



UNIVERSITY OF MODENA AND REGGIO EMILIA

Personnel Selection and Employment Department – Via Università 4, Modena

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<http://www.ufficioselezioneassunzione.unimore.it>

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The notice is publicised in the official register of the University as at

Decree no. _302_

Human Resources Office

THE ADMINISTRATIVE DIRECTOR

GIVEN law no. 168 dated 9 May 1989;

GIVEN laws no. 59 dated 15 March 1997, and no. 127 dated 15 May 1997, as amended by law no. 191 dated 16 June 1998;

GIVEN the decree of the President of the Republic no. 445 dated 28 December 2000;

GIVEN law no. 240 dated 30 December 2010, especially art.18 and art.22;

GIVEN the applicable University Regulations on forms of cooperation in research activities;

GIVEN the resolution of the Departmental Council of “del Dipartimento di Comunicazione ed Economia” dated 21 march 2011

D E C R E E S

Art. 1

Number of research grants

A selective public procedure is announced, by qualifications and interview, for the assignment of 1 grant for cooperation in research activities (hereinafter research grant) at the University of Modena and Reggio Emilia in the research location better specified hereinafter.

The Administration ensures equal rights and opportunities between men and women for the assignment of the grant in question.

Art. 2

Location, subject area, research title, general aims of research, tutor, interview programme and title subjects

LOCATION: _REGGIO EMILIA (ITALY)_

LOCATION	S.S.D.	TUTOR
Department of “Comunicazione ed Economia”	M-PSI/01	Prof. Dott. Michele MARIANI

The aims and title of the research, the interview programme and the subjects of the qualifications of the selective procedure for the attribution of the above research grant are the following:

Title of research:

Quali-quantitative data analysis and simulation of human behavior in complex organization

Aims of research:

The present research belongs to the FP7 EU-funded BEMOSA (Behavioral Modeling for Security in Airports) Project, aimed to conceive innovative methods for airport security behavioral modeling, simulation and training;

Interview programme:

The selection procedure will be based on an interview which will verify the candidate's theoretical knowledge in the areas of Experimental and Applied Psychology and his/her previous experiences in participating in EU research Projects and research project concerning the same topics;

Subjects and/or disciplinary sectors to which the candidate's qualification must specifically refer:

M-PSI/01, M-PSI/05, M-PSI/06

*Art.3**Duration, renewal and amount of the research grant*

The grant has an initial duration of **twelve months**. It may be renewed for fractions of a year of no less than six months to a maximum of four years. -

(The total duration of) the relationship that has been established is for a term pursuant to the laws and regulations in force, including any renewals, may not exceed four years, excluding the period in which the grant was assigned simultaneously with a PhD, within the limit of the legal duration of the relative course.

The renewal of the grant is decided by the Department Council according to the procedures provided by art. 9 of the University Regulations for the provision of grants for cooperation in research activities.

A period abroad is envisaged of no longer than one year within the two-year period, at one or more qualified Universities or research institutes.

The yearly total of research grant is **Euro 19.367 net of social security contributions to be paid by the Administration**. The amount of the grant is paid to the beneficiary in monthly instalments.

In terms of social security the grants in question apply the provisions referred to in art. 2, paragraphs 26 and following, of Law August 8 1995, no. 335 and subsequent modifications and supplements. The individual must register for the separate management of Social Security and National Insurance contributions.

*Art. 4**General admission requirements*

Individuals who have completed a PhD, or an equivalent qualification abroad, or a postgraduate specialty program for medical disciplines supported with adequate scientific production, namely those who are in possession of a University Degree (old system) in Psicologia or an equivalent qualification by law or and Second-Cycle or Specialization School Degree (MD 509/99 and MD 270/2004) deemed as equivalent under MD 9th July 2009, belonging to one of the following classes 58/S, LM-51 and a professional scientific curriculum adequately sufficient to carry out research, with the exception of permanent staff of universities, government research and experimentation institutions and agencies, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) and the Italian Space Agency (ASI), as well as degrees issued by scientific post graduate institutions that have been recognized as equivalent to the title of Doctor of Philosophy in accordance with Article 74, fourth paragraph, of Presidential Decree of July 11th 1980, no . 382.

For the purposes of participating in the call for applications in question, in addition to

the above, the following additional qualifications are required:

- nothing.

As regards the degrees obtained at foreign universities, in the lack of an equivalent qualification, the candidate must request recognition of the suitability of his/her degree obtained at a foreign university. This request must be made within the body of the admission's application to the selection procedure itself.

In such cases, the request must be accompanied by the necessary documentation to enable the Examining Committee to evaluate the suitability of the qualification (e.g. declaration of value *in loco* issued by the competent Embassy).

In addition to the requirements indicated in the sub sections above, physical suitability for cooperation is required. The administration is entitled to have the winners of this selective procedure undergo medical examination, in accordance with the regulations in force.

Italian nationals who are obliged to do military service must prove that they are in compliance with respect to such obligation.

Persons who are excluded from voting for any reason cannot be accepted for the selection procedure.

Foreign nationals must also possess the following requisites:

a) enjoy civil and political rights in the country to which they belong or from which they originate;

b) except for holders of Italian nationality, be in possession of all the other requirements provided for citizens of the Republic;

c) have an adequate knowledge of the Italian language.

Candidates must be in possession of such requirements at the date of expiry of the term established in the notice of this selective procedure for the presentation of the entry application.

Candidates are accepted for the selective procedure with certain reservations.

The Administration may order exclusion from the selective procedure due to lack of prescribed requisites at any time as long as such exclusion is duly motivated.

The following will determine automatic exclusion from the selection process:

- 1) Failure by the candidate to sign the application;
- 2) Failure to comply with the terms and / or the procedures for submitting the application form;
- 3) Failure to meet the requirements referred to in this article paragraph 1.

Pursuant to article 18 of Law 240/2010 contracts in any professional capacity cannot be awarded by the University to individuals who have any degree of relationship or are in any way connected, up to the fourth degree included, with a professor employed at the department or the facility requesting the activation of the contract, or with the Rector, Administrative Director, or a member of the Board of Directors of the University.

Art. 5

Applications and deadline

The entry application for the selective procedure, drawn up on unstamped paper, must be addressed and presented directly or by registered mail with recorded delivery to the Administrative Director of this University - Via Università, 4 - 41121 Modena, all other media excluded, **within the peremptory term of thirty days starting on the day after the notice is posted in the University Web Server.**

The postal date of the applications is certified by the stamp and date of the post office from which such applications are sent.

Applications must be drawn up according to the form attached to this selective procedure (annex no. 1), showing all the information the candidates must

provide according to applicable regulations.

To take part in this selective procedure, candidates may also use the application form (annex no. 1) in the website referred to in article 10 below.

The Administration disclaims all liability for the dispersion of notices due to inexact indication of addresses by candidates or failure or late notification of any changes in addresses indicated in the application, or for any postal or telegraphic mis-deliveries, which are attributable to third parties, accidental occurrences or *force majeure*.

In the applications, the candidates shall declare, under their own responsibility, under penalty of exclusion from the selective procedure:

a) first name and surname (written in capital letters if the application is not type-written - married candidates shall indicate in sequence: maiden name, first name and married surname;

b) date and place of birth;

c) nationality;

d) (if Italian nationals) the municipality on whose electoral lists they are registered or the reasons for the non-registration or cancellation from such lists;

e) that they have never received criminal sentences and that they are currently not undergoing criminal proceedings; otherwise, indicate the sentences passed, the date the sentence was passed and the judicial authority that passed the sentence. Also indicate whether any amnesties, legal pardons, remissions, non-registration benefits, etc., have been granted and whether there are any criminal office registrations. Criminal proceedings must be indicated regardless of their nature;

f) the degree obtained (old regulation degree or new regulation second-cycle degree or specialization school degree), the grade point average as well as the date and University at which the degree was obtained, or the equivalent academic qualification obtained at a foreign university;

g) the degree obtained at a foreign university whose suitability needs to be acknowledged;

h) the PhD held and the date and administrative location of the University where the course was staged;

i) the specialization diploma (for medical disciplines) as well as the date of graduation and the University where it was obtained;

l) the possession of other qualifications, if applicable, to be admitted to the selection (process);

m) that they are or not holders of other scholarships granted for any reason whatsoever;

n) their position with regard to obligatory military service;

o) that they are physically fit for the post;

p) the address, complete with postal code, to which any notices are to be sent relating to this selective procedure;

q) foreign nationals must also certify that they enjoy civil and political rights in the country to which they belong or from which they originate, or else the reasons why they do not enjoy such rights, and that they have an adequate knowledge of the Italian language;

r) knowledge of a foreign language;

s) "Fiscal Code" (Italian Social Security Number);

t) as provided under article. 18 L. 240/2010.

Pursuant to law no. 104 dated 5 February 1992, disabled candidates must explicitly request, in relation to their disablement, any aids needed to sustain the interview.

Art. 6

Qualifications and professional curriculum

The application must be complete with the qualifications listed below (original or certified copy with substitutive declaration of the deed of notoriety showing conformity with the original):

a) degree certificate indicating the grade achieved in the single examinations and in the degree exam, or documentation relating to the academic qualification obtained

abroad;

b) certificate showing the acquisition of the title of PhD or the passing of the final exam for the obtaining of the title of PhD;

c) specialisation degrees; certificates of attendance of post-graduate courses in Italy or abroad; scholarships or research appointments both in Italy and abroad; dissertation; other qualifications and certificates the candidate asks to be evaluated for purposes of the selective procedure; list of qualifications.

The qualifications which the candidate asks to be evaluated must be produced within the deadline for presentation of the applications.

The party involved shall be entitled to attach to the application, instead of the above-listed qualifications, a substitutive declaration of certification or substitutive declaration of the deed of notoriety pursuant to art. 46 and 47 of Presidential Decree no. 445/2000, an exemplary specimen of which is shown at the foot of attachment no. 1 of this notice.

Non-community nationals who live in Italy must produce all relevant documents to verify conditions, facts and personal qualities certifiable by non-Italian public or private bodies.

Non-community nationals who do not live in Italy must produce all relevant documents to verify conditions, facts and personal qualities certifiable by Italian or non-Italian public or private bodies.

Non-community nationals who live in Italy may produce qualifications in original copy, certified copy or copy declared to be in conformity with the original. They may make use of substitutive declarations, according to the procedures provided for E.U. nationals, only in the event of having to prove conditions, facts and personal qualities certifiable by Italian public or private bodies.

Non-community nationals who do not live in Italy must produce the qualifications either in original copy, in certified copy or in copy declared in conformity with the original.

With reference to the publications considered useful for purposes of this selective procedure, the candidate shall furthermore attach a special substitutive declaration of the deed of notoriety certifying conformity with the original, an exemplary copy of which is shown at the foot of attachment no. 1 of this notice.

d) *curriculum* of candidate's scientific and professional activities.

The listed qualifications, if these are not presented together with the application, shall be presented directly or sent by registered mail with return receipt, with the exclusion of any other media, to the Administrative Director of this University - Via Università, 4 – Modena, **within the peremptory term of thirty days starting on the day after the notice is posted in the University Web Server.**

The postal date of the applications is certified by the stamp and date of the post office from which such applications are sent.

The criteria for assessing academic qualifications will be analytically determined by the selection committee by way of an overall evaluation, expressed with a mark out of one hundred, in accordance with the limits stated below:

- 60 points altogether for the qualifications divided up as follows:

- up to 10 points for a PhD consistent with the field for which the grant is being awarded;

- up to 5 points for the degree score determined as follows:

up to 107/110 = 0 points

108/110 = 1 point

109/110 = 2 points

110/110 = 3 points

110/110 *summa cum laude* = 5 points

- up to 25 points for publications that meet the categorization requirements defined by the CIVR and an aptitude for scientific research demonstrated through the formulation of an assessment that takes into account the academic qualifications and the curriculum submitted by the candidate;

- up to 20 points for specialisation degrees; certificates of attendance of post-graduate courses; other qualifications related to the service provided following contracts, scholarships

and appointments in national, foreign or international institutes, or in private institutions or consortia engaged in research, duly certified and showing the period and duration of the performed activities; any other relevant degrees that give evidence of the candidate's qualification.

The candidates will be accepted for an interview if they have achieved - in relation to the presentation of the qualifications held - a score of at least 30 points of the 60 available.

The results of the evaluation of the qualifications will be made known to candidates by posting in the Department where the interview is held. With respect to the candidates accepted for the interview only, evaluation of qualifications will be notified at the same time as the candidates are called for the interview.

After 120 days from the date of the decree issued by the Administrative Director for the verification and approval of the documents, that were submitted to the Administration may be returned to the applicants.

Documents will be returned within thirty days of the request, unless there is a dispute in progress.

After a period of six months from the date of the above decree for the verification and approval of the documents, the University is no longer responsible for preserving or returning the documentation to the applicant.

Art. 7 *Interview*

The examination will consist of an interview relating to the examination agenda indicated in article 2 above.

During the course of the interview, the examining committee will verify the candidate's ability to discuss the topics relating to the exam in at least one foreign language.

Before starting the examination, the examining committee will determine the questions to ask the candidate; such question will be drawn by each candidate.

For the interview, the Committee has at disposal **40 points**; the test will not be considered passed unless the candidate has obtained at least 30 points out of the 40 available.

Candidates will be informed of details regarding the venue, day and time of the interview at least seven days beforehand, by e-mail or by telegram or registered letter with return receipt.

It is necessary to provide an e-mail address in the body of the application.

To access the room where the interview is held, candidates must be in possession of a valid identity document.

The interview will be held in a room open to the public.

At the end of each session dedicated to the interview, the committee judging will compile a list of examined candidates, with indication of the score achieved by each candidate, which will be posted at the place where the examination is staged.

In order to encourage the participation of applicants, and streamline the procedure in relation to foreign candidates residing outside the Italian territory, and for those residing outside the region, the interview may be held by telephone or video conference via computer using suitable locations and equipment, once the technical feasibility has been verified.

The above-mentioned methods of conducting the interview will be described in detail in the minutes of the Selection Committee

Art. 8 *Examining committee*

By decree of the Administrative Director, following the proposal of the Council of the Department in which cooperation will take place, the examining committee will be appointed.

The Examining Committee is to be constituted of three members, of whom one shall also perform the function of secretary, selected from the Full Professors, Associate Professors or

researchers in the field which is object of the research grant.

The members of the committee will be appointed by the Council of the Department in which cooperation will take place. The Department Council will indicate the three regular members of the examining Committee, as well as two deputy members to be used in case of motivated and justified impediment of the regular members.

The Committee shall be entitled to avail itself of foreign language experts.

At the end of the proceedings, the Committee will draw up a special report containing the evaluation criteria, the judgements, the overall score awarded to each candidate and the ratings of merit.

The decisions of the Committee shall be final.

In order to publicise the composition of the examining committee, the decree of appointment of the committee will be posted, for a period of not less than thirty days, in the University Web Server, at the address <http://www.ufficio.selezioneassunzione.unimore.it>.

Art. 9

Forming the ratings of merit

The ratings of merit of the candidates are formed according to the order of overall scores obtained by each candidate.

The overall score is the result of the sum of the obtained qualification evaluation score and the score obtained in the interview.

Pursuant to the provisions of art. 22 paragraph 2 of Law 240/2010, should 2 or more candidates obtain an equal score, the candidate in possession of the title of PhD or specialization diploma in the medical field will be the preferred candidate.

In the event that there is a further instance of equal scores, the younger candidate will be the preferred choice.

The research grant, as determined at art. 1 of this selective procedure, shall be awarded to the winning candidate of this selective procedure.

The ratings of merit are approved by decree of the Administrative Director of this University and are immediately effective.

The ratings of merit will be used in case of waiver of the assignee or resolution due to failure to accept the grant; in this case, the grant will be awarded to the next entitled candidate listed in the ratings.

In order to immediately and suitably publicise the above ratings, these will be posted, for a period of not less than thirty days, in the University Web Server, at the address <http://www.ufficio.selezioneassunzione.unimore.it>.

Art. 10

Publicising this selective procedure

The call for applications to this procedure will be publicized for a period of no less than thirty days, via the INTERNET on the University WEB server, on the website of the Ministry and the European Union.

Art. 11

Awarding of research grants

The winner of this selective procedure establishes a self-employed work relationship according to private law. Such relationship is not part of the institutional configuration of university professorship and the role of university researcher and is not therefore useful for purposes of employment in the personnel roles of Italian universities and university institutes.

The winner will be invited, pursuant to the provisions of art. 46 of Presidential Decree no. 445/2000, to self-certify the following conditions, facts and personal qualities:

- 1) birth certificate;
- 2) enjoyment of political rights; foreign nationals shall self-certify that they enjoy civil and

political rights in the country to which they belong or from which they originate;

3) his/her nationality;

4) that he/she has never received criminal sentences; otherwise, the winners shall self-certify the sentences passed, the date the sentence was passed and the judicial authority that passed the sentence (including in the case of any amnesties, legal pardons, remissions, non-registration benefits, etc., and of nothing being shown in the criminal office registrations). Criminal proceedings must be indicated whatever their nature.

Foreign nationals shall further self-certify that they have received criminal sentences in the country of which they are nationals or in Italy;

5) possession and number of "Fiscal Code" (Italian Social Security Number);

6) individual situations as regards military service for he was born until the year 1985;

7) all details of which the party involved is aware contained in the public records office registers.

At the time the contract is awarded, the winner shall also be obliged to produce a medical certificate, issued by a military doctor or by his/her general practitioner, certifying physical suitability for the post.

The Administration nevertheless reserves the right to have the candidates undergo a medical check-up by a competent occupational health doctor pursuant to legislative decree no. 81/2008.

The conditions, facts and personal qualities self-certified by the winner of this selective procedure shall be submitted, by the University of Modena and Reggio Emilia to suitable checks, including random checks, as to their truthfulness.

With the winner of this selective procedure, a freelance work contract will be stipulated, to be signed by the winner and by the Administrative Director of the University of Modena and Reggio Emilia.

The winner of this selective procedure shall comply with the provisions of the University Regulations for the awarding of grants for cooperation in research activities, and especially the provisions of articles 8, 10, 11, 12, 13, 14 and 15 of such Regulations

A copy of these Regulations is available on the Website of the University of Modena and Reggio Emilia, at www.unimore.it and at www.ufficio.selezioneassunzione.unimore.it.

Candidates who, within the term established by the Administration, fail to declare their acceptance of such term or who do not take up service within the established term shall no longer be eligible for grants for cooperation in research activities.

Delays can only be justified that have been caused by serious occurrences such as health problems or duly proven *force majeure*. Any postponement of the starting date or interruption of the period of usufruct of the grant shall be allowed with respect to the winners who provide proof of having pregnancy or confinement in accordance with applicable regulations.

The prescribed procedure for the cancellation of the relationship is begun against grant holders who, after starting scheduled research activities, fail to continue these in a regular and continuative manner without justified reason, for the entire duration of the grant, or who are responsible for serious and repeated offences.

The grant holder must present, yearly, to the Council of the Department where cooperation is provided a detailed report on the research activities performed. This report must be approved by the tutor and Department Director.

With reference to the provisions of the Italian Legislative Decree n. 196/2003, concerning the guardianship of people and other subjects regarding the processing and the circulation of personal data, the Human Resources Office of the University of Modena and Reggio Emilia– Via Università, 4 – 41121 MODENA, as holder of the data inherent to this procedure, informs that the processing of data contained in the applications is uniquely oriented to the carrying out of selection proceedings and that the same applies to the use of computer routines and paper storage of respective documents.

The Office specifies that the submittal of the data requested is obligatory and that the refusal of providing them implies as a consequence the exclusion from selection.

Candidates may exert the rights as set forth in Art. 7 of the above mentioned law, among which is the right to access their own personal data, as well as some complementary rights, among which is the right to update, rectify, integrate or cancel erroneous or incomplete data, or data collected not

in accordance with the law.

Pursuant to the provisions of art. 5 of law no. 241 dated 7 August 1990, the person in charge of the procedure indicated in this notice is Dr. Rocco LAROCCA, Human Resources Office, – University of Modena and Reggio Emilia, Via Università n. 4 - Modena, telephone 059 – 2056503 e-mail: ufficio.selezioneassunzione@unimore.it.

For all notices relating to this selective procedure, candidates may refer to the Human Resources Office, – via Università, 4 – Modena – (Dr. Stefania IANNI telephone 059/2056548 – fax: 2056507).

For everything not expressly provided by the notice and in the event of applicability, reference shall be made to the provisions of the regulations mentioned in the introduction to this selective procedure and, if applicable, to the provisions of the Italian civil code.

Modena, _08.04.2011_

	THE ADMINISTRATIVE DIRECTOR
	f.to Dott. Stefano RONCHETTI

Annex no. 1
EXEMPLARY APPLICATION FORM (not subject to duty stamp)

To the ADMINISTRATIVE DIRECTOR
of the University of Modena and Reggio Emilia
Via Università n. 4
41121 MODENA

The undersigned asks to take part in the public selective procedure, for qualifications and interview, **for the assignment of 1 research grant at this University for the following:**

LOCATION: REGGIO EMILIA (ITALY)

LOCATION	S.S.D.	TUTOR
Department of "Comunicazione ed Economia"	M-PSI/01	Dott. Michele MARIANI

Title of research:

Quali-quantitative data analysis and simulation of human behavior in complex organization;

In this respect, aware that untruthful declarations represent a possible criminal offence, he/she certifies:

SURNAME (a)

FIRST NAME

DATE OF BIRTH

PLACE OF BIRTH PROV

ADDRESS PROV POSTAL CODE

STREET no.

TAX CODE

ITALIAN NATIONALITY

YES	NO
-----	----

FOREIGN NATIONALS nationality:

REGISTERED ON VOTING LISTS

☐ YES Municipality: _____
Country (for EU nationals) _____

☐ NO Why _____

CRIMINAL SENTENCES (b)

☐ NO

☐ YES Which _____

MILITARY POSITION
(FOR HE WAS BORN UNTIL
THE YEAR 1985)

Postponed

Exempt

Exonerated

Others

From _____ To _____

ACADEMIC QUALIFICATION ISSUED BY ITALIAN UNIVERSITIES

--

Obtained on

	Grade:
--	--------

At

--

ACADEMIC QUALIFICATION OBTAINED AT FOREIGN UNIVERSITIES WITH ACKNOWLEDGEMENT OF
EQUIVALENCY TO ITALIAN QUALIFICATION

--

Obtained on

	Grade:
--	--------

At

--

equivalent to the following Italian qualification:

--

OR ACADEMIC QUALIFICATION ISSUED BY FOREIGN UNIVERSITIES FOR WHICH
ACKNOWLEDGEMENT OF SUITABILITY IS REQUESTED (c):

--

Obtained on

	Grade:
--	--------

At

--

Adequate knowledge of the Italian language;

YES	NO
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PhD

Obtained on

At

Specialization diploma in the medical area

Obtained on date

At

To be in possession of the additional requirements for participation in the selection (if prescribed by the call for applications) or:

Being/not being the holder of other scholarships awarded for any reason whatsoever

Being physically able for the appointment;

Selecting the following foreign language used for the subjects of the titles and topics of the interview:

Enclosed declaration in lieu of affidavit provided pursuant to article 47 DPR. 445/2000 and art.18 L. 240/2010 (attachment no. 2).

ADDRESS TO BE USED FOR ALL NOTICES RELATING TO THE COMPETITION:

If necessary c/o

STREET

No.

MUNICIPALITY

PROV

POSTAL
CODE

TELEPHONE

E- MAIL (applicants must mandatorily provide an e-mail address)

I attach the following assessable qualifications to the application: as well as a list of same

I undersigned do hereby certify that the contents of this application correspond to the truth pursuant to art. 46 and 47 of Presidential Decree no. 445/2000.

Date _____

Signature (d)

I undersigned do hereby agree to the processing and circulation of personal details I have provided, pursuant to law decree no. 196/2003, for purposes relating to the accomplishments of this procedure as well as to the publication of ratings and final evaluation of the candidates by the examining committee after approval by the competent body

Date _____

Signature (d)

-
- a) Married candidates must indicate in sequence: maiden name, first name, surname of husband/wife.
b) otherwise, indicate the sentences passed, the date the sentence was passed and the judicial authority that passed the sentence (including in the case of any amnesties, legal pardons, remissions, non-registration benefits, etc., and of nothing being shown in the criminal office registrations). Criminal proceedings must be indicated whatever their nature.
c) Please enclose all documents necessary for the evaluation of the degree qualification.
d) in case of direct presentation of applications - curriculum vitae, the candidate shall place his/her signature at the bottom of the application - curriculum vitae in the presence of the person charged with receiving the competition documentation; in case of the application - curriculum vitae being sent by mail, the candidate shall sign the application - curriculum vitae and attach to it a photocopy of a valid identification document.

Please note that the candidate, instead of certifications issued by the competent authority, may present on unstamped paper and without signature certification:

- a) Substitutive declaration of certification: art 46 Presidential Decree no. 445/2000 (e.g. Family certificate, registration in a professional register, possession of certificate of education, upgrade certificate, qualification certificate, etc).

Or

- b) Substitutive declaration of the deed of notoriety: for all conditions, facts and personal qualities not included in the list referred to in art. 46 Presidential Decree no. 445/2000 (e.g., service activities, free-lance professional appointments).

The substitutive declaration of the deed of notoriety requires one of the following forms:

- This must be personally signed by the interested party before a person charged with receiving the documentation

Or

- It must be mailed or delivered by third parties together with a simple photocopy of the applicant's identity document.

In any case, the declaration made by the candidate, which substitutes certification to all effects, shall contain all the elements needed to evaluate the qualification to be produced; the omission of even one element shall result in the non-evaluation of the self-certified qualification.

It must also be remembered that the Administration is called upon to perform suitable checks as regards the truthfulness of the substitutive declarations received and that, besides the interested party no longer being eligible for any benefits obtained on the basis of the untruthful declaration, criminal sanctions are also applicable in cases of falsification of documents and untruthful declarations.

NOTE: An exemplary copy is reproduced below of the certification and deed of notoriety substitutive declaration:

**CERTIFICATION SUBSTITUTIVE DECLARATIONS
AND
DEED OF NOTORIETY SUBSTITUTIVE DECLARATIONS
(articles 46 and 47 Presidential Decree no. 445/00)**

The undersigned

SURNAME (a)				
FIRST NAME				
DATE OF BIRTH				
PLACE OF BIRTH		PROV		
ADDRESS		PROV		POSTAL CODE
STREET		No.		

aware that untruthful declarations represent a possible offence pursuant to the Italian penal code and special laws

HEREBY CERTIFIES:

Place and date _____

The declarant (b)

- a) Married candidates must indicate in sequence: maiden name, first name, surname of husband/wife.
- c) in case of direct presentation of declaration, the candidate shall place his/her signature at the foot of the declaration in the presence of the person charged with receiving the competition documentation; in case of the application - curriculum vitae being sent by mail, the candidate shall sign this declaration and attach to the application-curriculum vitae a photocopy of a valid identification document.

DEED OF NOTORIETY SUBSTITUTIVE DECLARATIONS
(article 47 Presidential Decree no. 445/00)

The undersigned

SURNAME (a)				
FIRST NAME				
DATE OF BIRTH				
PLACE OF BIRTH		PROV		
ADDRESS		PROV		POSTAL CODE
STREET		No.		

aware that untruthful declarations represent a possible offence pursuant to the Italian penal code and special laws

DECLARES

not to have any degree of relationship or to be in any way connected, up to the fourth degree included, with a professor employed at the department or the facility requesting the activation of the contract, or with the Rector, Administrative Director, or a member of the Board of Directors of the University.

Place and date _____

The declarant (b)

a) Married candidates must indicate in sequence: maiden name, first name, surname of husband/wife.

b) in case of direct presentation of declaration, the candidate shall place his/her signature at the foot of the declaration in the presence of the person charged with receiving the competition documentation; in case of the application - curriculum vitae being sent by mail, the candidate shall sign this declaration and attach to the application-curriculum vitae a photocopy of a valid identification document.