

## FAQ

**SELECTION PROCEDURE – ASSOCIATE PROFESSORS – To cover 4 positions in accordance with to art. 18, paragraph 1 of the Italian law 240/2010 of Politecnico di Torino.**

### Submission of the participation application and documents to be enclosed: deadline and procedure

<b>Where is it possible to access the online procedure?</b>	The online procedure for the submission of the participation application and the other documents which have to be enclosed is available through the following website <b><a href="http://www.swas.polito.it/services/valdo/">www.swas.polito.it/services/valdo/</a></b>
<b>Which is the deadline to submit the participation application??</b>	<b>The application to participate in the selection must be submitted by November 20 2014, h 3 p.m, (Italian hour), by using only the online procedure available through the following website <a href="http://www.swas.polito.it/services/valdo/">www.swas.polito.it/services/valdo/</a>. After the mentioned deadline any applications will be excluded from the selection</b>
<b>Which is the procedure to submit the participation application??</b>	<p><b>Submission of the application</b></p> <p>The participation application must be completed by sending <i>dichiarazione sostitutiva di atto di notorietà</i> (document in which applicants declare that all what they stated is true) and the admission application created in the "pdf" format and available on the online procedure, according to one of the following procedures:</p> <ul style="list-style-type: none"> <li>• Through digital signature of the applicant, by using a specific software; in this specific case the application and the <i>dichiarazione sostitutiva di atto di notorietà</i> <b><u>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.</u></b></li> <li>• By printing the application and the <i>dichiarazione sostitutiva di atto di notorietà</i>. <b><u>The signed documents must be scanned and converted in ""pdf"" format, uploaded and sent e through the special section available trough the online procedure together with the "pdf" copy of a valid identity document.</u></b></li> <li>•</li> </ul>
<b>Which are the identity documents which can be enclosed to the application form?</b>	<p>The identity documents which can be enclosed to the participation application form are:</p> <ul style="list-style-type: none"> <li>▪ Identity card</li> <li>▪ Driving license</li> <li>▪ Passport</li> </ul>
<b>In which format should the participation application be together with the document called <i>dichiarazione sostitutiva</i>?</b>	The submission of the participation application and of the <i>dichiarazione sostitutiva</i> , generated by the online procedure must be signed and uploaded in "pdf" format or ".p7m" format, if the signature is digital. The documents generated by the online system <b><u>(application form and "dichiarazione sostitutiva di atto di notorietà") must not be in any way modified by the applicant neither through a format converting operation (ex.copy and paste).</u></b> The applicant must upload the above mentioned documents in the section called "stampe finali" (final printing), characterized by a specific identification code.

**What does the application include?**

**Art. 4 Participation application to the selection procedure**

- **The admission application**, which has to be filled in in all its parts, according to the details included in the online procedure. In particular it must include:
  - Complete personal data of the applicant;
  - The Department the Field, the scientific field where it is possible, the code of the selection in which the applicant intends to participate.
  - The domicile post address and the e-mail address of the applicant.
- **The Curriculum Vitae**, which must include the list of all the scientific publications and the list of the elemnts included in sections 2-5 of the Cv, which will be filled in all parts, (signed and dated), according to the word form accessible through the online procedure, uploaded and sent in "pdf" format only through the special section.
- **The three main outcomes/results of the research activity, included in the section n. 1.1 of the CV** which must be uploaded and sent in "pdf" format only through the special section.
- **The publications included in the section 1.2 of the Cv**, which must be uploaded and sent in "pdf" format only through the special section. Applicants are allowed to submit a maximum number of 15 publications, in addition to those which can be submitted according to the previous point, otherwise they will be excluded from the selection.
- The elements included in sections 2-5 of the Cv, **must be divided into the typologies includes in the sections 2-5 of the Cv** and must be inserted as *dichiarazione sostitutiva di atto di notorietà* and uploaded and sent in "pdf" format only through the special section.  
The elements included in sections 2-5 of the Cv must be duly accompanied by support papers such (period of time of reference, institution where the activity has been developed, description of the activity, etc.).
- **La dichiarazione sostitutiva di atto di notorietà**, available through the online system certifying:
  - The veracity of what the applicant has declared in his/her Cv;
  - Declaration of conformity of the elements included in sections 2-5 of the Cv, of the three main outcomes/results of the research activity, of the publications and veracity of the inserted data.
- **The € 10,00 payment invoice which** must be uploaded and sent by the applicant through the special section accessible through the online procedure, otherwise he/she will be excluded from the selection.  
Applicants are required to pay a Euro 10,00 fee on the Politecnico bank account **IBAN IT51N0200801160000002551101** – Agenzia Politecnico della Banca UNICREDIT S.p.A. Via D'Ovidio, n. 6 - 10129 TORINO - intestato al Politecnico di Torino – Amministrazione Centrale, Corso Duca degli Abruzzi, n. 24 – 10129 TORINO - and to specify the "causale" (reason for payment): "Contributo partecipazione selezione per professore universitario di II fascia, Settore Concorsuale, ..... codice interno ..... ("Contributo partecipazione selezione per professore universitario di II fascia, Settore Concorsuale, ..... codice interno.....)

<b>Is it possible to upload a curriculum vitae in a different format from the one available in the procedure?</b>	The curriculum vitae must be duly filled in all its parts <u><a href="#">according to the format word scheme iavailable ijn the online procedure</a></u> , uploaded and sent "pdf" format only by the specific section accessible through the online procedure.
<b>Is an applicant allowed to participate in more than one selection procedure?</b>	The applicants who intend to participate in more than one selection must apply for each selection through the online procedure.
<b>Which are the necessary requirements in order to be admitted in the selection?</b>	<p>Only the applicants meeting the following requirements are allowed to participate in the selection:</p> <ul style="list-style-type: none"> <li>a) Scholars who hold the Italian scientific qualification in accordance with the article n.16 of the Italian law. 240/2010 for the Field or for one of the Fields included in the same macro-sector, related to the level and the functions covered by the procedure, or for the functions as Permanent professor provided that they must not hold such functions;</li> <li>b) Applicants who, in accordance with the Italian law n. 210/1998, obtained the required qualification for the corresponding level for which the notice of competition is published, which is limited to the period of its duration.</li> <li>c) Professors who, on the date from which the Italian law n. 240/2010 is put into effect, were already developing their activities in other Universities, with a level which corresponds to the level for which the notice of competition is published.</li> <li>d) Scholars who are permanently developing research or teaching activities at university level abroad, in an position which is equal compared to the position which is object of the notice of competition; such positions are included in "Correspondence tables", updated each three years, defined by the Ministry of Education and Research by the Decree n. 236 of May 2 2011.</li> </ul> <p>Those applicants who will not meet the above mentioned requirements will be excluded from the participation.</p>
<b>Which applicants cannot participate in the selection?</b>	<ul style="list-style-type: none"> <li>• Those who are excluded from civil and political rights (for Italian applicants in Italy, for foreign applicants, in their own country).</li> <li>• 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;</li> <li>• Those applicants who have a kinship or affinity degree, included the fourth degree, with a Professor belonging to the Department which proposes the name of the professor 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, these applicants must communicate it and at the same time withdraw from the selection officially.</li> </ul>

<b>Which are the possible reasons for which a applicant can be excluded from the selection?</b>	<p>The reasons for being excluded are the following:</p> <ul style="list-style-type: none"> <li>- The applicant does not meet one of the admission requirements according to the above mentioned point;</li> <li>- The applicant did not complete the participation application through the online procedure by Thursday November 20 2014, h 3 p.m (Italian hour) (see art. 4 Notice of competition)</li> <li>- The applicant submits more than 15 publications (which is not allowed by the online procedure anyway)</li> <li>- The applicant does not enclose in the application documents the required € 10,00 payment invoice, related to the contribution for participating in the selection.</li> </ul>
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## Art. 8 - Judging Commissions

<b>Who is the Judging Commission composed of?</b>	The Commission is composed by three high qualified full professors or foreign professors with an equal level academic position. Among these professors, at least two do not belong to the Politecnico personnel or to another university personnel.
<b>When is the Judging Commission due to be appointed and where is it possible to access the corresponding decree of the Rector?</b>	<p>The Judging Commissions are due to be appointed by decree of the Rector after the deadline (after November 20 2014)</p> <p>The decree of the Rector for the appointment of the Judging Commissions is published in the official Register and on the following website  <a href="http://www.swas.polito.it/services/concorsi/240.asp?id_documento_padre=104106">http://www.swas.polito.it/services/concorsi/240.asp?id_documento_padre=104106</a></p>

## Publication and elements included in sections 2-5 of the Cv

<b>Which are the publications which can be inserted in the online procedure in order to be evaluated?</b>	<p style="text-align: center;"><b>(see art. 4 of the notice)</b></p> <ul style="list-style-type: none"> <li>• <b>Applicants can submitted a maximum number of 15 publications.</b> For all publications it is necessary to specify, if available, the DOI code.</li> <li>• If the applicant is author or co-author of a book or catalogue, these are considered as publications; if the applicant is author or co-author of single chapters of a book, each chapter is considered to be a publication.</li> <li>• If the publications have been produced/published abroad, date and place of publication, code ISBN or some other equivalent detail must clearly appear.</li> <li>• If the publications have been produced/published partly in Italy, such publications</li> <li>• must meet the duties in accordance with the article n.1 of the decree of August 31 1945, n. 660 and the Italian law n. 106 del 15.04.2004 on the basis of the rules D.P.R. del 3.05.2006 n. 252 published in the <i>Gazzetta Ufficiale</i> n. 191 of August 18 2006. Such duties have to be met and certified by specific supporting documents, which attest that the publications have been delivered or which must be accompanied by the documents dichiarazione sostitutiva di atto di notorietà. Such documents must be submitted together with the publications.</li> <li>• The texts which have been accepted to be published must be accompanied by specific documents certifying that they can be published without further changes.</li> </ul>
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Is it compulsory for the applicant to insert the data concerning bibliometric indicators?	No, it is not compulsory, but it is optional.
Is it possible to submit paper documents and the publications?	Documents and publications <b>must be only submitted through the online procedure. Paper documents will not be considered.</b>
Is it possible to submit documents/publications in a foreign language?	Publications, documents and certifications issued in English, French, German, Spanish and Portuguese <b>can be issued in the original language.</b> Publications, documents and certifications issued in <b>other languages</b> must be submitted in the original language and translated into Italian, English, French, German, Spanish and Portuguese; the translation must be certified and in compliance with the foreign text.
What is the document called <i>dichiarazione sostitutiva dell'atto di notorietà</i> ? How is it possible to submit it?	<p><b>Articles n. 47 and 48 of the Decree of the President of the Italian Republic n.445 of December 28 2000</b></p> <p>The document called <i>atto di notorietà</i>, which concerns elements, facts personal qualities of which the applicant is aware, <u>can be substituted by a declaration signed and submitted by the applicant.</u></p> <p>The declaration which refers to art. 47, submitted by the applicant in his/her own interest can concern also elements, facts and personal qualities of which he/she can be aware of directly, concerning other individuals. The declarations called <i>dichiarazioni sostitutive</i> have the same temporal validity of the acts which they substitute.. If in public notices of competition and if documents in sections 2-5 of the Cv (titoli) are required, the declaration is considered to be authentic.</p> <p><u>In order to be legally valid, the document called <i>dichiarazione sostitutiva di atto di notorietà</i> must be accompanied by a valid identification document:</u></p> <p>The <i>dichiarazione sostitutiva di atto di notorietà</i> can concern:</p> <ul style="list-style-type: none"> <li>• The compliance to an original document which has been submitted as copy</li> <li>• The participation in a research project, teaching tasks in Italian and/or Foreign Universities; direction of magazines, book series etc..</li> </ul> <p>If the documents are submitted by the applicant as <i>dichiarazione sostitutiva di atto di notorietà</i>, it is necessary to specify the exact data of the elements, personal qualities or facts to which the applicant refers.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Period of time, body/institution, research project concerning the stipulation of a contract.. etc.</li> <li>• Period of time, body/institution, assignment of research and /or and/or fellowship teaching tasks, Visiting Scholar/ Visiting Professor positions etc.</li> <li>• Date, project, body/institution in which the applicant has been assigned a prize or a reward for his/her scientific activity etc.</li> </ul>

<p><b>Is it possible to enclose to the application certifications issued by Public Administration offices?</b></p>	<p>If the degrees have been issued by Public Administration offices, please note that they can be only self-certified by the applicant, in accordance with the Italian law 183/2011 (Stability law), through <i>dichiarazione sostitutiva di atto di notorietà</i> available through the online procedure.</p>
<p><b>Are non Eu foreign citizens allowed to submit the documents called <i>dichiarazioni sostitutive di atto di notorietà</i>?</b></p>	<p>Non-Eu foreign citizens, in order to submit documents and publications must meet the following duties:          -in accordance with the article of the art. n. 3 of the Presidential Decree n. 445/2000 the Non-Eu foreign citizen with a regular residence permit in Italy can use the documents called <i>dichiarazioni sostitutive di certificazioni</i> (art. 46 D.P.R. 445/2000) and <i>di notorietà</i> (art. 47 D.P.R. 445/2000), limited to the elements, the personal qualities, facts which can be certified by Italian public or private bodies, excluded special rules included in the laws and regulations concerning the Immigration and the Foreign individuals condition law. Excluded the above mentioned cases, the non-Eu foreign citizens allowed to sojourn in Italy, are allowed to use the above mentioned documents, if they are related to international agreements between Italy and the country of origin of the applicant. The non-Eu foreign citizens who cannot use the above mentioned documents, must provide the hard copies of the such papers, once they are nominated.</p>