



# UNIVERSITÀ DEGLI STUDI DELL'AQUILA

AREA GESTIONE DELLE RISORSE UMANE  
SETTORE CONCORSI E SELEZIONI

**D.R. Rep. n. 635-2017 Prot. n. 33486 del 19/09/2017 - Allegati 2**

**Anno 2017 - tit. VII cl. 1 fasc. 22**

## THE RECTOR

**Having regard** to Italian Law 168, 9 May 1989 establishing the Ministry of Higher Education, Scientific Research and Technology;

**Having regard** to Italian Law n. 241, 7 August 1990, as amended and supplemented, concerning administrative procedures and the right to access administrative documents;

**Having regard** to Italian Law n. 311, 30 December 2004, and in particular Art. 1, paragraph 105 concerning the 3-year Staffing Plan Needs;

**Having regard** to Italian Law n. 106, 15 April, 2004 and Presidential Decree n. 252, 3 May 2006, containing norms relating to depositing documents of cultural interest for public use;

**Having regard** to Italian Law n. 240, 30 December 2010, "Norms regarding the organization of Universities, academic personnel and recruitment, as well as mandating the Government to provide incentives for quality and efficiency of the University system", and in particular Art. 15, 16, 18, paragraphs 1 and 4, and Art. 29, paragraphs 4 and 8;

**Having regard** to Law n. 183, 12 November 2011 (*Legge di Stabilità 2012*) and in particular Art. 15 regarding certifications and declarations;

**Having regard** to Italian Law n. 190, 6 November 2012, as amended and supplemented, "Resolutions for Prevention and Suppression of Corruption and Lawlessness in the Public Administration";

**Having regard** to Leg. Decree n. 33, 14 March 2013, "Restructuring the sphere of advertising, transparency and dissemination of information by Public Administrations" as amended and supplemented;

**Having regard** to Law n. 208, 28 December 2015 (*Legge di Stabilità 2016*);

**Having regard** to Law n. 232, 11 December 2016 (*Legge di Stabilità 2017*);

**Having regard** to Leg. Decree n. 49, 29 March 2012 for disciplining the programming, monitoring and assessment of budget management and recruiting policies adopted by universities;

**Having regard** to Presidential Decree 445, 28 December 2000, as amended and supplemented, containing regulations concerning administrative documentation (*Testo Unico*);

**Having regard** to the Italian Personal Data Protection Code adopted by Leg. Decree 196, 30 June 2003;

**Having regard** to Leg. Decree n. 82, 7 March 2005 "Digital Administration Code", as amended and supplemented;

**Having regard** to Ministerial Decree n. 662, 1<sup>st</sup> September 2016 concerning the "Equivalency List of Italian and Foreign Academic Positions";

**Having regard** to Ministerial Decree n. 344, 4 August 2011;

**Having regard** to Ministerial Decree n. 159, 12 June 2012, redetermining macro-sectors and competition sectors;

**Having regard** to Ministerial Decree n. 855, 30 October 2015, redetermining macro-sectors and competition sectors;

**Having regard** to the Statute of the University of L'Aquila, established by the Rector's Decree n. 50, 12 January, 2012 entered into force as of 11 February, 2012;

**Having regard** to the University of L'Aquila's Code of Ethics established by the Rector's Decree n. 1154-2011, 29 July 2011;

**Having regard** to the University of L'Aquila's "Regulations concerning First and Second Tier Professor appointment" established by the Rector's Decree n. 616, April 5, 2012 - as pursuant to Art. 18 of Italian Law n. 240, 30 December 2010 - as modified by the Rector's Decree n. 570, July 1<sup>st</sup>, 2014, and by the Rector's Decree n. 1489-2015 October 29, 2015;



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**Having regard** to the resolutions by the University Academic Bodies concerning staff planning and distribution of resources for recruiting First and Second Tier Professors and Researchers;

**Having regard** to the resolution by the Department of Civil, Construction-Architectural and Environmental Engineering dated May 24<sup>th</sup>, 2017 concerning the request of a selection procedure to appoint 1 Second Tier Professor for the Academic Recruitment Field 08/B2 – Building Science - Academic Discipline ICAR/08 – Building Science;

**Having regard** to the resolution n. 141/2017 issued by the Board of Directors on May 31<sup>st</sup> 2017 authorizing the above mentioned public selection procedure for which the expense will be covered by the ordinary resources allocated by MIUR to the University to weigh down on the 2017 budget – C.A. 04.01.01.01;

**Having regard** to the resolution of the Director General, Protocol n. 20050 dated June 5<sup>th</sup> 2017 concerning the above said selection procedure;

## DECREES THE FOLLOWING:

**Art. 1** – A public selection procedure is being held at the University of L'Aquila to appoint **n. 1 Second Tier Professor** in compliance with Art. 18, Par. 1 of Italian Law 240/2010, December 30, 2010 and related University Regulations, specified as follows:

**Academic Recruitment Field 08/B2 – Building Science**

**Academic Discipline ICAR/08 - Building Science**

**Place: Department of Civil, Construction-Architectural and Environmental Engineering**

### SPECIFIC ACTIVITIES

The Professor shall carry out research activities mainly in the field of dynamics and stability of non-linear structures with particular emphasis on modeling and solution through analytical-perturbation methods.

He/she shall teach courses in one or more subjects of the Academic Discipline ICAR/08 offered to students of all the Engineering degrees.

### Research activities

The Professor shall carry out research activity mainly in the following fields:

- a) modeling of structures under moderately important displacements;
- b) analysis of the structures' dynamic response by means of analytical-perturbation methods;
- c) analysis of bifurcation phenomena, both static and dynamic, linear and non-linear;
- d) mitigation of vibrations in the structures stimulated by wind or earthquake by means of additional devices.

### Teaching Activities

The Professor shall carry out teaching activities, integrated activities and services to the students. His/her teaching activity will focus on the Statics course and on other courses of the Academic Discipline ICAR/08 as well as on supervising Ph.D. theses in the field of civil engineering and physical-mathematical modeling for engineering.

### Assessment criteria

The assessment will be carried out on the basis of criteria and parameters in compliance with acknowledged international qualitative standards within the general criteria established by Ministerial Decree N. 344/2011, considering in particular the candidate's accuracy in the subjects studied, specificity of his/her publications,



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scientific relevance of editorial classification of the publications, and consistency with the profile required by the Department.

**Number of publications:** Candidates are required to submit no more than 14 publications.

**Foreign Language Requisite:** not required.

2. For the Academic Recruitment Field declaration regarding this selection announcement reference has to be made to Ministerial Decree n. 159, June 12<sup>th</sup>, 2012 and to Ministerial Decree n. 855 October 30<sup>th</sup>, 2015.

## Art. 2 - Admission Requisites

### 1. The selection procedure is open to:

- a) Candidates who have obtained National Scientific Qualification, in compliance with Art. 16 of Italian Law no. 240/2010, 30 December 2010, for the indicated Academic Recruitment Field OR for one of the Academic Recruitment Fields included in the same macro-sector, and for the functions specified in the selection procedure, or for higher functions, as long as such higher functions have not already been officially conferred to the candidate;
- b) Candidates who have obtained the required scientific qualification in compliance with Italian Law no. 210/1998, 3<sup>rd</sup> July 1998, for the tier for which the present selection procedure is being held, limited to the period of validity of the qualification obtained;
- c) Professors not employed within the University of L'Aquila who are already working elsewhere within a tier for which the present selection procedure is being held;
- d) Candidates working abroad carrying out university research or teaching activities with positions corresponding to those specified in this selection announcement, based on the equivalency lists drawn up by the competent Ministry and attached to Italian Ministerial Decree no. 662, 1<sup>st</sup> September, 2016.

Admission requisites must be held by applicants within the deadline for application submission.

### 2. The following categories may not participate in this public selection procedure:

- a) Individuals not entitled to exercise civil and political rights;
- b) Individuals who have been dismissed or relieved from office with a Public Administration;
- c) Individuals who have been dismissed from a civil service job as provided in Art. 127, Letter d) of Presidential Decree No. 3, January 10, 1957;
- d) Individuals who are married, or under condition of civil partnership or common-law marriage pursuant to Italian Law n. 76, 20 May 2016, or related, up to the fourth degree, to professors belonging to the recruiting Department including the Rector, General Director, any member of the Board of Directors.

3. Candidates are granted provisional admission, as the University Administration reserves the right to exclude him/her for just cause at any time until the end of the procedure; in this case a decree shall be issued by the Rector and the excluded candidate shall be notified by the Administration.

## Art. 3 - Application Submission Procedure and Deadline

1. To participate in the selection, candidates must submit their application within 30 days from the day following publication of the announcement in the Gazzetta Ufficiale della Repubblica Italiana – 4<sup>o</sup> Serie Speciale – Concorsi ed Esami. The publication of the selection announcement is also posted in the University, Ministry and EU websites. The full version of this selection procedure will be published on the University's Albo Ufficiale (<http://www.univaq.it/section.php?id=1391>) and on the University's website (<http://www.univaq.it/section.php?id=1532>).



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2. If the deadline should fall on a holiday, the following weekday shall be considered the deadline for submission.
3. The application form, **Attachment 1** of this announcement available at <http://www.univaq.it/section.php?id=1532>, is to be addressed to the Rector as follows: **Rettrice dell'Università dell'Aquila – Area Gestione Risorse Umane – Settore Concorsi e Selezioni – Via Giovanni Di Vincenzo, 16/B – 67100 L'AQUILA (AQ).**

The applicant's signature on the application does not require authentication.

4. Candidates may present their applications in the following ways:
  - a) Direct consignment by hand to the Settore Concorsi e Selezioni office – Via Giovanni Di Vincenzo, 16/B – 67100 L'AQUILA – Monday to Friday from 9:00 a.m. to 1:30 p.m. The candidate must indicate on the envelope – the University issuing the selection procedure, the requesting Department, the academic recruitment field, academic discipline, position being applied for, name, surname, mailing address for all selection procedure related notifications. The date of submission will be indicated on the receipt of consignment issued by the staff member accepting the application;
  - b) By registered post with notice of receipt, to the above indicated address. The candidate must indicate on the envelope: the University issuing the selection procedure, the requesting Department, the academic recruitment field, academic discipline, position being applied for, name, surname, mailing address for all selection procedure related notifications. Considering the urgency to conclude this selection procedure, any applications shall be excluded that, though posted within the deadline under comma 1 of this Article, do not arrive at the University Administration within the third day after the designated deadline. Therefore, the date indicating when the letter was posted shall not be taken into consideration, but only the date of arrival at the University. The date of submission will be indicated on the receipt of consignment issued by the staff member accepting the application. The University Administration declines all responsibility for any postal delays, misdeliveries, or other problems due to third parties, unforeseeable events or force majeure;
  - c) By certified e-mail (PEC) sent to [protocollo@pec.univaq.it](mailto:protocollo@pec.univaq.it) as pursuant to Art. 65 Leg. Decree n. 85/2005, as amended and supplemented. The e-mail must contain the following information: the University issuing the selection procedure; the requesting Department; the academic recruitment field; academic discipline; position being applied for; name, surname, mailing address for all selection procedure related notifications; the list of attachments to the e-mail. The application and documents requiring the digital signature must be in static, non-modifiable format; they must be sent in full and exclusively via the PEC exchange system on pain of exclusion. Those candidates who shall include attachments exceeding the limit of 25 Mb in total must submit the application by e-mail first, specifying that the attachments or part of them shall be sent by following e-mails to be sent always via PEC within the application deadline. The certified e-mail account used to forward the application must be the candidate's personal account. The administration shall not accept applications from candidates using certified e-mail accounts belonging to other individuals or to institutions. The University Administration declines all responsibility for any non-deliveries or misdeliveries of the application sent via PEC or in case the documents attached to it are non-readable or damaged. The date of submission will be indicated on the receipt the candidate receives after forwarding his/her application.

**Applications sent in any of the above mentioned ways, must include a photocopy of a valid identity document belonging to the candidate.**



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5. In his/her application the candidate is required to declare the following:

- 1) Surname and name;
- 2) Date and place of birth;
- 3) Fiscal code (Italian and foreign citizens to which a fiscal code (codice fiscale) has been issued by competent authorities);
- 4) Residency;
- 5) Citizenship;
- 6) The selection procedure they want to participate in, indicating the position, the requesting Department, the academic recruitment field and academic discipline;
- 7) That he/she has at least one of the following requisites:
  - a) National Scientific Qualification, in compliance with Art. 16 of Italian Law no. 240/2010, 30 December 2010, for the indicated Academic Recruitment Field OR for one of the Academic Recruitment Fields included in the same macro-sector, and for the functions specified in the selection procedure, or for higher functions, as long as such higher functions have not already been officially conferred to the candidate;
  - b) scientific qualification in compliance with Italian Law no. 210/1998, 3rd July 1998, for the tier for which the present selection procedure is being held (indicating the Academic Recruitment Field, the University and date in which it was obtained), limited to the period of validity of the qualification obtained in compliance with Art. 29, paragraph 8, of Italian Law no. 240/2010;
  - c) being Professors not employed within the University of L'Aquila, already working elsewhere within a tier for which the present selection procedure is being held (indicating the Academic Recruitment Field, the scientific sector and the University of affiliation);
  - d) working abroad carrying out university research or teaching activities with positions corresponding to those specified in this selection announcement, based on the equivalency lists drawn up by the competent Ministry (indicating position, the University of affiliation and the foreign country).
- 8) That he/she is in possession of his/her civil and political rights;
  - a) **Italian candidates** shall also state on their own account:
    - which electoral college they are registered in (municipality) and any reasons for lack of registration or deletion;
    - their current situation with regard to military service.
  - b) **Foreign candidates** shall also state on their own account:
    - that they are in possession of their civil and political rights in their country or, supply the reasons for lack thereof;
- 9) That they have not been convicted of a crime nor are they aware of being subject to criminal proceedings or of any pending criminal proceedings against them;
- 10) That they have not been dismissed or relieved from office with a Public Administration for consistently poor performance, OR that they have not been dismissed from a civil service job as provided in Art. 127, Letter d) of D.P.R. January 10 1957, n. 3;
- 11) That they are not married, or under condition of civil partnership or common-law marriage pursuant to Italian Law n. 76, 20 May 2016, or related, up to the fourth degree, to professors belonging to the recruiting Department including the Rector, General Director, any member of the Board of Directors;
- 12) **if not an Italian citizen**, that he/she has an adequate knowledge of the Italian language;
- 13) that he/she is aware that the Examining Board shall be nominated by Rector's Decree published on the University's Albo Ufficiale and posted on the relevant page of the university website [www.univaq.it](http://www.univaq.it);
- 14) that he/she is aware that a list of candidates admitted to the selection procedure is published on the University's Albo Ufficiale and posted on the relevant page of the university website [www.univaq.it](http://www.univaq.it), in all effects representing official notice to the candidates participating;



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15) that he/she is aware that the assessment procedure adopted by the Examining Board in the first session is published for at least seven days on the University's Albo Ufficiale and posted on the relevant page of the university website [www.univaq.it](http://www.univaq.it);

16) that he/she is aware that all documents related to the selection procedure together with decree of approval are published on the University's Albo Ufficiale and posted on the relevant page of the university website [www.univaq.it](http://www.univaq.it), in all effects representing official notice to the candidates participating.

6. In their applications, candidates must include their selected mailing address for notifications, a telephone number, a mobile number and an e-mail address. Any changes in the above information must immediately be notified to the office to which the application was presented.

In compliance with Law 104/1992, candidates with disabilities must apply for any necessary aid.

7. All declarations made by candidates are to be considered in compliance with Presidential Decree n. 445, 28 December 2000, as amended and supplemented, published in the Ordinary Supplement of the Gazzetta Ufficiale n. 42 on February 20, 2001.

8. The Administration shall carry out a verification process on the contents of declarations. Any false declarations shall lead to the candidate losing any benefits obtained thanks to said declarations and are subject to related laws.

9. The University Administration declines all responsibility for un-received notifications due to the candidate's failure in providing a correct address or not notifying the University in due time of any change in the address given in the application or for any postal or telegraphic services, misdeliveries, or due to third parties, unforeseeable events or force majeure.

## **Art.4 – Required Application Attachments**

1. Candidates must also attach the following to their applications:

- a) A photocopy of a valid identity document;
- b) A photocopy of their fiscal code (codice fiscale) number;
- c) A Curriculum Vitae (two copies) listing their scientific and teaching activities, written in Italian and in English, dated and signed with an original signature, or as provided by the law if being sent by certified e-mail (PEC);
- d) A list of qualifications (two copies) indicating type of qualification, date and issuing institution dated and signed with an original signature or as provided by the law if being sent by certified e-mail (PEC);
- e) A copy of qualifications **(only for those which cannot be presented with a personal declaration of certification)** complete with a certification in which qualifications are declared as conforming to the original;
- f) A numbered list of publications (two copies) dated and signed with an original signature or as provided by the law if sent by certified e-mail (PEC);
- g) A personal declaration indicating the candidate's contribution to co-authored publications, dated and signed with an original signature or as provided by the law if being sent by certified e-mail (PEC);
- h) A list of the candidate's teaching experience (two copies) dated and signed with an original signature or as provided by the law if sent by certified e-mail, indicating the University/Body, the period and the subject taught;
- i) Publications, in digital format only;





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- j) A Personal Declaration of Certification (Attachment 2 of this announcement) as provided in Arts. 46 and 47 of Presidential Decree 445/2000 dated and with the candidate's original signature or as provided by the law if sent by certified e-mail (PEC).
2. It is specified that all qualification certificates issued by Italian Public Administration Authorities must only be self-certified as pursuant to Italian Law 183/2011.

Candidates shall declare that they possess qualifications as follows:

- **EU citizens** by means of a Personal Declaration of Certification (Attachment 2 of this announcement).
  - **Non EU Citizens** with a regular Italian residence permit may submit original or scanned copies of qualifications, authenticated or certified copies of the original. They may use the Personal Declarations of Certification in accordance with the procedure laid down for EU citizens whenever it is necessary to provide proof of status, facts or personal qualities certifiable or confirmable by Italian public agencies or if the production of self-executed certificates takes place under international agreements between Italy and the applicant's country of origin.
  - **Non EU Citizens without a regular Italian residence permit** must submit original or scanned copies of qualifications, authenticated or certified copies of the original. Certificates issued by the relevant authorities of the applicant's Country of origin must be submitted together with a translation into Italian authenticated by the Italian consular authority or by official translator certifying conformity with the original.
3. Candidates shall not be able to modify their applications after the indicated deadline. Applications deemed as lacking the required elements specified in Art. 2 or in Paragraph 6 of this Article shall be excluded by Rector's Decree and candidates shall be notified of the said exclusion.

## Art. 5 – Publications

1. Publications must be submitted in order as indicated in the numbered list that the applicant must provide in the application. They must be submitted only in digital, non-modifiable format on a digital medium (CD-Rom, DVD, USB) attached to the application, or if being sent by certified e-mail (PEC) attached to the message. The numbered list of files filed in the digital medium and any element useful for correct identification must also be indicated. As regards publications presented the candidate must respect the maximum numbers indicated in this selection procedure. In case a higher number of publications is submitted, the Examining Board shall consider publications in the order as indicated in the numbered list provided by the applicant in the application up to the maximum number in accordance with the requirements.
2. Candidates cannot make references to other publications/documents presented previously to the University of L'Aquila or to any other administration/institution.
3. Once the selection procedure is completed, the selected candidate shall submit the publications presented, in original or in copy certified conform to the original.
4. Works published in Italy will be assessed if they comply with legal standards and are pursuant to Leg. Decree n.660/1945 as amended by Italian Law 106/2004 and Presidential Decree n. 252/2006. This requires certification to be provided with the application or a personal declaration pursuant to Presidential Decree n. 445/2000. For works published abroad the date and place of publication must be indicated.
5. Publications written in a foreign language must be accompanied by a certified Italian translation by official translator or consulate/embassy. The translation process is not required for publications written in French, English, German and Spanish.



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## **Art. 6 – Cause for exclusion**

All applications are subject to verification, in any case the following shall be cause for exclusion:

- omission, incomplete or erroneous indication of the applicant's general details (name, surname, date and place of birth);
- omission of signature, in accordance with laws and regulations;
- omission of clear indication of the selection procedure the application refers to;
- omission of declaration of the requisites indicated for participation;
- omission of declaration as indicated in Art. 3, paragraph 5, n. 11 of this announcement;
- presenting the application after the deadline indicated;
- not including a copy of a valid identification document.

**The exclusion is established by a Rector's decree and the excluded candidate shall be notified by the Administration.**

## **Art. 7- Renouncing Participation**

Candidates wishing to renounce participation in the selection procedure are required to write to the Rector to declare their intentions using the same modalities specified for application consignment, including in their letter a photocopy of a valid identity document. Their renouncement shall be made official during the first meeting following receipt of renouncement.

## **Art. 8 - Nomination of the Examining Board**

1. The Examining Board, made up of three first tier professors, among whom two from other universities, is named by the Department requesting the position and appointed by a Rector's Decree. Unless documented reasons exist, at least one third of the Board members is to be reserved to women.

The members of the Examining Board are chosen by the Department Council among those professors connected with the academic recruitment field or the academic discipline concerning the position object of the public selection procedure.

The following cannot be nominated:

- Professors who have received a negative assessment as provided in Art. 6, Paragraph 7 of Italian Law 240/2010;
- Members of the University political board, those who hold a political office as well as representatives of trade unions or professional associations;
- Individuals condemned for crimes – even if not yet sentenced – in Book II of the Italian Penal Code (“crimes by civil servants against public administration”).

2. The Rector's Decree appointing the Examining Board shall be published on the University's Albo Ufficiale and on the University website.

3. From the date the Rector's Decree nominating the Examining Board is published candidates have 10 days to state their opposition to any of the components of the Board. After this period, and anyhow after the first meeting of the Board, no instances may be presented.

4. The Board nominates a President and Secretary. The Board operates with the presence of all its members and takes decisions unanimously. Participation in all Board activities is mandatory for all members.

5. The Board, upon notifying the head of the selection procedure of date and time of the meetings and after receiving authorization from the Rector, may hold meetings using telematic technology. At the end of the meeting the minutes must be drawn up, approved and signed by the Secretary who has actually drawn them up. The other members of the Examining Board underwrite a statement in which they declare that they have joined the meeting and undersigned the minutes, and then forward them telematically to the competent administration office. Where applicable, reference has to be made to the University's Regulations (Rector's Decree n. 467 April 18, 2016).





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## **Art. 9 - Role and Duties of the Examining Board**

1. In the first session the Board, having determined that in compliance with related laws, no incompatibility factors are present, outlines the following:

- a) the assessment criteria of CV, qualifications, teaching and research activities, publications;
- b) the criteria for testing Italian language skills for foreign applicants and English language skills, if required.

In the first session the Board also sets the date for testing language skills according to letter b) of the present article as well as the calendar of the meetings.

For assessing the candidate's scientific qualification, teaching and research activities, publications and overall CV the Board refers to criteria and parameters in compliance with acknowledged international qualitative standards within the parameters indicated in Ministerial Decree n. 344/2011, considering also the professor's specific functions, the teaching and scientific activities as well as the criteria and specific functions indicated by the Department and stated in Art. 1 of this selection procedure

2. The head of the selection procedure is immediately notified of the resolutions referred to in paragraph 1., which are to be published on the University's Albo Ufficiale and on the website for at least 7 days before the Board can move on to the next phase of the selection procedure.

3. In the following meetings the Board grades the candidate's publications, the CV, the qualifications and the teaching and research activities. Each member of the Board individually attributes a grade, then the Board jointly assesses each candidate, and compares them. Once this has been completed the Board draws up a ranking of the candidates and deliberates (by majority) the winner of the selection procedure.

4. All proceedings are contained in the minutes of the meetings, including assessment of the candidates; after establishing their validity, they are to be published on the University's Albo Ufficiale and on the website.

## **Art. 10 - Time Limits of the Selection Procedure**

The Board is to conclude all necessary actions within two months from the Rector's Decree nominating its members.

The Rector may extend the deadline only once and for no more than two months only in the case of exceptional and documented reasons brought forth by the President of the Board before the established deadline expires.

If all procedures are not concluded even within the extended deadline, the Rector shall proceed to the substitution of the Board members.

## **Art. 11 - Determining Validity of Proceedings**

Within thirty days after the proceedings are consigned, the Rector issues a Decree establishing their validity and declaring the selected candidate. The Rector's Decree and the proceedings are published on the University's Albo Ufficiale and on the website. This, to all effects, represents official notification and from that date candidates have a period of time to file a complaint. The Decree is immediately passed on to the relevant Body in charge of the appointment, as pursuant to the following Art. 12.

If the Rector finds any irregularities in the proceedings he/she may make a motivated request to the Board to obtain rectification.

## **Art. 12–Call**

Within two months of the Rector's approval of the proceedings, the Department that had requested the selection procedure must propose a date to officially appoint the selected candidate, pursuant to Art. 8 of related Regulations quoted in the introduction. The Department's deliberation must be approved by the University's Board of Directors.

If the Department does not issue any appointment resolution, the provisions of Art. 8, Paragraph 2 of the above mentioned Regulations are applied.



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## **Art. 13 - Documents for Contract Stipulation**

The selected candidate shall present all required documents together with all declarations certifying their requisites for appointment as pursuant to Presidential Decree 445/2000 Art. 46 and 47 to the University's Settore Personale Docente e Ricercatori office as specified in Art. 3 paragraph 5, numbers 1, 2, 3, 4, 5, 8, 9, 10, 11 in this announcement. He/she shall also present a Personal Declaration of Certification regarding their marital status, household members, whether they belong to legally protected categories, whether they receive a pension, whether they are members of professional registers; they must also declare that they are not employed in any other public or private company or institution as pursuant to Presidential Decree 445/2000, Art. 46 and 47. If the selected candidate is already employed by a Public Administration, he/she must submit a statement accepting the position at the University of L'Aquila; if employed by any other private company or institution he/she must quit the job and submit a statement accepting the position.

The selected candidate who is already employed by a Public Administration or University must submit a service statement issued by his/her administration indicating the position as well as the salary specifying all the items which determine it.

The selected candidate must undergo a medical check-up to obtain a certificate from the University doctor Leila Fabiani stating that their health allows them to carry out the job duties required; in the certificate it must specifically be stated that the candidate is immune from diseases dangerous to public health.

The University reserves the right to carry out sample checks to verify the information and certification presented.

If the candidate selected is a non-EU citizen he/she may present declarations pursuant to Presidential Decree 445/2000 in reference to facts that can be certified by Italian public entities; if the documents or declarations are issued by the relevant authorities of the applicant's Country of origin, they must be submitted together with a translation into Italian authenticated by the Italian consular authority certifying conformity with the original.

The selected candidate shall also submit a statement regarding his/her option for the employment contract.

## **Art. 14 – Appointment**

The appointment is made by a decree of the Rector, after verifying that the recruiting policies by the universities have been observed.

The official appointment date takes usually place between March 1<sup>st</sup> and September 1<sup>st</sup> of each year and is decided by the Board of Directors following proposal from the Department Council. To this end the time needed to stipulate the contract and the University research and teaching activity needs must be kept in mind. The above mentioned decree is sent by registered post with notice of receipt to the selected candidate and to the Ministry for all the necessary duties.

## **Art. 15 – Rights and duties of the Professor - Salary and Social Security Benefits**

Research and teaching activities, rights and duties of the Professor are regulated by the applicable laws on the legal status of teaching staff and University Regulations.

The contract is subject to all social security and fiscal taxes.

## **Art. 16 - Personal Data**

The handling of candidates' personal information is disciplined by Leg. Decree n. 196, 30 June, 2003, Art. 7. Personal information supplied by the candidates in the application form shall be collected by the offices of the University and processed for the purposes of the procedure and for the management of relations ensuing therefrom.

The provision of said information is compulsory and necessary for the correct implementation of the selection procedure.

Candidates are entitled to exercise the rights provided in the Legislative Decree mentioned above, including the right of access to the data concerning them, the right to amend, update, complete or delete erroneous or



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AREA GESTIONE DELLE RISORSE UMANE  
**SETTORE CONCORSI E SELEZIONI**

incomplete data or data collected in a manner that is contrary to law, and to object to processing for legitimate reasons.

## **Art. 17 - Restitution of Documents**

Candidates participating in the selection procedure, aside for the winner of the selection, may make a formal request to have all of their documents restituted no later than four months after the proceedings are declared valid. The University shall return said documents if no appeals are underway.

Any expenses for restitution of documents shall not be on the University.

The candidate can make an appointment by phoning the Area Gestione Risorse Umane – Settore Concorsi office in order to retrieve his/her documents.

Once the above time period for document retrieval has passed the University shall not be liable for said documents.

## **Art. 18 - Disclosure**

This decree is made available to the public on the University's Albo Ufficiale (<http://www.univaq.it/section.php?id=1391>) and on the University website (<http://www.univaq.it/section.php?id=1532>), on the Ministry of Education, University and Research website, and on the European Union website.

## **Art. 19 - Reference to Implementation Modalities**

For all matters not contained in this announcement, the resolutions, laws and regulations indicated in the introduction together with all laws regulating recruitment of University staff shall apply.

## **Art. 20 - Head of the Selection Procedure**

Pursuant to Art. 5 of Italian Law n. 241, 7 August, 1990, Simonetta Ricciardi, Head of the Settore Concorsi e Selezioni office of the University of L'Aquila, is also head of this selection procedure.

L'Aquila, September 18<sup>th</sup>, 2017

The Rector  
(signed:) Prof. Paola INVERARDI

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