



**POLITECNICO**  
MILANO 1863

DIPARTIMENTO DI  
MECCANICA

**COMPARATIVE ASSESSMENT PROCEDURE FOR GRANTING  
AN AUTONOMOUS COLLABORATION ASSIGNMENT  
AT THE DEPARTMENT OF MECHANICAL ENGINEERING FOR THE ACTIVITY OF:  
*Efficient methods to evaluate the performance of manufacturing system –*  
Procedure Code 2021\_DMEC\_43**

**THE HEAD OF THE DEPARTMENT OF MECHANICAL ENGINEERING**

**Considering** Italian Law 7 August 1990, no. 241, “New regulations on administrative procedure and right to access administrative documents” as amended and supplemented;

**Considering** Italian Presidential Decree 28 December 2000, no. 445, “Consolidated Law of legislative and regulatory provisions on administrative documentation (Text A)”, as amended and supplemented;

**Considering** Italian Legislative Decree 30 March 2001, no. 165, “General rules on the system of work under the employ of public administrations” as amended and supplemented and, in particular, Art. 7, paragraph 6;

**Considering** Italian Legislative Decree 30 June 2003, no. 196, “Privacy Code”, as amended and supplemented;

**Considering** the GDPR-EU no. 679/2016, “Regulation on the processing of personal data and free movement”;

**Considering** Italian Law 6.11.2012, no. 190 on “Rules for the prevention and repression of corruption and illegality in the public administration”;

**Considering** Italian Law 30.12.2010 no. 240 laying down “Rules on the organisation of universities, academic staff and recruitment, authorising the Government to incentivise the quality and efficiency of the university system” and, in particular, Art. 18;

**Considering** the current legislation in the subject;

**Considering** Regional Decree 828/AG of 14 March 2014, laying down “Regulation for Administration, Finance and Accounting” of the Politecnico di Milano, and, in particular, Articles 27 and 84 as amended and supplemented;

**Considering** Managerial Decree no. 9754 of 19 December 2019, laying down “Regulation for the governance of comparative procedures for granting individual collaboration assignments of autonomous nature”;

**Having identified** the need to apply a comparative procedure for granting an individual collaboration assignment of autonomous nature;

**Considering** the Code of Ethics and Conduct of the Politecnico di Milano in effect;

**Considering** the resolution adopted by the Department Board at the meeting on 22/04/2020;

**Having considered** that the conduct of the aforementioned activities falls within the powers attributed by the legal system to the Politecnico di Milano and is deemed necessary in order to address a temporary requirement;

**Having ascertained** the budget availability and established that the assignment will be covered financially by the “**Fund for International Faculty**”;

## DECREES

### Art. 1

#### Subject, duration and fee

The comparative procedure is aimed at granting an individual collaboration assignment for the activity of “**Efficient methods to evaluate the performance of manufacturing system**” to be implemented by entering into a private law contract, concerning the following activities:

*Manufacturing systems performance are difficult to evaluate due to the physical and logical interactions among the components of the systems (machines, buffers, transport systems, tools, fixtures, parts). There is a need to overcome the limitations of existing methods which, on the one hand, are related to the difficulty of modelling various features of the real systems and, on the other hand, are related to the difficulty of making them efficient to allow quick evaluations of multiple scenarios. Given the multidimensional nature of the problem, new analytical tools and new simulation tools need to be devised and developed which in turn can be used both in the design and operation of manufacturing systems.*

The objectives to be achieved as part of the collaboration relationship will be as follows:

*The visiting scholar will develop new methods and tools for the efficient evaluation manufacturing systems performance in collaboration with the groups in the Department of Mechanical Engineering of Politecnico di Milano working on the topics described above. Particular attention has to be dedicated to one or more of the following features:*

- *incorporating control in manufacturing system evaluation;*
- *combining manufacturing system analysis with supply and distribution networks analysis;*
- *overcoming the restrictive assumptions currently adopted in modelling manufacturing systems with analytical tools;*
- *devising new ways of simulating the systems based on a combination of discrete and continuous modelling.*

The performance under the contract will have the duration of **12 (twelve) months** commencing from the date of signature of the contract.

The collaboration will take place at the Department of Mechanical Engineering – Politecnico di Milano with no constraints on attendance.

The fee scheduled for the conduct of the activities under the contract to be signed is fixed **at € 30.000,00** gross of tax withholdings, social security and welfare contributions, which are borne both by the collaborator and by the University, in accordance with legal provisions, and gross of VAT and social security contributions, where required.

The collaboration will be carried out personally by the selected individual, in full autonomy, without ties of subordination, on a non-exclusive basis, using the premises and equipment made available by the structure and in coordination with it.

### Art. 2

#### Participation requirements

To be admitted to the selection, the following requirements must be held:

- The selection is aimed at scholars who have been permanently engaged abroad in research or teaching at university level for at least three years, to implement internationalization.
- Ph.D. in the area of Industrial Engineering.

The following will also constitute assessable qualifications:

- Analytical tools for evaluating the performance of manufacturing systems with finite buffer capacity
- Modelling of real systems and networks
- At least 30 journal papers on the topics described above

The requirements, qualifications, experience and expertise must strictly be declared on the application for participation rendered in accordance with Articles 46 and 47 of Italian Presidential Decree 445/2000 and held at the deadline for submitting the application for admission to the selection.

Those who have a familial or kinship relationship, up to the 4th degree inclusive, with a professor of the Department of Mechanical Engineering, with the Rector, with the Director General or with a member of the Board of Governors may not participate in the selection procedure, in accordance with the provisions of Art. 18 paragraph 1 letter c) of Italian Law 240/2010.

If the qualification(s) indicated above was/were obtained abroad, it/they must be (an) official qualification(s) of the foreign university system, issued by an institution officially recognized in the relevant foreign system and it/they must be equivalent, for the sole purposes of the selection, by nature, level and disciplinary correspondence, to the respective Italian qualification indicated above.

### **Art. 3 Selection methods**

The selection will be made, based upon the qualifications and experience held by the candidates ascertained from the curricula submitted, by a Commission, appointed by the Head of the Department.

### **Art. 4 Assessment criteria**

The assessment will be made based upon the qualifications and experience ascertained from the curriculum vitae.

The awarding Commission has **100** points available, distributed as follows:

Assessment of qualifications	up to a maximum of <b>60 points</b>
Assessment of other experience	up to a maximum of <b>40 points</b>

The selection is understood to be passed if the candidates obtain an overall assessment of no less than **60 points**.

### **Art. 5 Application for participation**

The applications for participation in the selection, prepared on unstamped paper (see annex 1 to this call) and duly signed by the candidates, must be received by the following methods:

- by registered mail or by express courier to: *Politecnico di Milano, Department of Mechanical Engineering, Via G. La Masa, 1 postcode 20156 - Milano, Italy- REF. Ms. Ripanti – Procedure Code 2021\_DMEC\_43* (the postmark will be checked);

- by certified email (PEC) to the address [pecmecc@cert.polimi.it](mailto:pecmecc@cert.polimi.it). The transmission must be sent only by PERSONAL certified email (PEC) of the candidate indicating in the subject the following wording: *“Application for participation Procedure Code 2021\_DMEC\_43 - REF. Ms. Ripanti”* (any application sent by uncertified email will not be considered valid).

- hand delivery in a sealed envelope to the Protocol Office of the Politecnico di Milano, Piazza Leonardo da Vinci 32, 20133 Milan, from Monday to Friday from 9:30am to 12:30pm, and from 1:30pm to 4pm. The name of the sender and the following wording must be indicated on the envelope of the application: *“Application for participation Procedure Code 2021\_DMEC\_43 - REF. Ms. Ripanti”*.

The applications must be received by the methods indicated above, by 31/07/2021 (if the deadline falls on a non-working day, it is extended to the next working day).

Candidates whose applications are received beyond the deadline and not by the indicated methods will be automatically excluded from the selection procedure.

The application, prepared in accordance with the annex to this call, must include, in attachment, under penalty of exclusion, the photocopy of a valid identity document and the educational and professional curriculum vitae in European format with the authorisation to process personal data and for publication which shows the employee's ability to performance. Two versions of the curriculum must be provided, one with the data personal, only one with first and last name without signature. The latter, pursuant to art. 15, paragraph 1 of Legislative Decree 33/2013, during the assignment of the winner, will be published on the website of the University in the section Transparent administration - Consultants and collaborators.

Qualifications achieved in Italy required for the purposes of admission to this selection (Art. 2 above) are declared directly in the application for admission, which constitutes a declaration in lieu of certification and affidavit in accordance with Articles 46 and 47 of Italian Presidential Decree 445/2000;

Qualifications achieved abroad required by Art. 2 for the purposes of admission to this selection must be attached:

- the original<sup>1</sup> or authenticated copy of the foreign academic qualification, legalised<sup>2</sup> and accompanied by a certified or sworn translation; (in Italian, English, French or Spanish if written in a language different from those mentioned above);
- attaching the diploma supplement, or the declaration of value, or the transcripts of examinations taken in relation to the Laurea (equivalent to Bachelor of Science) required for participation<sup>3</sup>.

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<sup>1</sup> Please note that the documentation submitted by candidates will be filed with the Administration's records and will not be returned.

<sup>2</sup> In countries that signed the Hague Convention of 5 October 1961 abolishing the requirement for legalisation of foreign public documents, the need to legalise deeds and documents issued by foreign authorities is replaced by another formality: the affixing of the apostille at the competent internal authority designated by each State. In addition, it is not mandatory to have the qualification legalised or to have the Hague apostille affixed on the same if the qualification was issued by one of the countries that signed the Brussels European Convention of 25 May 1987 or if the qualification was issued by a German institution (Italo-German Convention on the exemption from legalisation of public deeds).

For information on the legalisation of the qualification, please contact the Italian Embassy or Consulate in the country of the University that awarded the qualification For further information, consult the Ministry of Foreign Affairs and International Cooperation website

[http://www.esteri.it/MAE/IT/Italiani\\_nel\\_Mondo/ServiziConsolari/TraduzioneLegalizzazioneDocumenti.htm?LANG=IT](http://www.esteri.it/MAE/IT/Italiani_nel_Mondo/ServiziConsolari/TraduzioneLegalizzazioneDocumenti.htm?LANG=IT); or the CIMEA website <http://www.cimea.it/> or the Hague Convention website [http://www.hcch.net/index\\_en.php?act=text.display&tid=37](http://www.hcch.net/index_en.php?act=text.display&tid=37).

<sup>3</sup> the diploma supplement, the declaration of value and the transcripts of examinations taken are not required for the research doctorate.

In order to guarantee the broadest participation in the procedure, candidates who, when submitting the application for admission, are unable to submit the qualification(s) achieved abroad, as indicated in the above paragraph, must attach to the application a photocopy of the qualification(s) accompanied by a translation in Italian or English; they must necessarily submit the qualification(s) later, by the methods described in the above paragraph, if they are successful in the selection.

The delivery of the qualification(s):

- legalised, accompanied by a certified or sworn translation, in authenticated copy/original
- attaching the diploma supplement, or the declaration of value, or the transcripts of examinations taken, relating to the Laurea (equivalent to Bachelor of Science) qualification, is a necessary condition for entering into the contract (for candidates who are citizens of states not belonging to the European Union who are not in possession of the Permit to Stay in Italy, the delivery of the qualifications(s) according to those methods).

Only for candidates who are citizens of states not belonging to the European Union who are in possession of the same, a copy of the permit to stay in Italy (or the receipt of the application for the permit to stay) is required;

- candidates who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission, are in possession of the permit to stay in Italy or the receipt of the application for the permit to stay in Italy, may use the declarations in lieu mentioned above limited to states, to personal qualities and to facts that are certifiable or can be confirmed by Italian public entities, subject to the special provisions contained in laws and regulations on immigration and the condition of the foreigner.
- Candidates who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission, are not yet in possession of the permit to stay in Italy, may not use the declarations in lieu of certification and affidavit cited above, but must produce:
  - the qualifications achieved in Italy required for the purposes of admission to this selection (Art. 2 of the call) in original or copy authenticated by an Italian authority. In order to guarantee the broadest participation in the procedure, candidates who, when submitting the application for admission, are unable to submit the qualifications achieved in Italy, as indicated, must attach to the application a photocopy of the qualification; they must necessarily submit the qualification later, by the methods described in the above paragraph, if they are successful in the selection. The delivery of the qualification in original or copy authenticated by an Italian authority is a necessary condition for commencing the activity.

The documentation submitted by the candidates will be retained in the Administration's records and will not be returned.

Any change to the place of residence or domicile elected by the candidate for the purposes of this announcement must be communicated promptly to the address: [daniela.ripanti@polimi.it](mailto:daniela.ripanti@polimi.it) making reference in the text to the Comparative Assessment number and the subject of the same.

The application prepared in accordance with Annex 1 must include, in attachment, two educational and professional curriculum vitae in European format as described above, indicating the collaborator's capacity to carry out the performance.

In accordance with Art. 15, paragraph 1 of Italian Legislative Decree 33/2013, in the phase of granting the assignment to the successful candidate, his/her CV will be published on the University website in the section Transparent Administration - Consultants and Collaborators.

Curricula must contain the following sentence:

*I authorize the processing of data pursuant to GDPR 2016/679 of 27 April 2016 (European Regulation concerning the protection of individuals with regard to the processing of personal data).*

*I authorize the publication on the institutional website of the Politecnico di Milano (Sect. Transparent Administration) in compliance with D. Lgs n. 33 of 14 March 2013 (and s.m.i.).*

The candidate must declare the qualifications that he/she intends to submit for the purposes of the comparative assessment, in accordance with Art. 2, 5 and 6 of this call. Any failure to declare possession of the requirements for participation involves exclusion from the selection.

Qualifications gained after the deadline for submitting the applications will not be assessed.

Candidates are admitted to the selection with reserve. The exclusion from the selection may be ordered at any time, by recorded delivery letter with notice of receipt or certified email, for the following reasons:

- submission of the application for admission beyond the mandatory deadline indicated above;
- failure to submit and sign the application for admission;
- failure to submit the professional educational curriculum vitae;
- absence of the photocopy of a valid identity document: identity card, passport or driving licence;
- absence of the requirements indicated in Art. 2 of this call;
- lack of at least one photocopy of the qualification(s) accompanied by an Italian or English translation, for qualification(s) achieved abroad;
- lack of at least one photocopy of the qualification(s), for qualification(s) achieved in Italy by candidates who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission, are not yet in possession of the Permit to Stay in Italy.

If the reasons that determine the exclusion are ascertained after the conduct of the selection, any right consequent to participation in the selection itself may be forfeited; the forfeiture is also ordered for candidates making an untrue declaration for the purposes of the application for admission to the selection or for untrue declarations rendered in accordance with Italian Presidential Decree 445/2000.

#### **Art. 6 Merit ranking**

The merit ranking is prepared by the Commission, indicating in decreasing order the scores achieved by the candidates, based upon the assessment criteria indicated in Art. 4.

The final score is produced by the sum of scores achieved through the assessment of the qualifications added to the assessment of the experience indicated by the curriculum vitae.

If there are equal scores, the youngest candidate is given precedence in the ranking.

The approval decree bearing the name of the successful candidate will be published on the Register of the Politecnico di Milano on the website [www.polimi.it](http://www.polimi.it) and on the website of the Department of Mechanical Engineering <https://www.mecc.polimi.it/>.

#### **Art. 7 Stipulation and effectiveness of contract**

The successful candidate will be invited to sign the contract/engagement letter, in conformity with existing rules, subject to submitting the declaration relating to his/her tax and social security position.

The assignee, where required by the requested performance, will have the right to access the premises of the Department of Physics and to use the services existing therein for the purposes of carrying out the activity. In that case, he/she must comply with the regulations and safety rules in force in the Structure as well as respect the logistic requirements of the same. Before starting the collaboration, he/she will be required, where necessary, to obtain the certificate of participation on the online Basic Safety Course, recording officially that the training has been completed, as required



by Articles 36 and 37 of Italian Legislative Decree 81/2008 as amended and supplemented, which must be produced when signing the contract.

The successful candidate will be invited to sign the contract/engagement letter, for the finalisation of which the successful candidate must submit the following documents:

a) the certificate of passing the basic safety course, where required. To obtain the certification, visit the website: <https://formazione sicurezza.polimi.it/>.

Any failure by the successful candidate to appear within the set timescales (ten days from the communication of convocation) will be considered a waiver.

Candidates declared winners of the selection who achieved the qualifications required by Article 2 above abroad - if those qualifications have not already been declared equivalent in accordance with the legislation in force - must send to the Head of the Administrative Procedure (HPA) before signing the contract and under penalty of forfeiture of the right to sign the same (for candidates who are citizens of states not belonging to the European Union who are not yet in possession of the Permit to Stay in Italy, before the start of the activity):

- the foreign qualification in original or authenticated copy, legalised and accompanied by a certified or sworn translation;
- the diploma supplement, or the declaration of value, or the transcripts of examinations taken, relating to the Laurea (equivalent to Bachelor of Science) qualification required for participating in the selection.

Candidates declared winners of the selection who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission are not yet in possession of the permit to stay in Italy and who achieved in Italy the qualifications required by Article 2 above, must deliver to the Head of the Administrative Procedure (HPA), before the start of the activity, the qualifications achieved in Italy and required for admission to this selection (Art. 2 of the call) in original or copy authenticated by an Italian authority.

Candidates who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission, are in possession of the permit to stay in Italy or the receipt of the application for the permit to stay in Italy, if they are successful in the selection, must submit to the Head of the Administrative Procedure (HPA), by and not beyond the date fixed for signing the contract, the permit to stay (or the receipt of the application for the permit to stay) in original. Any failure to submit the document involves the automatic forfeiture of the right to enter into the contract.

Candidates who are citizens of states not belonging to the European Union who, at the date of submitting the application for admission, are not yet in possession of the permit to stay in Italy, if they are successful in the selection, must necessarily obtain clearance from the Prefecture, required to request the entry visa. The activity may only be commenced after submitting the aforementioned visa to the Head of the Administrative Procedure (HPA). Any failure to submit the document will prevent the activity being commenced.

## **Art. 8 Privacy**

In accordance with Regulation EU no. 679/2016, candidates are informed that the processing of personal data provided by them will take place, on paper or electronically, for the sole purposes of this procedure and any establishment of the working relationship and for purposes related to its management.

The processing will take place by persons in charge of the procedure, as well as by the Commission, using procedures, including electronic, in the methods and within the limits necessary to pursue the aforementioned purposes, even in the case of any communication to third parties.

The provision of those data is necessary for the assessment and for the verification of the participation requirements and actual possession of the declared qualifications. Any failure to

provide the data may prevent those fulfilments and, in the cases provided by the call, may have as a consequence the exclusion from the selection procedure. Additional data may be requested from candidates for the sole purposes indicated above.

The data collected may be communicated to any persons entitled in accordance with Law no. 241/1990, Italian Legislative Decree 33/2013 as amended and supplemented.

The data will be stored, in conformity with the provisions of the regulations in force in that regard, for a period of time not exceeding that necessary to achieve the purposes for which they are processed.

In accordance with the GDPR 2016/679, the Politecnico di Milano may publish on the University Website the Curriculum Vitae provided as an attachment to the application for participation of the successful candidates for institutional purposes and in compliance with Italian Legislative Decree no. 33 dated 14 March 2013 (Transparency Decree) as amended by Italian Legislative Decree 97 of 2016. In addition to the full Curriculum Vitae, a specific Curriculum Vitae, not containing personal data, may be provided for the sole purposes of publication on the University website.

Candidates are granted the rights indicated in the third chapter of Regulation EU no. 679/2016, in particular, the right to access their personal data, to request its rectification, update and erasure, if incomplete, inaccurate or collected in violation of the law, as well as to object to their processing for legitimate reasons. Additional information is available on the University website [www.polimi.it/privacy](http://www.polimi.it/privacy).

A complaint may be lodged by making a specific request to the Data Protection Officer, contact point: [privacy@polimi.it](mailto:privacy@polimi.it).

#### **Art. 9 The Head of the Procedure**

In accordance with the provisions of Art. 5 of Italian Law 7 August 1990 no. 241 as amended and supplemented, the Head of the Procedure indicated in this call is Mr. Alessandro Tosi Giorcelli, tel. 02 2399 8238/8255, e-mail: [alessandro.tosi@polimi.it](mailto:alessandro.tosi@polimi.it).

#### **Art. 10 Publicity of the call**

This call will be made public by being affixed to the official register of the University, on the website [www.polimi.it](http://www.polimi.it) and on the website of the Department of Mechanical Engineering <https://www.mecc.polimi.it/>.

The Head of the Department  
Prof. Marco Boccione

*Signed digitally in accordance with the CAD – Italian Legislative Decree 82/2005 as amended and supplemented*



**ANNEX 1**

**To the Department of Mechanical Engineering  
POLITECNICO DI MILANO  
P.zza Leonardo da Vinci, 32  
20133 – Milano**

**SELF-CERTIFICATION STATEMENTS IN LIEU OF NOTARY DEED  
(ART. 46 and ART. 47 D.P.R. 28.12.2000, no. 455)**

The undersigned .....  
Born in ..... Province.....  
on .....  
Tax Code.....  
Resident in .....Province.....  
address ..... postal code .....  
Citizenship.....  
Domicile in..... Province.....  
address..... postal code.....  
Telephone..... Email address.....

Identification document

Type.....  
Number.....  
Issued on.....  
Issued by.....

aware of the criminal sanctions in the case of false declarations, formation or use of false deeds cited by Art. 76<sup>4</sup> of D.P.R. 445 of 28 December 2000, as well as the additional sanction envisaged by Art. 75<sup>5</sup> of the cited D.P.R. 445 of 28 December 2000, consisting of

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<sup>4</sup> *Art. 76 Criminal regulations*

1. Anyone issuing untruthful declarations, false documents or using the same in the cases envisaged in this consolidated text is subject to the punishment set forth in the criminal code and pertinent special laws.
2. The exhibition of a document containing data that do not correspond to the truth is equivalent to presenting a false document.
3. Self-certifications rendered in accordance with articles 46 and 47 and declarations rendered on behalf of the persons indicated in article 4, section 2, are considered as rendered by a public authority.
4. If the crimes indicated in sections 1, 2, and 3 are committed to obtain a nomination to a public office or authorization for exercising a profession or service, the judge, in the most serious cases, can apply temporary barring from any public offices, professions or services.

<sup>5</sup> *3. Art. 75 Loss of benefits.*

1. Without prejudice to that set forth in article 76, if upon controls pursuant to article 71 it comes to light that the contents of the declaration are false, the subject who rendered the declaration shall lose any benefits awarded based on the false declaration.
5. Self-certification in lieu of a notary deed pursuant to article 47 can also concern the fact that a copy of a certificate or document stored or issued by a public administration, copy of a publication or copy of educational or service qualifications complies with the original. This declaration can also concern conformity to the original.

the loss of any possible assigned benefits upon order issued on the basis of untruthful statements,

DECLARES

to participate in the comparative procedure Procedure Code 2021\_DMEC\_43 for assignment of a collaboration contract at the Department of Mechanical Engineering for the activities: *“Efficient methods to evaluate the performance of manufacturing system”* Furthermore, declares, in accordance with Articles 46 and 47 of D.P.R. no. 445 of 2000:

- to be in possession of the following PHD:

.....  
Date of award..... Academic Year .....  
University ..... Degree Class .....  
Score..... Honours YES NO

- to be in possession of the following evaluable qualifications:

.....

- the non-existence of any precluding or restrictive conditions for undersigning contracts with public administrations and performing the activities set forth in the selection procedure.
- that all the information in my curriculum vitae is truthful.
- to be informed, in accordance with and by all effects of Legislative Decree 196/03, that the personal data collected will be processed, also using computerized tools, exclusively for the purpose of the procedure for which the statement is provided.
- Furthermore, declares, in accordance with article 18 of Law 240 of the 30th of December 2010, to not have familial or kinship relationships, up to the 4th degree inclusive, with a professor of the Department, or with the Rector, the Director General or with a member of the Board of Governors of the Politecnico di Milano.
- To want/not want to make use of the remote method, using computer, audio and video tools for the interview (only in case of required interview according to the call)

Attach: **Educational and Professional Curriculum Vitae in European format and a photocopy of a valid identification document in two versions.**

**In accordance with Legislative Decree no. 196 of 30 June 2003 “Privacy Code”, by signing this contract, if you are the winner of the selection, you authorise the Politecnico di Milano to publish on the University website your academic Curriculum Vitae, for institutional purposes and in compliance with Italian Legislative Decree no. 33 dated 14 March 2013 “Transparency Decree” as amended by Italian Legislative Decree 97 of 2016.**

Place, date

SIGNATURE

*Art. 46 Self-certification statements.*

1. These are demonstrated by declarations, also at the time of rendering, undersigned by the subject and produced to substitute normal

status, personal and factual certifications:

- a) place and date of birth;
- b) residence;
- c) citizenship;
- d) possession of civil and political rights;
- e) single, married, or widowed status;
- f) family status;
- g) existence;
- h) birth of a child, death of a spouse, of ascendants or descendants;
- i) registrations in professional boards or lists held by public administrations;
- l) membership in professional orders;
- m) degrees, exams taken;
- n) professional qualifications held, specializations, qualifications, training, updates and technical qualifications;
- o) economic situation, also for the purpose of assigning benefits of any kind according to special laws;
- p) fulfilment of specific fiscal requirements with indication of amounts paid;
- q) possession of tax code number, VAT code and any other datum present in the fiscal authority's records;
- r) employment status;
- s) retirement status and pension category;
- t) student status;
- u) status as legal representative or natural or legal person, guardian, caretaker or similar;
- v) registrations in social associations or organizations of any kind;
- z) all situations relative to fulfilment of military requirements, including those requirements contained in the service status enlistment form;
- aa) the absence of criminal judgements and declaration of not being the recipient of any issuances relative to application of prevention measures and civil orders, and administrative orders registered in the criminal database in accordance with current legislation;
- bb) to not be aware of being the subject of any criminal proceedings;
- cc) status as dependent family member;
- dd) all the data directly related to the subject contained in the civil status registry;
- ee) to not be in a current state of bankruptcy or liquidation and to not have presented a settlement application

*Art. 47 Self-certification in lieu of notary deed.*

1. Notary deeds concerning these statuses, personal qualities or facts that are within the direct knowledge of the subject are substituted by declarations rendered and signed by the same subject in compliance with the methods set forth in article 38.

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2. The declaration made in the interest of the subject may also concern statuses, personal qualities and facts relative to other subjects about which the subject has personal knowledge.

3. Without prejudice to the exceptions specifically set forth in the law, in relations with the public administration and concessions of public services, all statuses, personal qualities and facts not expressly indicated in article 46 are demonstrated by the subject through self-certification in lieu of notary deed.

4. Without prejudice to the case in which the law specifically requires reporting to the Judicial Police Authority, it is necessary for activation of the administrative procedure for issuance of duplicates of identification documents or status certificates of the subject upon loss of the same documents, to request a duplicate through self-certification.

5. Self-certification in lieu of a notary deed pursuant to article 47 can also concern the fact that a copy of a certificate or document stored or issued by a public administration, copy of a publication or copy of educational or service qualifications complies with the original. This declaration can also concern conformity to the original.