

Selection and Development Human Resources Dept. – Via Università 4, Modena

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*Published on the online public notices board and on the University website*

#### THE GENERAL DIRECTOR

GIVEN the law n. 168, dated 9 May 1989;

GIVEN the laws n. 59 dated 15 March 1997, and n. 127 dated 15 May 1997, as amended by law n. 191 dated 16 June 1998;

GIVEN the decree of the President of the Republic n. 445 dated 28 December 2000;

GIVEN the law by decree n. 82/2005 dated March 7th;

GIVEN the law n. 240 dated 30 December 2010, especially article 18 and article 22;

GIVEN the law by decree n. 192/2014, converted by the law n. 11, dated 27 February 2015;

GIVEN the applicable University Regulations to carry out research;

GIVEN the Law. n. 120 dated Sept. 11<sup>th</sup> 2020;

GIVEN the decree law n. 198 dated 29.12.2022 entered into force on 30/12/2022;

GIVEN the resolution of the Council of the Department of Studies on Language and Culture dated on 24.05.2023 about a research grant on the project L'archivio di Lodovico Antonio Muratori: aggiornamento, revisione e implementazione - 2023\_FAR\_PIANO DI SVILUPPO DIPARTIMENTALE DSLC – Lettera prot. 111955 8.5.2023 – Azione 1) Analisi dell'opera e dei carteggi di L.A. Muratori, attraverso la medialibrary Lodovico – tutor Al Kalak – (CUP: E93C23000310005);

#### DECREEES

##### Art. 1

##### *Number of research grants*

**A selective public procedure is announced, by qualifications and interview, for the assignment of 1 “junior grant” to carry out research (hereinafter research grant) at the University of Study of Modena and Reggio Emilia, in the research location better specified hereinafter.**

**This kind of research grant is directed towards persons with a particular aptitude to scientific research, demonstrated and documented by significant experiences into the research's field.**

The Administration ensures equal rights and opportunities between men and women for the assignment of the grant in question.

##### Art. 2

*Location, subject area, research title, general aims of research, tutor, interview programme and title subjects*

##### **LOCATION: Modena (ITALY)**

<b>LOCATION</b>	<b>Disciplines and/or academic disciplines in which the candidate's qualifications must specifically refer</b>	<b>TUTOR</b>
Department of Studies on Language and Culture	L-FIL-LET/10 – ITALIAN LITERATURE L-FIL-LET/13 – PHILOLOGY OF ITALIAN LITERATURE M-STO/02 – MODERN HISTORY	Professor Matteo AL KALAK

The aims and title of the research, the interview programme and the subjects of the qualifications of the selective procedure for the attribution of the above research grant are the following:

##### **Title of research:**

The archive of Lodovico Antonio Muratori: updating, revision and implementation

**Aims of research:**

The project aims to revise, update and expand the catalog of Lodovico Antonio Muratori's archive and correspondence and make it fully accessible through a digital database. The research candidate will be expected to assist in the collection of information and its standardization, according to guidelines provided, and to collaborate in the creation of a computer database.

**Interview program:**

The interview aims to ascertain the knowledge of the research candidate in the following fields: early modern history, Italian literature, Italian philology, digital humanities. In particular, the following are required: a good ability to work on the documentation of the modern age, including a philological approach to the text; a knowledge of issues related to the scholarly landscape of the 18th century

*Art.3**Duration, renewal and amount of the research grant*

The grant has an initial duration of **12 months**. It may be renewed for a period not less than one year to a maximum of six years. The grant can be awarded, or renewed, for a duration of less than one year, but in any case not less than six months, only in order to carry on research projects whose expiration date wouldn't allow to cover a one year grant.

The total duration of the relationship that has been established is for a term pursuant to the laws and regulations in force, including any renewals, may not exceed six years, excluding the period in which the grant was assigned simultaneously with a PhD, within the limit of the legal duration of the relative course.

The renewal of the grant is decided by the Centre Council according to the procedures provided by art. 9 of the University Regulations for the provision of grants to carry out research.

A period abroad is envisaged of no longer than one year within the two-year period, at one or more qualified Universities or research institutes.

The yearly total of the research grant is **€ 19.367,00**, net of social security contributions to be paid by the Administration. The amount of the grant is paid to the beneficiary in monthly instalments.

In terms of social security the grants in question apply the provisions referred to in art. 2, paragraphs 26 and following, of Law August 8 1995, n. 335 and subsequent modifications and supplements. The individual must register for the separate management of Social Security and National Insurance contributions.

*Art. 4**General admission requirements*

**Individuals who have completed a PhD or an equivalent qualification abroad or those who are in possession of a master's degree (DM 270/2004) belonging to the LM-14, LM-84 Scienze storiche classes and equivalent by law to these supported with a professional scientific curriculum adequately sufficient to carry out research, with the exception of permanent staff of universities, government research and experimentation institutions and agencies, the National Agency for New Technologies, Energy and Sustainable Economic Development (ENEA) and the Italian Space Agency (ASI), as well as degrees issued by scientific post graduate institutions that have been recognized as equivalent to the title of Doctor of Philosophy in accordance with Article 74, fourth paragraph, of Presidential Decree of July 11th 1980, n. 382.**

As regards the degrees obtained at foreign universities, in the lack of an equivalent qualification, the candidate must request recognition of the suitability of his/her degree obtained at a foreign university. This request must be made within the body of the admission's application to the selection procedure itself.

In such cases, the request must be accompanied by the necessary documentation to enable the Examining Committee to evaluate the suitability of the qualification (e.g. declaration of value *in loco* issued by the competent Embassy).

Persons who are excluded from voting for any reason cannot be accepted for the selection procedure.

Candidates cannot have neither criminal proceedings nor criminal sentences in progress.

The Administration reserves itself the discretionary opportunity to weigh the crimes committed, in order to protect its good name and image. In any case, candidates are expressly required to indicate in the entry application eventual criminal sentences in his/her charge, even not definitive, and/or pending trials in his/her charge.

Foreign nationals must also possess the following requisites:

- a) enjoy civil and political rights in the country to which they belong or from which they originate;

- b) except for holders of Italian nationality, be in possession of all the other requirements provided for citizens of the Republic;
- c) have an adequate knowledge of the Italian language.

Candidates must be in possession of such requirements at the date of expiry of the term established in the notice of this selective procedure for the presentation of the entry application.

Candidates are accepted for the selective procedure with certain reservations.

The Administration may order exclusion from the selective procedure due to lack of prescribed requisites at any time as long as such exclusion is duly motivated.

The following will determine automatic exclusion from the selection process:

- 1) lack of applicant's signature, as provided by art. 5;
- 2) failure to comply with the respect of the deadline and/or the procedures for submitting;
- 3) failure to meet the requirements referred to in this article paragraph 1.

Pursuant to article 18 of Law 240/2010 contracts in any professional capacity cannot be awarded by the University to individuals who have any degree of relationship or are in any way connected, up to the fourth degree included, with a professor employed at the centre or the facility requesting the activation of the contract, or with the Rector, General director, or a member of the Board of Directors of the University.

The research grant cannot be awarded to the winning candidate who follows a degree course or second-cycle or specialization school degree or university master.

Contracts can be awarded to non-community nationals only after the demonstration of their regular stay in Italy and their regular position about immigration matter (d.lgs. nr. 286/1998 and following amendments).

#### Art. 5

##### *Applications and deadline*

**The application must be filled in and submitted only electronically by PICA – la Piattaforma Integrata Concorsi Atenei, available at the following link: <https://pica.cineca.it/unimore/> penalty of exclusion within 30 days starting from the day after the publishing of the notice on the University “Albo online”, at 1:00 pm (Italian time).**

Whenever the deadline date is a public holiday, the deadline will be on the first working day coming (art. 2963 – 3 c.).

**The PICA platform is accessed via SPID or PICA account. In the case of using LOGINMIUR credentials, it is recommended to verify that they are active**

The guideline to submission is on line at <https://pica.cineca.it/file/LineeGuidaCompilazioneDomandaPICA.pdf/> Before the deadline it is possible to save the application in draft form. The date of submission is certified by the electronic system, that will send a receipt by mail. After the deadline, it will be no more possible to edit and submit the electronic form. To each application will be assigned an ID number, which has to be used for following communications together with the competition code.

The ID number must also be kept for the purposes of communications by the University that require, for privacy reasons, to omit the name of the recipient of the communication.

The date and the time of submission is certified and proven by the electronic system, that will automatically send a receipt to the applicant's mail, after the submission of the application. In the event that the applicant does not receive the message and in any case of technical problem, it is necessary to contact the technical support at the link at the bottom of the page <https://pica.cineca.it/unimore/>

Any further information on the submission of the application can be required by email ([ufficio.selezioneassunzione@unimore.it](mailto:ufficio.selezioneassunzione@unimore.it)) or telephone (+39 059 205 6447 – 6075 – 7078) to Ufficio Selezione e Sviluppo Risorse Umane.

The Administration disclaims all liability for the dispersion of notices due to inexact indication of addresses by candidates or failure or late notification of any changes in addresses indicated in the application, or for any telematics mis-deliveries, which are attributable to third parties, accidental occurrences or *force majeure*.

**The submission application must be filled in in each part following the electronic guidelines and the applicants shall declare, under their own responsibility (D.P.R. 28 December 2000, n. 445):**

- a) first name, surname and “Fiscal Code” (Italian Social Security Number);
- b) date and place of birth;
- c) nationality; foreign nationals must also declare to own a permit to stay or to have asked for it;

- d) Permanent address and domicile address, if different from the residence;
- e) the address to be used for all notices relating to the competition (including a Certified E-Mail System address, if it is owned);
- f) academic degree obtained (old regulation degree or new regulation second-cycle degree or specialization school degree) the grade point average as well as the date and University at which the degree was obtained, or the equivalent academic qualification obtained at a foreign university;
- g) the academic degree obtained at a foreign university whose suitability needs to be acknowledged;
- h) the phd degree, if owned, and the date and administrative location of the University where the course was staged;
- i) if they enjoy civil and political rights;
- j) that they are not being registered to a PhD course, a postgraduate specialty program of medical area, a university master in Italy or abroad;
- k) not to be working for any Academies or Authorities as listed at art. 4;
- l) not to be employed in private sectors, nor part time and not to make profit by ongoing self employment activities. Otherwise, to be available to relinquish in case of awarding the grant;
- m) not being the holder of other scholarships awarded for any reason whatsoever not to benefit from any other grants or fellowship, and, otherwise, to be available to relinquish in case of awarding the grant;
- n) not to have any degree of relationship or to be in any way connected, up to the fourth degree included, with a professor employed at the centre or the facility requesting the activation of the contract, or with the Rector, General director, or a member of the Board of Directors of the University;
- o) to commit to communicate any change about the declarations contained in the application form;
- p) to have examined the notice about the selective public procedure and the applicable University Regulations to carry out research;
- q) To be physically able for the appointment;
- r) To know adequately the Italian language;
- s) Which language will use during the interview relating to the examination agenda;
- t) that he/she has never received criminal sentences; otherwise, the winners shall self-certify the sentences passed, the date the sentence was passed and the judicial authority that passed the sentence (including in the case of any amnesties, legal pardons, remissions, non-registration benefits, etc., and of nothing being shown in the criminal office registrations). Criminal proceedings must be indicated whatever their nature. Foreign nationals shall further self-certify that they have received criminal sentences in the country of which they are nationals or in Italy;
- u) the municipality on whose electoral lists they are registered or the reasons for the non-registration or cancellation from such lists;
- v) the military position;
- w) to have or not to have been awarded one or more research grants in accordance with the art. 22 of the 240/2010 law.
- x) in case of titularity of a research grant to be available to relinquish in case of awarding the grant in object;
- y) to/not to benefit from any other grants or fellowship;
- z) to be/not to be a public employee.

Pursuant to law n. 104, dated 5 February 1992, disabled candidates must explicitly request, in relation to their disablement, any aids needed to sustain the interview.

The submission of the application form must be finalized as follows:

- by signing the application on the server using Confirma service: the applicants need hardware equipment, e.g. smart card, USB device, supporting Confirma system. After signing applicants can download the signed application;
- By signing the application digitally on applicants' pc: in order to sign digitally it is necessary to have a hardware, e.g. smart card, or USB device with digital signature certificate issued by an approved certification body) and a signature for digital signatures in order to create a pdf. p7m file from the pdf file downloaded from the PICA site. The pdf.p7m file must be uploaded in the website again;
- by signing the application without digital signature. The applicants need to download the pdf file of the application, print it, sign it in original, scan it in a pdf file and upload it again on the website

**Application forms with no signature are not valid therefore will be not admitted with the exception of applications submitted with SPID access mode.**

**In case of access via SPID, indeed, no signature will be required when submitting the application.**

The application must be complete with:

- a) Research results suitable for the selective public procedure according to the applicant. Applicants can upload maximum 30 papers only in pdf format – max 30 MB each file) and list of them;
- b) Other documents attached: document suitable for the selective public procedure according to the applicant. Applicants can upload maximum 30 papers only in pdf format – max 30 MB each file) and list of them;
- c) a valid copy of identity card or visa or permit to stay;
- d) curriculum vitae European format.

Any potential document attached to the application should be uploaded only in PDF format and couldn't exceed 30 MB. Every document that will not respect format and dimension as stated before won't be taken into account and evaluated by the examining committee.

Italian candidates and European Union citizens can demonstrate possession of qualifications by making a substitute declaration in place of the sworn statement pursuant to art. 47 of the Presidential Decree ('DPR') of 28 December 2000 n. 445, or by making use of the simplified procedure for administrative certifications permitted by art 46 of the Presidential Decree ('DPR') of 28 December 2000 n. 445, by completing Attachment "1".

Under Article 15 of the Law of 12 November 2011, n. 183, it is stated that certifications issued by public offices in relation to status, personal qualities and facts are valid and may only be used in relations between private individuals. In relations with organs of public offices and managers of public services, the certificates and sworn statements are always replaced by the declarations referred to in articles 46 and 47.

Public offices and managers of public services are required to obtain as a matter of procedure the information which is the object of the signed declarations referred to in articles 46 and 47, as well as all data and documentation held by public offices, following indication by the individual concerned of the elements necessary for retrieval of the information and the details requested, or they may accept the signed declaration produced by the individual.

Non-community nationals who live in Italy must produce all relevant documents to verify conditions, facts and personal qualities certifiable by non-Italian public or private bodies.

Non-community nationals who do not live in Italy must produce all relevant documents to verify conditions, facts and personal qualities certifiable by Italian or non-Italian public or private bodies.

Non-community nationals who live in Italy may produce qualifications in original copy, certified copy or copy declared to be in conformity with the original. They may make use of substitutive declarations, according to the procedures provided for E.U. nationals, only in the event of having to prove conditions, facts and personal qualities certifiable by Italian public or private bodies.

Non-community nationals who do not live in Italy must produce the qualifications either in original copy, in certified copy or in copy declared in conformity with the original.

The criteria for assessing academic qualifications will be analytically determined by the examining committee by way of an overall evaluation, in accordance with the limits stated below:

- degree score from 105 to 110 *summa cum laude*;
- *aptitude for scientific research, evaluated through the formulation of an assessment that takes into account the academic qualifications and the curriculum vitae submitted by the candidate*;
- *specialisation degrees; certificates of attendance of post-graduate courses; other qualifications related to the service provided following employment contracts or casual work contracts or term-contracts, scholarships and appointments in national, foreign or international institutes, or in private institutions or consortia engaged in research, duly certified and showing the period and duration of the performed activities*;
- any other relevant degrees that give evidence of the candidate's qualifications, training and formative internships, publications of internal report's research, participation to research's programs included.

The candidates will be accepted for an interview if they have achieved - in relation to the presentation of the qualifications held - a sufficient evaluation respect to the criteria appropriately pre-defined by the selection committee at the first session.

The results of the evaluation of the qualifications will be made known to candidates by posting in the Centre where the interview is held. With respect to the candidates accepted for the interview only, evaluation of qualifications will be notified at the same time as the candidates are called for the interview.

After 120 days from the date of the decree issued by the General Director for the verification and approval of the

documents that were submitted to the Administration, the documents may be returned to the applicants. Documents will be returned within thirty days of the request, unless there is a dispute in progress. After a period of six months from the date of the above decree for the verification and approval of the documents, the University is no longer responsible for preserving or returning the documentation to the applicant.

#### *Art. 7 Interview*

The examination will consist of an interview relating to the examination agenda indicated in article 2 above. During the course of the interview, the examining committee will verify the candidate's ability to discuss the topics relating to the exam in at least one foreign language. Before starting the examination, the examining committee will determine the questions to ask the candidate; such question will be drawn by each candidate. Candidates will be informed of details regarding the venue, day and time of the interview at least seven days beforehand, except for the candidates' possibility to expressly renounce at them, by email or by telegram or registered letter with return receipt. It is necessary to provide an email address in the body of the application. To access the room where the interview is held, candidates must be in possession of a valid identity document. The interview will be held in a room open to the public. At the end of each session dedicated to the interview, the committee judging will compile a list of examined candidates, with indication of the score achieved by each candidate, which will be posted at the place where the examination is staged. In order to encourage the participation of applicants and streamline the procedure in relation to foreign candidates residing outside the Italian territory, and for those residing outside the region, the interview may be held by video conference via computer using suitable locations and equipment, once the technical feasibility has been verified. The above-mentioned methods of conducting the interview will be described in detail in the minutes of the selection committee. Anyhow it is obligatory to strictly respect all safety measures, provided for by the University guidelines, available at the following link <https://www.unimore.it/avvisicoronavirus.html>

#### *Art. 8 Examining committee*

By decree of the General Director, following the proposal of the Council of the Centre in which cooperation will take place, the examining committee will be appointed. The Examining Committee is to be constituted of three members, of whom one shall also perform the function of secretary, selected from the Full Professors, Associate Professors or researchers in the field which is object of the research grant. The members of the committee will be appointed by the Council of the Centre in which cooperation will take place. The Centre Council will indicate the three regular members of the examining Committee, as well as two deputy members to be used in case of motivated and justified impediment of the regular members. The Committee shall be entitled to avail itself of foreign language experts. At the end of the proceedings, the Committee will draw up a special report containing the evaluation criteria, the judgements, the overall score awarded to each candidate and the ratings of merit. The decisions of the Committee shall be final. In order to publicise the composition of the examining committee, the decree of appointment of the committee will be posted, for a period of not less than 120 days, in the University's "Albo online" at the address <https://wss.unimore.it/public/albo/>

#### *Art. 9 Forming the ratings of merit*

The ratings of merit of the candidates are formed according to the order of overall scores obtained by each candidate. The overall score is the result of the sum of the obtained qualification evaluation score and the score obtained in the interview. Pursuant to the provisions of art. 22 paragraph 2 of Law 240/2010, should 2 or more candidates obtain an equal score, the candidate in possession of the title of PhD will be the preferred candidate. In the event that there is a further instance of equal scores, the younger candidate will be the preferred choice. The research grant, as determined at art. 1 of this selective procedure, shall be awarded to the winning candidate of this selective procedure.

The ratings of merit are approved by decree of the General director of this University and are effective from the publishing on "Albo online".

In case of waiver of the assignee or resolution due to failure to accept the grant after the beginning of the work relationship, the grant will be awarded to the next entitled candidate listed in the ratings, upon the following conditions: the Department submits formal request, the research project residual period is no less than six months, with integration of the budget covering the minimum duration of the grant.

In order to immediately and suitably publicise the above ratings, these will be posted, for a period of not less than 120 days, in the University's "Albo online" at the address <https://wss.unimore.it/public/albo/>

#### *Art. 10*

##### *Publicising this selective procedure*

The call for applications to this procedure will be publicized **for a period of no less than 30 days** via INTERNET on the University's "Albo online" at link <https://wss.unimore.it/public/albo/> and on the website of the Ministry and the European Union.

#### *Art. 11*

##### *Awarding of research grants*

The winner of this selective procedure establishes a self-employed work relationship according to private law. Such relationship is not part of the institutional configuration of university professorship and the role of university researcher and is not therefore useful for purposes of employment in the personnel roles of Italian universities and university institutes.

The University, within its discretion, reserves the right not to proceed with the awarding of the grant and upon signing the relative contract.

If the winner of this procedure, even for facts not attributable in any case to him, is unable to take up service in time to ensure the conclusion of the activities by the deadline of the research project, the University itself reserves the right not to proceed with the signing of the relative contract, except for any exceptions to the expiry of the project or the possibility of an agreement between the parties to reshape the duration of the contract, which cannot be less than the minimum limit of 6 months determined by the regulatory change introduced by art. 19 of law no. 120 of Sept. 11<sup>th</sup> 2020, and the relative remuneration.

The University is exempt from any liability if, following the signing of the contract with the winner coming from a non-EU country subject to a financial embargo in accordance with current EU provisions, the payment of the grant is slowed down or it is not possible to proceed with the payment due to the financial sanctions provided for individuals/organizations and/or countries.

The winner will be invited, pursuant to the provisions of art. 46 of Presidential Decree n. 445/2000, to self-certify the following conditions, facts and personal qualities:

- 1) birth certificate;
- 2) enjoyment of political rights; foreign nationals shall self-certify that they enjoy civil and political rights in the country to which they belong or from which they originate;
- 3) his/her nationality;
- 4) that he/she has never received criminal sentences; otherwise, the winners shall self-certify the sentences passed, the date the sentence was passed and the judicial authority that passed the sentence (including in the case of any amnesties, legal pardons, remissions, non-registration benefits, etc., and of nothing being shown in the criminal office registrations). Criminal proceedings must be indicated whatever their nature. Foreign nationals shall further self-certify that they have received criminal sentences in the country of which they are nationals or in Italy;
- 5) possession and number of "Fiscal Code" (Italian Social Security Number);
- 6) all details of which the party involved is aware contained in the public records office registers.

The conditions, facts and personal qualities self-certified by the winner of this selective procedure shall be submitted, by the University of Study of Modena and Reggio Emilia to suitable checks, including random checks, as to their truthfulness.

With the winner of this selective procedure, a freelance work contract will be stipulated, to be signed by the winner and by the General Director of the University of Study of Modena and Reggio Emilia.

In the case of a non-EU winner, the signing of the contract is also conditioned by the conclusion and verification of the preliminary obligations aimed at obtaining the residence permit.

The winner of this selective procedure shall comply with the provisions of the University Regulations for the awarding of grants to carry out research, and especially the provisions of articles 8, 10, 11, 12, 13, 14 and 15 of such Regulations.

A copy of these Regulations is available on the Website of the University of Study of Modena and Reggio Emilia, at [www.unimore.it](http://www.unimore.it) and at [www.ufficio.selezioneassunzione.unimore.it](http://www.ufficio.selezioneassunzione.unimore.it)

Candidates who, within the term established by the Administration, fail to declare their acceptance of such term or who do not take up service within the established term shall no longer be eligible for grants to carry out research.

Delays can only be justified that have been caused by serious occurrences such as health problems or duly proven *force majeure*. Any postponement of the starting date or interruption of the period of usufruct of the grant shall be allowed with respect to the winners who provide proof of having pregnancy or confinement in accordance with applicable regulations.

The prescribed procedure for the cancellation of the relationship is begun against grant holders who, after starting scheduled research activities, fail to continue these in a regular and continuative manner without justified reason, for the entire duration of the grant, or who are responsible for serious and repeated offences.

The grant holder must present, yearly, to the Council of the Centre where cooperation is provided a detailed report on the research activities performed. This report must be approved by the tutor and Centre Director.

With reference to the provisions of the Italian Legislative Decree n. 196/2003 and of the EU Regulation 2016/679, concerning the guardianship of people and other subjects regarding the processing and the circulation of personal data, the Selection and Development Human Resources Department of the University of Study of Modena and Reggio Emilia – Via Università, 4 – 41121 MODENA, as holder of the data inherent to this procedure, informs that the processing of data contained in the applications is uniquely oriented to the carrying out of selection proceedings and that the same applies to the use of computer routines and paper storage of respective documents.

The Office specifies that the submittal of the data requested is obligatory and that the refusal of providing them implies as a consequence the exclusion from selection.

The privacy policy is published at the following link <https://pica.cineca.it/unimore/file/InformativaPrivacy.pdf>.

Candidates may exert the rights as set forth in the above mentioned laws, among which is the right to access their own personal data, as well as some complementary rights, among which is the right to update, rectify, integrate or cancel erroneous or incomplete data, or data collected not in accordance with the law.

Pursuant to the provisions of art. 5 of law n. 241 dated 7 August 1990, the person in charge of the procedure indicated in this notice is Dr. Rocco LAROCCA, Selection and Development Human Resources Department, – University of Study of Modena and Reggio Emilia, Via Università n. 4 – Modena, email address: [ufficio.selezioneassunzione@unimore.it](mailto:ufficio.selezioneassunzione@unimore.it).

For everything not expressly provided by the notice and in the event of applicability, reference shall be made to the provisions of the regulations mentioned in the introduction to this selective procedure and, if applicable, to the provisions of the Italian Civil Code.

Modena

**THE GENERAL DIRECTOR**

**Digitally signed under the law “D.Lgs. N. 82/2005” (Ing. Luca CHIANTORE)**

#### **Attachment 1**

#### **Exemplary simplified procedure for administrative certifications and substitute declaration in place of the sworn statement**

Italian candidates and European Union citizens can demonstrate possession of qualifications by making a substitute declaration in place of the sworn statement pursuant to art. 47 of the Presidential Decree (‘DPR’) of 28 December 2000 n. 445, or by making use of the simplified procedure for administrative certifications permitted by art 46 of the Presidential Decree (‘DPR’) of 28 December 2000 n. 445.

Under Article 15 of the Law of 12 November 2011, n. 183, it is stated that certifications issued by public offices in relation to status, personal qualities and facts are valid and may only be used in relations between private individuals. In relations with organs of public offices and managers of public services, the certificates and sworn statements are always replaced by the declarations referred to in articles 46 and 47.

Public offices and managers of public services are required to obtain as a matter of procedure the information which is the object of the signed declarations referred to in articles 46 and 47, as well as all data and documentation held by public offices, following indication by the individual concerned of the elements necessary for retrieval of the information and the details requested, or they may accept the signed declaration produced by the individual.

#### **SIMPLIFIED PROCEDURE FOR ADMINISTRATIVE CERTIFICATIONS AND SUBSTITUTE DECLARATION IN PLACE OF THE SWORN STATEMENT (articles 46 and 47 Presidential Decree n. 445/00)**



The undersigned

SURNAME

FIRST NAME

DATE OF BIRTH

PLACE OF BIRTH

PROV

ADDRESS

PROV

POSTAL  
CODE

STREET

N.

aware that untruthful declarations represent a possible offence pursuant to the Italian penal code and special laws

HEREBY CERTIFIES:

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Place and date \_\_\_\_\_

Signature

\_\_\_\_\_

In any case, the declaration made by the candidate, which substitutes certification to all effects, shall contain all the elements needed to evaluate the qualification to be produced; the omission of even one element shall result in the non-evaluation of the self-certified qualification.

It must also be remembered that the Administration is called upon to perform suitable checks as regards the truthfulness of the substitutive declarations received and that, besides the interested party no longer being eligible for any benefits obtained on the basis of the untruthful declaration, criminal sanctions are also applicable in cases of falsification of documents and untruthful declarations.