



DEADLINE SEPTEMBER 20th 2018

SELECTION PROCEDURE TO COVER 3 POSITIONS FOR RESEARCH FELLOW (Ricercatore a Tempo Determinato), full time job, with a 3 years contract, in accordance with article n. 24, paragraph n.3, letter A), Italian law 240/2010

Notice of Competition

Decree n. 781 of August 1st 2018

THE RECTOR DECREES

**Art. 1
Selection procedure**

Selection procedures are held to assign a total number of 3 positions for Research Fellow (three years contract, full-time), in accordance with art. 24, paragraph 3, letter A) of the Italian Law 240/10 in the following Departments and within the following Academic Recruitment Fields (formally named in Italian "Settori Concorsuali") and Academic Disciplines (formally named in Italian "Settore Scientifico Disciplinare"):

Place of work: Department of Architecture and Design – (DAD)

Academic Recruitment Field	Academic Discipline	Internal Code	Number of positions
08/C1 Design and Technological Planning of Architecture	ICAR/13 Design	03/18/P/RA	1

Academic Recruitment Field	Academic Discipline	Internal Code	Number of positions
08/E2 Conservation, Restoration and History of Architecture	ICAR/18 History of Architecture	04/18/P/RA	1

Place of work: Department of Electronics and Telecommunications – (DET)

Academic Recruitment Field	Internal Code	Number of positions
09/E3 Electronics	05/18/P/RA	1

**Art. 2
Description of the contents of Academic Recruitment Fields and Academic Discipline**

As for the description of the contents of the Academic Recruitment Fields and of the Academic Discipline included in this Call, please refer to the Italian Ministry Decree n. 855 of October 30th 2015 - <http://attiministeriali.miur.it/anno-2015/ottobre/dm-30102015.aspx> - published in the ordinary supplement of the Italian *Gazzetta Ufficiale* (National Journal) n. 271 of November 20 2015 – *Serie*



Generale, annexe B of the Italian Ministry of Education Decree of October 4 2000
<http://attiministeriali.miur.it/anno-2000/ottobre/dm-04102000.aspx>

Art. 3 Admission and Eligibility requirements

Only the candidates having a PhD degree or equivalent qualification awarded in Italy or abroad are eligible to participate in the selection, **otherwise they will be excluded from 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 (equipollence/equivalence-recognition of degrees).

Candidates must provide alternatively

- Determina di Equivalenza del titolo (equivalence-recognition of degrees) in accordance with the Italian Law art. 38 D.Lgs. n. 165/2001 (cfr. sito web http://www.funzionepubblica.gov.it/sites/funzionepubblica.gov.it/files/modulo_equivalenza_LAU_REA_Ministero_UNIVERSITA_0.pdf)

or

- Dichiarazione di Equipollenza del titolo (equipollence-recognition of degrees) in accordance with the Italian Law art. 74 D.P.R. n. 382/1980 (cfr. sito web <http://hubmiur.pubblica.istruzione.it/web/universita/dottorato-di-ricerca>)

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**.

The candidates who cannot be eligible to participate in the selection are:

- 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.

Please note that, in order to be eligible in the selection, candidates must possess the above mentioned requirements within the submission deadline.

Foreign candidates are required to prove a knowledge of Italian or English.

Politecnico guarantees equality and equal opportunities in accessing job posts and in job treatment between male and female participants.

Art. 4

Application for the selection procedure

The applications must be submitted by Thursday September 20th 2018, 3.00 p.m. (Italian time) by only using the online procedure available through the following website <http://careers.polito.it/>, otherwise candidates will be excluded from the selection.

The online procedure is available starting from Tuesday August 21st 2018 date in which the notice of the competition is published on the Gazzetta Ufficiale.

Submission of the application

The participation application must be completed by sending the *dichiarazione sostitutiva di atto di notorietà* and the admission application created in the "pdf" format and available on the online procedure, according to one of the following procedures:

- Through digital signature of the candidate, by using a specific software; in this specific case the application and the *dichiarazione sostitutiva di atto di notorietà* **must be signed and uploaded to be sent electronically through the "p7m" format available in the specific section through the online procedure, together with the format "p7m copy of a valid identity document**;
- By printing the application and the *dichiarazione sostitutiva di atto di notorietà*. **The signed documents must be scanned and converted in "pdf" format, uploaded and sent through the special section available through the online procedure together with the pdf copy of a valid identity document.**

The participation application must include:

- **The admission application** which has to be filled in all its parts, according to the details included in the online procedure. In particular it must include:
 - Complete personal data of the candidate;
 - The Department, the Academic Recruitment Field, the Academic Discipline, where it is specified, the code of the selection in which the candidate intends to participate.
 - The domicile post address and the e-mail address of the candidate.
- **The Curriculum Vitae**, which must include the list of all the publications (the uploaded publications and the overall scientific production) and the list of the elements included in the specific sections of the CV, which will be filled in all parts, according to the word form accessible through the online procedure, uploaded and sent in "pdf" format only through the special section.
- **Any other document different from the publications which can be evaluated by the Committee must be submitted** through the form of the *dichiarazione sostitutiva di atto di*



notorietà (document in which candidates declare that all what they stated is true) and uploaded and sent in "pdf" format only through the special section.

These elements must be duly illustrated in the cv (period of time of reference, institution where the activity has been developed, description of the activity, etc..).

- **The publications**, which must be uploaded and sent in "pdf" format only through the special section.

Candidates are allowed to submit a maximum number of 12 publications otherwise they will be excluded from the selection. Among these 12 publications no more than 4 publications per year can be submitted and no more than 3 publications must be prior to January 1st 2013 (hereinafter called "time limit"). The retroactivity of this period is allowed in the case of documented leaves as indicated below:

- a) maternity leaves: the time limit is advanced by of 18 months for each child;
- b) paternity leaves: the time limit is anticipated of the actual amount of paternity leave used for each child;
- c) long-term illnesses (over 90 days): the time limit is anticipated by the actual amount of leaves for each event that occurred after January 1st 2013.

Each candidate involved in procedures with an Academic Recruitment Field defined "bibliometrico" as indicated in Annex A of the Ministerial Decree n. 76/2012 must declare the following indicators by specifying the origin database:

- Overall scientific production (indicators must be declared in the CV)
 - a) Total citations;
 - b) Total impact factor;
 - c) H-index or similar;
- For each of the 12 publications submitted in the on-line procedure (indicators must be declared in the on-line procedure)
 - a) Citations;
 - b) Impact factor.

Among the 12 uploaded publications the candidate must choose the 3 most significant ones. These 3 publications must be indicated in the CV and in the specific on-line procedure section.

- **La dichiarazione sostitutiva di atto di notorietà**, available through the online system which certifies:
 - The veracity of what the candidate has declared in his/her CV;
 - Declaration of conformity of elements included in the specific sections of the CV, of the publications and veracity of the inserted data.
- **The € 30,00 payment invoice which** must be uploaded and sent by the candidate through the special section accessible through the online procedure, otherwise he/she will be excluded from the selection.
 - Candidates are required to pay and deposit a Euro 30,00 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 in the "causale" (reason for payment): "Contributo partecipazione selezione per ricercatore a tempo determinato a), Settore Concorsuale..... Codice interno.... ("Fees for the participation in the selection procedure for Research Fellow Academic Recruitment field internal code).



Any other documents different from the publications which can be evaluated by the Committee and Publications

Candidates are not allowed to refer to documents, elements included in the specific sections of the Cv and publications already submitted to the Politecnico di Torino for other notices of competition or comparative overall evaluations.

Publications, documents and certifications in English, French, German, Spanish or Portuguese can be issued in the original language.

Publications, documents and certifications issued in other languages must be submitted in the original language, translated into one of the following languages: Italian, English, French, German, Spanish or Portuguese; the translation must be certified and in compliance to the foreign text.

As far as certifications and *dichiarazioni sostitutive di atto di notorietà*, are concerned, please refer to the decree of the President of the Italian Republic n. 445/2000, with particular reference to articles 3, 40-47.

If the degrees have been issued by Public Administration offices, please note that they can be only self-certified by the candidate, in accordance with the Italian law 183/2011 (Stability law), through *dichiarazione sostitutiva di atto di notorietà* available through the online procedure.

Our Institution may proceed with specific checks, even random sampling, on the veracity of the *dichiarazioni sostitutive di notorietà*.

For all publications it is necessary to specify, if available, the DOI code.

If the candidate is author or co-author of a book or catalogue, these are considered as publications; if the candidate 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 partly published Italy, such publications must meet the duties provided/in accordance with the article n.1 of the decree of August 31 1945, n. 660 and the Italian law n. 106, April 15 2004 on the basis of the rules D.P.R. n. 252, May 3 2006 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 *dichiarazione sostitutiva di atto di notorietà*. Such documents must be submitted together with the publications.

The texts which have been accepted for publication must be accompanied by specific documents certifying that they can be published without further revisioning.

Internal documents (without DOI or ISBN code) or department reports are not considered as publications.

Cv, degrees publications and any other document which will be submitted not through the above mentioned procedure, **will not be considered for the selection procedure form.**

In accordance with the Italian law n.104, February 5th 1992, handicapped candidates are required to submit a specific request concerning logistics details and support needed for the participation in the discussion.



Foreign candidates

Foreign candidates must apply according to the procedure and the deadline included in this article.

In the application the candidate must include, if available, also the mail address in Italy.

Any variation or change must be promptly communicated to the Comparative Evaluations and Research Grants Office by fax (011-090.5919) or certified e-mail to the address politecnicoditorino@pec.polito.it.

Non-Eu foreign citizens, in order to submit documents and publications must meet the following duties:

-in accordance with the article n. 3 of the Decree of the President of the Republic n. 445/2000 the Non-Eu foreign citizen with a regular residence permit in Italy can use the *dichiarazioni sostitutive di certificazioni* (art. 46 D.P.R. 445/2000) and *di notorietà* (art. 47 D.P.R. 445/2000), limited to the status, the personal qualities, to the elements and documents 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 declarations/documents if they are related to international agreements between Italy and the country of origin of the candidate. The non-Eu foreign citizens who cannot use the above mentioned declarations and documents, must provide to the Comparative Evaluations and Research Grant Office the hard copies of the such papers before the day of the discussion.

Change of domicile postal address or e-mail address after the submission of the application

All the communications will be sent only through e-mail to the e-mail address included in the participation application. Therefore, any change of domicile postal address or e-mail address inserted in the application must be promptly communicated to the Comparative Evaluations and Research Grants Office by fax (011-090.5919) or certified e-mail to the following address politecnicoditorino@pec.polito.it. Politecnico does not take on any responsibilities for the spread of communications originated from a non correct indication of the domicile address by the candidate or if the change of the e-mail address inserted in the application is communicated late or not communicated at all or for possible misunderstanding which have not to be ascribed to our Institution.

Participation application in more than one selection

The candidates who intend to apply for more than one selection must use the online procedure for each selection.

Exclusion from the selection procedure

The exclusion from the selection procedure is applied through a decree of the Rector and notified to the candidate.

Withdrawal of the candidate: procedure

If a candidate withdraws from the selection procedure, he/she has to send an official document by fax (011-090.5919) or by certified e-mail to the address politecnicoditorino@pec.polito.it, by enclosing the copy of a valid identity document to the Human Resources and Organization, Comparative Evaluations and Research Grants Office (Annex A).



**Art. 5
Evaluation Committees**

Constitution and appointment

The Committee will be composed according to the rule including in art.9 "Commissione di Selezione" of the "Regolamento di Ateneo per il reclutamento dei Ricercatori a tempo determinato" (Rules for the recruitment of Research Fellow-3 year contract), issued by the Decree of the Rector n. 595/2018.

The Evaluation Committees are appointed by decree of the Rector and published in the Official Register (Albo Ufficiale) and on the following university website https://www.swas.polito.it/services/concorsi/240.asp?id_documento_padre=148107

If changes in the position covered by the candidate in the university of origin have occurred after the appointment, the quality of a member of the Judging board cannot be considered undermined.

Notification of incompatibilities and anomalies

It is possible to address to the Rector notifications of incompatibilities and anomalies through the Comparative Evaluations and Research Grants Office which will be evaluated by a specific Committee appointed by the Rector.

Committee: Closing phase

The Committee must complete all the procedures within three months since the date of publication of the Appointment Rector's decree. The Rector can postpone the deadline of the end of the procedure only one time and not for more than two months, due to exceptional and proved reasons, indicated by the Chair of the Committee. If the closing phase of the procedure is not completed after the postponement, the Rector starts the procedure to substitute the members of the Committee, to whom it is possible to ascribe a delay in the procedure, through a justified provision. Then, the Rector establishes a new deadline for the end of the procedure.

**Art. 6
Selection procedure - Evaluation Committee**

Definition and publicity of the evaluation criteria

When appointed, the Evaluation Committee defines in details:

- the criteria and indicators, also recognized at an international level, on which a preliminary evaluation of the candidates will be based, in accordance with art. 7, which includes articles 2 and 3 of the Italian decree n. 243 of May 25, 2011;
- the criteria to assign point to each of the elements included in the specific sections of the cv and to each typology of publication submitted by the candidates admitted in the public discussion.

The Commission can ascribe a maximum score equal to 100, in particular:

- a maximum score equal to 40 can be ascribed to the elements included in the specific sections of the cv, including 10 points reserved to the teaching activity in Italian and /or foreign universities;
- a maximum score equal to 60 can be ascribed to the publications submitted by the candidates, including 30 points reserved to the three main/most significant publications.

The responsible, provided with these criteria, is in charge to assure the publicity in the Official Register and on Polito website, at least seven days before the progression of the procedure.

The evaluation of the elements included in the specific sections of the cv and scientific production

In the following meetings the activities of the Committee will be based on the following steps:



- a) Admission of the most deserving candidates to the public discussion of the documents included in the specific sections of the cv and of his/her scientific production, for a number which must not be higher than 20 % of the total of the candidates and not lower than 6. If the number of the total of the candidates is equal or lower than 6, the preliminary evaluation procedure does not take place and all candidates are admitted in the selection. If the selection is held for 'n' positions the most deserving candidates will be admitted to the public discussion of the documents included in the specific sections of the cv and of his/her scientific production, for a number which must not be higher than 20 % of the total of the candidates and not lower than 5 + n. The Commission can decide to admit to the public discussion more candidates than the minimum numbers above mentioned.
- b) Discussion on the cv and on the candidate's scientific production. During the discussion the Commission will focus particular attention to the teaching activity and teaching methodologies developed by the candidate also by using practical demonstration.
The candidate can decide whether to discuss in English or Italian, even though the candidate knowledge of English will be checked all the same.
The candidate will be invited to take part in the discussion **exclusively through a communication sent by e-mail to the e-mail address inserted in the application form, at least 10 days before the discussion**. The date and the place where the discussion will take place will be made public through the Polito website. The candidate must show a valid identity document the day of the discussion.
- c) Assignment of points to any other documents different from the publications and to each of the submitted publications by the admitted candidates, after the discussion.

Committee: Closing phase

At the end of the procedure, the members of the Committee, on the basis of the evaluation and on the points assigned in accordance with article n. 8, drafts a summary report where joint judgements are expressed on each candidate who took part in the discussion. Afterwards, on the basis of the assigned score and the joint judgement, it identifies the most qualified candidate with the majority of the members of the Committee for each position to be covered or it declares that no candidate is qualified to cover the position. For each meeting, minutes have to be drafted signed by all the members, with related annexes.

At the end of the procedure, the Committee gives the related acts by hand to the Rector (minutes of the single meetings, preliminary evaluation, evaluation of the any documents different from the publications which can be evaluated by the Committee and of the candidate's scientific production, joint judgments expressed on each candidate). A summary report where joint judgments are expressed on each candidate is published on the Polito website.

At the end of the procedure, the Commission gives the related acts by hand to the Rector.

[...]

Art. 9

Verification of regularity of acts

In accordance to art. 10 paragraphs 12,13,14 of the Rector's Decree. n. 595/2018, the Rector verifies the regularity of the acts within 60 days from the submission of the documents by the Committee.

If the verification is positive, the Rector approves the Committee acts through his decree where he declares the name of the selected candidate/candidates.

If after the verification, faults are identified, in case they can be rectified, the Rector sends back the acts to the Committee by his decree and indicate a deadline for their regularization.

If the observed faults cannot be rectified, the Rector does not approve the Committee acts and appoints a new Committee by his decree.

If after the verification, faults referring to obvious falseness, discrepancy and illogicality in the Committee acts are identified the Rector proceeds with the verification of such acts by a specific and proper investigation.

In this case, the verification procedure can end within the subsequent 30 days.



If these faults are not verified and cannot be rectified, the Rector does not approve the Committee acts and proceeds to appoint a new Committee.

Art. 10
Call of the selected candidate

Within 30 days from the date in which the acts are approved by the Rector, the Department proposes the call of the candidate/candidates selected by the Committee to the Board of Governors.

The proposal is adopted through a resolution with positive vote of the absolute majority of the Full Professors and Associate professors.

Subsequently, the Board of Governors decides to approve or not the proposals of the Department within 3 months from the approval of the acts by the Rector.

If the Department does not take action, the Board of Governors decrees on the call of the candidate/candidates selected by the Committee.

Art. 11
Employment conditions

After the candidate is called, he/she will be invited to sign a full-time three year contract individual agreement, which can be extended up to five years, in accordance with the Italian law in force and with the "Regolamento di Ateneo per il reclutamento dei Ricercatori a tempo determinato" (Rules for the recruitment of Research Fellow-3 year contract), issued by the Rector's decree n. 595/2018.

In the case of Academic Recruitment Fields in which there are no significant teaching requirements, the contract may provide explicitly that the Research Fellow performs its teaching activities in different Academic Disciplines from the subject of the Notice of Competition.

The candidate who has been called is asked to provide Politecnico with the documents required by the Italian law in force, with exception of the provisions of article 3, within 30 days since the signature date of the contract.

The gross salary is 34.898,06 Euro/year for the whole period.

The typology of the relationship between Politecnico di Torino and the Research Fellow is ruled by the Italian law in force, also in relation with the social security, health insurance, fiscal aspects ("redditi da lavoro dipendente"- incomes related to wage labour). Politecnico di Torino as Contractor will be charged for the workplace injuries and illnesses compulsory insurance, as well as for civil liability.

The activities to be performed by the Research Fellow are defined together with the Head of the Department. In order to perform teaching activities, supplementary teaching activities and student tutoring activities the Research Fellow's total workload per year is 350 hours. Research Fellow cannot be responsible of official courses.

Art. 12
Treatment of personal data

With reference to the regulations expressed by the decree n. 196/2003, concerning the personal data treatment, the data provided by the candidates will be protected in accordance with the mentioned law and to the confidentiality obligations, as far as the selection procedure is concerned.



Art. 13

Selection Procedure Responsibility

Further information/details or clarifications concerning the submission procedure of the application will be provided by the Comparative Evaluations and Research Grants, Human Resources and Organization Office by phone 011-090.6052/5975/6064/6789/6047 and by e-mail ruo.valutazionicomparative@polito.it) or during the office hours:

Monday-Thursday from 9.00 a.m. to 12.00 a.m. and from 2.00 p.m. to 4.00 p.m. Friday from 9.00 a.m. to 12.00 a.m.

If you need support with technical problems you can send an e-mail to servizio.intranet.swa@polito.it by specifying the username used for the registration in the online procedure.

The person responsible for the procedure is Mrs Francesca MANFRONI- Human Resources and Organization Area-Academic staff and researchers/Overall Comparative Evaluations and Research Grants Office.

Art. 14

Reference to the Italian law in force

The Italian law in force which rules Public notices of competition are in compliance with this notice, even though it is not explicit in the notice itself.

The text of the notice, once it is published in the official in the National Journal, will be inserted in the official Register, as well and available through the following Politecnico website https://www.swas.polito.it/services/concorsi/240.asp?id_documento_padre=148107

The notice of competition can be accessible through:

- On the MiUR (Ministry of Education and Research) website <http://bandi.miur.it/>
- On the European Union website <http://ec.europa.eu/euraxess/>

Please note that the official document having a binding force of law is the one worked out in Italian. An English version is available, as well, but only for information purposes.

Turin, August 1st 2018

**On behalf of the RECTOR
The DEPUTY RECTOR
(Prof.ssa Patrizia LOMBARDI)
*sgd Patrizia LOMBARDI***