
Having regard to Law No. 241 of 7 August 1990, "New rules regarding administrative procedure and the right of access to administrative documents" and subsequent amendments and additions;
Having regard to the Decree of the President of the Republic No. 445 of 28 December 2000, "Consolidated laws and regulations on administrative documentation (Law A)", and subsequent amendments and additions;
Having regard to Legislative Decree No. 165 of 30 March 2001, "General rules for the organisation of employment by the public authorities" and subsequent amendments and additions and, in particular, Art. 7, sixth paragraph;
Having regard to Legislative Decree No. 196 of 30 June 2003, "Code regarding the protection of personal data", and subsequent amendments and additions;
Having regard to Rectoral decree 699/AG of 27 February 2013 on the "Regulation for the Administration, Finance and Accounting" of the Politecnico di Milano, and in particular Arts. 20, third paragraph, 54, 57, letters h) and 71;
Having regard to Directorial Decree 2933/AG of 04 November 2013, which enacted the “Regulation on the guidelines for selection procedures for the awarding of individual autonomous collaboration assignments”;
Given the 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";
Given the necessity to use a selection procedure for the awarding of n. 7 (seven) positions of collaboration for the activities of tutoring for the academic year 2018/2019 supporting the didactics under the DIGI SKILLS - promoted by the Prof. Cecilia Maria Bolognesi;
Considered the objective impossibility to use human resources, who have specific qualifications, available within the structure;
Having regard to the authorization of the School Board of 24/07/2018 for the awarding of n. 7 (seven) positions of collaboration for the activities of tutoring for the academic year 2018/2019 supporting the didactics under the DIGI SKILLS - promoted by the Prof. Cecilia Maria Bolognesi;
Considering that the completion of the abovementioned activity falls within the assigned authorities prescribed by Politecnico di Milano and it is considered necessary in order to meet a need of temporary nature;
Having ascertained that budget resources are available and having established that the assignment will be covered financially by the project: AUIC RD17STUD05

HEREBY DECREES

Article 1 - Opening of the selection procedure and Scope of collaboration
A selection procedure is hereby announced for the award of n. 7 (seven) individual positions of autonomous collaboration, to be implemented through the drawing up of a private-law collaboration contract for tutoring activities of tutoring for the academic year 2018/2019 supporting the didactics under the DIGI SKILLS - promoted by the Prof. Cecilia Maria Bolognesi, as shown in Annex A1,A2 e A3.
Article 2 - Participation requirements
The application can be submitted by subjects with appropriate scientific and professional requirements listed in Annex A, by application for private contract for valuable consideration. The citizens of a third country, different from those of the European Union, must comply the current law for what concerns residence permit. Candidates must be in possession of the above requirements by the expiry of the deadline date for the submission of applications to this selection procedure.

The participation to the selection is not allowed to:
a) Those with a conviction judgement which has become final, for any crime as defined in Chapter I, Title II of the second book of the criminal code, or with pending criminal cases;
b) According to Article 18 of the Law 240 of 30 December 2010, the participation to the selection is not allowed to subjects with conjugal, family or kinship bonds within the 4th degree of relationship or a civil union relationship with someone of the same sex (as regulated by Article 1 of the Law 20.05.2016, n. 76, or being in any forms of cohabitation as regulated by Article 1 - paragraphs 37 et seq of the Law n. 76 of 20.05.2016) with a member of the School Board that issued the present call (the names of the members of the School Board can be found on the Web site: http://www.auic.polimi.it/ in the section “School”), or with the Rector, the General Manager or a member of the Board of Governors of the University (the list of members is available on the Web site: https://www.polimi.it/).

Article 3 - Assessment of the impossibility to assign the position to employees of the University.
Pursuant to Article 7 paragraph 6 of Legislative Decree 165/2001 the University has the obligation, before giving the autonomous task to external personnel of the University, to verify the impossibility to carry out the same activities through its employees.

It’s been published on date xx/xx/2017 with repertoire 8043 protocol n. 118310, the notice of preliminary investigation addressed to the internal staff, with no available candidates.

Art. 4 – Application submission
The application, written in free paper, according to the attached example diagram, must be addressed and sent to the Dean of the School of Architecture Urban Planning Construction Engineering of Politecnico of Milan, Piazza Leonardo da Vinci 32, 20133 MILAN, must be received, penalty exclusion, no later than the day 03/12/2018.

the application for admission to the procedure presented, within the peremptory deadline referred to in this paragraph 1, is deemed to have been produced in due time, according to one of the following procedures:

- by hand delivery to the Area Sistema Archivistico e Bibliotecario – Servizio Posta, Protocollo e Archivio of Politecnico of Milan, Piazza Leonardo da Vinci 32, 20133 MILAN, from Monday to Friday from 9.30 to 12.30 – from 13:30 to 16:00, clearly indicating the sender on the envelope, all the details of the call and the teaching for which the application is submitted;
- by registered mail with acknowledgment of receipt, within the aforementioned deadline, addressing it to the Dean of the School of Architecture Urban Planning Construction Engineering of Politecnico of Milan, Piazza Leonardo da Vinci 32, 20133 MILAN, clearly indicating the sender on the envelope, all the details of the call and the teaching for which the application is submitted. To this end the stamp bearing the date of the accepting post office shall be authentic;
through certified electronic mail (PEC) to the address pecateneo@cert.polimi.it clearly indicating the sender on the envelope, all the details of the call and the teaching for which the application is submitted.1

Article 5 - Application and attachments

The candidate, under penalty of exclusion, must attach the following documents:

1) application (Annex B) duly filled and signed;
2) photostatic copy of a valid identification document;
3) curriculum vitae about the scientific, teaching and professional activity, with a detailed list of qualifications and publications considered useful for the selection; 2
4) substitutive declaration (Attachment C) of affidavit duly signed related to the acquisition of scientific and professional degrees or in compliance with the originals of degrees that you want to submit3.

To the application, candidates from other public administrations must attach, for the purposes of legitimate participation to this procedure, the prior Administration’s authorization to carry out the service of the call, provided pursuant to Article 53 of Legislative Decree of 30 March 2001, n. 165, of which the details must be declared in the application.

Candidates are admitted to the reserve selection. The Head of the procedure can decide, at any time, to exclude from the selection by fax, registered letter, telegram or PEC, for the following reasons:

- failure in submission and subscription of the admission application;
- lack of curriculum vitae;
- lack of a valid identification document;
- lack of compliance with requirements of Article 2 - 4 – 5 and annex A the call;
- Any other breach of the requirements of the call.

Art. 6 – Selection commission

The selection commission is appointed by the School of Architecture Urban Planning Construction Engineering and it consists of at least three full and/or associate professors and/or researchers of the University.

The appointment is resolved by decree of the Dean and is made public 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: http://www.auic.polimi.it/didattica/bandi/bandi-tutorato/

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1 The sending can be performed only by other PEC; the application received by an e-mail address not certified will not be accepted; the application and its attachments must be sent in static portable formats not modifiable, and they cannot contain macros or executable codes. Please attach to the certified e-mail the application, the attachments and valid copy of identity document in PDF format. In any case, the file formats .tif, .xml and .jpg (in particular for identity document) will be accepted, but not greater than 35 MB. The submission of application and its attachments in different formats (e.g. .doc, .xls) will not be considered valid for the purposes of selection. The candidate that submits the application via Certified Mail will not have to submit the paper application. Each application submitted to Politecnico di Milano through the use of Certified Electronic Mail must have a PEC message of transmission (for example, if a candidate must submit 2 applications for the participation in 2 different selection procedures, he/she must send 2 different PEC messages, one for each application). The university administration does not assume any responsibility for any failure or late delivery of applications to the call, for reasons not attributable to the Administration, but to post or telegraph, or to third parties, for unforeseeable circumstances or force majeure.

2 According to Legislative Decree n. 196 of 30 June 2003 “Privacy code”, the undersigned authorizes Politecnico di Milano to publish on the University WEB site his/her Curriculum Vitae, for institutional purposes and in compliance with Legislative Decree n. 33 of 14 March 2013 "Transparency Decree" as modified by Legislative Decree 97 of 2016. In addition to the complete Curriculum Vitae, you can attach a specific Curriculum Vitae, without your personal data, only for the purpose of publication on the University’s WEB site.

3 the documentation submitted by the candidates will remain on the Administration’s records and will not be returned.
**Article 7 - Selection procedure and evaluation criteria of candidates**

The Selection Committee has 100 points at its disposal which are assigned as follows:

**Evaluation table for the bidding positions in Annexes: A1 – Revit-Base**

| I | Didactic experiences:  
Previous experience in Revit Architecture specific software training centers in University and / or in recognized training centers certified by specific software company | Up to 30 points |
| II | Software skills:  
Advanced and certified by software house or specialization school knowledge or by well-documented references regarding the use of Revit Architecture software and its applications; basic knowledge of the best apps used by the program; knowledge of the BIM-based model sharing processes for construction; knowledge of themes related to interoperability of models; | Up to 30 points |
| III | Scientific career:  
Graduation vote, Scientific and Technical Publications with reference to texts aimed at the teaching of software or research experiences on it. | Up to 15 points |
| IV | Professional experiences:  
Professional experience in design and / or consultancy in BIM project with direct use of Revit Architecture software and its applications, roles and duration of the relevant activity must be specified. Preferential score will be attributed to activities if carried out abroad | Up to 25 points |

**Evaluation table for the bidding positions in Annexes: A2 – Grasshopper**

| I | Teaching experiences:  
Teacher in national and / or international workshops and tutoring experience in Italian or foreign universities for the teaching of 3D-NURB (Rhinoceros or equivalent) modeling software and parametric design software (Grasshopper or equivalent); | Up to 30 points |
| II | Software skills:  
- Advanced and certified knowledge by software house or specialization school or in recognized training centers certified by specific software company by well-documented references regarding the use of Rhinoceros e Grasshopper and its main applications | Up to 30 points |
| III | * Scientific activity:  
Graduation vote, Scientific and technical publications in the field of parametric design of architecture in Italian and / or English, with particular reference to texts aimed at teaching 3D-NURB modeling software and parametric; | Up to 15 points |
| IV | Professional experiences:  
Professional experience in design and / or consultancy in parametric design and digital manufacturing for design or architecture, interior design and industrial design. | Up to 25 points |

**Evaluation table for the bidding positions in Annexes: A3 – Archicad**

| I | Didactic experiences:  
Teacher in national and / or international workshops and tutoring experience at Italian or foreign universities for the teaching of Archicad modeling software and major applications | Up to 30 points |
| II | Software skills:  
- Advanced and certified knowledge by software house or specialization school or in recognized training centers certified by specific software company by well-documented references regarding the use of Archicad and its main applications | Up to 30 points |
III  Scientific activity:  
Graduation vote, Scientific and technical publications in the field of parametric design of architecture in Italian and / or English, with particular reference to texts aimed at teaching Archicad  
Up to 15 points

IV  Professional experiences:  
Professional experience in designing and / or consulting activities in the architectural design BIM oriented Archicad  
Up to 25 points

* All degrees, activities and experiences will be evaluated with respect to the profile required for each position in the call, as in the Annexes

Candidates are considered to have passed if they obtain a global assessment of not less than 80 points out of 100.

In the case of equal scores, precedence will be given to the youngest candidate in the ranking list.

For the purpose of the awarding of the activity, the School will take into account the needs and educational objectives related to the courses or educational activities for which the selection is advertised.

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.

The Commission draws up, on the basis of the criteria and parameters set out in this call, a merit ranking list, taking into account the scores obtained in the evaluation of degrees of each candidate.

The ranking list will be valid only for the academic year to which this selection is referred.

In case of cancellation of the winners or failure in signing the contract, we will proceed to convene the suitable candidate placed in the following position.

The procedure approval decree, as well as the merit ranking list, is published in the Noticeboard of Politecnico di Milano, on the Web site https://www.protocollo.polimi.it/albo/viewer?view=html and on the Web site of the School at: http://www.auic.polimi.it/didattica/bandi/bandi-tutorato/ for at least 30 days; the deadlines, for any kind of agreement, will be considered from the date of publication.

**Article 8 - Signing of the contract**

The Administration, following the publication of the ranking list will convene the winners for subscription of the related contract.

The winners, that will not come by the deadlines shown in the notification letter, will be considered to have renounced and the Administration will go on in scrolling, where possible, the ranking list.

The remuneration of the fee will be made in a single solution, at the expiration of the service provided and according to the hours actually worked, with the approval of the professor of the course. The hours worked by the collaborator, exceeding what provided in this call, are intended for free.

**Article 9 - Termination of contract**

In cases of major defaults, the contract can be terminated by decree of the Director General through resolution of the School. Automatic termination of the contract can take place:

1. for unnecessary or delayed start of activity. except duly justified and certified cases;
2. for violations of the ethical code;
3. for clear breach of contract.

**Article 10 - Personal Data Treatment**

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 the activities of tutoring 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

Art. 11 – Head of the procedure
Pursuant to Article 5 of the Law of 7 August 1990, n. 241 and subsequent amendments and additions, the Head of the procedure of this call is Maddalena Valerio, e-mail: info-bandi-auic@polimi.it tel. 02.2399.2602 - 2603.

Art. 12 – Referral rules
For anything not provided in this call, the existing university legislation is applied and the “Regulation on the guidelines for selection procedures for the awarding of individual autonomous collaboration assignments” (Rectoral Decree n. 2933/AG of 04 November 2013) of the Politecnico di Milano available on the web site.

Art. 13 Final provisions and advertisement
This call and its results are advertised on the website of Politecnico di Milano at: www.polimi.it - section "Official List of the University" and on the web site of the School of Architecture Urban Planning Construction Engineering at www.auic.polimi.it – section “Events and calls”.
For further information, please contact the Presidency office of the School of Architecture Urban Planning Construction Engineering of Politecnico di Milano open to the public from Monday to Friday, from 9.00 to 12.30, and from 14:00 to 16:00, tel. +39 (02) 2399.2603 e-mail: info-bandii-auic@polimi.it

the Dean
Prof. Ilaria Valente
Signed Prof. Ilaria Valente

Digital signature according to current regulations
## ANNEX A1

### Call n.28/SD year 2018

<table>
<thead>
<tr>
<th>Identification Number</th>
<th>Coll n.28/SD year 2018 annex A1</th>
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<tbody>
<tr>
<td>Teaching name</td>
<td>Revit – Base (Delivered in English)</td>
</tr>
<tr>
<td>Referee professor</td>
<td>Prof. Cecilia Bolognesi</td>
</tr>
<tr>
<td>Location</td>
<td>School of Architecture Urban Planning Construction Engineering of Politecnico of Milan</td>
</tr>
<tr>
<td>Collaboration period</td>
<td>from the 25/02/2019 to the 07/06/2019</td>
</tr>
<tr>
<td>Semester</td>
<td>Second</td>
</tr>
<tr>
<td>N. of hours</td>
<td>48 hours each</td>
</tr>
<tr>
<td>Number of places</td>
<td>4 (four)</td>
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### Requirements

1. Master Degree: Architettura e ingegneria edile *(classe LM-4)* or Ingegneria civile *(LM-23)* or Ingegneria dei sistemi edilizi *(classe LM24)* or similar degrees according to the Law or possible equivalent degrees according to the Law of the corresponding degrees of the old educational system. The Interministerial Decree 9.7.2009 related to equivalence between degrees of the old educational system, lauree specifiche-magistrali (equivalent to Master of Science) is available on the web site http://attiministeriali.miur.it/UserFiles/3160.pdf;

2. Advanced and certified knowledge of the software by software house or specialization school or by recognized training centers certified - and / or attestation of in-depth knowledge of the software itself and virtual BIM modeling documented by training schools in the Universities - and / or professional activity using BIM oriented software Revit that can be documented in detail.

3. Other educational or research titles possibly owned by the applicant as relevant publications or funded research.

### Profile required

1. Graduation vote, Scientific and technical publications with reference to the areas of use of software or software and / or research experience;

2. Advanced and certified knowledge by software house or specialization school or in recognized training centers; Advanced and certified knowledge of the software by software house or by recognized training centers certified - and / or attestation of in-depth knowledge of the software itself and virtual BIM modeling documented by training schools in the Universities - and / or professional activity using BIM oriented software Revit that can be documented in detail.

3. Previous experience in Revit Architecture specific software training centers, in University and / or in recognized training centers certified by specific software company;

4. Professional experience in design and / or consultancy in BIM project with direct use of Revit Architecture software and its applications, roles and duration of the relevant activity must be specified. Preferential score will be attributed to activities if carried out abroad

5. Activities abroad are preferred and will receive extra score

6. Fluent in English.

### Total Gross Salary (including withholdings taxes, social security and welfare deductions paid by the collaborator, and expenses charged to University, as per provisions of the law)

€ 2,246,00= each one
## ANNEX A2
### Call n.28/SD year 2018

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<th>Identification Number</th>
<th>Coll n.28/SD year 2018 anne\textsuperscript{z} A2</th>
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<tbody>
<tr>
<td>Teaching name</td>
<td>Grosshopper (Delivered in English)</td>
</tr>
<tr>
<td>Referee professor</td>
<td>Prof. Cecilia Bolognesi</td>
</tr>
<tr>
<td>Location</td>
<td>School of Architecture Urban Planning Construction Engineering of Politecnico of Milan</td>
</tr>
<tr>
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</tr>
<tr>
<td>N. of hours</td>
<td>48 hours</td>
</tr>
<tr>
<td>Number of places</td>
<td>2 (two)</td>
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</table>

### Requirements

1. Bachelor Degree: Ingegneria civile ambientale (L-7) or Scienze e Tecniche dell’edilizia (classe L-23) or Master Degree: Architettura e ingegneria edile-architettura (classe LM -4) or Ingegneria civile (LM-23) or Ingegneria dei sistemi edilizi (classe LM24) or similar degrees according to the Law or possible equivalent degrees according to the Law of the corresponding degrees of the old educational system. The Interministerial Decree 9.7.2009 related to equivalence between degrees of the old educational system, lauree specialistiche-magistrali (equivalent to Master of Science) is available on the web site [http://attiministeriali.miur.it/UserFiles/3160.pdf](http://attiministeriali.miur.it/UserFiles/3160.pdf);

2. Advanced and certified knowledge by software house or specialization school or in recognized training centers certified by specific software company - and / or attestation of in-depth knowledge of the RHINOCEROS E software GRASSHOPPER documented by training schools at universities - and / or professional activity using parametric modeling with RHINOCEROS and GRASSHOPPER well provided with documentary evidence.

3. Other educational or research titles possibly owned by the applicant as relevant publications or funded research.

### Profile required

1. Graduation vote, scientific and technical publications with reference to the areas of use of software and / or research experience

2. Advanced and certified knowledge of the software by software house or specialization school by recognized training centers certified - and / or attestation of in-depth knowledge of the RHINOCEROS E software GRASSHOPPER documented by training schools at universities - and / or professional activity using parametric modeling with RHINOCEROS and GRASSHOPPER well provided with documentary evidence. roles and duration of the relevant activity must be specified.

3. Previous professional activity using parametric modeling with RHINOCEROS and GRASSHOPPER well provided with documentary evidence.

4. Professional experience in planning and / or consultancy in the field of RHINOCEROS and GRASSHOPPER parametric modeling software, well documented and verifiable where roles and duration of the relevant activity must be specified.

5. Preferential score will be attributed to activities if carried out abroad

6. Fluent English

### Total Gross Salary (including withholdings taxes, social security and welfare deductions paid by the collaborator, and expenses charged to University, as per provisions of the law)

€ 2,246,00= each one
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<tr>
<td>Teaching name</td>
<td>Archicad (Delivered in English)</td>
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<tr>
<td>Referee professor</td>
<td>Prof. Cecilia Bolognesi</td>
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### Requirements

1. Master Degree: Architettura e ingegneria edile (classe LM-4) or Ingegneria civile (LM-23) or Ingegneria dei sistemi edilizi (classe LM24) or similar degrees according to the Law or possible equivalent degrees according to the Law of the corresponding degrees of the old educational system. The Interministerial Decree 9.7.2009 related to equivalence between degrees of the old educational system, lauree specialistiche-magistrali (equivalent to Master of Science) is available on the web site [http://attiministeriali.miur.it/UserFiles/3160.pdf](http://attiministeriali.miur.it/UserFiles/3160.pdf);.

2. Advanced and certified knowledge by software house or specialization school or in recognized training centers certified by specific software company and/or attestation of in-depth knowledge of the ARCHICAD software documented by training schools at universities.

3. Other educational or research titles possibly owned by the candidate as relevant publications or funded research.

### Profile required

1. Graduation vote, scientific and technical publications with reference to the areas of use of software or software and/or research experience;

2. Advanced and certified knowledge by software house or specialization school or in recognized training centers certified by specific software company and/or attestation of in-depth knowledge of the ARCHICAD software documented by training schools at universities;

3. Previous experience in teaching of specific software ARCHICAD in University and/or recognized training bodies;

4. Professional activity using parametric modeling with ARCHICAD and provided with documentary evidence. roles and duration of the relevant activity must be specified;

5. Preferential score will be attributed to activities if carried out abroad;

6. Fluent English.

### Total Gross Salary

(including withholdings taxes, social security and welfare deductions paid by the collaborator, and expenses charged to University, as per provisions of the law)

€ 2,246,00
Applications Notice (identification number): ______________________________

To the President of the School of Architecture, Urban Planning and Construction Engineering.

The undersigned:

Surname Name

Date of birth (dd/mm/yyyy) Town (or foreign state) of birth Province

Tax Code Foreign identification code

Residence address Telephone/mobile no.

Town (or foreign state) of residence Post code Province

Tax address (only if different from residence)
Address Telephone no.

Town (or foreign state) of residence Post code Province

Qualification

[ ] External subject [ ] Research grant holder at Politecnico di Milano

hereby states that all communications should be sent to the following addresses (select at least one):

Email

Fax

Certified email address

applies for admission to the comparative evaluation procedure for the granting of an individual employment appointment of an autonomous nature, to be implemented by means of the drawing up of a private law employment contract for the purposes of supplementary teaching activities in support of the School of Architecture, Urban Planning and Construction Engineering’s programmes/laboratories:

Data (show the data from attachment A)

Name
Reference teaching staff
Location:
Employment period:
Semester:
No. hours:

I declare that I possess the following qualification (indicate the title of study and the class)

Master Degree
Bachelor Degree
Academic year of graduation
University of graduation

authorises the processing of his or her personal data pursuant to legislative decree no. 196/2003;

Signature______________________________
• declares that no limitations to the undersigned’s ability to sign contracts with the public administration and fulfil the appointment subject to this selection process exist;

• declares that he or she has no conjugal, family and/or kinship bonds to the 4th degree of relationship with any professorial member of the AIUC School Board; (a complete list of the components of the latter are available on http://www.auic.polimi.it), namely with the Rector, Director General or any other member of the University’s Board of Governors (a complete list is available on: www.polimi.it in the University section)

• accepts all the dispositions set out in the selection notice, confirms that he or she is aware that the School of Architecture, Urban Planning and Construction Engineering accepts no responsibility for any loss of communications dependent on incorrect address information by the applicant or absent or delayed notification of changes in the address supplied in the application form nor for any postal or telecommunications issues which may arise or in any case attributable to third parties, misfortune or force majeure;

• undertake to notify any modifications to the address indicated above which may arise subsequently to the date of presentation of the present application promptly;

• declares his or her awareness of the criminal sanctions incurred by those making false or no longer correct statements pursuant to article 76 of D.P.R. 28.12.2000, no.445;

• declares his or her awareness of article 75 of D.P.R. 28.12.2000, no.445, on the subject of the loss of the benefits following on from the present appointment in the event of any discovery by the School of Architecture, Urban Planning and Construction Engineering of the untruthfulness of the contents of the present declaration;

• pursuant to legislative decree 196/2003 (Personal Information Protection Code) declares his or her awareness that his or her data will be processed by the university for institutional purposes and pursuant to the relevance principle;

• declares him/herself to be in possession of the requisites specified in attachment A to the present notice.

Date: ___________________________  ___________________________  Signature
Data for tax and social welfare processing A.Y.2017/2018 (required for the allocation of the appointment)

The undersigned:

<table>
<thead>
<tr>
<th>Surname</th>
<th>Name</th>
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<table>
<thead>
<tr>
<th>Tax Code</th>
<th>Foreign identification code</th>
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</table>

Hereby declares that:

☐ he or she is resident abroad;
  ☐ he or she will apply the dual tax agreement undersigned by Italy and (foreign state of residence);
  ☐ he or she is forgoing the application of the agreement;
  ☐ he or she is employed by a public body and/or is a tenured teaching staff member at a private
  ☐ he or she has no obligation to supply prior authorisation from the relevant public administration pursuant to
    article 1, subsection 2 and article 3 of Legislative Decree 165/2001.

Declares that he or she has chosen the following contractual type:

☐ Appointment for professional services:
  ☐ that he or she is in possession of VAT no.
  ☐ that he or she is enrolled on a professional register or list
  ☐ that he is she is engaged in the following profession
  ☐ that he or she is enrolled with an insurance body or organisation
  ☐ that he or she is resident abroad
  ☐ ordinary VAT number
  ☐ ordinary VAT number generating no full subjection to the taxation regime

☐ Contract for continuous and coordinated services:
  (Article 50, subsection 1, paragraph c-bis, D.P.R. 917/1986. The required activities will be subject to no subordination restrictions as the institutional duties involved are not contractually defined as employee status and are not encompassed by the normal duties of the profession
  ☐ that he or she pays national insurance contributions for self-employed workers pursuant to article 2, sub-section 26 of law no. 335 dated 8th
    August 1995
  ☐ that he or she is subject to 34.23% national insurance contributions
  ☐ that he or she is subject to 24% national insurance contributions
  ☐ that he or she is in possession of a valid pension and/or other mandatory social insurance programme
    (indicate which)
  ☐ that he or she intends to apply for tax deductions (articles 12 and 13 of D.P.R 917/86)

Submits the data required for payment of the sums due from his or her own current account:

<table>
<thead>
<tr>
<th>c/c no. - IBAN</th>
<th>COD</th>
<th>CIN</th>
<th>ABI</th>
<th>CAB</th>
<th>Current Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bank and branch:

Address, town

SWIFT Code

Date: ____________________________

Signature
The undersigned_______________________________________________________
(surname)  (name)
tax code __________________________________________________________________________
born in___________province (___) on ____________________________
resident in______________________________________________________province (____)
in (street)_____________________________________________no.____ post code __________
tel:_______________________________e-mail _____________________________

In full knowledge of the criminal sanctions incurred in the event of false statements or the use or creation of forgeries pursuant to article 76³ of D.P.R. 445 of 28th December 2000, and the additional sanctions set out in article 75⁴ of the aforementioned D.P.R. 445 of 28th December 2000 consisting in the revocation of the benefits following on from any appointments made on the basis of untruthful statements.

THE UNDERSIGNED DECLARES:

-  that he or she possesses the following qualifications (other than academic qualifications):

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

or

-  that the attached copies of the following publications (including laurea/doctorate theses
  or, alternatively, related abstracts) are true copies of the original (insert list):

__________________________________________________________________________________
__________________________________________________________________________________

or

-  that he or she possesses the qualifications (other than academic qualifications) and
  teaching and professional experience
  listed and specified in the attached curriculum vitae.

He or she further declares that he or she is aware that the data gathered will be processed, including with It tools, exclusively for the purposes of this declaration pursuant to legislative decree no. 196 of 30th June 2003.

Place and date ______________________

The declarant ____________________________________________

Pursuant to article 38⁵, D.P.R. 445 of 28th December 2000, this declaration has been signed by the declarant in the presence of an official or signed and sent together with a non-authenticated copy of the declarant’s identity card to the relevant office via fax, by a third party or by post.
Article 46 Self-certifications.

1. These must be substantiated with declarations, including those produced at the time of application, undersigned by the declarant and generated to substitute normal certifications of the following states, personal qualities and facts:
   a) date and place of birth;
   b) residence;
   c) citizenship;
   d) possession of civil and political rights;
   e) marital status;
   f) family status;
   g) proof of existence;
   h) birth of children, death of spouse, ancestor or descendant;
   i) registration in public rolls or lists;
   j) membership of professional bodies;
   m) qualifications, exams taken;
   n) professional qualifications, specialisation, registration, training, refresher and technical qualifications;
   o) income or financial status including for the purposes of obtaining benefits of any type set out in special laws;
   p) fulfilment of specific taxation obligations with indications of the sums concerned;
   q) tax code and VAT number possession and number or those of any other data present in the archives of the tax registers;
   r) unemployment status;
   s) retired status and pension category;
   t) student status;
   u) status of legal representative of natural or legal persons, trustee, guardian or similar;
   v) membership of social associations or bodies of any type;
   z) all situations relating to the fulfilment of military obligations including those certified on the military service record;
   aa) that he or she has no criminal record and is not subject to the application of safety or preventative measures, civil sentences and administrative measures appearing in the judicial and criminal records register pursuant to current legislation;
   bb) that he or she is unaware of any pending penal procedures;
   bb-bis) that he or she is not subject to judicial measures applying administrative penalties pursuant to legislative decree no. 231 of 8th June 2001;
   cc) dependent status;
   dd) all the data directly known to the declarant appearing in the public register of births, marriages and deaths;
   ee) that he or she is not in a state of liquidation or bankruptcy and that no creditor settlement applications are under way against him or her.

Article 47 Self-certifications substituting affidavits

1. Affidavits relate to states, personal data or facts of which the declarant is directly aware and can be substituted by declarations made and undersigned by the latter in accordance with the procedures set out in article 38.
2. Declarations made in the personal interest of the declarant can also relate to states, personal data and facts relating to other subjects of whom the declarant has direct knowledge.
3. Without prejudice to the exemptions specifically cited by the law, in relation to the public administration and public service providers, all states, personal data and facts not expressly cited in article 46 can be substantiated by the declarant by means of self-certifications substituting affidavits.
4. With the exception of cases in which the law expressly sets out that notification to the judicial authorities is necessary to activate administrative processes relating to the issuing of duplicates of identity documents or those otherwise certifying a declarant’s personal states and data, the loss of these same documents is substantiated by the individual applying for duplicate documents by means of self-certified declarations.

Article 76 Penal norms.

1. Anyone making false statements or making or using forgeries in the cases covered by this consolidated text is punishable in accordance with the penal code and specific relevant legislation.
2. The use of a deed containing data which is no longer true is equivalent to the use of a forgery.
3. Self-certifications made pursuant to articles 46 and 47 and declarations on behalf of the persons indicated in article 4, subsection 2 are considered to have been made to a public official.
4. Where the offences cited in sub-sections 1, 2 and 3 are committed for the purposes of obtaining public office or permissions to practice professions or trades, in the most serious cases judges can apply temporary bans from the holding of public office or the profession or trade.

Article 75 Revocation of benefits.

1. Without prejudice to the provisions of article 76, whenever declaration contents are revealed as false by the check referred to article 71, any benefits obtained from false statements relating to the notice will be revoked.

3-bis. Authority for the creation and presentation of applications, projects, declarations and other certifications as well as for the collection of deeds and documents from the public administration or public service managers and providers can be legally delegated to a third party pursuant to this article.