

Guidelines for Participation in the Selection Procedures for Full and Associate Professors

This document cannot be used for legal purposes, and it is only meant to provide information in English on the call for applications. For anything not specified in this document, one must refer to the call published in the official website.

The recruitment of full and associate professors takes place through selection procedures announced by decree of the Rector, published on the University's website, on the website of the Ministry of University and Research and on the European Union platforms.

The notice of the call for applications is published in the Official Gazette of the Italian Republic – IV Special Series – Competitions and Exams. The call sets out the terms and procedures for submitting applications, as well as academic qualifications and scientific publications of candidates.

Applications must be submitted within 30 days from the day after the notice is published in the Official Gazette of the Italian Republic.

The call specifies the responsibilities of the professor, the rights, the duties, as well as the relevant salary and social security coverage.

Participation Requirements

Candidates may participate in the selection procedures announced pursuant to Article 18, paragraph 1, of Law No. 240/2010, if they:

- have obtained the “Abilitazione Scientifica Nazionale”, pursuant to Article 16 of Law 240/2010, for the competition sector subject to the procedure for which they apply, as identified pursuant to the correspondence tables referred to in Annex B of Ministerial Decree No. 639/2024, for the functions covered by the selection or for higher functions, provided that they are not already holding such higher functions;
- have obtained eligibility pursuant to Law 210/1998 for the rank covered by the call, limited to its period of validity;
- are professors already serving at other Universities in the rank corresponding to the one for which the selection is announced;
- are scholars stably engaged abroad in research or university-level teaching activities, in a position equivalent to those subject to the call, based on correspondence tables defined by current legislation.

This requirement must be held by the application deadline.

Candidates may participate in the selection procedures announced pursuant to Article 18, paragraph 4, of Law 240/2010, if they hold the requirement necessary for access to the procedures referred to in Article 18, paragraph 1, except for those who, in the previous three years, have served at the University of Bari Aldo Moro as full professor, associate professor, permanent researcher, fixed-term researcher pursuant to Article 24, paragraph 3(a) and (b) of Law 240/2010, have been holders of research grants or enrolled in study courses at this University, or have been appointed pursuant to Article 7, paragraph 5-bis, of Law 240/2010.

Candidates may participate in the selection procedures announced pursuant to Article 18, paragraph 4-ter, of Law 240/2010, if they:

- a) have obtained the “Abilitazione Scientifica Nazionale” pursuant to Article 16 of Law 240/2010, for the competition sector concerned by the procedure for which they apply, as identified pursuant to Annex B of Ministerial Decree No. 639/2024, for the functions covered by the selection;
- b) have obtained eligibility pursuant to Law 210/1998 for the rank covered by the call, limited to its period of validity;
- c) are scholars stably engaged abroad in research or university-level teaching activities, provided they hold the “Abilitazione Scientifica Nazionale” pursuant to Article 16 of Law 240/2010, for the competition sector concerned by the procedure for which they apply, as identified pursuant to Annex B of Ministerial Decree No. 639/2024, for the functions covered by the selection.

Ineligibility

In any case, those who are related by blood or affinity, up to and including the fourth degree, to a professor belonging to the Department or structure making the appointment, or to the Rector, the Director General, or a member of the University’s Board of Directors, may not participate in the selection process.

Submission and Electronic Submission of the Application for Participation

The application for admission to the selection procedure, documents and publications considered useful for the evaluation must be submitted exclusively online, by connecting to the following webpage: <https://pica.cineca.it/uniba>

When filling in the application form, the candidate must refer to the selection code for which they are applying, which can be found in the attached sheets. No other form of submission of the application or documentation is permitted for participation in this procedure.

The online application necessarily requires possession of an e-mail address in order to register with the system.

Before the deadline, the system allows provisional saving in draft mode. The date of electronic submission of the application is certified by the digital system by means of a receipt automatically

sent by e-mail. Once the deadline has expired, the system will no longer allow access and submission of the electronic form.

Each application is assigned a numerical identifier which, together with the selection code also shown in the online application, must be specified in any communication relating to the procedure.

Failure to sign the application will result in exclusion from the selection. The application must indicate the address elected by the candidate for the purposes of the procedure and an e-mail and/or PEC address to which communications must be sent.

The candidate must attach the following documents to the application by uploading them in the appropriate section of the portal:

- CV, dated and signed, of scientific and teaching activity indicating all the qualifications deemed useful for the purposes of the procedure, containing at the bottom a declaration of authenticity of the data contained;
- documentation certifying possession of the requirement for participation;
- numbered, dated and signed list of publications considered useful for the selection, in compliance with the maximum limit specified in the attached forms;
- copy of a valid ID document.

All documents must be attached in accessible PDF format. Each attachment must not exceed a maximum size of 30 MB.

Submission of the application must be finalised and concluded by means of a digital signature or a handwritten signature, in accordance with the procedures indicated in the “Firma e Presenta” section.

In the event of access to the IT application via SPID, a signature will not be required when finalizing the application.

Applications signed in any manner other than that indicated in the appropriate “Firma e Presenta” section will not be accepted.

Once the application has been submitted and the confirmation e-mail has been received, it will no longer be possible to make changes. However, the applicant may withdraw the application by clicking on the "Ritira" button on the homepage (dashboard) and filling in the appropriate form; if the application deadline has not expired, it will be possible to submit a new application. For technical support, candidates must contact assistance exclusively by using the link at the bottom of the page <https://pica.cineca.it/uniba>. Assistance is provided only during office hours.

Application for Admission of Foreign Candidates

Foreign citizens, in addition to what is stated above and in the documents made available in the online procedure, must also declare:

- that they enjoy civil and political rights in their country of origin, or the reasons for not meeting this requirement;
- that they have adequate knowledge of the Italian language.

The qualifications that European Union citizens intend to submit must be indicated in their CVs.

Non-EU candidates with a valid residence permit may use self-certifications, in accordance with the procedures established for EU citizens, when proving personal conditions, facts, and qualifications that can be certified by Italian public bodies, or when required by international conventions.

Non-EU candidates without a valid residence permit must indicate in their CVs the qualifications they intend to submit for evaluation by the Commission, uploading qualifications, certificates, and documents in a single file including the CV itself.

Non-EU citizens must produce, upon request by the Administration, at any time and in any case upon hiring, qualifications and certificates issued by the competent authorities of the country of citizenship or of non-EU countries, legalized by Italian consular authorities or by an official translator.

Methods and Deadlines for Submitting Qualifications and Publications

Publication files must be attached in accessible PDF format, maximum size 30 MB.

Publications listed but not uploaded, or uploaded but not included in the list, will not be evaluated.

All qualifications must be held by the application deadline and must be included exclusively in the CV, submitted in accordance with the procedures indicated in the section “Submission and Electronic Submission of the Application for Participation”.

After the deadline, no additional qualifications or publications will be accepted.

Exclusion from the Selection

Candidates are conditionally admitted to the selection; exclusion due to lack of requirements or in other cases provided for in the call may be ordered at any time during the procedure by reasoned decision of the Rector.