FAQ

SELECTION PROCEDURE – POSITION FOR RESEARCH FELLOW
full time job, with 3 years contract
art. 24, paragraph 3, letter a) of Italian law 240/2010.

Method and time limits for the submission of the application and its annexes

Where can I see the online procedure?	The online procedure for the submission of applications for admission and documentation is available at the url: www.swas.polito.it/services/valdo/
What is the deadline to submit the application ?	Under penalty of exclusion from the selection, the application for selection must be submitted no later than **3 p.m. (Italian time)** on **Monday, July 31st 2017** using only the online procedure available at the web www.swas.polito.it/services/valdo/
What are the procedures for submitting the application?	**Submission of the application** The submission of the application, must be completed by sending the declaration in lieu of affidavit and application for admission generated in "pdf" format by the online system, according to one of the following ways: • using digital signature of the candidate, using specific software supporting this mode; in this case the application and the declaration in lieu **of affidavit must be signed and then loaded to send electronic format ".p7m" through the appropriate section of the online procedure together with a copy in ".p7m" of a valid identity document**. • by printing and signing the application and of the statement in lieu of an affidavit by the applicant. **The signed documents must be transformed into "pdf" format by scanning and loaded and sent to the appropriate section of the online procedure together with a copy in "pdf" format of a valid identity document.**
What are the identity documents that I can attach?	The identity documents accepted with the application are: • identity card • driving license • passport
In which format should I attach the application form and the declaration in lieu?	The submission of the application and of the statement in lieu generated by the online procedure, must be signed and loaded in "pdf", or ".p7m" in the case of a digital signature. **The documentation produced by the system (application and declaration in lieu of affidavit) must not be modified in any way by the candidate either through reverse transformation format (eg copy and paste). The candidate must enter the above documents in the "final prints" section including the alphanumeric and QR code.**

What is included in the application?	**Art. 4 Application for the selection procedure** ▪ **The application form**, which must be completed in all its parts as indicated in the online procedure, and in particular containing: the full personal details of the applicant; the Department, the Selection Sector, the Scientific Subject / the inner code of the selection you wish to attend; ▪ the domicile the candidate chooses for the selection and the e-mail address. **The curriculum vitae**, loaded and sent to "pdf" format exclusively through the appropriate section of the online procedure.The curriculum has to include the overall scientific production, including a list of all publications, which must be duly completed in all its parts according to the frame in word format (signed and dated) annexed into the online procedure. ▪ **The qualifications** to be included as a declaration in lieu of affidavit or uploaded and sent in "pdf" format as a certified copy exclusively through the appropriate section of the online procedure. The qualifications, if described in the curriculum must be referenced (reference period, the institution at which activity was performed, description, etc..). ▪ **The publications**, which will be uploaded and posted in "pdf" format exclusively through the appropriate section of the online procedure. Applicants may submit a maximum of 12 papers, submission of more than 12 papers will cause the exclusion from the selection. As part of the 12 papers may not be submitted, however, more than five publications prior to January 1, 2012. Retroactivity of this period is permitted in the case of documented leave / expectations for a minimum of five months maternity / paternity leave and / or disease and / or civil services required. ▪ **La dichiarazione sostitutiva di atto di notorietà,** available through the online system certifying: The veracity of what the applicant has declared in his/her CV; Declaration of conformity of the titles elements included in sections 2-5 of the CV, of the publications and veracity of the inserted data. ▪ **The € 10,00 payment invoice which** must be uploaded and sent by the applicant through the special section accessible through the online procedure, otherwise he/she will be excluded from the selection. ▪ Applicants are required to pay a Euro 10,00 fee on the Politecnico bank account **IBAN IT51N0200801160000002551101** – Agenzia Politecnico della Banca UNICREDIT S.p.A. Via D'Ovidio, n. 6 - 10129 TORINO - intestato al Politecnico di Torino – Amministrazione Centrale, Corso Duca degli Abruzzi, n. 24 – 10129 TORINO - and to specify the "causale" (reason for payment): "Contributo partecipazione selezione ricercatore universitario a contratto a tempo determinato, Settore Concorsuale, ... codice interno....."

Is it possible to upload a curriculum vitae in a different format from the one available in the procedure?	The curriculum vitae must be duly filled in all its parts **according to the format word scheme available in the online procedure**, uploaded and sent "pdf" format only by the specific section accessible through the online procedure.

Can I participate in several selection procedures?	The applicants who intend to participate in more than one selection must apply for each selection through the online procedure.

Which are the necessary requirements in order to be admitted in the selection?	**Only the candidates having a PhD degree or equivalent qualification awarded in Italy or abroad are eligible to participate in the selection**. Candidates must certify that they comply with such requirement according to article 4 of this call. If the PhD degree or equivalent qualification has been awarded abroad, candidates must provide the documents which certify that these qualifications are considered equivalent according to the Italian law in force (equivalence/equipollence-recognition of degrees) as certified by the Italian Public Authorities. In order to assure the widest participation in the selection procedure, if candidates do not comply with the requirement while submitting the application, they have to submit all necessary documents certifying that their qualifications are considered equivalent according to the Italian law in force **by the date of the signature of the contract**.
Is it compulsory to provide by the day of the signature of the contract both the Determina di Equivalenza del titolo (equivalence-recognition of degrees) and the Dichiarazione di Equipollenza del titolo (equipollence-recognition of degrees)?	No, it's necessary to provide only one of the two certifications. Candidates must provide the Determina di Equivalenza del titolo (equivalence-recognition of degrees) **or** the Dichiarazione di Equipollenza del titolo (equipollence-recognition of degrees).
Which is the office in charge of issuing the Determina di Equivalenza del titolo (equivalence-recognition of degrees) or the Dichiarazione di Equipollenza del titolo (equipollence-recognition of degrees)?	In order to obtain the Determina di Equivalenza del titolo (equivalence-recognition of degrees) candidates must apply to the **Dipartimento della Funzione Pubblica,** and to the **Ministero dell'Istruzione, dell'Università e della Ricerca** (http://www.funzionepubblica.gov.it/sites/funzionepubblica.gov.it/files/modulo_equivalenza_LAUREA_Ministero_UNIVERSITA_0.pdf) In order to obtain the Dichiarazione di Equipollenza del titolo (equipollence-recognition of degrees) candidates must apply to the **Ministero dell'Istruzione, dell'Università e della Ricerca** (http://hubmiur.pubblica.istruzione.it/web/universita/dottorato-di-ricerca)

Which is the difference between the Determina di Equivalenza del titolo (equivalence-recognition of degrees) and the Dichiarazione di Equipollenza del titolo (equipollence-recognition of degrees)?	The Determina di Equivalenza (equivalence-recognition) of the PhD degree or equivalent qualification awarded out of Italy can state only for the specific selection procedure for which candidates intend to apply. Candidates must specify the selection procedure for which they intend to apply in the Dipartimento della Funzione Pubblica and Ministero dell'Istruzione, dell'Università e della Ricerca form. The specific selection procedure will be indicated in the Determina di Equivalenza (equivalence-recognition). The Dichiarazione di Equipollenza (equipollence-recognition) of the PhD degree or equivalent qualification awarded out of Italy states for all the selection procedures.
Can I sign the contract even if I don't provide the Determina di Equivalenza del titolo (equivalence-recognition of degrees) or the Dichiarazione di Equipollenza del titolo (equipollence-recognition of degrees) by the day of the signature of the contract?	No. It's compulsory to provide the Determina di Equivalenza del titolo (equivalence-recognition of degrees) or the Dichiarazione di Equipollenza del titolo (equipollence-recognition of degrees) by the day of the signature of the contract, otherwise the candidate won't be able to sign the contract.
Which are candidates who cannot be eligible to participate in the selection?	• Full and Associate Professors ("I and II fascia") and Assistant Professors who are already holding a permanent position in a university will not be considered, even if they are no longer in service. • Those who are excluded from civil and political rights (for Italian candidates, in Italy, for foreign candidates, in their own country). • Those who have been destituted or relieved from their role in a Public Administration office or those who have been declared destituted from another Public Administration office in accordance to the Italian law article n. 127, letter d), of the law "Testo unico" approved by a decree of the President of the Italian Republic of January 10, 1957, n. 3, or those who have been dismissed from their post in a Public Administration office in the two years with or without notice before the application deadline; • Those candidates who have a kinship or affinity degree, including the fourth degree, or a conjugal relationship or cohabitation, with a Professor belonging to the Department which decides to stipulate the contract or with the Rector, General Director or a member of the Board of Governors of the Politecnico di Torino; if this case occurs after the procedure deadline, the information must be provided and these candidates have to withdraw from the selection officially. • Those candidates who have held a fellowship and contracts as assistant professor (temporary term), in accordance with articles 22 and 24 of the Italian law 240/10 at Politecnico di Torino or at other Italian Universities (public or not, or online universities) or at institutions included in article 22, paragraph 1, of the Italian law 240/10, for a period of time which, summed to the period of time related to the contract concerned by this call, exceeds 12 years, (also not consecutive). Periods referring to maternity leaves or health leaves are not taken into consideration in the above mentioned periods of time, according to the Italian law in force

Which are the possible reasons for which a applicant can be excluded from the selection?	The reasons for being excluded are the following: - The applicant does not meet one of the admission requirements according to the above mentioned point; - The applicant did not complete the participation application through the online procedure by **Monday, July 31st 2017**, 3 p.m. (Italian time) (see art. 4 Notice of competition) - The applicant submits more than 12 publications (which is not allowed by the online procedure anyway) - The applicant does not enclose in the application documents the required € 10,00 payment invoice, related to the contribution for participating in the selection.

Publications and Qualifications

Which are the publications which can be inserted in the online procedure in order to be evaluated?	**(see art. 4 of the notice)** • Applicants can submitted a maximum number of 12 publications, not more than five publications prior to January 1, 2012. The retroactivity of that period is allowed in the case of documented leave/expectations for a minimum of five months maternity/paternity leave and/or disease and/or civil services required. • For all publications it is necessary to specify, if available, the DOI code. • If the applicant is author or co-author of a book or catalogue, these are considered as publications; if the applicant is author or co-author of single chapters of a book, each chapter is considered to be a publication. • If the publications have been produced/published abroad, date and place of publication, code ISBN or some other equivalent detail must clearly appear. • If the publications have been produced/published partly in Italy, such publications must meet the duties in accordance with the article n.1 of the decree of August 31 1945, n. 660 and the Italian law n. 106 of the 15.04.2004 on the basis of the rules D.P.R. of the 3.05.2006 n. 252 published in the *Gazzetta Ufficiale* n. 191 of August 18 2006. Such duties have to be met and certified by specific supporting documents, which attest that the publications have been delivered or which must be accompanied by the documents *dichiarazione sostitutiva di atto di notorietà*. Such documents must be submitted together with the publications. • The texts which have been accepted to be published must be accompanied by specific documents certifying that they can be published without further changes. • The PhD thesis is considered a publication. • Internal notes or departmental reports are not considered publications

Is it compulsory for the applicant to insert the data concerning bibliometric indicators?	No, it is not compulsory, but t is optional.
Is it possible to submit paper documents and the publications?	Documents and publications must be only submitted trough the online procedure. Paper documents will not considered.
Is it possible to submit documents/publications in a foreign language?	Publications, documents and certifications issued in **English, French, German, Spanish and Portoguese can be issued in the original language.** Publications, documents and certifications issued **in other languages** must be submitted in the original language **and translated into Italian, English, French, German, Spanish and Portoguese; the translation must be certified and in compliance to the foreign text.**

What is the document called *dichiarazione sostitutiva dell'atto di notorietà*? How is it possible to submit it?	**Articles n. 47 and 48 of the Decree of the President of the Italian Republic n. 445 of December 28, 2000** The document called *atto di notorietà,* which concerns elements, facts personal qualities of which the applicant is aware, can substituted by a declaration signed and submitted by the applicant. The declaration which refers to art. 47, submitted by the applicant in his/her own interest can concern also elements, facts and personal qualities of which he/she can be aware of directly, concerning other individuals. The declarations called *dichiarazioni sostitutive* have the same temporal validity of the acts which they substitute.. If in public notices of competition and if documents are required, the declaration is considered to be authentic. In order to be legally valid, the document called *dichiarazione sostitutiva di atto di notorietà* must be accompanied by a valid identification document: The *dichiarazione sostitutiva di atto di notorietà* can concern: • The compliance to an original document which has been submitted as copy • The participation in a research project, the achievement of a qualification etc.. If the documents is submitted by the applicant as *dichiarazione sostitutiva di atto di notorietà*, it is necessary to specify the exact data of the elements, personal qualities or facts to which the applicant refer. Example: • Period of time, body/institution concerning achievement of PhD. • Period of time, body/institution, research project concerning the stipulation of a contract.. etc. • Date, project, body/institution in which the applicant has been assigned a prices or a rewards for his/her scientific activity etc.
Is it possible to enclose to the application certifications issued by Public Administration offices?	If the degrees have been issued by Public Administration offices, please note that they can be only self-certified by the applicant, in accordance with the Italian law 183/2011 (Stability law), through *dichiarazione sostitutiva di atto di notorietà* available through the online procedure.
Are non Eu foreign citizens allowed to submit the documents called *dichiarazioni sostitutive di atto di notorietà*?	Non-Eu foreign citizens, in order to submit documents and publications must meet the following duties: - in accordance with the article of the art. n. 3 of the Presidential Decree n. 445/2000 the Non-Eu foreign citizen with a regular residence permit in Italy can use the documents called *dichiarazioni sostitutive di certificazioni* (art. 46 D.P.R. 445/2000) and *di notorietà* (art. 47 D.P.R. 445/2000), limited to the elements, the personal qualities, facts which can be certified by Italian public or private bodies, excluded special rules included in the laws and regulations concerning the Immigration and the Foreign individuals condition law. Excluded the above mentioned cases, the non-Eu foreign citizens allowed to sojourn in Italy, are allowed to use the above mentioned documents, if they are related to international agreements between Italy and the country of origin of the applicant. The non-Eu foreign citizens who cannot use the above mentioned documents, must provide the hard copies of the such papers the day of the discussion (the hard copies are the same used for the on line application).