



CALL NO. 11/2024 OF THE COMPARATIVE ASSESSMENT PROCEDURE FOR GRANTING AN AUTONOMOUS COLLABORATION ASSIGNMENT AT THE DEPARTMENT OF ARCHITECTURE AND URBAN STUDIES FOR THE ACTIVITY OF RESEARCH, PLANNING AND CONSULTING ACTIVITIES WITHIN THE “ITALY-AZERBAIJAN UNIVERSITY” INITIATIVE – 2022

THE HEAD OF THE DEPARTMENT OF ARCHITECTURE AND URBAN STUDIES

Having regard to Law no. 241 of 7 August 1990, "New Rules on Administrative Proceedings and the Right of Access to Administrative Documents" and subsequent amendments and additions

Having regard to Presidential Decree No. 445 of 28 December 2000, "Consolidated Text of Legislative and Regulatory Provisions on Administrative Documentation (Text A)", as subsequently amended and supplemented

Having regard to Legislative Decree No 165 of 30 March 2001, "General rules on the organisation of employment in public administrations", as subsequently amended and supplemented, and in particular Article 7(6) thereof

Having regard to Legislative Decree No. 196 of 30 June 2003, "Personal Data Protection Code", as amended and supplemented

Having regard to the GDPR-EU No. 679/2016, "Regulation on the Processing of Personal Data and Free Movement thereof

Given Law No. 190 of 6.11.2012 on "Provisions for the prevention and repression of corruption and illegality in public administration

Given Law no. 240 of 30.12.2010 on "Regulations on the organisation of universities, academic staff and recruitment, as well as delegation to the Government to boost the quality and efficiency of the university system" and in particular Article 18 thereof

Having regard to the relevant legislation in force

Given R.D. no. 828/AG of 14 March 2014, containing the "Regulations for Administration, Finance and Accounting" of the Politecnico di Milano, and in particular Articles 27 and 84 thereof

Given the D.D. no. 9754 of 19 December 2019, bearing the "Regulation for the regulation of comparative procedures for the conferment of individual collaborative appointments of an autonomous nature";

Having regard to the Code of Ethics and Conduct of the Politecnico di Milano in force;

Having regard to the internal call for expressions of interest no. .11/2024 posted internally on the University Intranet to which no applications were received;

Having regard to the objective impossibility, on the date of issue of this notice, of resorting to the use of the human resources, in possession of specific qualifications, available within the structure

Having considered the need to resort to a comparative procedure for the conferment of an individual assignment of independent collaboration;

Having regard to the resolution adopted by the Department Council at its meeting of 15/3/2024.;

Considering that the performance of the above-mentioned activities falls within the competences assigned by the regulations to the Politecnico di Milano and is deemed necessary in order to meet a need of a temporary nature;

Having ascertained the availability and ensured budget coverage, it is hereby established that the financial coverage of the assignment shall be borne by the "ABO2CONS03." fund for which Prof. Marco Bovati is responsible;

DECREEES

Art. 1

Subject, duration and fee

A comparative procedure is hereby announced for the conferment of no 1 individual assignment of a professional collaboration nature, to be implemented through the stipulation of a private law contract of collaboration, for the activities of RESEARCH, PLANNING AND CONSULTING ACTIVITIES WITHIN THE "ITALY-AZERBAIJAN UNIVERSITY" INITIATIVE – 2022.

The assignment will be carried out in one of the following ways

a. Professional service: freelance activity, falling under Art. 53. Presidential Decree 917 of 22/12/1986 (TUIR) Self-employment income concerning the following activities:

Within the framework of the collaboration with ADA University, the activities to be performed consist of collaboration in the drafting of the Educational Programmes, collaboration in the faculty recruitment process,

participation in the management and secretarial activities of the scientific coordination, organisation and participation in events of an educational (workshops) and institutional (delegation visits) nature, including the possibility of travelling to the country where the partner university is located (Azerbaijan).

This remuneration is understood to be inclusive of any missions, travels and all expenses incurred in carrying out the conferred activity.

The objectives to be achieved within the framework of the collaboration relationship will be:

Drafting of summary and descriptive documents and tables within the scope of the activities to be performed;

participation in the various stages of the planned processes; contribution to the achievement of the objectives of the collaboration project.

The performance under the contract will have the duration of 6 months commencing from the date of signature of the contract/letter of assignment.

The collaboration will take place at the Department of Architecture and Urban Studies – Politecnico di Milano with no constraints on attendance.

The fee scheduled for the conduct of the activities under the contract to be signed is fixed at € 9.100,00 gross of tax withholdings, social security and welfare contributions, borne by the collaborator, in accordance with legal provisions and net of VAT and social security contributions where required.

The collaboration will be carried out personally by the selected individual, in full autonomy, without ties of subordination, on a non-exclusive basis, using the premises and equipment made available by the structure and in coordination with it.

Art. 2

Participation requirements

To be admitted to the selection, the following requirements must be held:

Educational qualifications required: Laurea (equivalent to Master of Science) in Architecture and Architectural Engineering belonging to class LM4 .or qualifications equated to the same pursuant to law, or any qualifications equivalent pursuant to law to the corresponding Laurea (equivalent to Master of Science) in the old educational system.

Interministerial Decree 9.7.2009 on the equivalency between Laurea (equivalent to Bachelors of Science) under the old educational system, specialist Laurea, Laurea Magistrali (equivalent to Masters of Science) is available at the following link: <http://attiministeriali.miur.it/UserFiles/3160.pdf>

The Interministerial Decrees that ratify the equivalency between Italian academic qualifications for the purposes of participating in public c are available at the following link:

<https://www.istruzione.it/archivio/web/universita/equipollenze-titoli.html>

The following will also constitute assessable qualifications:

Experience in teaching collaboration in workshops or courses in architectural design,

collaboration in research projects, publications and participation in conferences, professional activity in the field of architecture, certification of expertise in English.

The requirements, qualifications, experience and expertise must strictly be declared on the application for participation rendered in accordance with Articles 46 and 47 of Italian Presidential Decree 445/2000 and held at the deadline for submitting the application for admission to the selection.

Those who have a familial or kinship relationship, up to the 4th degree inclusive, with a professor of the Department of Architecture and Urban Studies, with the Rector, with the Director General or with a member of the Board of Governors may not participate in the selection procedure, in accordance with the provisions of Art. 18 paragraph 1 letter c) of Italian Law 240/2010.

If the qualification(s) indicated above was/were obtained abroad, it/they must be (an) official qualification(s) of the foreign university system, issued by an institution officially recognised in the relevant foreign system and it/they must be equivalent, for the sole purposes of the selection, by nature, level and disciplinary correspondence, to the respective Italian qualification indicated above.

Art. 3

Internal search

In accordance with Art. 7 paragraph 6 of Italian Legislative Decree 165/2001 the University must, before granting the autonomous assignment to personnel external to the University, ascertain the impossibility of having those activities performed by its personnel in service.

The impossibility of granting the assignment to personnel employed by the University has been ascertained by way of show of interest no.11/2024 found at Index no. 148/2024 Ref. no. 69320/2024. displayed internally on the University Intranet on 21/3/2024 .

Any internal personnel of the University, in possession of the requirements cited in Art. 2, who participate in the call will be assessed jointly with the external candidates.

External candidates will only be assessed when there is no internal candidate judged suitable.

Applications from internal candidates must be received by the same methods indicated for external candidates with the exception of the following:

- The application for participation of internal candidates must, under penalty of exclusion, be accompanied by clearance from the head of the structure at which the candidate works.
- The clearance must expressly indicate:
 - that the head of the structure approves the participation of his/her collaborator in the

- selection;
- that the head of the structure is aware that, if his/her collaborator is
- considered suitable, he/she will be used for the activities subject to the selection for the whole duration of the role, with temporary assignment to the structure;
- that the employee would not be replaced with other staff.

If the performances involved in this call are granted to an employee of the University:

- the employee will be assigned to the structure that advertised this assignment for the period scheduled for carrying out the performances;
- the performances will be carried out during working hours and as part of the subordinate employment relationship with the University;
- there will be no additional remuneration other than the ordinary salary.

Art. 4 Selection methods

The selection will be made, based upon the experience held by the candidates ascertained from the curricula submitted, by a Commission, appointed by the Head of the Department.

Art. 5 Assessment criteria

The assessment will be made based upon the qualifications and experience ascertained from the curriculum vitae.

The awarding Commission has 100 points available, distributed as follows:

Assessment of qualifications	up to a maximum of 40 points
Assessment of other experience	up to a maximum of 60 points

The selection is understood to be passed if the candidates obtain an overall assessment of no less than 70 points.

Art. 6 Application for participation

The applications for participation in the selection, prepared on unstamped paper (see annex 1 to this call) and duly signed by the candidates, must be received by the following methods:

- by certified email (PEC) to the address pecasu@cert.polimi.it. The transmission must be sent only by PERSONAL certified email (PEC) of the candidate indicating in the subject the following wording: "Application for participation Call no.11/2024"
(Any application sent by uncertified email will not be considered valid).

- hand delivery in a sealed envelope to the Protocol Office of the Politecnico di Milano, Piazza Leonardo da Vinci 32, 20133 Milan, from Monday to Friday from 9:30am to 12:30pm, and from 1:30pm to 4pm. The name of the sender and the following wording must be indicated on the envelope of the application: "Application for participation - Call no.11/2024"

The applications must be received by the methods indicated above, **by 08/04/2024** (if the deadline falls on a non-working day, it is extended to the next working day).

Candidates whose applications are received beyond the deadline and not by the indicated methods will be automatically excluded from the selection procedure.

The application, prepared in accordance with the annex to this call, must include, in attachment, under penalty of exclusion, the photocopy of a valid identity document and the educational and professional curriculum vitae in European format with the authorisation to process personal data and for publication, highlighting the collaborator's capacity to carry out the performance.

Qualifications achieved in Italy required for the purposes of admission to this selection (Art. 2 above) are declared directly in the application for admission, which constitutes a declaration in lieu of certification and affidavit in accordance with Articles 46 and 47 of Italian Presidential Decree 445/2000;

Qualifications achieved abroad required by Art. 2 for the purposes of admission to this selection must be attached:

- in original¹ or copy authenticated by an Italian authority, legalised² and accompanied by a certified or sworn translation;
- attaching the diploma supplement, or the declaration of value, or the transcripts of examinations taken in relation to the Laurea (equivalent to Master of Science) required for participation³.

In order to guarantee the broadest participation in the procedure, candidates who, when submitting the application for admission, are unable to submit the qualification(s) achieved abroad, as indicated in the above paragraph, must attach to the application a photocopy of the qualification(s) accompanied by a translation in Italian or English; they must necessarily submit the qualification(s) later, by the methods described in the above paragraph, if they are successful in the selection.

The delivery of the qualification(s):

- legalised, accompanied by a certified or sworn translation, in authenticated copy/original
- attaching the diploma supplement, or the declaration of value, or the transcripts of examinations taken, relating to the Laurea (equivalent to Bachelor of Science) qualification, is a necessary condition for entering into the contract (for candidates who are citizens of states not belonging to the European Union who are not in possession of the Permit to Stay in Italy, the delivery of the qualifications(s) according to those methods).

Only for candidates who are citizens of states not belonging to the European Union who are in

¹ Please note that the documentation submitted by candidates will be filed with the Administration's records and will not be returned.

² In countries that signed the Hague Convention of 5 October 1961 abolishing the requirement for legalisation of foreign public documents, the need to legalise deeds and documents issued by foreign authorities is replaced by another formality: the affixing of the apostille at the competent internal authority designated by each State. In addition, it is not mandatory to have the qualification legalised or to have the Hague apostille affixed on the same if the qualification was issued by one of the countries that signed the Brussels European Convention of 25 May 1987 or if the qualification was issued by a German institution (Italo-German Convention on the exemption from legalisation of public deeds).

For information on the legalisation of the qualification, please contact the Italian Embassy or Consulate in the country of the University that awarded the qualification.

For further information, consult the Ministry of Foreign Affairs and International Cooperation website http://www.esteri.it/MAE/IT/Italiani_nel_Mondo/ServiziConsolari/TraduzioneLegalizzazioneDocumenti.htm?LANG=IT; or the CIMEA website <http://www.cimea.it/> or the Hague Convention website http://www.hcch.net/index_en.php?act=text.display&tid=37

³ the diploma supplement, the declaration of value and the transcripts of examinations taken are not required for the research doctorate.

possession of the same, a copy of the permit to stay in Italy (or the receipt of the application for the permit to stay) is required;

- candidates who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission, are in possession of the permit to stay in Italy or the receipt of the application for the permit to stay in Italy, may use the declarations in lieu mentioned above limited to states, to personal qualities and to facts that are certifiable or can be confirmed by Italian public entities, subject to the special provisions contained in laws and regulations on immigration and the condition of the foreigner.
- Candidates who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission, are not yet in possession of the permit to stay in Italy, may not use the declarations in lieu of certification and affidavit cited above, but must produce:
 - the qualifications achieved in Italy required for the purposes of admission to this selection (Art. 2 of the call) in original or copy authenticated by an Italian authority. In order to guarantee the broadest participation in the procedure, candidates who, when submitting the application for admission, are unable to submit the qualifications achieved in Italy, as indicated, must attach to the application a photocopy of the qualification; they must necessarily submit the qualification later, by the methods described in the above paragraph, if they are successful in the selection. The delivery of the qualification in original or copy authenticated by an Italian authority is a necessary condition for commencing the activity.

The documentation submitted by the candidates will be retained in the Administration's records and will not be returned.

Any change to the place of residence or domicile elected by the candidate for the purposes of this announcement must be communicated promptly to the address: collaborazioni-dastu@polimi.it making reference in the text to the Comparative Assessment number and the subject of the same.

In accordance with Art. 15, paragraph 1 of Italian Legislative Decree 33/2013, in the phase of granting the assignment to the successful candidate, his/her CV will be published on the University website in the section Transparent Administration - Consultants and Collaborators.

The candidate must declare the qualifications that he/she intends to submit for the purposes of the comparative assessment, in accordance with Art. 2, 5 and 6 of this call. Any failure to declare possession of the requirements for participation involves exclusion from the selection.

Qualifications gained after the deadline for submitting the applications will not be assessed.

Candidates are admitted to the selection with reserve. The exclusion from the selection may be ordered at any time, by recorded delivery letter with notice of receipt or certified email, for the following reasons:

- submission of the application for admission beyond the mandatory deadline indicated above;
- failure to submit and sign the application for admission;
- failure to submit the professional educational curriculum vitae;
- absence of the photocopy of a valid identity document: identity card, passport or driving licence;
- absence of the requirements indicated in Art. 2 of this call;
- lack of at least one photocopy of the qualification(s) accompanied by an Italian or English translation, for qualification(s) achieved abroad;
- lack of at least one photocopy of the qualification(s), for qualification(s) achieved in Italy by candidates who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission, are not yet in possession of the Permit to Stay in Italy.

If the reasons that determine the exclusion are ascertained after the conduct of the selection, any right consequent to participation in the selection itself may be forfeited; the forfeiture is also ordered for candidates making an untrue declaration for the purposes of the application for admission to the selection or for untrue declarations rendered in accordance with Italian Presidential Decree 445/2000.

Art. 7
Merit ranking

The merit ranking is prepared by the Commission, indicating in decreasing order the scores achieved by the candidates, based upon the assessment criteria indicated in Art. 5.

The final score is produced by the sum of scores achieved through the assessment of the qualifications added to the assessment of the experience indicated by the curriculum vitae.

If there are equal scores, the youngest candidate is given precedence in the ranking.

The approval decree bearing the name of the successful candidate will be published on the Register of the Politecnico di Milano on the website www.polimi.it and on the website of the Department of Architecture and Urban Studies www.dastu.polimi.it.

Art. 8
Stipulation and effectiveness of contract

The successful candidate will be invited to sign the contract/engagement letter, in conformity with existing rules, subject to submitting the declaration relating to his/her tax and social security position.

Winners must, as a rule, sign the contract by means of a digital signature or other qualified electronic signature, even of the "disposable" type, issued by a qualified trust service provider*. If they do not already possess this type of signature, they must promptly request one.

*<https://esignature.ec.europa.eu/efda/tl-browser>

The assignee, where required by the requested performance, will have the right to access the premises of the Department of Architecture and Urban Studies and to use the services existing therein for the purposes of carrying out the activity. In that case, he/she must comply with the regulations and safety rules in force in the Structure as well as respect the logistic requirements of the same. Before starting the collaboration, he/she will be required, where necessary, to obtain the certificate of participation on the online Basic Safety Course, recording officially that the training has been completed, as required by Articles 36 and 37 of Italian Legislative Decree 81/2008 as amended and supplemented, which must be produced when signing the contract.

The successful candidate will be invited to sign the contract/engagement letter, for the finalisation of which the successful candidate must submit the following documents:

- a) for personnel of other public administrations, the prior authorisation of the Administration to which he/she belongs to carry out the assignment, rendered in accordance with Art. 53 of Italian Legislative Decree 30.3.2001, no. 165, where required;
- b) for PhD students of the Politecnico di Milano, the prior authorisation to carry out the assignment;
- c) for research fellows of the Politecnico di Milano, the prior authorisation to carry out the assignment;
- d) the certificate of passing the basic safety course, where required. To obtain the certification, visit the website: <https://formazione sicurezza.polimi.it/>.

Any failure by the successful candidate to appear within the set timescales (ten days from the communication of convocation) will be considered a waiver.

Candidates declared winners of the selection who achieved the qualifications required by Article 2 above abroad - if those qualifications have not already been declared equivalent in accordance with the legislation in force - must send to the Head of the Administrative Procedure (HPA) before signing the contract and under penalty of forfeiture of the right to sign the same (for candidates who are citizens of states not belonging to the European Union who are not yet in possession of the Permit to Stay in Italy, before the start of the activity):

- the foreign qualification in original or authenticated copy, legalised and accompanied by a certified or sworn translation;

- the diploma supplement, or the declaration of value, or the transcripts of examinations taken, relating to the Laurea (equivalent to Bachelor of Science) qualification required for participating in the selection.

Candidates declared winners of the selection who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission are not yet in possession of the permit to stay in Italy and who achieved in Italy the qualifications required by Article 2 above, must deliver to the Head of the Administrative Procedure (HPA), before the start of the activity, the qualifications achieved in Italy and required for admission to this selection (Art. 2 of the call) in original or copy authenticated by an Italian authority.

Candidates who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission, are in possession of the permit to stay in Italy or the receipt of the application for the permit to stay in Italy, if they are successful in the selection, must submit to the Head of the Administrative Procedure (HPA), by and not beyond the date fixed for signing the contract, the permit to stay (or the receipt of the application for the permit to stay) in original. Any failure to submit the document involves the automatic forfeiture of the right to enter into the contract.

Candidates who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission, are not yet in possession of the permit to stay in Italy, if they are successful in the selection, must necessarily obtain clearance from the Prefecture, required to request the entry visa. The activity may only be commenced after submitting the aforementioned visa to the Head of the Administrative Procedure (HPA). Any failure to submit the document will prevent the activity being commenced.

Art. 9 Privacy

In accordance with Regulation EU no. 679/2016, candidates are informed that the processing of personal data provided by them will take place, on paper or electronically, for the sole purposes of this procedure and any establishment of the working relationship and for purposes related to its management.

The processing will take place by persons in charge of the procedure, as well as by the Commission, using procedures, including electronic, in the methods and within the limits necessary to pursue the aforementioned purposes, even in the case of any communication to third parties.

The provision of those data is necessary for the assessment and for the verification of the participation requirements and actual possession of the declared qualifications. Any failure to provide the data may prevent those fulfilments and, in the cases provided by the call, may have as a consequence the exclusion from the selection procedure. Additional data may be requested from candidates for the sole purposes indicated above.

The data collected may be communicated to any persons entitled in accordance with Law no. 241/1990, Italian Legislative Decree 33/2013 as amended and supplemented.

The data will be stored, in conformity with the provisions of the regulations in force in that regard, for a period of time not exceeding that necessary to achieve the purposes for which they are processed.

In accordance with the GDPR 2016/679, the Politecnico di Milano may publish on the University Website the Curriculum Vitae provided as an attachment to the application for participation of the successful candidates for institutional purposes and in compliance with Italian Legislative Decree no. 33 dated 14 March 2013 (Transparency Decree) as amended by Italian Legislative Decree 97

of 2016. In addition to the full Curriculum Vitae, a specific Curriculum Vitae, not containing personal data, may be provided for the sole purposes of publication on the University website.

Candidates are granted the rights indicated in the third chapter of Regulation EU no. 679/2016, in particular, the right to access their personal data, to request its rectification, update and erasure, if incomplete, inaccurate or collected in violation of the law, as well as to object to their processing for legitimate reasons. Additional information is available on the University website www.polimi.it/privacy.

A complaint may be lodged by making a specific request to the Data Protection Officer, contact point: privacy@polimi.it.

Art.10
The Head of the Procedure

In accordance with the provisions of Art. 5 of Italian Law 7 August 1990 no. 241 as amended and supplemented, the Head of the Procedure indicated in this call is Dott.ssa Gloria Paoluzzi_, e-mail: collaborazioni-dastu@polimi.it .

Art. 11
Publicity of the call

This call will be made public by being affixed to the official register of the University, on the website www.polimi.it and on the website of the Department Architecture and Urban Studies www.dastu.it .

The Head of the Department

f.to Massimo Bricocoli

Signed digitally in accordance with the CAD – Italian Legislative Decree 82/2005 as amended and supplemented