Admission requirements

In order to participate, Italian and foreign candidates must possess a PhD or an equivalent qualification, awarded in Italy or abroad.

There are no restrictions on the nationality of applicants. However, foreign applicants must provide an academic qualification that is recognised to be equivalent according to international agreements and the current laws. The appropriate documents proving it is equivalent must be supplied.

Full or Associate professors and researchers on a permanent contract (even though the latter has lapsed due to retirement) cannot participate in the selection.

Applicants who have had contracts as research fellows and as fixed-term researchers under articles 22 and 24 or the Law 240/2010 at the Politecnico di Milano or other Italian Universities, be they public, private or online as well as bodies under paragraph 1 of art. 22 of the Law 240/2010, for a period that, including the duration of the contract related to this call for applications, exceeds comprehensively 12 years (even though non continuative) cannot participate in the selection. For purposes related to the duration of the aforesaid relationship, periods of maternity or sick leave are not observed under the present norms.

Candidates who have conjugal or family relationship, or other degree of kinship or affinity up to the fourth degree, or are in a same-sex civil union (as per art. 1 of Law No. 76 of 20.05.2016), or form a cohabiting couple (as per art. 1, paragraphs 37 et seq. of Law No. 76 of 20.05.2016) with a professor in the Department of Architecture and Urban Studies or with the Rector, the Director General or a member of the Board of Governors cannot be admitted to the selection procedure.

Admission requirements shall be possessed by the deadline for submitting the application.

Art. 3 - Application form and deadline

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

“n. 1 full time Junior researcher - Department DASTU - Procedure code 2019_RTDA_DASTU_2”

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;

Or

- sent via Italian Certified E-Mail¹ to the PEC address 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.

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.

The application and related annexes shall be submitted in non-modifiable portable document format (ex. pdf) that cannot contain macros or executable codes and that cannot exceed 35 MB in size. In case the PEC exceeds 35 MB it is possible to proceed with multiple sendings.

¹ The Italian certified email address system (PEC from the Italian acronym of Posta Elettronica Certificata) is an e-mail that ensures the sender of the actual delivery and receipt. Politecnico di Milano has a certified email address (PEC) through which can be contacted only by users in possession of an Italian certified e-mail box.

no later than 30 (thirty) days, under penalty of exclusion, starting from the day after the publication of this notice in the Official Gazette.

Candidates whose applications are submitted after the deadline above will be automatically excluded from the selection procedure.

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

The application must contain, under penalty of exclusion from the selection procedure, this **PROCEDURE CODE: 2019_RTDA_DASTU_2**.

Applicants who wish to apply for more than one selection procedure must submit separate and complete applications for each procedure.

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 registered letter with acknowledgement of receipt, or telegram or PEC, for the following reasons:

- submission of the application form after the mandatory 30-day deadline, starting from the day after the publication of this notice in the Official Gazette;
- failure to sign the application form;
- failure to include the scientific and professional curriculum;
- failure to include annexes to the application;
- lack of the requirements set forth in section 2 of this call;
- any other violation of the provisions included in this call for applications.

In the event that the application for admission and the enclosures are delivered by hand or transmitted by registered mail, the envelope must contain a digital copy (preferably in pdf format) on CD or DVD of all the documentation transmitted, including the publications. The documentation submitted differently will not be evaluated.

Should the reasons for exclusion be established after completion of the selection procedure, 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 form or in the declarations made pursuant to Presidential Decree 445/2000.

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 full time Junior researcher - Department DASTU - Procedure code 2019_RTDA_DASTU_2”

Applicants with a disability who require assistance for the interview must request it pursuant to Law 104/1992.

Foreign applicants must also state (i) that they have full civil and political rights in his/her country or in the country of origin, (ii) that they have not been found guilty of any crime in the country they are citizens of and in Italy, (iii) and that they have adequate Italian language skills.

Applicants must attach to the application form:

- a scientific and professional curriculum vitae (dated and signed);
- a signed list of the submitted documents, qualifications and publications;
- qualifications, publications and certificates considered useful for the selection procedure (please note that the documentation submitted as an annex to the application form shall remain on record of this Administration);
- a photocopy of a valid identification document: passport, identity card or driving licence);
- copy of the receipt of payment of the application fee.

For the purposes of selection:

- academic qualifications awarded in Italy are declared directly in the application form, (which also acts as substitutive notary deed declaration pursuant to art. 46 of D.P.R. 445/2000);
- qualifications, excluding publications, that the candidate considers relevant for the purposes of selection, shall be provided with self-certification accompanied by a photocopy of a valid identification document under the current regulations (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 (including PhD thesis) must be supplied in original or certified true copies with self-certification accompanied by a photocopy of a valid identification document under the current regulations (annex B).

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. Should the candidate be successful in the selection, the residence permit (or receipt of the request for the permit) shall be presented in original copy to the Visiting Professor Welcome Office no later than the deadline for entering contract. Failure to submit the document means the winner loses the right to enter the contract.

For the purposes of selection, such candidates may use the substitutive declarations mentioned above (application form and annexes A and B), limited to the statuses, personal qualities and facts certifiable or ascertainable by Italian public entities, without prejudice to the special provisions contained in laws and regulations governing immigration and foreigner status.

Non-EU citizens resident in their country of origin at the time of application for the selection, should they win the selection, must submit to the Visiting Professor Welcome Office the entry visa obtained after issue of the authorisation by the Prefecture, within the estimated starting date of activities. Failure to present the document means activities cannot begin.

For the purposes of selection, such candidates cannot use the abovementioned substitutive certification or notary deed declarations but must submit qualifications in original, true or adequately certified copy.

The Administration shall reserve the right to perform random controls on the applicants' certifications and statements.

The Administration declines all responsibility arising from incorrect information supplied by applicants or for errors in the postal service.

Applicants cannot make references to documents that have been previously submitted/filed for other selections of the Politecnico.

Art. 4 - Selection Committee

The Selection Committee is composed, as a rule, guaranteeing an adequate gender representation, by three full or associate professors, according to the Ministerial Decree 01.09.2016, n. 662 of the call sector covered by this call, or equivalent if the same belong to foreign institutions, designated by the Council of the Department concerned. The Committee is composed by a majority of full or associate professors, or equivalent, belonging to other universities, national or foreign.

The appointment is arranged by Rectoral decree and is made public through display on the Official Register and the publication on the University website.

The Selection Committee must end its work no later than four months from the issue of the decree of appointment. The Rector can concede a three-month extension upon receiving a motivated request from the Chairman of the Selection Committee.

Any challenges to the Members of the Selection Committee made by the applicants, should the conditions listed in art. 51 of the Italian Code of Civil Procedure exist, must be put forward to the Rector no later than thirty days from the date of publication of the decree of appointment in the Official Register and on the website of the University. Challenges cannot be accepted after this period and, in any case, after the Selection Committee has started its work. If the reason for challenging the appointment of a member occurred before the Selection Committee started its work, the thirty day period begins from the day it occurred. The rejection of the challenge cannot be used as a cause for a subsequent challenge.

Art. 5 - Selection procedure

Applicants are selected by analytically assessing their qualifications, curriculum and scientific production (including their doctoral thesis) according to the criteria and parameters (recognized at the international level, too) set forth in M.D. no. 243, issued on 25.5.2011.

The Committee can use telematic tools for collective work and can carry out its sessions remotely. The public discussion of titles and scientific production and the test of assessment of the English language must be done in presence.

In the first meeting, the Selection Committee establishes the criteria and parameters to use in the preliminary assessment and subsequent evaluation of qualifications and scientific production.

In the same meeting, the maximum and the minimum score below which the candidate shall not be considered suitable for the position are established.

The evaluation criteria and parameters are published at least ten days before the preliminary assessment and the evaluation of qualifications and scientific production, on the website of the Politecnico di Milano.

After the preliminary assessment, the most suitable applicants, between 10 and 20% of the original applicants and in all cases no fewer than six people, are invited to publicly discuss their qualifications and scientific production with the Selection Committee.

All applicants are admitted to the discussion if they are six or fewer.

The Selection Committee then discusses with the applicants about their qualifications and scientific production. Applicants can choose whether to hold the interview in Italian or English. This interview is not the subject of assessment for its aim is to assign a score to qualifications and to scientific production.

During the interview aimed at discussing qualifications and scientific production, the Selection Committee also performs an oral test to check the applicants' English language skills.

After the interview, a score is assigned to qualifications and to each publication presented by the applicants admitted to the discussion.

The Selection Committee draws up, according to the criteria and parameters established in the preliminary meeting, a ranking of candidates based on the scores assigned in the assessment of qualifications and scientific production to each applicant.

In case of even score, preference is given to the candidate of minor age.

Applicants will be informed of the date, venue and time of the interview to discuss the qualifications and scientific production via registered letter with acknowledgement of receipt, or via Italian Certified E-Mail, with at least 20 days' notice.

The Politecnico di Milano takes no responsibility for the loss of correspondence caused by incorrect addresses indicated by applicants or because of delays in communicating changes in the address stated in the application, nor for errors in the postal or telegraph services nor for losses caused by third parties, chance or *force majeure*.

Before being interviewed, applicants must provide a valid identification document.

The event of a candidate failure to show up at the time and date established, even if due to *force majeure*, will be considered as a waiver of participation in the selection.

At the end of the work, the Selection Committee will deliver to the Head of the Procedure all the deeds related to the procedure, i.e. the minutes of each meeting and the final report.

Art. 6 - Control on the validity of the deeds

The Director General issues a decree stating the formal validity of the deeds drawn by the Commission, within 60 days from the date the deeds were delivered.

If form errors are found, the Director General sends, by reasoned act, the deeds to the Committee so that they can be corrected, and establishes the date by which the corrections are to be made.

The Decree and the final report are published on the University website and are transmitted to the Unit that requested the call for applications, which is responsible for proposing the call.

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.

Art. 7 - Documents - entering the contract

No later than 30 days from the day the Board of Governors makes a resolution on the call proposal, the successful applicant is invited to enter the individual work contract. He/she must also provide

all the documents required pursuant to the current laws to enter salaried employment on a short-term contract.

The Administration has the right to ask the successful applicant to undergo a medical assessment according to the current laws.

The contract must be signed no later than 30 days after the communication is received.

The contract will include:

- a) the date in which the employment contract begins and ends;
- b) the required services;
- c) economic conditions.

The probation period lasts three months of actual service and the assessment is made by the Head of the Department.

The probation period is suspended if the employee is on sick leave. In this case, the employee has the right to keep his/her position for up to six months, after which the employment contract is considered expired.

After the probation period is over and no intention to withdraw has been declared on either side, the employee's contract is confirmed and he/she is given seniority from the day of full employment. In the case of withdrawal from the contract, the employee will be paid up to the last day of actual service.

Pursuant to the laws in force, non-EU citizens can use substitutive declarations mentioned above (application form and annexes A and B), limited to the statuses, personal qualities and facts certifiable or ascertainable by Italian public or private entities.

Art. 8 - Duration of the contract

The contract lasts three years and it can be extended, only once, for two years, if positive evaluation of the research and teaching activities is provided according to procedures, criteria and parameters set forth in M.D. no. 242, issued on 24.05.2011.

Art. 9 - Duties, nature of the employment and hours of work

Research programme: History of architecture and cultural heritage. Research activities aimed to enhance knowledge and to develop programmes of study, preservation and intervention concerning historic buildings, sites and landscapes and related to the main topic of the "Fragile territories".

The total number of hours, per year, for teaching and integrated teaching activities and services for students is 350.

The employee must perform his/her teaching commitment according to the programme agreed during the teaching planning activities of the Department requesting the contract, pursuant to University Regulations on teaching commitments.

Art. 10 - Resolution of the employment contract

The termination of the employment relationship is determined either by the end of the established time period, or by the withdrawal of one of the parties, or for any other reason for contract resolution listed in the current laws.

During the first three months either party can withdraw from the contract at any time, no notice required, and no notice money owed. The withdrawal is effective from the time the other party is informed.

At the end of that period and until the end of the contract, the parties can withdraw from the contract for causes that, pursuant to art. 2119 of the Italian Civil Code, do not allow the employment to continue, not even on a temporary basis. If the employee decides to withdraw from the contract, he/she must give 30 days' notice. The period of notice is between the 1st and the 16th day of each month. If no advance notice is given, the Administration shall be entitled to withhold from the employee's pay the amount due for the period for which no advance notice was given.

Art. 11 - Incompatibility and other employment

The contract awarded by this call for applications is not compatible with:

- any other form of salaried employment, including part-time or short-term employment by public and private employers;
- temporary research fellowships with the Politecnico di Milano or other universities;
- doctoral and post-doctoral grants and, in general, any kind of scholarship or fellowship awarded for any reason, even from third party bodies.

Employees are allowed to perform other teaching activities, in addition to the ones listed in article 9, in compliance with the specific University Regulations.

Employees with this contract must comply with the provisions contained in the Regulations governing the work of professors and researchers outside the Politecnico di Milano.

The contract awarded to successful applicants does not give any rights to access university positions. Priority in competitions for positions in public administrations will be given to employees completing the contract awarded by this call for applications.

Art. 12 - Salary, taxes, insurance and welfare

Employees on a short-term contract of this kind are paid as much as a newly appointed full time researcher.

The annual gross salary is not subject to indexing or re-evaluation.

The employment relationship between the Politecnico di Milano and the employee is ruled by the laws governing such matters and includes taxes, insurance and welfare in line with salaried employment.

The Politecnico di Milano will provide third party liability insurance and accident insurance.

The employee has the rights established in Lgs. D. no. 151/2001, with regard to maternity and paternity, by Law no. 104 (issued on 05.02.1992) with regard to assistance, social integration and the rights of disabled people, by articles 37, 40 and 68 of D.P.R. no. 3 (issued on 10.01.1957) and subsequent amendments regarding extraordinary leave and sick leave. Sick leave cannot last for more than 12 months.

Art. 13 - Intellectual property

Any innovative product/method that can be patented and that is designed by the employee during his/her duties is governed in compliance with the current laws governing the matter, the University Regulations and other specific contract clauses.

Art. 14 - 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.

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 the processing: the Human Resources and Organization Manager.

Art. 15 - Head of the procedure

Pursuant to the provisions set forth in art. 5 of Law 241/ 1990, the Manager of the procedure for this call for applications is Mr Enrico Eftimiadi, Human Resources and Organization Area - Teaching Staff Service, phone no +39 0223992156 - +39 0223992236, fax + 390223992104 - E-Mail: enrico.eftimiadi@polimi.it – concorsi@polimi.it.

Art. 16 - Advertisement of the job position

This call for applications is published in the Official Gazette of the Republic of Italy, on the internet website of the Politecnico di Milano, on the website of the Ministry of Education, University and Research and on the Portal of the European Union.

Art. 17 - Final provisions

Anything that is not expressly provided for in this call for applications is governed, where applicable, by the provisions in the laws listed in the preamble of this decree and by the rules in force governing the matter.

THE DIRECTOR GENERAL
(Eng. GRAZIANO DRAGONI)
Signed Raffaele Sorrentino

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