UNIVERSITÀ DEGLI STUDI DELLA TUSCIA

THE DIRECTOR GENERAL

HAVING REGARD TO Law No. 241 of 7 August 1990, "New provisions on administrative procedures and the right of access to administrative documents", as amended and supplemented;

HAVING REGARD TO Law No. 104 of 5 February 1992, "Framework law on assistance, social integration and the rights of persons with disabilities";

HAVING REGARD TO Law No. 68 of 12 March 1999, "Provisions on the right of persons with disabilities to work", and its implementing regulations laid down in Presidential Decree No. 333 of 10 October 2000;

HAVING REGARD TO Legislative Decree No. 165 of 30 March 2001, "General provisions on employment in public administrations", as amended and supplemented;

HAVING REGARD TO Legislative Decree No. 196 of 2003, "Personal Data Protection Code", as amended and supplemented, and Legislative Decree No. 101 of 10 August 2018, "Provisions adapting national legislation to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)";

HAVING REGARD TO Legislative Decree No. 82 of 7 March 2005, "Digital Administration Code", as amended and supplemented;

HAVING REGARD TO Legislative Decree No. 198 of 1 April 2006, "Code of Equal Opportunities between Women and Men, pursuant to Article 6 of Law No. 246 of 28 November 2005";

HAVING REGARD TO Law No. 240 of 30 December 2010, as amended and supplemented, "Provisions on the organisation of universities, academic staff and recruitment, and delegation to the Government to promote quality and efficiency in the university system", in particular Article 24-bis;

HAVING REGARD TO Law No. 190 of 6 November 2012, "Provisions for the prevention and suppression of corruption and illegality in public administration", as amended and supplemented;

HAVING REGARD TO Legislative Decree No. 33 of 14 March 2013, "Reorganisation of the rules on the publication, transparency and dissemination obligations of public administrations";

HAVING REGARD TO Law No. 97 of 6 August 2013, "Provisions for fulfilment of obligations arising from Italy's membership of the European Union – European Law 2013", in particular Article 7, which amended the rules governing foreign nationals' access to positions in public administrations;

HAVING REGARD TO Legislative Decree No. 81 of 15 June 2015, "Comprehensive regulation of employment contracts and revision of the rules on duties pursuant to Article 1(7) of Law No. 183 of 10 December 2014", in particular Chapter III, "Fixed-term employment";

HAVING REGARD TO Law No. 56 of 19 June 2019, "Measures to ensure effective action by public administrations and prevent absenteeism";

HAVING REGARD TO Decree-Law No. 77 of 31 May 2021, converted with amendments by Law No. 108 of 29 July 2021, "Governance of the National Recovery and Resilience Plan and initial measures to strengthen administrative structures and accelerate and streamline procedures";

HAVING REGARD TO Decree-Law No. 80 of 9 June 2021, converted with amendments by Law No. 113 of 6 August 2021, "Urgent measures to strengthen the administrative capacity of public administrations for implementation of the National Recovery and Resilience Plan (PNRR) and to improve the efficiency of the justice system";

HAVING REGARD TO Decree of the President of the Council of Ministers No. 174 of 7 February 1994, “Regulations on access by nationals of European Union Member States to positions in public administrations”, as amended and supplemented;

HAVING REGARD TO Presidential Decree No. 487 of 9 May 1994, “Regulations governing access to public administration employment and the conduct of competitions, joint competitions and other forms of recruitment into public employment”, as amended and supplemented;

HAVING REGARD TO Presidential Decree No. 394 of 31 August 1999, “Regulations implementing the consolidated provisions on immigration and the status of foreign nationals pursuant to Article 1(6) of Legislative Decree No. 286 of 25 July 1998”;

HAVING REGARD TO Presidential Decree No. 445 of 28 December 2000, “Consolidated laws and regulations on administrative documentation”, as amended and supplemented;

HAVING REGARD TO Presidential Decree No. 189 of 30 July 2009, “Recognition of foreign educational qualifications for access to public competitions”, in particular Article 2;

HAVING REGARD TO the Interministerial Decree of 9 July 2009 establishing equivalences between degrees awarded under the former system, specialist degrees (Laurea Specialistica, LS) under Ministerial Decree No. 509/1999, and master's degrees (Laurea Magistrale, LM) under Ministerial Decree No. 270/2004 for participation in public competitions;

HAVING REGARD TO the applicable National Collective Bargaining Agreements (CCNL);

HAVING REGARD TO the resolution of the DIBAF Department Council of 10 September 2026 requesting the launch of a selection procedure to recruit one part-time (70%) Level II Technologist, on a fixed-term contract for 24 months, with salary equivalent to grade D8, for project 101294786 – LIFE25-CCA-IT-ART for LIFE;

HAVING REGARD TO the University Statute issued by Rectoral Decree No. 480 of 8 June 2012 pursuant to Law No. 240 of 30 December 2010, as subsequently amended and supplemented, most recently by Rectoral Decree No. 609 of 5 December 2024;

HAVING REGARD TO the Code of Ethics of the University of Tuscia, issued by Rectoral Decree No. 19 of 31 October 2019;

HAVING REGARD TO the Regulations on access to employment and mobility of managerial, technical and administrative staff, issued by Rectoral Decree No. 40 of 13 January 2003, in particular Title II, Chapter V;

HEREBY DECREES AS FOLLOWS

Article 1 – Launch of the public selection procedure

1. A public selection procedure, based on qualifications and examinations, is hereby launched for the recruitment of one Level II Technologist pursuant to Article 24-bis of Law No. 240/2010, on a 70% part-time fixed-term contract lasting 24 months, for project 101294786 – LIFE25-CCA-IT-ART for LIFE, with the following profile:

Department for Innovation in Biological, Agri-food and Forestry Systems (DIBAF)

Number of positions: 1.

Annual remuneration: €75,285.98 (including employer-borne charges).

Salary equivalent: D8.

Working time: 70% part-time.

Contract duration: 24 months.

Host department: DIBAF.

Research project: LIFE25-CCA-IT-ART for LIFE.

Key knowledge, skills and competencies: The appointee will contribute principally to the research activities assigned to the Forest Ecophysiology Laboratory under project 101294786 – LIFE25-CCA-IT-ART for LIFE. Specifically, the appointee will: conduct forest surveys and ecophysiological monitoring preparatory to establishing the pilot demonstration plantations envisaged under the project (WP2); monitor the planted seedlings and undertake further in situ and ex situ investigations to compare selected provenances and planting modules (WP3, Task 3.5); contribute to collecting data needed to assess the effects of the pilot plantations on ecological processes and ecosystem services (WP3–WP4); contribute to communication, outreach and dissemination activities (WP5); and contribute to developing measures for project sustainability and replicability (WP6).

Specific admission requirements: Master's degree awarded pursuant to Ministerial Decree No. 270/2004 in one of the following degree classes: LM-6 (Biology), LM-73 (Forestry and Environmental Sciences and Technologies), LM-75 (Environmental and Land Sciences and Technologies);

or

Specialist degree awarded pursuant to Ministerial Decree No. 509/1999, or a university degree awarded under the system in force prior to Ministerial Decree No. 509/1999, provided that it is officially recognized as equivalent, in accordance with the legislation in force, to at least one of the Master's degree classes listed above;

or

First-cycle university degree (Bachelor's degree) awarded pursuant to Ministerial Decree No. 270/2004 in one of the following degree classes: L-13 (Biological Sciences), L-25 (Agricultural and Forestry Sciences and Technologies), L-32 (Environmental and Natural Sciences), or a degree awarded pursuant to Ministerial Decree No. 509/1999 in the corresponding degree classes, together with at least two years of documented professional experience relevant to the activities covered by the selection procedure.

Article 2 – Professional profile

1. Within the instructions given to the appointee, the Technologist performs review, analysis and technical collaboration tasks related to the research and innovation programme and assumes responsibility for the technical soundness of the solutions adopted.

2. In particular, the appointee will carry out the activities specified in Article 1(1).

Article 3 – Admission requirements

1. To be admitted to the public selection procedure under Article 1, candidates must meet the following requirements:

1) Hold the qualification specified under “Specific admission requirements” in Article 1(1).

Candidates with qualifications awarded abroad must attach the decision issued by the competent authorities recognising the legal validity of their qualification in relation to the Italian qualification.

For information on the procedure for recognising the legal validity of a foreign qualification in Italy, candidates should consult:

https://www.miur.gov.it/web/guest/titoli-accademici-esteri

http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica

http://www.cimea.it/it/servizi/procedure-di-riconoscimento-dei-titoli.aspx

If the recognition procedure is ongoing when the application is submitted, candidates must provide proof that they have applied for recognition. The recognition decision must nevertheless be submitted before the employment contract is signed, failing which the candidate forfeits the position.

Failure to provide either the recognition decision or proof of submission of the relevant request will result in exclusion from the selection procedure or prevent the employment relationship from being established.

A "Declaration of Value" (Dichiarazione di Valore) alone is insufficient for this purpose.

2) Be an Italian citizen or a citizen of another European Union Member State. Pursuant to Article 38(1) and (3-bis) of Legislative Decree No. 165/2001, as amended and supplemented, the following may also participate: family members of EU citizens who are not themselves EU citizens but hold a right of residence or permanent residence; third-country nationals holding an EC long-term residence permit, refugee status or subsidiary protection status; and persons holding another residence entitlement under current immigration law that permits them to enter into an employment contract with a public administration.

3) Enjoy civil and political rights. Foreign nationals must also declare that they enjoy civil and political rights in their country of citizenship or origin, or state the reasons why they do not.

4) Have no criminal convictions or other measures precluding appointment or resulting in dismissal from employment with a public administration.

5) Have complied with the laws on compulsory military service. This requirement applies only to male Italian citizens born up to and including 1985.

6) Not have been deprived of the right to vote.

7) Not have been dismissed or relieved of employment in a public administration due to persistent inadequate performance and not have been declared to have forfeited State employment pursuant to Article 127(1)(d) of Presidential Decree No. 3/1957.

8) Be physically fit for continuous and unconditional performance of the duties of the position. This requirement does not apply to candidates with disabilities.

9) Be at least 18 years old and below the age limit prescribed for retirement from service.

10) Have adequate knowledge of Italian. Only foreign nationals must attest to this requirement.

11) Not be related by blood or marriage, up to and including the fourth degree, to a professor in the proposing department, the Rector, the Director General or a member of the Board of Governors of the University of Tuscia.

2. All requirements must be met by the application deadline, failing which the candidate will be excluded. Candidates must promptly notify the University of any subsequent change affecting their eligibility.

Article 4 – Applications, deadlines and submission procedure

1. Candidates must complete the application using the form published with this Decree on the University of Tuscia's online Official Notice Board and website.

2. The signed application, together with the documents referred to in paragraphs 7 and 8, must be received no later than the fifteenth day following publication of this notice on the University's Official Notice Board. Failure to comply will result in exclusion.

3. The application and attachments must be sent as PDF files by certified email (PEC) to protocollo@pec.unitus.it, with the subject line: “Domanda selezione D.D.G. _____” [Application for selection, Director General's Decree No. _____].

4. In their application, candidates must make the following declarations under their own responsibility pursuant to Articles 46 and 47 of Presidential Decree No. 445/2000, as amended and supplemented:

1) Their given name and surname; married women must state their maiden name.

2) Their place and date of birth, residential address, telephone number, certified email (PEC) address, email address and Italian tax identification number (codice fiscale).

3) That they hold Italian or other EU citizenship; or are a family member of an EU citizen holding a right of residence or permanent residence; or are a third-country national holding an EU long-term residence permit, refugee status, subsidiary protection status, or another residence entitlement under current immigration law permitting an employment contract with a public administration.

4) That they meet the admission requirement set out in Article 1(1).

5) Any qualifications eligible for assessment under Article 9 which they wish to submit. These will be considered only if specifically and fully declared in the list completed using Annex B to this Decree.

6) Any tie-breaking preference grounds under Article 10. These will be considered only if declared in the application.

7) That they enjoy civil and political rights. Foreign nationals must also state whether they enjoy such rights in their country of citizenship or origin, or explain why they do not.

8) The municipality in whose electoral registers they are enrolled, or the reasons for non-enrolment or removal.

9) That they have no criminal convictions or, if applicable, details of any convictions, including where an amnesty, pardon, remission, judicial pardon or plea-bargaining judgment has been granted, and details of any criminal proceedings ongoing or pending against them.

10) Any service with public administrations and reasons for termination of any previous public employment; this declaration is required even where there is no such service.

11) Their current position regarding compulsory military service; this declaration is required only of male Italian citizens born up to and including 1985.

12) That they are physically fit for continuous and unconditional performance of the duties of the position; candidates with disabilities need not make this declaration.

13) If recognised as having a disability under Law No. 104/1992, a request for any necessary assistance and/or additional time for the examinations under applicable law, supported by a certificate issued by the competent public health authority.

14) If they have a specific learning disorder, a request for necessary assistance, including compensatory tools for reading, writing or calculation difficulties or replacement of the written examination with an oral interview, and/or additional examination time under applicable law, supported by a certificate issued by the competent public health authority.

15) That they have adequate knowledge of Italian; this declaration is required only of foreign nationals.

16) That they have not been deprived of the right to vote.

17) That they are not related by blood or marriage, up to and including the fourth degree, to a professor in the proposing department, the Rector, the Director General or a member of the University's Board of Governors.

18) That they have not been dismissed or relieved of employment by a public administration due to persistent inadequate performance and have not been declared to have forfeited State employment pursuant to Article 127(1)(d) of Presidential Decree No. 3 of 10 January 1957.

5. Candidates must promptly notify any change in their residential or contact address, PEC or ordinary email address, or telephone number given for this procedure by sending a certified email to protocollo@pec.unitus.it.

6. The University accepts no liability for communications that do not reach candidates because of incorrect contact details in the application or failure to give prompt notice of changes. Nor does it accept liability for postal or telegraphic problems, or unreadable files submitted by PEC, where these are not attributable to the University or are caused by third parties, unforeseeable events or force majeure.

7. Candidates must attach:

a) A curriculum vitae in Italian (and optionally also in English), digitally signed or dated and signed by hand at the end, expressly stating that all information provided is true pursuant to Articles 46 and 47 of Presidential Decree No. 445/2000.

b) A list of qualifications to be assessed under Article 9 of the Director General's Decree launching the procedure, signed by hand at the end and completed using Annex B to this Decree.

c) A copy of both sides of a valid identity document.

d) A copy of both sides of the Italian tax identification document (codice fiscale).

e) Only for candidates with a certified disability or specific learning disorder (DSA) who request assistance and/or extra time for the examinations: a certificate issued by the competent public health authority pursuant, respectively, to Law No. 104 of 5 February 1992, as amended and supplemented, or Law No. 170/2010.

f) Only for non-EU citizens: a copy of a valid residence permit.

g) Only for non-EU citizens: the decision recognising the legal validity of their foreign qualification (equipollenza/equivalenza), or proof that an application for recognition has been submitted.

8. Candidates must also attach proof of payment of a non-refundable €25.00 contribution to the University of Tuscia towards the costs of organising the competition, failing which they will be excluded. Payment must be made through PagoPA at https://easyweb.unitus.it/Easypagamenti/Default.aspx by selecting "Contributo concorsi". This contribution applies solely to the position for which the candidate applies and will not be refunded in any circumstances. Failure to pay or to attach proof of payment to the application will result in exclusion.

9. Applications received after the deadline set out in this Article will not be considered.

10. An unsigned application or an application missing essential information will result in exclusion.

Article 5 – Exclusion from the selection procedure

1. Candidates are admitted to the selection procedure provisionally, subject to verification of their eligibility.

2. A candidate may be excluded at any time by an order of the Director General notified to the candidate concerned.

Article 6 – Selection Committee

1. The Selection Committee for each public selection procedure is appointed by Decree of the Director General. Its appointment is published on the University's online Official Notice Board and website.

2. The Committee comprises three members with expertise in the subjects covered by the procedure. It may be assisted by language and/or IT specialists, whose opinions it will take into account when awarding scores. A secretary selected from the University's technical and administrative staff participates in the Committee's work and records its proceedings.

3. The Committee must complete its work within three months of its first meeting.

4. If the work is not completed within that period, the Director General may grant an extension after considering the reasons given by the Committee Chair; alternatively, by a reasoned decision, the Director General may initiate replacement of any members responsible for the delay and set a new, reasonable deadline.

5. The Committee conducts its work with all members present, adopts decisions by an absolute majority of its members and may use electronic tools to work collectively.

Article 7 – Examinations

1. The examinations comprise a written test and an oral examination with both theoretical and practical content. They assess the knowledge, skills and professional qualifications needed to perform the duties of the position. For foreign candidates, the examinations will also assess knowledge of Italian.

2. The Selection Committee may award a total of 85 points: 30 for the written test, 30 for the oral examination and 25 for qualifications.

3. Candidates scoring at least 21/30 in the written test are admitted to the oral examination.

4. The oral examination covers the subjects referred to in Article 1(1). It is passed with a score of at least 21/30.

5. The Committee's oral examination sessions are open to the public so as to ensure the fullest opportunity to attend.

6. At the end of the oral examinations or each examination session, the Committee draws up a list of the candidates examined and their respective scores, to be posted at the examination venue.

7. Each candidate's final score is the sum of the written test score, oral examination score and qualifications score under Article 9.

Article 8 – Examination schedule

1. The written test will take place on 12 November 2026 at 3:00 p.m. in Room 22, Block A3, Via San Camillo De Lellis, snc, Viterbo.

2. The oral examination, covering theoretical and practical matters, will take place on 26 November 2026 at 3:00 p.m. in Room 22, Block A3, Via San Camillo De Lellis, snc, Viterbo.

3. The above notices constitute official notification for all legal purposes.

4. To sit the examinations, candidates must bring a valid identity document and proof that the application was submitted, to be produced if requested.

5. Failure to attend any examination, for any reason, will be treated as a definitive withdrawal from the procedure.

Article 9 – Qualifications eligible for assessment

1. Only qualifications relevant to the activities specified in this notice will be assessed.

2. Up to 25 points may be awarded for:

a) University qualifications that are not used to satisfy the minimum admission requirements.

b) Publications or works accepted for publication in accordance with applicable rules, chapters in collective works and articles published in print or online journals, excluding internal notes and departmental reports.

c) Certificates of qualification and/or specialisation awarded after attendance at vocational training courses organised by public administrations or private bodies.

d) Employment under a contract of employment with universities or other public or private organisations.

3. Qualifications already used to meet the admission requirement under Article 1(1) will not be assessed again.

4. Qualifications will be assessed after the oral examination, once the assessment criteria have been established.

5. Qualifications must be held on the date the application for the relevant procedure is submitted.

6. For assessment, candidates must complete the list of qualifications they consider relevant using Annex B to this Decree. They must provide precise, detailed information sufficient for assessment and for checks on their self-declarations: for example, the duration and start and end dates of employment (dd/mm/yy), employer, training provider, course length in days and any assessment or final examination.

7. If candidates submit copies of any qualifications listed under paragraph 6, the copies must be accompanied by a declaration in lieu of an affidavit certifying conformity to the originals pursuant to Article 19 of Presidential Decree No. 445 of 28 December 2000.

8. Only publications and works accepted for publication with the publisher's letter of acceptance, chapters in collective works, and articles in print or digital journals are eligible. Internal notes or departmental reports without an ISSN or ISBN are excluded.

9. Publications issued abroad must state the publication date and place or, alternatively, an ISBN or equivalent identifier.

10. Publications issued in Italy before 2 September 2006 must comply with the deposit requirements under Article 1 of Lieutenant's Decree No. 660 of 31 August 1945. Those issued from 2 September 2006 must comply with Law No. 106 of 15 April 2004 and the implementing regulations in Presidential Decree No. 252 of 3 May 2006.

11. Publications and qualifications must be submitted in their original language with an Italian or English translation certified as conforming to the original by the competent diplomatic or consular mission or by an official translator. Alternatively, the candidate may prepare the translation and declare that it conforms to the original in a declaration in lieu of an affidavit pursuant to Article 47 of Presidential Decree No. 445/2000.

12. The University may verify self-declarations. If a declaration proves untrue, the declarant forfeits any benefits obtained on its basis, without prejudice to the criminal penalties under Article 76 of Presidential Decree No. 445 of 28 December 2000, as amended and supplemented.

13. Candidates must present declared qualifications if requested for verification at any stage of the procedure, within the mandatory deadline set by the University.

Article 10 – Tie-breaking preferences

1. Where candidates have equal qualifications and merit, and subject to any further benefits under special laws, preference is given in the following order:

a) Holders of a doctorate or equivalent qualification.

b) Persons awarded a medal for military or civilian valour who have left service.

c) Persons mutilated or disabled in the course of public or private sector service.

d) Orphans of persons who died in service and children of persons mutilated, disabled or permanently unfit for work as a result of public or private sector service, including children of healthcare professionals, social workers and health and social care workers who died following SARS-CoV-2 infection contracted in the course of their duties.

e) Persons who have rendered commendable service, in any capacity, for at least one year with the administration holding the competition, provided they do not receive another preference on account of that service.

f) Persons with the greater number of dependent children.

g) Civilians with disabilities or mutilations who do not fall within the category referred to in point (b).

h) Armed Forces volunteers discharged without demerit at the end of their initial or renewed term of service.

i) Athletes who have had sports employment contracts with military sports groups or civilian State corps.

l) Persons who successfully completed the additional training period in the office supporting judicial proceedings (ufficio per il processo) pursuant to Article 50(1-quater) of Decree-Law No. 90 of 24 June 2014, converted with amendments by Law No. 114 of 11 August 2014.

m) Persons who successfully completed a training placement in judicial offices pursuant to Article 37(11) of Decree-Law No. 98 of 6 July 2011, converted with amendments by Law No. 111 of 15 July 2011, without forming part of the office supporting judicial proceedings, pursuant to Article 50(1-quinquies) of Decree-Law No. 90 of 24 June 2014, converted with amendments by Law No. 114 of 11 August 2014.

n) Persons who successfully completed a placement in judicial offices pursuant to Article 73(14) of Decree-Law No. 69 of 21 June 2013, converted with amendments by Law No. 98 of 9 August 2013.

o) Persons holding or having held collaboration appointments awarded by ANPAL Servizi S.p.A. pursuant to Article 12(3) of Decree-Law No. 4 of 28 January 2019, converted with amendments by Law No. 26 of 28 March 2019.

p) Persons belonging to the gender less represented within the recruiting administration in the professional category concerned.

q) Younger candidates.

2. Preference grounds must exist by the application deadline.

3. A preference is considered only if the candidate states it in the competition application and identifies the applicable category.

Article 11 – Preparation and approval of the merit ranking list

1. The merit ranking list is drawn up in descending order of each candidate's total score. Where scores are equal, the preferences declared in the application under Article 10 apply.

2. The highest-ranking candidate, within the single position available, is declared the successful candidate, subject to verification of the requirements for appointment.

3. Following a check of the formal regularity of the procedure, the Director General approves the merit ranking list and declares the successful candidate by Decree.

4. The Decree takes immediate effect and is published on the University of Tuscia website within 30 days of the oral examination.

5. The time limit for any appeal runs from publication of the Director General's Decree approving the procedure.

Article 12 – Establishment of the employment relationship

1. The successful candidate will enter into a 24-month fixed-term employment contract with the University of Tuscia as a Level II Technologist, on the terms set out in Article 1(1) and in accordance with applicable law.

2. The successful candidate must begin work by the date stated in the appointment notice. Failure to do so without good cause will result in forfeiture of the right to enter into the contract. Where there is good cause for a later start, the legal and financial effects of the appointment will commence on the actual first day of service.

3. The fixed-term employment contract with the Technologist is signed by the Director General.

4. The employment relationship is governed by the individual contract and the applicable provisions on employment, including tax, welfare and social security rules for income from employment.

5. The successful candidate appointed on a fixed-term basis is entitled to the remuneration specified in Article 1(1).

6. The Technologist is subject to a one-month probationary period, which cannot be renewed or extended. After half of that period has elapsed, either party may terminate the employment relationship at any time during the remaining period without notice or payment in lieu of notice. The University must give reasons for its decision to terminate.

7. If neither party terminates employment by the end of probation, the Technologist is confirmed in service for the remaining contract period, with length of service recognised from the start of probation.

8. Employment ends when the contract expires or, after probation, if either party terminates it for a reason which, under Article 2119 of the Italian Civil Code, prevents the employment relationship from continuing even temporarily.

9. In the event of termination, remuneration is payable up to the final day actually worked, including accrued portions of the thirteenth-month payment and payment for accrued but unused annual leave.

10. Annulment of the public selection procedure underlying the contract is a condition subsequent that terminates the contract without any notice requirement.

11. This contract confers no right of access to permanent academic or technical and administrative positions at the University and cannot be converted into a permanent contract.

Article 13 – Processing of personal data

1. In accordance with Regulation (EU) 2016/679 (GDPR) on the processing and protection of personal data, the University of Tuscia undertakes to preserve the confidentiality of information supplied by candidates. All data will be collected and processed for the purposes of conducting the selection procedure and any subsequent recruitment procedure in accordance with applicable law.

2. Such information may be disclosed only to public administrations directly concerned with the legal or financial employment status of the successful candidate or eligible candidates.

3. Dr Antonio Landi, Head of the Office for Managerial, Technical and Administrative Staff at the University of Tuscia (tel. +39 0761 357922; email antonio.landi@unitus.it), is responsible for all administrative aspects of this competition that do not fall within the Selection Committee's remit.

Article 14 – Final provision

For any matter not covered by this notice, the applicable legal provisions shall apply insofar as compatible. This notice shall be posted on the University's online Official Notice Board.

APPLICATION FORM

Template to be used when completing the application

To the Director General of the University of Tuscia

The undersigned: _____ (enter given name and surname; married women must state their maiden name)

Place of birth: _____

Date of birth: _____

Residential address: _____ (town/city, postcode, street and number)

Contact address, if different: _____ (town/city, postcode, street and number)

Italian personal tax identification number (codice fiscale): _____

Email address: _____

Certified email (PEC) address: _____

Telephone number: _____

APPLIES

for admission to the selection procedure under Director General's Decree No. _____.

For this purpose, aware of the criminal penalties for false declarations and the creation or use of false documents under Article 76 of Presidential Decree No. 445/2000, as amended and supplemented, the undersigned

DECLARES

Citizenship or residence status (select the applicable option):

□ I am an Italian citizen; or

□ I am a citizen of the following EU Member State: _____; or

□ I am a family member of an EU citizen and hold a right of residence or permanent residence; or

□ I am a third-country national holding an EC long-term residence permit or refugee status; or

□ I hold subsidiary protection status; or

□ I hold the following residence entitlement: _____ (specify a status under current immigration law that permits an employment contract with a public administration).

I hold the following qualification required under Article 1(1) of the Decree launching the procedure:

Type of qualification: _____

Subject: _____

Awarding institution: _____

Date awarded: _____

Final grade: _____

Only for qualifications awarded abroad: I also hold the decision recognising the legal validity of the qualification stated above (equipollenza/equivalenza):

Issued by: _____

Date: _____

If applying with a first-cycle degree, I have at least two years of experience in the following relevant field: _____.

I hold the additional qualifications eligible for assessment under Article 9 of the Decree, detailed in the list in Annex B, to which I expressly refer.

I claim the following tie-breaking preference ground(s) under Article 10 of the Decree: _____.

I enjoy civil and political rights. Candidates who are not Italian citizens must also enjoy such rights in their country of citizenship or origin.

With regard to electoral registration (select the applicable option):

□ I am enrolled in the electoral register of the municipality of _____ (province: _____); or

□ I am not enrolled for the following reasons: _____.

Foreign nationals must name the municipality or other authority whose electoral register includes them, or explain why they are not enrolled or have been removed.

With regard to convictions and pending criminal proceedings (complete the applicable statements):

□ I have no criminal convictions, disqualifications or other measures preventing access to public employment under applicable law and have no pending criminal proceedings; or

□ I have the following criminal convictions: _____. State any conviction, including one not yet final, giving the date of the decision and the issuing judicial authority: _____.

□ I have the following pending criminal proceedings: _____.

Candidates must expressly state whether criminal proceedings are pending against them.

With regard to previous service in public administrations (select the applicable option):

□ I have served in the following public administration(s): _____; or

□ I have never served in a public administration.

Only for male Italian citizens born up to and including 1985, with regard to compulsory military service (select the applicable option):

□ I have fulfilled my military service obligations; or

□ I benefit from the suspension of compulsory military service under Law No. 226 of 23 August 2004, “Early suspension of compulsory military service and rules on fixed-term enlisted volunteers, with delegation to the Government for consequential coordination with sector-specific legislation”.

I have not been deprived of the right to vote.

I have not been dismissed or relieved of employment by a public administration for persistent inadequate performance.

I have not been declared to have forfeited State employment because I obtained it using false documents or documents affected by an irremediable defect under Article 127(1)(d) of Presidential Decree No. 3 of 10 January 1957.

I am not related by blood or marriage, up to and including the fourth degree, to a professor in the proposing department, the Rector, the Director General or a member of the Board of Governors of the University of Tuscia.

I am physically fit for continuous and unconditional performance of the duties of the position. Candidates with disabilities are not required to make this declaration.

Only for candidates recognised as having a disability under Law No. 104/1992: I request the following assistance and/or additional time for the examinations under applicable law, supported by a certificate from the competent public health authority:

_____.

Only for candidates with a specific learning disorder: I request the following assistance, including any compensatory tools for reading, writing or calculation difficulties or replacement of the written test with an oral interview, and/or additional time under applicable law, supported by a certificate from the competent public health authority:

_____.

Only for foreign nationals: I have adequate knowledge of Italian.

I designate the following contact details for this procedure:

Postal address: Street _____ town/city _____ province _____ postcode _____.

Email address: _____

Certified email (PEC) address: _____

Telephone number: _____

I undertake to notify the University promptly of any subsequent change to these details.

I declare under my own responsibility that all the statements above are true and undertake to provide the documentation needed for verification if requested.

I attach to this application (delete any item that does not apply):

□ A curriculum vitae in Italian (and optionally also in English), digitally signed or dated, initialled on every page and signed by hand at the end, expressly stating that all the information it contains is true pursuant to Articles 46 and 47 of Presidential Decree No. 445/2000.

□ A list of qualifications eligible for assessment under Article 9 of the Decree launching the procedure, digitally signed or dated, initialled on every page and signed by hand at the end, completed using Annex B.

□ A copy of both sides of my identity document.

□ A copy of both sides of my Italian tax identification document (codice fiscale).

□ A certificate issued by the competent public health authority; include this item only if recognised as having a disability under Law No. 104 of 5 February 1992, as amended and supplemented, or a specific learning disorder under Law No. 170/2010, and requesting assistance and/or additional examination time.

□ A copy of a valid residence permit; required only of non-EU citizens.

□ A decision recognising the legal validity of a foreign qualification (equipollenza/equivalenza), or proof of having applied for recognition; required only of candidates who obtained their qualification abroad.

□ If applying with a first-cycle degree, documentation of at least two years of relevant work experience.

Include in the above list only documents actually attached to the application; delete inapplicable items.

Date: _____

Full, legible signature: _____

I declare that I have read and unconditionally accept the provisions of the Decree launching the procedure (Ref. _____), including Article 13 on the processing of personal data, and that I understand the purposes and methods of that processing.

Date: _____

Full, legible signature: _____

ANNEX B – LIST OF QUALIFICATIONS ELIGIBLE FOR ASSESSMENT

Pursuant to Article 9 of the Director General's Decree launching the procedure

The undersigned: _____ (enter given name and surname; married women must state their maiden name)

Email address: _____

Certified email (PEC) address: _____

Under my own responsibility, fully aware of the criminal penalties for false declarations and for creating or using false documents under Article 76 of Presidential Decree No. 445 of 28 December 2000, and of the forfeiture under Article 75 of that Decree of any benefits resulting from a decision based on a declaration which the University finds, upon verification, to be untrue, I

DECLARE THE FOLLOWING QUALIFICATIONS

1. University qualifications not required by the notice for admission and not used by the candidate to satisfy that requirement:

Qualification/type: _____

Examples include a first-cycle degree, master's degree, single-cycle master's degree, degree under the former system, postgraduate specialisation diploma, doctorate, university master's qualification or university advanced training course, provided it is not required for admission and is not used for that purpose.

Subject: _____

Awarding institution: _____

Date awarded: _____

Final grade: _____

2. Doctorate or equivalent qualification:

Doctorate title: _____

Subject: _____

Awarding institution: _____

Date awarded: _____

Final grade: _____

3. Publications, works accepted for publication under the applicable rules, chapters in collective works and articles in print or digital journals, excluding internal notes and departmental reports:

Type (for example, article in a scientific journal, paper published in conference proceedings, book, book chapter or patent): _____

Title: _____

Publisher: _____

Number of pages authored by me: _____

4. Certificates of qualification and/or specialisation obtained after attendance at professional training courses organised by public administrations or private bodies:

Qualification/type: _____

Subject: _____

Issuing organisation: _____

Date issued: _____

Course duration: _____

Final grade: _____

5. Service and relevant professional experience exceeding the period used by the candidate to meet the admission requirement:

5.1 Experience at the University of Tuscia or another public university:

□ Under a permanent employment contract, I carried out the following activities:

_____.

□ Under a fixed-term employment contract, I carried out the following activities:

_____.

For each position, state all information needed to identify the activity: employer, job title, period (from dd/mm/yy to dd/mm/yy) and, where applicable, the reason the contract ended.

5.2 Experience at other public administrations:

□ Under a permanent employment contract, I carried out the following activities:

_____.

□ Under a fixed-term employment contract, I carried out the following activities:

_____.

For each position, state all information needed to identify the activity: employer, job title, period (from dd/mm/yy to dd/mm/yy) and, where applicable, the reason the contract ended.

5.3 Experience with private organisations:

□ Under a permanent employment contract, I carried out the following activities:

_____.

□ Under a fixed-term employment contract, I carried out the following activities:

_____.

For each position, state all information needed to identify the activity: employer, job title, period (from dd/mm/yy to dd/mm/yy) and, where applicable, the reason the contract ended.

Include only applicable entries in this list and delete any uncompleted entries.

I declare under my own responsibility that all the information above is true and undertake to substantiate it with appropriate documentation.

Place and date: _____

Declarant's full, legible signature: _____

ANNEX C – DECLARATION IN LIEU OF CERTIFICATION OF CONFORMITY OF A COPY TO THE ORIGINAL

Pursuant to Article 19 of Presidential Decree No. 445 of 28 December 2000

The undersigned: _____ (enter given name and surname; married women must state their maiden name)

Place of birth: _____

Date of birth: _____

Residential address: _____ (town/city, postcode, street and number)

Contact address, if different: _____ (town/city, postcode, street and number)

Italian personal tax identification number (codice fiscale): _____

Email address: _____

Certified email (PEC) address: _____

Under my own responsibility, fully aware of the criminal penalties for false declarations and for creating or using false documents under Article 76 of Presidential Decree No. 445 of 28 December 2000, and of the forfeiture under Article 75 of that Decree of any benefits resulting from a decision based on a declaration which the University finds, upon verification, to be untrue, I

DECLARE

_____

_____

_____

I attach a photocopy of a valid identity document.

Read, confirmed and signed.

Place and date: _____

Declarant's full, legible signature: _____

I declare that I have read the privacy information in Article 13 of the Decree launching the procedure (Ref. _____), and that I understand the purposes and methods of the processing of my personal data.

Read, confirmed and signed.

Place and date: _____

Declarant's full, legible signature: _____

Explanatory note to Annex C

Declarations in lieu of certification of conformity of a copy to the original under Article 19 of Presidential Decree No. 445 of 28 December 2000

Such a declaration certifies that a copy of a document issued by a public administration, a publication or an educational qualification conforms to the original. It may instead be made by adding a statement of conformity at the foot of the copy itself.

Several qualifications or publications may be covered by a single declaration if each is expressly and specifically identified. A generic statement such as “all documents/publications attached to the application conform to the originals” is insufficient.

The following illustrative wording may be inserted in the declaration form:

“The copy of the publication entitled _____, item No. ____ in the list of publications attached to my application, published by _____, reproduced in full / as an extract from page ____ to page ____, comprising ____ sheets, conforms to the original.”

“The copy of the following act/document _____, held/issued by the following public administration _____, comprising ____ sheets, conforms to the original.”