



# UNIVERSITÀ DEGLI STUDI DI BERGAMO

## SERVIZI AMMINISTRATIVI GENERALI SELEZIONI E GESTIONE GIURIDICA

Rep. no. 411/2016  
Decree protocol no. 88378/VII/1

**PUBLIC SELECTIONS PROCEDURES FOR THE RECRUITMENT OF NO. 7 II LEVEL UNIVERSITY PROFESSOR BY CALL AS PER S. 18, PARAS 1, OF LAW NO. 240 OF 30.12.2010, AT THE UNIVERSITA' DEGLI STUDI DI BERGAMO.**

### THE RECTOR

HAVING CONSIDERED Law 7.8.1990, no. 241 as amended and supplemented;  
HAVING CONSIDERED D.P.R. 28.12.2000, no. 445 "Consolidating act on legislative and regulatory dispositions in terms of administrative documents" as amended and supplemented;  
HAVING CONSIDERED D.Lgs. 30.3.2001, no. 165 as amended and supplemented;  
HAVING CONSIDERED D.Lgs. 30.6.2003 no. 196 "Code on the protection of personal data" as amended and supplemented;  
HAVING CONSIDERED Law 15.4.2004, no. 106 containing "Norms relating to the legal safekeeping of documents with cultural interest destined to public use";  
HAVING CONSIDERED D.P.R. 3.5.2006, no. 252 "Regulations relating to the legal safekeeping of documents with cultural interest destined to public use";  
HAVING CONSIDERED D.Lgs. 11.4.2006, no. 198 rules in terms of equal opportunities for men and women;  
HAVING CONSIDERED Law 30.12.2010, no. 240 regulating "Norms in terms of organization of universities, of academic personnel and their recruitment, as well as mandate to the Government to subsidize quality and efficiency of academic systems";  
HAVING CONSIDERED Law 12.11.2011, no. 183 (Financial Act 2012) and, especially, its s. 15 holding instructions in terms of certifications and sworn declarations/affidavit;  
HAVING CONSIDERED The Athenaeum's Ethic Code published with Rectoral Decree protocol no. 14405/I/3 of 19.7.2011;  
HAVING CONSIDERED D.M. 4.8.2011, no. 344 concerning "Disciplinary criteria, on the side of Athenaeums, for the evaluation of fixed-term researchers holding national scientific habilitation, for the purpose of calls for the role of associated professor";  
HAVING CONSIDERED Law 23.11.2012, no. 215 containing provisions in terms of equal opportunities in the composition of contest commissions at public bodies;  
HAVING CONSIDERED D.L. 9.2.2012, no. 5 "Urgent dispositions in matter of simplification and development" later converted with amendments by Law 4.4.2012, no. 35;  
HAVING CONSIDERED D.Lgs. 29.3.2012, no. 49 instructing the discipline for the organization, the monitoring and the evaluation of budgetary policies and recruitments at Athenaeums;  
HAVING CONSIDERED the Athenaeum's Regulations determining the procedures for comparative evaluations in calling I and II level professors in accordance with Law 240/2010 dispositions, published with Rectoral decree Rep. 505 of 6.11.2012 and amended by R.D Rep. no. 706/2014 of 15.12.2014;  
HAVING CONSIDERED D.M. 30.10.2015, no. 855 "Redefinition of group of academic recruitment fields and academic recruitment fields";  
HAVING CONSIDERED the Statute of the Università degli Studi di Bergamo;  
HAVING CONSIDERED current legislation regulating the legal and economical status of academic and research staff at Universities;  
HAVING CONSIDERED the requests for the covering of II level university professor positions deliberated by the Departments of Engineering and Applied Sciences (in its 3.9.2016 session), of Management, Information and Production Engineering (in its 3.9.2016 session), of Letters, Philosophy, Communication (in its 3.15.2016 session), of Foreign Languages, Literatures and Cultures (in its 2.23.2016 session), of Management, Economics and Quantitative Methods (in its 2.25.2016 session), of Human and Social Sciences (in its 3.8.2016 session);  
HAVING ACKNOWLEDGED that, with decision of the Board of Governors of 3.22.2016, upon favourable opinion expressed by the Academic Senate on its 3.21.2016 session, the planning of the positions requested by the Departments was approved and the issuance of an announcement for the recruitment by call, in compliance with s. 18, paras 1, of Law 30.12.2010, no. 240 was authorized;



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HAVING ASCERTAINED the funding thereof;

HEREBY DECREES

### Section 1

#### Announcement of the selection procedure

The public selections procedures are released for the recruitment by call, in compliance with s. 18, paras 1, of Law 30.12.2010, no. 240 and with current Athenaeum Regulations, regarding the following positions of II level Professor at the Università degli Studi di Bergamo:

#### ➤ DEPARTMENT OF ENGINEERING AND APPLIED SCIENCES

##### SELECTION CODE: 1

**Vacancies:** no. 1

**Group of academic recruitment fields:** 09/E – Electrical and electronic engineering and measurements

**Academic recruitment field:** 09/E3 - Electronics

**Academic discipline:** ING-INF/01 - Electronic engineering

**Elements of didactic and scientific qualification:**

Didactic qualification: Applicants must demonstrate the credentials that are needed to teach the courses of the ING-INF/01 – Electronics sector. According to the needs of the Department, a wide experience is required in both basic and advanced courses in the fields of electronic instrumentation and measurements and of the design of analog electronic circuits.

Scientific qualification: applicants must have a demonstrated record of scientific research accomplishments at a high international level, specifically concerning the fields of electronic instrumentation, of the design and test of low-noise analog circuits and of the study of advanced radiation-hard technologies

**Specific functions required:**

Teaching commitment: the teaching tasks will be relevant to courses belonging to the ING-INF/01 - Electronics sector, specifically in the fields of electronic instrumentation and of the design of electronic systems.

Research duties: the research work will concern the design and testing of low-noise integrated electronic circuits for sensor signal processing.

**Location:** Bergamo/Dalmine

**Maximum number of publications:** 15

**Language Expertise Scrutiny:** English

#### ➤ DEPARTMENT OF MANAGEMENT, INFORMATION AND PRODUCTION ENGINEERING

##### SELECTION CODE: 2

**Vacancies:** no. 1

**Group of academic recruitment fields:** 09/A - Mechanical and aerospace engineering and naval architecture

**Academic recruitment field:** 09/A3 – Industrial design, machine construction and metallurgy

**Academic discipline:** ING-IND/15 - Design methods for industrial engineering

**Elements of didactic and scientific qualification:**

Didactic qualification: concerns topics characterizing the ING-IND/15 scientific sector. According to the Department needs, the candidate must prove a robust experience in university teaching in the topics of industrial technical drawing, methods and tools for Systematic Innovation. It is also request to master the subject of Intellectual Property Management. The skill to teach in English language is also required.

Scientific qualification: scientific research expertise, demonstrated through publications at international level or patents, concerns the topics characterizing ING-IND/15 sector and, specifically, methodologies for Systematic Innovation of products and processes and their integration with tools for Knowledge Management (on patent and non-patent literature), tools and methods for Intellectual Property Management and Eco-design. Direct experience in projects and activities related to the mentioned topics is required.

**Specific functions required:**

Teaching commitment: teaching duties are referred to the typical topics of the ING-IND/15 scientific sector, with particular attention to Systematic Innovation area, both in Italian and English.



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**Research duties:** scientific activities in the typical research areas of the ING-IND/15 scientific sector will be privileged with particular attention to Systematic Innovation, Intellectual Property Management and Eco-design.

**Location:** Bergamo/Dalmine

**Maximum number of publications:** 10

**Language Expertise Scrutiny:** English

#### ➤ DEPARTMENT OF MANAGEMENT, INFORMATION AND PRODUCTION ENGINEERING

##### **SELECTION CODE: 3**

**Vacancies:** no. 1

**Group of academic recruitment fields:** 09/A - Mechanical and aerospace engineering and naval architecture

**Academic recruitment field:** 09/A3 – Industrial design, machine construction and metallurgy

**Academic discipline:** ING-IND/15 - Design methods for industrial engineering

**Elements of didactic and scientific qualification:**

**Didactic qualification:** teaching commitment concerns topics characterizing the ING-IND/15 scientific sector for engineering bachelor and master courses. According to the Department needs, the candidate must prove a robust experience in university teaching in the topics of industrial technical drawing, methods and tools for 3D modelling and virtual prototyping of product, and of modelling and simulation of product development processes. It is also request to master the subject of intellectual property management. The skill to teach in English language is also required.

**Scientific qualification:** scientific research expertise, demonstrated through publications at international level, concerns the topics characterizing ING-IND/15 sector and, specifically, methodologies for virtual ergonomics of products, techniques to acquire and model human body and motion analysis in industrial sectors and non, and methodologies for systematic innovation and intellectual property management. Direct experience in projects and activities related to the mentioned topics is required.

**Specific functions required:**

**Teaching commitment:** teaching duties are referred to the typical topics of the ING-IND/15 scientific sector, with particular attention to 3D modelling and virtual prototyping both in Italian and English languages.

**Research duties:** scientific activities in the typical research areas of the ING-IND/15 scientific sector will be privileged with particular attention to the virtual ergonomics of products, methods and tools for human modelling and artificial prosthesis design.

**Location:** Bergamo/Dalmine

**Maximum number of publications:** 10

**Language Expertise Scrutiny:** English

#### ➤ DEPARTMENT OF LETTERS, PHILOSOPHY, COMMUNICATION

##### **SELECTION CODE: 4**

**Vacancies:** no. 1

**Group of academic recruitment fields:** 10/D - Sciences of antiquity

**Academic recruitment field:** 10/D2 - Greek language and literature

**Academic discipline:** L-FIL-LET/07 - Byzantine civilization

**Elements of didactic and scientific qualification:**

**Didactic qualification:** University teaching experiences at Bachelor's and especially Master's (M.A. or MPhil.) degree levels in the SSD disciplines and in disciplinary contexts concerning the historical and cultural development of the Byzantine world in its various aspects. Organizational and didactic experience in the context of University formative paths as well as update courses for teachers. Didactic experience at PhD level.

**Scientific qualification:** Scientific research experience, documented by publications of national and international relevance, on the historical and cultural development of the Byzantine world in its various aspects. On the one hand, the relationship with the classical tradition and the Byzantine philology development; on the other hand, the origin of new forms of expression with particular reference to the hagiographic production in Greek language.

- Promotion and participation, as the active component, to national and international research projects;
- Participation in and organization of international conferences;
- Participation in scientific committees in national and international series.

**Specific functions required:**



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Didactic activities provided: they must be held in the fields linked to the scientific research sector SSD L-FIL-LET/07 and the related macro sector 10/D (Sciences of antiquity) in the Bachelor's and MA (MPhil) courses of the Department of Letters, Philosophy, Communication.

Scientific activities provided: the scientific activity linked to the fields of the SSD is privileged, paying attention to the Byzantine philological tradition, to the hagiographic tradition, to the Late Antique heritage, to the connections with the Medieval Western world up to the Crusades. A remarkable relevance will be given to the international and interdisciplinary profile (the attention to Byzantine art and architecture included) and to the research activities, documented by publications and organizational tasks.

**Location:** Bergamo

**Maximum number of publications:** 12

**Language Expertise Scrutiny:** not required

#### ➤ DEPARTMENT OF FOREIGN LANGUAGES, LITERATURES AND CULTURES

##### **SELECTION CODE: 5**

**Vacancies:** no. 1

**Group of academic recruitment fields:** 11/ B - Geography

**Academic recruitment field:** 11/ B1 - Geography

**Academic discipline:** M-GGR/01 - Geography

**Elements of didactic and scientific qualification:**

Didactic qualification: the applicant will have to demonstrate a high scientific and teaching qualification in the field of geography consisting of theoretical knowledge, as well as environmental, historical and cultural competences, useful to analyze the territorial organization; the applicant should also have expertise regarding cartographic theory and its operational declinations using ICT applications. The teaching experience must be attested by a prolonged university teaching, even in internationalized partnerships with foreign universities and teachers.

Scientific qualification: It is also required a thorough scientific expertise in participatory field studies and analysis of cartographic communication, attested by publications of national and international interest, by a long experience in field research conducted in Italy and abroad, and by collaborations with research institutions involved in mapping experimentation.

**Specific functions required:**

Teaching commitment: the educational competence must be related to the disciplinary-scientific sector M-GGR /01, by teaching both in bachelor and master degrees, even in internationalized programs of the University of Bergamo, such as those related to intercultural geography, territorial governance and environmental geography and tourism.

Research duties: the scientific effort will also encompass the field analysis and the development of collaborative digital mapping systems and their Web applications.

**Location:** Bergamo

**Maximum number of publications:** 12

**Language Expertise Scrutiny:** publications in English and French languages.

#### ➤ DEPARTMENT OF MANAGEMENT, ECONOMICS AND QUANTITATIVE METHODS

##### **SELECTION CODE: 6**

**Vacancies:** no. 1

**Group of academic recruitment fields:** 13/B - Business Administration

**Academic recruitment field:** 13/B1 - Business Administration

**Academic discipline:** SECS-P/07 - Business Administration

**Elements of didactic and scientific qualification:**

Didactic qualification: the candidate must have achieved a high level of general expertise in the field of accounting, including sustainability reporting, in the disciplinary sector SECS-P/07. Furthermore, the candidate must have acquired at least three years' qualified teaching experience, both in Italian and in English, on Italian and/or foreign three-year bachelor's degree courses, master's degree courses and/or Ph.D. courses in subjects in the SECS-P/07 sector.

Scientific qualification: the chosen applicant must have proven, high level scientific expertise on an international level, in order to be able to perform research activity on corporate sustainability and accountability and relative aspects of communication.



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Service activity: The candidate will also be required to participate actively in the Department's organisational activities.

**Specific functions required:**

Teaching commitment: the candidate must perform at least 120 hours of teaching activity, in Italian and English, which will include teaching sustainability reporting for the master's degree course in Business Administration, Professional and Managerial Accounting (LM-77) – Accounting, Accountability and Governance curriculum.

Research duties: the research activity and publications of high quality will also be considered an essential part of the candidate's commitment towards the University.

**Location:** Bergamo

**Maximum number of publications:** 10

**Language Expertise Scrutiny:** English.

➤ **DEPARTMENT OF HUMAN AND SOCIAL SCIENCES**

**SELECTION CODE: 7**

**Vacancies:** no. 1

**Group of academic recruitment fields:** 11/D - Pedagogy and educational theories

**Academic recruitment field:** 11/D1 - Educational theories and history of educational theories

**Academic discipline:** M-PED/01- Pedagogy, theories of education and social education

**Elements of didactic and scientific qualification:**

Didactic qualification: the candidate is required of the necessary requisites to teach the fundamentals of General and Social Pedagogy in Higher Education courses. According to those prerequisites and taking into account the current migrant processes due to economic needs or cultural opportunities, there will be enhanced the specific competences connected to some educational issues, such as the transition from a multicultural context to an intercultural context in Italy and in other European Countries, especially in the primary and secondary school cycles. Therefore, the candidate is required to teach General and Social Pedagogy (to be administered in English and French too), as well as to show a depth knowledge of Arabian language and educational culture, in order to lead or host scholars/students during European and Euro-Mediterranean international exchange programmes.

Scientific qualification: the candidate is required of a strengthened scientific research experience in the field of General and Social Pedagogy at national and international level, referred also to topics such as transnational migrations, intercultural issues and related educational experimentations.

The candidate is also required to provide documentary evidences about researches and scientific exchanges aimed at internationalization, with specific in-depth analysis in the Francophone, Anglophone and Arabian-speaking academic fields.

**Specific functions required:**

Didactic commitment: it covers the fields of study according to the referred scientific discipline sector, in the bachelor degree course in Educational Studies (at Human and Social Sciences Department) and – only for 5 course credits – in the master degree course in Human Rights and the Ethics of International Cooperation (at Law Department), to be administered in English and French too.

Scientific commitment: it covers, preferably, scientific activities according to the fields of the scientific discipline sector; in particular, there will be required depth examinations about primary and secondary educational issues in those social contexts, characterized by the presence of a high level of migration and multicultural processes, as well as the connected specific educational topics analysed on the basis of their linguistic and cultural origins.

**Location:** Bergamo

**Maximum number of publications:** 12

**Language Expertise Scrutiny:** the Commission will assess the scientific qualification and language and teaching skills of the candidate in French, English and, in part, of Arabic languages.

### Section 2

#### Requirements for attending the selection

The following subjects will be admitted to the selection procedure:

- a) candidates who achieved a national scientific habilitation, in compliance with s. 16 of Law 240/2010 for the same examination sector or otherwise one of the examination sectors comprised in the same academic field;
- b) candidates who achieved a II level university professor habilitation, in accordance with Law no. 210/1998, limited to the validity period of the latter;





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- c) professors in service at other Athenaeums at the same level of the announced selection;
- d) scholars permanently engaged abroad in university research or teaching activities having equal level as the one required by the announcement, based on the correlation tables defined by the Ministry (D.M. no. 236 of 2.5.2011).

The following subject will not be admitted to the selection procedure:

- those who are excluded from enjoying civil and political rights;
- those who were removed or discharged from office by any Public Body for insufficient yield, or were dismissed from any other public engagement, in accordance with s. 127 para d) of D.P.R. 10.1.1957, no. 3;
- candidates having any relationship or kinship, up to and including three times removed relatives, either with a professor belonging to the Department issuing the call or with the Rector, the Director General and any member of the Board of Directors at the Athenaeum.

The requirements needed to obtain admission must be owned up to the deadline of the application submission period. This Administration guarantees parity and equal opportunities to both men and women for access and treatment on the job.

### Section 3

#### Disqualification from selection

The following reasons cause disqualification:

- failure to sign the application form;
- deficiency of admission requirements as per s. 2;
- failure to submit the application and the publications within the established deadline;
- sending a number of publications higher than the requested number.

The candidates may be admitted subject to verification in case of supplementary investigation requirements; in this case, they are asked to regularize their application within the terms peremptorily assigned.

The Administration may arrange, at any moment, the exclusion of candidates lacking one of the requirements needed for this announcement; the exclusion will be declared by rectoral decree and delivered to the person concerned by registered mail with return receipt or equivalent.

### Section 4

#### Application procedure and submission deadline

In order to take part to the selection procedure, the candidate must present an application on unstamped paper according to the scheme attached to this announcement within the peremptory time limit of 30 days, starting from the day following the publication of the notice regarding this announcement in the Gazzetta Ufficiale. In case such date falls on a public holiday, the due date is postponed to the first working day thereafter.

The application, duly signed, must be addressed to the Rector in a sealed envelope and delivered in one of the following ways:

- delivery by hand at the office of Direzione e Affari Generali (Direction General Affairs) in via dei Caniana, no. 2 (1<sup>st</sup> floor) during the following days and hours: Monday to Friday from 9 to 12 am (the campuses will be closed 6 to 15 August 2016);
- delivery by registered mail with signed return receipt or equivalent sent to the Università degli Studi di Bergamo - Unità organizzativa Selezioni e gestione giuridica (O.U. Selections and Legal Management) - Via dei Caniana, no. 2, 24127 Bergamo;
- delivery by means of certified electronic mail (PEC) to the address [protocollo@unibg.legalmail.it](mailto:protocollo@unibg.legalmail.it), sending -in Pdf format- the application and all related attachments along with an identification document (quoting "*Application for II level professor selection procedure*" in the subject, indicating the selection code, the examination sector, the scientific discipline sector and the candidate's name). The application must originate from another PEC address, exclusively. It should be noted that the transmission of the certified electronic mail message is documented by the receipt of acceptance and the receipt of occurred delivery coming from the mail provider, as provided by s. 6 of D.P.R. 11.02.2005, no. 68 (the system allows the exchange of messages having a total maximum size of 50 MB; it is possible to send or receive messages with attachments up to 37 MB in size).



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In order to abide by the deadline, the following will attest reception: the entry protocol number for applications delivered by hand, the post office date-stamp in case of applications sent by return mail and the message's forwarding date for applications sent by PEC electronic mail.

The applications will not be considered if sent beyond the deadline established by this announcement, or if sent by means of non-certified electronic mail addresses or, anyway, in case of doubts existing about the identity of the sender who forwarded the application by PEC e-mail.

The wording "*Application for II level professor selection procedure*" followed by the indication of the selection code, the examination sector, the scientific discipline sector and the candidate's name must be written on the envelope containing the application and on all related attachments and publications.

#### Section 5

##### Application form

In the application form, to be completed using the sample form attached to this announcement (cf. Annex A), which is also available at the web address <http://www.unibg.it> under the *Concorsi e selezioni (Announcements & Selections)* section, the candidate must declare his first and last names, date and place of birth, tax code and address of residence; a mailing address, elected for the purpose of the application must also be mentioned, along with a phone contact and an electronic mail address, eventually PEC.

The candidate, under his own responsibility and in accordance with the dispositions of D.P.R. 445/2000 as amended and supplemented, must also declare that he/she:

- a) holds an italian citizenship or the citizenship of another member State in the European Union or else is a relative of a citizen belonging to one of the member States of the European Union who, while being a citizen of a member State, holds a residence permit or a permanent residence permit or else is a citizen of third Countries and holds an EU long-term residence permit or else holds a refugee status or else holds a subsidiary protection status;
- b) for italian citizens: is listed in election rolls, specifying the municipality or eventually indicating the reasons why he is not listed or why he was removed from them; for foreign citizens (citizens of the European Union member States, or their families or citizens of third Countries as shown in the preceding letter) enjoys civil and political rights in the Country of citizenship or origin or else the reasons why he/she cannot enjoy them;
- c) enjoys civil and political rights;
- d) meets physical fitness requirements needed for the employment referred to by the selection;
- e) is not excluded from active political electorate;
- f) was not removed or discharged from office by any Public Bodies on the basis of persistently insufficient yield, that is, was not dismissed from any public employment, as provided by s. 127, letter d) of the Presidential Decree (D.P.R.) 10.01.1957, no. 3;
- g) has not been found guilty of criminal offences and does not have any pending criminal proceedings or else lists such convictions indicating the details of all related judgements and any pending criminal proceedings;
- h) his position in terms of compulsory military service, only for italian male citizens born within 1985.

In the application form, the candidate will also specifically indicate:

- a) to belong to one of the following categories:
  - Candidate holds a national scientific habilitation as per s. 16 of Law 240/2010 for the sector of examination included in the same academic field and for the role specified by the procedure;
  - Candidate achieved habilitation for II level university associate professorship, in compliance with Law no. 210/1998 and limited to the validity of the latter;
  - Professors already holding positions in other Athenaeum at the same level as the one offered by this selection announcement;
  - Scholars permanently engaged abroad in research or education activities at university level, thereby holding a position of a corresponding level to the one offered by this announcement, based on the correlation tables defined by the Ministry (D.M. no. 236 dated 2.5.2011).
- b) does not have any relationship or kinship, up to and including three times removed relatives, either with any professor belonging to the Department issuing the call or with the Rector, the Director General and any member of the Board of Directors at this University.



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**Candidates wishing to apply for several places, must submit separate applications and any attachments for each of them, taking care to indicate the selection code relating to the application of interest.**

Any address changes must be promptly reported to the Selection Office and Legal Office.

Candidates with non-italian citizenships shall also have to declare to possess an adequate knowledge of the Italian language.

The following must be attached to the application form:

1. photocopy of a valid identification document;
2. *curriculum vitae* describing educational and scientific activity, dated and signed;
3. personal sworn declaration, as per Decree D.P.R. 445/2000 (cf. Annex C), certifying full mastery of anything reported in the *curriculum vitae*;
4. numbered list, dated and signed, of all produced scientific publications (Annex B);
5. publications and works that the candidate wishes to assert to the purpose of the procedure, numbered in progressive order matching the relating numbered list; copies or digital form files of the publications must be accompanied by an affidavit (cf. Annex D);
6. any independent-opinion cover letter (maximum three) signed by italian or foreign experts, external to the Università degli Studi di Bergamo, about the scientific activity of the candidate (copies or digital form files of the letters must be accompanied by an affidavit, cf. Annex D).

The University Administration assumes no responsibility in case the addressee is unreachable or unavailable or in case of dispersion of notices caused by inaccurate indication of the mailing address on the candidate side or on cases of missed or late notice of changes in the mailing address mentioned in the application. Furthermore, the Administration cannot be held responsible for missed or late deliveries of notices related to the selection on grounds that are not attributable to the Administration itself, such as post or telegraph mishandlings, third-party faulty behaviour, fortuitous or force majeure events

The Administration reserves the right to proceed with suitable checks on the veracity of the contents shown in sworn declarations, as ruled by D.P.R. 445/2000.

We inform you that, as of 1<sup>st</sup> January 2012 in accordance with the dispositions of Law 183/2011, it is forbidden for public bodies and for public service overseers to request the exhibition or the submission of certificates issued by other public bodies in matters of personal status, features and facts. Therefore, the Athenaeum may not accept, nor request, any certificate in replacement of sworn declarations and affidavits, which must be submitted in substitution of such certificates (sample forms are available in Annexes C and D of this announcement).

The certificates issued by the bodies in charge of the foreign applicant's Country must be compliant with current regulations of that Country and, also, must be sworn before and certified by the italian consulate in charge.

A translation into Italian must be attached to acts and documentation that are issued in foreign languages, after certification by an italian diplomatic or consular delegation.

Making reference to documents or publications previously surrendered to this or to other administrations or making reference to any documentation attached to applications for other selections is not allowed.

#### Section 6

##### Publications

The scientific publications that the candidate wishes to enforce, for this purposes of the comparative procedure, numbered in progressive order in accordance with the related list (c.f. annex B), must be sent along with the application within the peremptory deadline fixed by s. 4. The candidate must specify which publications shown in the *curriculum vitae* should be considered by the Commission for the purposes of the procedure, not exceeding the maximum number established by the announcement.

Any work published after 1.1.1990 must be compulsorily produced in electronic format (PDF format on a non-modifiable CD-ROM followed by a declaration stating that the contents are a certified copy of the originals - c.f. annex D) or else, unless the candidate declares proven impossibility, it will be possible to submit the original work or a copy of it (certified by means of a sworn declaration as per current laws).

The publication list must match the publications supplied to the purposes of the procedure.





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Only publications and texts that are accepted for publication in accordance with current Laws are considered appreciable, as well as essays included in collectanea and articles issued in journals, either printed or in electronic form, with the exception of internal notes and departmental reports.

The date and place of publication or, alternatively, an ISBN code or equivalent must appear for works printed abroad.

All works printed in Italy up to 1st September 2006 must meet the requirements provided by the Royal Lieutenant Legislative Decree of 31 August 1945 no. 660; as of 2<sup>nd</sup> September 2006 the requirements of Law 106/2006 and of D.P.R. 252/2006 must be met. The fulfilling of the above obligations must be certified by suitable documentation attached to the list of publications or by a sworn declaration issued by the candidate under his own responsibility as ruled by D.P.R. no. 445/2000.

Publications must be submitted in their original language form and translated into one of the following languages: Italian, English, French, German or Spanish. The translated texts can be supplied in typewritten form along with the printed text in the original language.

For comparative evaluation procedures referring to linguistic subjects, the submission of publications will be accepted in the original language or in one of the languages for which the announcement is made, even if different from those shown in the preceding paragraph.

A candidate taking part to more than one selection procedures must deliver as many lots of publications with attached list, as the number of the procedures he is subscribing to.

#### Section 7

##### Commission of Evaluation

For the vacancy offered by the contest, within two months from the deadline fixed for the submission of applications, the Rector appoints the Commission of Evaluation upon designation of the pertinent Department Council.

The composition of the Commission is made official when published on the website of the Athenaeum of the rectoral decree designating the Commission. Candidates may elect to decline any of the commissioners within ten days from the date of publication.

The Commission is formed by three to five I level full professors or equivalent role belonging to the same examination sector or academic field. The majority of the Commission components must be formed by subjects that are external to the Università degli Studi di Bergamo, to be found among lecturers with proven national and/or international recognition or having scientific prestige, belonging to other Italian or foreign Athenaeums. The determination of the actual number of commissioners is left to the independent decision of the advocating Department, depending on the specificity of the discipline.

The designation of professors coming from foreign universities is subject to the Department Council's attestation in terms of qualification equivalence to the Italian academic rank for professors and the activity of the chosen must be attributable to the examination sector of the procedure.

The Commission elects a President and a Secretary among its Members.

The Commission operates in a collegial way, acquiring its own absolute majority decisions and may avail itself of telecommunication devices.

Professors who received a negative appraisal may not be part of the Commission, as provided by s. 6, para 7 of Law no. 240/2010.

Professors engaged in habilitation Commissions are excluded as per s. 16, para 3 letter I), of Law 240/2010, as well as anyone else being incompatible with the designation as provided by current Laws.

#### Section 8

##### Selective procedure processing method

The Commission, upon its first assembly, after each member about declares the lack of incompatibility causes for his nomination and the lack of any conflicts of interest thereabout, foreordains the evaluation criteria for each *curriculum vitae*, scientific publications and research and teaching activities.

Such criteria shall have to be established in respect of internationally renowned quality standards, taking into account the guidelines established by D.M. 4.8.2011, no. 344 as well as any teaching and scientific qualification elements required by the Department and considered to be necessary for covering the position.



# UNIVERSITÀ DEGLI STUDI DI BERGAMO

## SERVIZI AMMINISTRATIVI GENERALI

### SELEZIONI E GESTIONE GIURIDICA

The Commission may attend its first assembly using telecommunication devices after notification received by the Rector.

The adopted criteria will be rendered public by publishing them on the website's special section "*Concorsi e selezioni*" (Announcements and contests); after that, the Commission may proceed with its work.

The Commission states a motivated judgement on the *curriculum vitae*, on the scientific publications and on the teaching and research activity of each candidate; should there be a multiplicity of candidates, the evaluation procedure shall be executed with modalities that guarantee their comparison.

The Commission, at the end of their work, formulates a merit ranking and indicates the winner following the decision reached by the majority of the members, by selecting the best-qualified candidate qualified for the teaching and the scientific functions recalled by the announcement.

#### Section 9

##### Works of the Commission

The Commission completes its works within four months since the Rector's decree of appointment.

The Rector may extend, only once and for not more than two months, the deadline for the completion of the selection on the grounds of proven reasons pointed out by the President of the Commission.

If, after the deadline, the resulting acts are not produced, the Rector will proceed to dismiss the Commission and will nominate a new one in replacement.

#### Section 10

##### Verification of act regularity

The acts surrendered by the Commission are approved with rectoral decree within thirty days from delivery to the office in charge.

Should the Rector observe any irregularity in the acts relating to the procedure, he will return them to the Commission with a motivated provision, fixing a deadline for supplementary investigation.

The acts, that is the final recapitulatory report of the works and the collegial judgements will be published on the Athenaeum's website.

#### Section 11

##### Call of the selected candidate

Once the procedure is complete, the Department Council proposes the selected candidate's call within 60 days from act approval.

The Department's proposal resolution is adopted according to the methods described in s. 12, paras 2, 3 and 4 of Athenaeum Regulations, ruling comparative evaluation procedures for the call of I and II level professors in compliance with the provisions of Law 240/2010.

#### Section 12

##### Statutory rights, duties, compensation and welfare treatment

The statutory rights and duties of the professor are those provided by current law in terms of teaching staff legal status, and those contained in the current Ethic Code.

Compensation and welfare treatment are the ones owed to II level professors as provided by the laws regulating this subject.

#### Section 13

##### Handling of personal data

The data supplied by the candidates with their application will be collected by the University offices in charge and treated exclusively for the purposes of this procedure, as ruled by the Legislative 30 June 2003, no.196 "Code in terms of personal data protection".



# UNIVERSITÀ DEGLI STUDI DI BERGAMO

## SERVIZI AMMINISTRATIVI GENERALI SELEZIONI E GESTIONE GIURIDICA

### Section 14

#### Return of documents and publications

The return of publications deposited at the *U.O. Selezioni e gestione giuridica* (O.U. Selections and Legal Matters), Via Dei Caniana, 2 - 24127 Bergamo will take place, upon candidate's request, after the terms for contingent rights of appeal have elapsed, except for cases where controversies are in place.

The candidate (or any other subject holding his mandate) may arrange, by appointment, the collection of publications at the appointed offices of this Administration.

After six months from rectoral decree approving the procedure's acts, this Administration will no longer be responsible for the conservation or restitution of the documents deposited at its offices.

The publications belonging to the selected winners will be deposited at our *Dipartimento di afferenza* (*Pertainment Department*).

### Section 15

#### Advertisement

This announcement is published in the Gazzetta Ufficiale IV Special Series - Contests and exams, on the MIUR and European Union websites as per s. 18, para 1 letter a) of Law 240/2010 in form of notice and in the Official Register of the University of Bergamo.

The full contest announcement and any related forms will be published online at the University website <http://www.unibg.it> in the special section "*Concorsi e selezioni*" (*Announcements and Selections*).

Further information may be obtained from our Servizi Amministrativi Generali (General Administration Services) - Unità organizzativa Selezioni e gestione giuridica (O.U. Selections and Legal Matters), Via dei Caniana, 2 - 24127 Bergamo, e-mail [selezionipersonale@unibg.it](mailto:selezionipersonale@unibg.it) - telephone 035 2052 876, fax 035 2052 862.

### Section 16

#### Manager of the procedure

The person in charge for the selection procedure in this announcement is Dr. William Del Re, Dirigente Responsabile dei Servizi Amministrativi Generali (Director General Administration Services), Via dei Caniana, 2 - 24127 Bergamo, telephone 035 2052 876 - fax 035 2052 862, electronic mail address: [selezionipersonale@unibg.it](mailto:selezionipersonale@unibg.it).

### Section 17

#### Final provisions

Anything not explicitly provided by this announcement is ruled by Law 240/2010 as amended and supplemented and by University Regulations, in relation to procedure disciplines for calls of I and II level professors, as provided by the above-mentioned Law or by any other norm on the subject.

Bergamo, 01.08.2016

The Rector  
(Prof. Remo Morzenti Pellegrini)  
*Signed by Remo Morzenti Pellegrini*