

**School of Architecture Urban Planning
Construction Engineering**



POLITECNICO
MILANO 1863

CALL No.21/2021

**THE DEAN OF THE SCHOOL OF
ARCHITECTURE URBAN PLANNING CONSTRUCTION ENGINEERING**

GIVEN Presidential Decree No. 382 of 11/07/1980, headed "Restructuring of university teaching, related training level, as well as organisational and educational experimentation", as subsequently amended;

GIVEN Law No. 241 of 07/08/1990, headed "New rules in the field of administrative procedure and right of access to administrative documents", as subsequently amended;

GIVEN Law No. 341 of 19/11/1990, headed "Reform of university educational systems";

GIVEN Law No. 724 of 23/12/1994, headed "Public finance rationalisation measures", particularly Article 25 (Advisory positions), as subsequently amended;

GIVEN Legislative Decree No. 196 of 30/06/2003, "Code on the protection of personal data", as subsequently amended;

GIVEN Law No. 230 of 04/11/2005, headed "New provisions concerning university professors and researchers and delegation of powers to Government for the reorganisation of recruitment of university professors ", as subsequently amended;

GIVEN Law No. 240 of 30/12/2010, headed "Rules on the organisation of universities, academic staff and recruitment, as well as delegation of powers to Government to incentivize the quality and efficiency of the university system", especially Article 23 "Contracts for teaching activities", as subsequently amended;

GIVEN Interministerial Decree No. 313 of 21/07/2011, headed "Economic remuneration due to holders of teaching activity contracts";

GIVEN Decree-Law No. 5 of 09/02/2012, headed "Urgent provisions in the field of simplification and development", converted, with amendments, into Law No. 35 of 04/04/2012;

GIVEN Legislative Decree No. 33 of 14 March 2013, headed "Reorganisation of regulations concerning the obligations of publicity, transparency and dissemination of information by public administrations";

GIVEN to the EU Regulation (General Data Protection Regulation) No. 679/2016 of 27.04.2016 of the European Parliament and of the Council "concerning the protection of individuals with regard to the processing of personal data, as well as the free movement of such data";

CITED the Statute of Politecnico di Milano currently in force;

CITED the General Regulations currently in force;

CITED the Regulations on the Administration, Finance and Accounting of Politecnico di Milano currently in force;

CITED the Regulations on the assignment of teaching positions of Politecnico di Milano currently in force;

CITED the Regulations on the contribution for participation both in reserved internal competitions and in public competitions called by Politecnico di Milano, issued through Rector's Decree No. 41 of 17/05/2005, as subsequently amended;

GIVEN the School Council resolution of 08/07/2021;

HAVING DETECTED the need to cover the School Board teaching positions listed in Attachment;

HAVING ASCERTAINED the existence of financial cover for purposes of assigning positions in return for a fee;

HEREBY DECREES

Article 1- Activation

Activation of the comparative appraisal procedure aimed at assigning for the 2021-2022 academic year, at the School of Architecture Urban Planning Construction Engineering, the following teaching positions to cover the vacant posts listed in attachment.

The number of enrolled students envisaged for activation of the single teaching position is resolved upon by the School and amounts to 10 students. In the event of failure to reach the said number, the position shall be revoked.

Article 2 – Participation requirements

The following persons may apply for participation:

- I level professors, II level professors, indefinite duration university researchers, fixed-term university researchers referred to in Article 24 of Law No. 240/2010, through an application for assignment free-of-charge or in return for a fee;
- subjects fulfilling adequate scientific and professional prerequisites, through application for a private law contract in return for a fee. In the event that the beneficiary subject is a technical or administrative employee or a manager of Politecnico di Milano, the relevant consideration shall be paid by way of accessory remuneration.

Participation in research activities carried out at the university facilities in which the successful candidates operate does not amount to incompatibility; for research fellows, the prior authorisation of the scientific coordinator is a compulsory requirement.

For the technical or administrative staff of the Politecnico di Milano, the preventive clearance of the Head of the structure is mandatory, in application of Law 190/2012 containing provisions for the prevention and repression of corruption and illegality in the public administration

Access to the selection is open to Italian and foreign citizens in possession of a three-year degree or equivalent qualifications, of a laurea magistrale or equivalent qualifications, even if obtained abroad, or of an adequate professional CV.

Non-EU citizens shall have to comply with the legislation in force in the field of residence permits.

The following persons may not take part in the selection:

- a) Those who have been convicted, including by a sentence not yet final, of one of the offences set out in chapter I of Title II of the second book of the Criminal Code, or who are party to any pending criminal proceedings;
- b) Students enrolled in a PhD course or a specialist School (Students who complete the programme by 31 October 2021 and apply by specifying their condition. Any assignment is subject to verification of the completion of studies);
- c) those who have a relationship of kinship or affinity within the 4th degree included with a member of the School Council that issued the call (the names of members of the School Council may be found on the website <http://www.auic.polimi.it> under the section headed "School"), with the Rector, the Director General or a member of the University Board of Directors (the list of members is available for perusal on the website www.polimi.it under the section headed "University").

Article 3 - Application for participation and deadline for submission

The application may exclusively be submitted through the online procedure activated on the website of Politecnico di Milano, failing which the candidate shall be excluded, in the section headed ONLINE SERVICES in the Competitions and selections Menu, under the item "Competition/selection for assignment of job/position". The candidate shall have to submit an application for any teaching position he intends competing for. In conformity with Article 4 of the Regulations relating to participation both in reserved internal competitions and in public competitions organized by Politecnico di Milano, issued through Rector's Decree No. 41/AG of 17/05/2005 as subsequently amended, the candidate who intends participating in this competition procedure is bound to pay a contribution as partial cover for the management costs, without any right to refund.

For each application submitted the contribution, set at € 15.00 (fifteen/00), shall have to be paid by the candidate within the deadline of the call through PagoPa following the instructions of the online application submission procedure.

The candidates who, at the time of submitting the application, happen to be university professors or researchers employed by Politecnico di Milano, are not bound to pay the contribution. The online procedure shall be available until **12h00 of 26/07/2021** the deadline of the call; incomplete applications – i.e. not inclusive of the obligatory data and the signed recapitulation – shall be deemed not to have been submitted.

Candidates are admitted to the selection with reserve. The Person in charge of the procedure may resolve at any time on exclusion from the selection by fax, registered mail with proof of receipt, telegram or certified electronic mail, on the following grounds:

- failure to sign the application for admission;
- lack of a CV;
- lack of a valid identity document;
- failure to pay the participation contribution referred to in this article;
- lack of fulfilment of the prerequisites set out in articles 2, 3 and 4 of the call;
- any other possible breach of the prescriptions of the call.

Article 4 – Filling out the applications and compulsory documents

To submit the application, the candidate shall have to exclusively use the online procedure, failing which he will be excluded, through the application headed "Competition/selection for assignment of job/position" accessible from SERVICES ONLINE on the website <http://www.polimi.it/home/>

by one of the following methods:

- POLIMI with entry of credentials (person code and password);
- Identification through a unique digital identity SPID from "Enter with SPID";
- For new users who do not already have a person code, with registration to link "REGISTRATI"

The candidate shall have to insert all the compulsory data and attachments, in particular:

Section 1 "My data": personal details (inclusive of mail), certified electronic address, if any, title, declaration of willingness or unwillingness to compete free-of-charge; for research fellows, the request for prior authorisation of the Scientific Coordinator; for the technical and administrative staff of the Politecnico di Milano the request for preventive clearance from the Head of the Structure;

Section 2 "Qualifications": inclusion of the academic qualification (self-certifications relating to the Study, scientific and professional qualifications attained – save in respect of non-European citizens who shall have to produce specific documentation¹);

Section 3 "Attachments": inclusion of the CV on teaching, scientific and professional activity (as pdf file not exceeding 5MB) and the identity document (as pdf file not exceeding 2MB); if the candidate is the winner of the selection procedure, the CV inserted in the application shall be published on the University website and may be perused on the professor's public page, accessible from the section headed "Search for professors";

pursuant to the GDPR (General Data Protection Regulation) 2016/679 of 27/04/2016, the winner must authorize the Politecnico di Milano to publish their Curriculum Vitae on the University website, for institutional purposes and in compliance with the D. Lgs n. 33 of 14 March 2013 "Transparency Decree" as amended by Legislative Decree 97 of 2016.

The candidate may also insert as optional elements his social security data (as pdf file not exceeding 5MB; the application allows the download of a format to fill out, which the candidate might then upload) and the summary of the CV (as pdf file not exceeding 5MB; the application allows the download of a format to fill out, which the candidate might then upload);

Section 4 "Publications and other qualifications", in particular

- List of publications: inclusion of up to maximum 5 references to publications the candidate wishes to submit to the Board (insertion of Qualification and biographical citation and any URL or DOI)
- Other qualifications: optional inclusion of reference letters, registrations with Rolls/Bodies/Associations, certified participation in researches, projects and works, organisation of and participation in exhibitions, seminars, conferences (description of maximum 1000 character and upload of pdf file not exceeding 5MB, if any).

Section 5 "Payment": the contribution, set at € 15.00 (fifteen / 00), must be paid by the candidate within the deadline of the Call through PagoPA following the instructions of the online application submission procedure. Candidates who are teachers of the Milan Polytechnic at the time of submitting the application are not required to pay the contribution.

Section 6 "Recap and send": The application must be signed by the candidate under penalty of exclusion from the competition procedure:

- If the candidate does not have a digital signature, the application must be printed, signed, scanned and the file must be uploaded in pdf format.
- If in possession of a digital signature issued by authorized certifiers, the candidate downloads the summary, digitally signs (CADES or PAdES) with a suitable tool and finally uploads the digitally signed document.
- If already in possession of the digital signature provided by Politecnico di Milano, the candidate can generate the "Recapitulation" and digitally sign it;
- If the candidate has authenticated themselves on the Online Services via SPID, they will not be asked to sign the summary, as SPID is a form of strong authentication.

Only for internal professors of Politecnico di Milano, the documentation referred to under points 2), 3) and 4) is deemed produced for all intents and purposes upon submission of the application for participation in the selection, inasmuch as it represents information already in the University's possession. In the event of incomplete documentation, it will not be possible to proceed with the assignment of the position. **Internal Politecnico professors remain bound:**

- Within section "1. My data", to state whether they opt for a free-of-charge assignment;

¹ In the event that the study qualification(s) has(have) been obtained abroad, it(they) must be an official qualification(s) of the foreign university system, issued by an official institute recognized in the reference foreign system. At the time of signing the contract, the original or copies of the study qualification(s) authenticated by an Italian authority, legalized and accompanied by certified or sworn translation (in Italian or in English), shall have to be submitted.

- Within the section headed "Recap and send", to generate the pdf file and proceed to sign the application; if already in possession of a digital signature provided by Politecnico di Milano, the professor may sign the "recapitulation" digitally;
- if in possession of a digital signature issued by authorized certifiers, the teacher downloads the summary, digitally signs (CADES or PAdES) with a suitable tool and finally uploads the digitally signed document.
- if he is not in possession of a digital signature provided by Politecnico di Milano, the professor shall have to print, sign, scan and upload the file in pdf format.

The prerequisites demanded by this call shall have to be met by the deadline scheduled for submitting applications.

As for the CV (point 3. Section headed "Attachments"), it shall have to be preferably filled out according to the following scheme: the candidate shall indicate possession of the cultural qualifications he declares to be the holder of, as well as the skills he possesses, provided their relevance to the teaching activity to be undertaken:

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|-----|--|
| I | DIDACTIC EXPERIENCES DURING THE LAST THREE YEARS FROM THE DATE OF PUBLICATION OF THE NOTICE AND REFER TO THE SSD OF TEACHING COURSE (EVIDENTING THE CONTINUITY OF TEACHING IN THE DIDACTIC MODULE AND THE COHERENCE OF THE TEACHING EXPERIENCES PREVIOUS WITH THE COURSE TEACHING OBJECTIVES). |
| II | SCIENTIFIC OR DESIGN TITLES (ACHIEVED IN MATERIALS RELATED TO THE CONTENTS OF THE COURSE) - BY ES. RESEARCH; PUBLISHED PROJECTS AND WORKS; PUBLICATIONS; ORGANIZATION AND PARTICIPATION OF / A EXHIBITIONS, SEMINARS, CONFERENCES, AWARDS OBTAINED IN PROJECT AND RESEARCH ACTIVITIES; NATIONAL SCIENTIFIC ENABLING OBTAINED IN THE COMPETITIVE MACRO-SECTOR CONSISTENT WITH THE TEACHING FOR WHICH THE APPLICATION IS REQUIRED. |
| III | POST-DEGREE TRAINING DOCUMENTS (RESEARCH DOCTORATE, SCHOOL OF SPECIALIZATION, CERTIFICATE COURSES OF PERFORMANCE OR UPDATING, ETC.). |
| IV | OTHER DIDACTIC, SCIENTIFIC OR PROFESSIONAL COMPETENCES (SPECIFIC COMPETENCES AND LINGUISTICS, DIDACTIC EXPERIENCES AND SCIENTIFIC QUALIFICATIONS OBTAINED IN DIFFERENT SECTORS, CERTIFIED PARTICIPATION IN RELEVANT PROFESSIONAL EXPERIENCES FOR TEACHING, ETC.). |

Article 5 – Selection board

The selection board consists of one or more boards appointed by the School of Architecture Urban Planning Construction Engineering and is made up of at least three full or associate professors, from outside the University as well.

The appointment is arranged by decree of the Dean and is published in the Register of the Milan Polytechnic on the website <https://www.protocollo.polimi.it/albo/viewer?view=html> and on the School's website at: <https://www.auic.polimi.it/en/calls>

Article 6 – Qualifications and criteria for assessing candidates

In the event of submission of a single application by a university professor from the same scientific-disciplinary sector as the one indicated in the call, the School shall directly resolve on assigning the position, subject to a positive evaluation of the teaching undertaken, wherever available. In the other instances, the School shall

appoint one or more Selection Boards for the comparative appraisal of candidates (in terms of Paragraphs 1, Article 8 of the "Regulations on the assignment of teaching positions").

The Selection Board shall assess the relevance of the CV's of candidates to the scientific-disciplinary sector (SSD) and to any profile that might be indicated for each teaching position, wherever the same is indicated.

The Selection Board has at its disposal 150 points, distributed as follows:

| | | |
|-----|---|-----------------|
| I | PRIOR TEACHING EXPERIENCES | up to 35 points |
| II | SCIENTIFIC OR DESIGN QUALIFICATIONS | up to 45 points |
| III | POST-GRADUATE TRAINING QUALIFICATIONS | up to 25 points |
| IV | OTHER TEACHING, SCIENTIFIC OR PROFESSIONAL QUALIFICATIONS | up to 45 points |

The selection is deemed passed where the candidate attains an overall score of no less than 90 points.

In the event of equal scores, the teaching positions are assigned in accordance with the following preferences:

- a) To full professors of the University from the same scientific-disciplinary sector;
- b) To full professors of other universities from the same scientific-disciplinary sector;
- c) To outside candidates.

In the event of equal scores, the following shall represent preferential qualifications:

1. Possession of a PhD, license to exercise the profession or equivalent qualifications obtained abroad, and certifications of particularly significant professional results, so long as pertinent to the teaching activity to be undertaken;
2. Any scientific activities and publications;
3. Prior teaching experiences, with special reference to courses or curricular modules covered by the call;
4. High-level professional qualification;
5. Relevance to any profile that might be indicated for each teaching position;

In the absence of any of the said preferential qualifications, preference shall be accorded to the younger candidate.

Candidates who, in the last three years, have already carried out teaching assignments at Politecnico di Milano and who have been the recipient of a negative appraisal, highlighting critical areas in teaching assessment questionnaires due to the presence of negative judgments by students, may not become eligible for teaching, unless the Board takes the view that the negative judgments relate to parameters of marginal significance for teaching quality purposes.

Article 7 – Performance ranking

The Board draws up, pursuant to criteria and parameters laid down in this call, a performance ranking for each of the teaching positions announced, taking into account the scores achieved in the appraisal of each candidate's qualifications.

In the event of waiver or termination of the relationship during the academic year, the position may be assigned to another eligible candidate, according to positions held in the performance ranking.

The Board's acts are approved by decree of the Dean of the School.

the superior interest of teaching, with resolution of 05/05/2021 the Board has decided that the teaching title and the integrative modules will be assigned, in order to adequately support the required commitment and to place the winners in the more appropriate positions in relation to their scientific profile, according to the following criterion:

- allocating to the winner a maximum of two positions related to the entire educational framework of the School, taking into account the positions confirmed for a.a. 2021-2022 and of the articulation of the semesters and of the annual courses;

in particular:

- never assigning two laboratory titles and / or monographic course;

and therefore attributing, at most:

- a title of laboratory or monographic course and a supplementary module;
- two ownership of additional modules.

Considering the prerequisites and motivations, in compliance with the general principles on the issue of rapidity of the administrative action, in case of additional ownership, the ranking will proceed.

In case of victory on parallel sections with the same timetable of the lessons, the Board will indicate only one assignment to ensure the correct conduct of the teaching.

The performance ranking shall only be valid for the academic year of reference for this section.

The decree approving the acts, as well as the performance ranking, shall be published on the Notice Board of Politecnico di Milano and on the Internet website at the address <https://www.protocollo.polimi.it/albo/viewer?view=html> and on the School at the address: <https://www.auic.polimi.it/en/calls> for at least 30 days; from date of publication, the legal timeframes mentioned for any appeals shall begin to run.

Article 8 – Rights and duties – Incompatibility

Subjects entrusted with teaching responsibilities or holders of teaching assignment contracts have the same teaching rights and duties as full University professors. Accordingly, the candidate shall be bound to undertake the teaching activities according to hours and schedules indicated by the School. The teaching engagement comprises, besides implementation of all the teaching activities envisaged by the call, execution of the relevant tests of learning (ongoing assessment tests, exam sessions, etc.), assistance in the preparation of theses, participation in Laurea and Laurea Magistrale sessions, including in the capacity of thesis coordinators and/or advisors, and student reception, in the forms laid down by the School.

Subjects entrusted with teaching responsibilities or holders of private law teaching contracts are bound to keep a register in which the activities undertaken are noted, and which, pursuant to the methods stipulated by the University, shall be used as certification of actual execution of the job, including for purposes of payment of the remuneration wherever applicable.

Participation in research activities carried out at the university facilities in which the successful candidates operate does not amount to incompatibility.

Holders of teaching contracts take part in Study Programme Boards without right of vote. The conclusion of teaching activity contracts does not produce any rights as regards access to university posts.

Holders of private law teaching contracts may use the title of adjunct professor, solely during the currency of the performance rendered at Politecnico di Milano.

Holders of entrustments and private law teaching contracts are saddled with the obligations to assess risk and lay down prevention, training and information measures in terms of Legislative Decree No. 81/2008, consistently with the provisions of the "University Regulations on workers' safety and health", especially the provisions of Article 6 thereof.

In the event of serious breaches, the contract may be rescinded by decree of the Director General upon a resolution from the School.

Article 9 – Timeframes and methods of concluding the contract

Following publication of the performance ranking and after receiving from the winning subject of the call the acceptance of the job via email at presidenze-auic@polimi.it, the University Administration shall contact the holder of the teaching position assigned through a private law contract, to comply with the resultant obligations and, in particular, to conclude and sign the contract.

Failure to accept, fill out the online form shall be deemed a waiver, and the University Administration shall proceed, wherever possible, to scroll down the performance ranking.

The contract may be signed through digital signature issued by the manager identified by Politecnico di Milano.

If the candidate is already in possession of the digital signature, he might proceed through the online services to request it, accessing the Administration - Request, activation and information on the remote signature service; it will be subsequently convened by the University offices to sign the remote digital signature contract.

Article 10 – Renewal of the contract

In order to ensure teaching continuity, in terms of Article 9 of the "Regulations on the assignment of teaching positions" of Politecnico di Milano, the position may be renewed annually for three academic years altogether on the same terms, subject to positive evaluation of the teaching undertaken and continued existence of the teaching need, and provided absence of any grounds of incompatibility as set out in Article 10 of the "Regulations on the assignment of teaching positions" of Politecnico di Milano.

Article 11 – Termination of the contract

In the event of serious breaches, the contract may be rescinded by decree of the Director General upon a motivated resolution from the School. The automatic termination of the contract may take place:

1. Due to unjustified failure to commence, or late commencement of, activity, save for duly justified and certified cases;
2. Due to supervening incompatibilities envisaged by Article 13 of Presidential Decree No. 382/80 and/or by other legal provisions;
3. Due to breaches of the code of ethics;
4. Due to manifest contractual breach.

Article 12 – Processing of personal data

Pursuant to EU Regulation no. 679/2016, candidates are informed that the processing of personal data supplied by them during the comparative assessment procedure or otherwise acquired for this purpose by the Politecnico di Milano is aimed solely at carrying out the comparative assessment activities for the assignment of teaching assignments and will be carried out by the persons in charge of the procedure, including by the examining commission, at the Politecnico di Milano, using also computerized procedures, in the ways and within the limits necessary to pursue the aforementioned purposes, even in the case of possible communication to third parties. The provision of such data is necessary to verify the requirements for participation and the possession of securities and their failure to indicate may preclude such verification. The data will be stored, in accordance with the provisions of current legislation, for a period of time not exceeding that necessary to achieve the purposes for which they are processed.

The candidates are recognized the rights referred to in the third chapter of EU Regulation no. 679/2016, in particular, the right to access their personal data, to request correction, updating and cancellation, if incomplete, erroneous or collected in violation of the law, as well as to oppose their processing for legitimate reasons by addressing requests to the Person responsible for the protection of personal data, contact point: privacy@polimi.it.

Article 13 – Person in charge of the procedure

In terms of the provisions of Article 5 of Law No. 241 of 7 August 1990, as subsequently amended and supplemented, the Person in charge of the procedure dealt with in this call is Mrs. Maddalena Valerio, e-mail: info-bandi-auic@polimi.it; maddalena.valerio@polimi.it; tel. +39 (02) 23992602.

Article 14 – Reference rules

As regards whatever is not stipulated by this call, the university rules in force and the "Regulations on the assignment of teaching positions" of Politecnico di Milano available for perusal on the website shall apply.

Article 15 – Final provisions

This call and the associated results are publicized on the website of Politecnico di Milano at the addresses <https://www.protocollo.polimi.it/albo/viewer?view=html> as well as on the website of the School at the address: <https://www.auic.polimi.it/en/calls>

For any information, please contact the Executive Board of the School of Architecture Urban Planning Construction Engineering of Politecnico di Milano, Monday to Friday from 09h00 to 12h00, and from 14h00 to 16h00, tel. +39 (02) 2399.2602 e-mail: info-bandi-auic@polimi.it

Signed by: The Dean
Prof.ssa Ilaria Valente

Digitally signed in terms of the legislation in force



Scuola di Architettura Urbanistica Ingegneria delle Costruzioni

Bando nr. 21 - SSD: ICAR/14

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(*) costo Ateneo lordo comprensivo di tutti gli oneri fiscali e previdenziali a carico del committente.