

Bando 2020-16-AR

D.D. n. 190 del 15/06/2020

Subject: Selection procedure by qualifications and possible interview for the assignment of one research grant entitled: “Spectral and multicolor image analysis from space missions data: Ryugu compared with meteorites and other NEA’s” based on project Hayabusa 2

NATIONAL INSTITUTE FOR ASTROPHYSICS
INSTITUTE FOR SPACE ASTROPHYSICS AND PLANETOLOGY

The Director

- **In accordance with** INAF Statute, approved by the Administrative Board with resolution n. 42 of 25 May 2018, and entered into force on 24 September 2018;
- **In accordance with** INAF organization and functioning Regulation, approved with resolution n. 44/2012 by INAF Administrative Board on 21 June 2012 and become active on 21 July 2012, and subsequent modifications and integrations
- **In accordance with** INAF Personnel Regulation, approved with resolution n. 23/2015 by INAF Administrative Board on 11 May 2015, published on G.U.R.I. “Serie Generale” n. 253 on 30 October 2015, and adopted on 1 November 2015
- **In accordance with** Italian Law n. 240, of 30 December 2010, Article 22 on the awarding of research fellowships, and subsequent modifications and integrations;
- **In accordance with** the INAF Regulations for the awarding of research fellowship approved by INAF Administrative Board on 22 June 2011 and adopted on 1 July 2011, and subsequent modifications and integrations;
- **In accordance with** the resolution n. 79 of INAF Administrative Board dated 19 July 2016 (report n. 09/16) appointing Dr. Fabrizio Capaccioni as Director of IAPS for three years starting from 01 August 2016 and the following Decree of INAF President, n. 41 dated 28 July 2016, appointing Dr. Fabrizio Capaccioni as Director of IAPS;
- **In accordance with** Italian Law n. 11, of 27 February 2015, Article 6, which extends the overall duration of research grants “assegni di ricerca”;
- **In accordance with** the note of INAF Scientific Directorate prot. n. 673/2018;
- **In accordance with** the guidelines for the awarding of research fellowship approved by INAF Administrative Board on 23 March 2018;
- **In accordance with** the guidelines regarding the recruitment of temporary personnel, approved by INAF Board on 29 January 2019;
- **In accordance with** Italian Law n. 196 of 30 June 2003 and subsequent modifications and integrations, containing the “Personal Data Protection Code”;
- **In accordance with** the Presidential Decree n.68 of 11 February 2005, containing the “Regulation for the use of certified electronic mail, under Article 27 of Italian Law n.3 of 16 January 2003;
- **In accordance with** Italian Law n. 82 of 7 March 2005 and subsequent modifications and integrations, containing the “Digital Administration Code”;
- **In accordance with** Italian Law n. 183 of 12 November 2011 and in particular Article 15 concerning replacement declarations and certificates;
- **In accordance with** the Note of INAF Administrative Directorate prot. 82/DA dated 8 March 2002, containing clarifications on the awarding of research grants and fellowships by INAF Astronomical Observatories and subsequent modifications and integrations;
- **In accordance with** the Note of the Director of INAF Department of Research Structures prot. n. 472/07/AC/PI of 23 January 2007 containing indications about the publication of selection calls on INAF website;
- **In accordance with** MIUR Decree n. 102 of 9 March 2011, establishing the minimum grant for research fellowships;

- **In accordance with** INAF Regulations for the awarding of research fellowships approved by INAF Administrative Board with resolution n. 44/2011 on 22 June 2011 and adopted on 1 July 2011, after subsequent modifications by INAF Administrative Board resolutions n. 8/2011 of 13 October 2011 and n. 2/2012 of 10 January 2012;
- **In accordance with** Italian Conversion Law n. 11 of 27 February 2015 and subsequent modifications of Italian Law n. 192 of 31 December 2014 containing: “Extension of the time limits established by legal provisions” and in particular art. 6 comma 2-bis stating that “The total duration of the working relationship established in accordance with art. 22, comma 3, of Italian Law n. 240 of 30 December 2010, is extended by two years”;
- **In accordance with** the Note of the Director of INAF Department of Research Structures prot. n.5974/2011 of 16 September 2011 having as its object “Publication of call for application for Research Fellowships”;
- **In accordance with** the “Guidelines for the awarding of research fellowships” approved by INAF Board on 29 January 2019,
In accordance with the Guidelines for the awarding of Research Fellowships, approved by the INAF Board on 29 January 2019, according to which INAF can award research fellowships, in line with art. 22 comma 1 of the Italian Law n. 240 of 30 December 2010, based on the following types:
 - Research Training Fellowship ranging from 20.000 to 26.000 Euros
 - Postdoctoral Research Fellowship ranging from 28.000 to 32.000 Euros
 - Young Researcher Fellowship ranging from 34.000 to 38.000 Euros
 - Special Research Fellowship ranging from 20.000 to 38.000 Euros
- **In accordance with** the resolution of INAF Board n. 83/2018 dated 18 September 2018 regarding the “Approval of the “Report” by INAF President specifying a “National Program for Research Fellowships” and in particular the paragraph entitled “Proposals for the revision of the defining criteria of the research fellowship program”;
- **In accordance with** the Note prot. 6023, Tit. III – cl. 3, by INAF Scientific Director having as its object “Urgent call for the consideration of the contents and dispositions of the resolution n. 83/2018 concerning the awarding of research fellowships”;
- **In accordance with** the resolution of INAF Administrative Board n. 4/2020 dated 3 February 2020 regarding the approval of the Annual Budget of INAF for the financial year 2020;
- **In accordance with** the resolution of INAF Board dated 15 May 2020 and the implementation note of INAF Directorate General prot. n. 2491 dated 16 May 2020 regarding the “Adoption of the regulation for the rationalization of temporary personnel recruitment and for the awarding of research fellowships and regulation of the transitional regime” specifying that the present selection procedure is simultaneously aimed at: *offering an opportunity of professional growth to young people with a Ph.D. degree, to researcher fellows and to temporary workers, who want to experience the national and international circuit of research, in a perspective of rotation and mobility, that is acquire specific expertise in the context of temporary projects and/or activities; holding positions beyond the planning of permanent staff needs and that, consequently, do not constitute any binding assumption for the placing in INAF permanent positions”.*
- **In accordance with** the resolution of INAF Board dated 5 June 2020, no. 54, which approved the "Regulation for the rationalization of temporary personnel recruitment and for the awarding of research fellowships”.
- **In accordance with** the request by Dr. E. Palomba, P.I. of the project “Attività scientifica per Hayabusa 2” (ASD);
- **Ascertained the financial** coverage with the funds of the project 1.05.04.02.06 - Partecipazione alla fase E della missione Hayabusa 2 - Accordo Attuativo ASI-INAF n. 2018-27-HH.0;

DECREES

Art. 1- Research Project

A call is open for a selection procedure on the basis of candidates' qualifications, possibly integrated by an interview, for the assignment of one "Post-Doc" research grant of the duration of one year entitled: **"Spectral and multicolor image analysis from space missions data: Ryugu compared with meteorites and other NEA's"**.

Research will be carried at INAF-Institute for Space Astrophysics and Planetology. The successful candidate will work in collaboration with staff of the project.

The planned activities are:

- Spectral analysis and data fusion of camera and spectrometer data
- Use of asteroid shape model to produce 3D images
- Laboratory activity: comparison of meteorites spectral properties with remote sensing data

The Research Grant, aimed at the specified project, is not thought to satisfy the personnel needs of the Institute or of the project itself, but offers the opportunity of carrying out research activities in the framework of the project to candidates who believe that it can be important for their professional growth.

Candidates presenting academic qualifications achieved abroad not yet declared equivalent in compliance with the existing Italian legislation, will be evaluated by the committee. The committee can admit them to the selection subject to further acknowledgement of the foreign qualification, provided that candidates attach to their application a copy of the documents proving the application for the recognition of the presented qualification (Annex 4). It is specified that the present selection procedure is simultaneously aimed at:

- *offering an opportunity of professional growth to young people who hold the requirements for the present selection, who want to experience the national and international circuit of research, in a perspective of rotation and mobility, that is acquire specific expertise in the context of temporary projects and/or activities;*

holding positions beyond the planning of permanent staff needs and that, consequently, do not constitute any binding assumption for the placing in INAF permanent

The above activity will be carried out under the scientific supervision of Dr. E. Palomba

Further questions on the scientific project can be addressed to Dr. E. Palomba (e-mail:

ernesto.palomba@inaf.it).

Art. 2 – Requirements for participation

Participation to the selection is reserved to Italian and foreign citizens holding the following minimum requirements:

- Ph.D. degree either in Physics or Astronomy, or Mathematics, Geology, Space Science, Planetary science and related fields, or equivalent degree, issued by an Italian (or foreign) Advanced Studies Institute or University.

Or

- degree either in Physics or Astronomy, or Computer Science, or Computer Engineering, or Geology, or Space Science, or Chemistry or equivalent degree issued according to the previous or actual Italian University regulations which would formally entitle to the admission to a doctorate awarded by an Italian university or by a foreign university, together with at least three years of documented experience in scientific or technological activities after the degree;

Applicants are required substantial experience in the field of Planetary Science.

As additional assets will be considered:

- knowledge of IDL, Python, MATLAB, C, GIS and other software for data analysis
- good skills about meteorites and related analytical techniques
- knowledge of spectral data analysis and related instruments
- Period of times spent in research activities outside the native country
- Fluent knowledge of the English language

Art. 3 – Application

1 - Applications must be submitted in English by means of:

- hand-delivery to the IAPS 'area concorsi' which will acknowledge the receipt date.
- From certified e-mail, including all the required documents in PDF format, sent to areaconcorsi.iaps@legalmail.it, you can send the documentations to the indicated address only if you have a personal certified mail (pec), pay attention not ordinary mail, by 15/07/2020 – 23:59 CET. Only certified emails sent through one of the email providers included in the list of the AgID (Agenzia dell'Italia Digitale) in according to DPR no.68 of 11/02/2005.
- registered mail with acknowledgement receipt or express courier to INAF-Istituto di Astrofisica e Planetologia Spaziali – Via Fosso del Cavaliere 100, 00133 Roma. The applications need to arrive by 15/07/2020– 23:59 CET (postmark date will not suffice).

Applications are to be received by and not after 23:59 (CET) on 15/07/2020. Late submissions will not be considered.

Applications which are not consistent with the attached forms (Annexes 1 and 2) or without the applicant's signatures will be excluded from the selection procedure.

The applications must be delivered reporting on the envelope or in the e-mail subject the following sentence: **“Application selection 2020-16-AR”**.

Aware that false declarations are against the law and that the Administration will carry out random checks on their accuracy, the applicant under his/her own responsibility, must clearly and precisely state in the application the following:

- name(s) and surname, date and place of birth, nationality, place of residence and address for correspondence;
- that s/he satisfies all the requirements described in article 2 of this Call;
- that s/he is aware of and is not ineligible under any of the restrictions described in article 4 of this Call.
- The lack of any of the above mentioned declarations will determine the exclusion from the selection procedure for incomplete application.

For selection purposes the applicants:

shall directly state any academic qualifications in the application form (Annex 1)

In addition

non-EU citizens residing outside Italy, if successful, must produce originals or suitably certified copies of academic qualifications obtained outside Italy.

2 - The following documents have to be submitted:

1. Annex 1 “Application form”;
2. Annex 2 “Certification - Declaration in lieu of affidavit (Art. 19 - 46-47 the DPR 28th December 2000, n. 445)”;
3. “Curriculum vitae”, **signed and dated** by the applicant including a list, if applicable, of grants and fellowships held in the past or in progress;
4. copy of a valid identity document (ID card or passport);
5. list of publications;
6. any other qualification, working task, research activity for public and private institutions and publications consistent with the application;
7. The list of all submitted documents.
8. Annex 3 “Interview Request In Video Conference”. For applicants residing abroad: you can make the possible interview remotely by means of a conference call audio and video (e.g. Skype or similar). The candidate who chooses this option must indicate this in the application and make an explicit request by filling out the appropriate form (request for interview Videoconference) and attach it to the application form, together with the front/back copy of a readable valid identity document.

3 - Applicants are admitted to the selection with reserve and may – at any time – be notified of exclusion from the selection procedure for the following reasons:

- submission of the application after the deadline;
- incomplete and/or unsigned application form;
- unsigned curriculum vitae;
- missing copy of a valid identity document;
- non compliance the requirements indicated in paragraph 2.

Should the reasons for exclusion be determined after completion of the selection procedure the applicant will lose any right deriving from participation in the selection procedure; similar loss will be applied to applicants providing any false statement or document.

INAF accepts no responsibility for lost applications or documents when the applicant provided incorrect contact details or failed or delayed in notifying any changes to these details.

Art. 4 - Ineligibility and incompatibility with other funding

Full professors, associate professors and researchers of Italian Universities and employees of Italian public research institutions are all excluded from entering the competition.

The grant is not compatible with the attendance of academic courses as those that formally give access to a doctorate, as well as with Ph.D. fellowships. For employees of the Italian Public Administration (Italian State) unpaid leave of absence is mandatory.

The grant is not compatible with other kinds of fellowships, except for those awarded with the aim of integrating the training or research activity of the fellowship holder with a period spent abroad.

Incomes from working activities, also part-time, carried out continuously are not allowed. On the contrary, limited self-employed occasional work is compatible with the grant, only if it does not affect the research activity and must be authorized in advance by the Director of INAF- Istituto di Astrofisica e Planetologia Spaziali (IAPS).

Retired persons are not eligible for Research fellowship.

Applications are not accepted from candidates who carried out research fellowships under article 22 of Italian Law 240/2010 and integrative for a total period indicated in the current law, including extensions, but excluding the concurrent periods of doctoral studies up to the legal duration of the course and excluding periods of maternity leave or sick leave, in accordance with current legislation. When formally accepting the grant, the successful candidate will provide a declaration of absence of inadmissible conditions.

Art. 5 – Duration of the Research grant

The Research grant is expected to begin in August 2020. The grant is for one year with possible extension of one year depending on the favourable opinion of the scientific leader of the project and on funding availability and in any case within the limits of Article 22 paragraph 3 of Law 240/2010 and subsequent amendments.

Art. 6 – Host Institution

The host institution of the grant is INAF-Institute for Space Astrophysics and Planetology. The successful candidate will have to travel on duty abroad.

Art. 7 – Salary amount

The annual gross salary of the grant is 28,000.00 (twenty-eight-thousand-six-hundred-forty) Euros to be paid in deferred monthly payments. This amount does not include the burdens paid by INAF-Institute for Space Astrophysics and Planetology.

Applicable tax regulations are stated art. n. 4 of Italian law n. 476/1984 and subsequent modifications and integrations. Applicable social security rules are stated in art. n. 2, paragraph 26 and following paragraphs of the Italian law n. 335/1995 and subsequent modifications and integrations. Applicable regulations for mandatory maternity leave are provided in the Decree of the Ministry of Labour and Social Security dated 12 July 2007, published in the “Gazzetta Ufficiale” n. 247 dated 23 October 2007. Applicable regulations for sick leave are provided in art. n. 1, paragraph n. 788 of Italian law n. 296 dated 27 December 2006 and subsequent modifications. During the period of mandatory maternity leave the allowance paid by INPS (the Italian National Institute for Social Security) according to art. n. 5 of the above-mentioned Decree dated 12 July 2007 is integrated by INAF up to the total amount of the grant. The period of mandatory maternity leave will not contribute to the duration of the grant.

As for third party liability, the grant holder will be covered by insurance policy at the expense of INAF. This will not cover the civil liability of the grant holder towards INAF.

The grant holder must pay at his/her own expenses an insurance policy against work related injuries.

Art. 8 – Selection Board and selection procedure

The selection of eligible candidates will be carried out by a Selection Board appointed by the Director of INAF-IAPS. The Selection Board is composed of 3 members, from both Italian and foreign research staff, including also University staff, with expertise in the research field of the position. According to the current regulation, the composition of the Selection Board should comply with gender balance. The president of the Selection Board is nominated in the appointment decree and is chosen among the Board members. The Selection Board Secretary is also appointed in the above-mentioned decree.

The selection is based on qualifications, possibly integrated with an interview. candidates must exhibit their identity documents in order to be admitted to the interview.

The Selection Committee can establish a short list of the eligible applicants to be interviewed, on the basis of qualifications and documented experience in scientific or technological activities concerning the specific subject of the research fellowship. All the activities of the selection procedure (e.g. meetings of the Selection Board, interviews...) can be carried out by using videoconference systems.

Applicants selected for the interview will be formally notified 15 days in advance by e-mail with acknowledgement of receipt, containing the individual evaluation score.

The selected candidates who miss the interview will be excluded from the competition.

The total ranking score is 100 points, of which 60 points is the maximum score for qualifications and 40 points is the maximum score for the interview. The minimum score in order to access the possible interview is 42/60. The candidates who obtain, in the same test, a score of at least 28/40 will pass the oral examination.

At the end of the selection process the selection board will draw up a ranked list based on the sum of the scores obtained both in the qualifications evaluation and the interview.

For candidates with the same score on the ranked list, preference will be given to the younger candidate.

The approval decree of the selection procedure and the ranked list will be published on the following website: <http://www.iaps.inaf.it/work-with-us/>

Art. 9 – Awarding of the fellowship

The highest ranked candidate will receive written notification of award of the research fellowship.

Within 10 days from receipt of the formal notification of the award he/she must provide a formal declaration of acceptance of the research grant. The declaration will also state that he/she is not subject to any of the exclusion conditions listed in article 4 of this Call.

If the candidate does not provide declaration of acceptance within a time limit of 10 days, he/she will lose his/her entitlement to the research fellowship that is automatically awarded to the next ranked candidate.

Under no circumstances the signing of the contract establishes a subordinate employment relationship or ensures any rights to access to permanent INAF staff positions.

Art. 10 – Fellowship obligations

The holder of the fellowship:

- will start the research activity at INAF-IAPS on the date indicated in the contract, unless prevented by exceptional circumstances, of which the Director of INAF-IAPS must be timely informed;
- will carry out his/her research activities under the supervision of the scientist in charge of the project, E. Palomba ;

- is required to issue an activity report every 12 months. The activity reports will be subject to approval from the scientist in charge of the project and will be transmitted to the Director of INAF - IAPS. Approval failure, properly explained by the supervisor, will give INAF- IAPS the right to withdraw the contract;
- is required to send a written note in case of withdrawal, with at least 30 days' notice, otherwise INAF-IAPS is entitled to retain or request the reimbursement of the salary amount corresponding to the missed notice period.

The holder of the fellowship who does not carry out his/her research activity regularly without justifications, or repeatedly fails to fulfill the requirements or, according to the supervisor, E. Palomba shows evident lack of skills with the planned research activities, will incur the withdrawal of the contract.

Temporary suspensions of the research fellowship are due in case of mandatory maternity leave or in case of illness periods exceeding one month or of any other serious reasons. The reasons for suspending the research fellowship must be proved and certified, and promptly sent to the Director of INAF-IAPS.

Art. 11 - Proceedings Responsible

In accordance with Art. 8, paragraph 3 of INAF Regulations on the assignment of research grants, Mr. Matteo Pietrobono (matteo.pietrobono@iaps.inaf.it) is the responsible of the selection procedure relevant to this call.

Art. 12 – Applicable regulation

The INAF-IAPS shall comply with the current regulations promoting equal opportunities for women and men, non-discrimination and respect for privacy in processing personal data.

As for the cases not mentioned in this call, INAF-IAPS shall act in compliance with the current regulations concerning Italian public selection procedures.

The Director
Dr. Fabrizio Capaccioni

APPLICATION FORM

Bando 2020-16-AR

To the Direction of INAF-Institute for Space Astrophysics and Planetology
Via Fosso del Cavaliere 100
00133 ROMA - Italy

I, THE UNDERSIGNED,
(Forename(s))..... Surname).....
Place of birth (City/State/Country)
Date of birth (dd/mm/yy)
Nationality
Gender

Permanent residence address (number/street/town/postal code/Country):
.....

Email address:

agree to the processing of my personal data, in accordance with Italian Leg. Decree n. 196/2003,
for the purposes of the present selection procedure.

I, THE UNDERSIGNED,

having read the Call for applications D.D for the appointment of one research fellowship
entitled: “.....”

request

to apply for the above mentioned fellowship, and to this end, aware that false declarations are
punishable by law and that this Administration will carry out random checks on the accuracy of the
declarations made by candidates,

declare

under my own responsibility

that I hold the following Research Doctorate (PhD) awarded
by..... on date..... Title
of
thesis.....
.....;

that I hold the following educational
qualifications.....,
awarded
by.....Date(dd/mm/yy).....;

that I have professional knowledge of the English language;
 that I have years of documented experience in scientific or technological activities;
 that I am aware of the restrictions described in Article 4, of the Call for applications for this
research fellowship;

that I have never received a research award as per art. 22, Italian Law 240/2010;
 that I have previously received a research awards as per art. 22, Italian Law 240/2010 and, in
particular I have been the recipient of¹:

a research fellowship entitled
.....,
at (name of the
institution).....,
beginning.....ending.....total months
a research fellowship entitled
.....,

¹ Indicate the number of months for which the award was used and the name of the institution granting the award.
Please provide details of each award, for example, if you have had two awards of 24 months each at the same institution
indicate these as two separate awards on two different lines.

at (name of the institution)....., beginning.....ending.....total months a research fellowship entitled

....., at (name of the institution)....., beginning.....ending.....total months

- that I am not a retired person;
 that I am aware that, under art. 22 Italian Law 240/2010, the research fellowship: cannot be held contemporary with attendance at academic courses, "laurea specialistica" academic courses, and "laurea magistrale" academic courses, as well as with attendance at Ph.D courses with fellowship; cannot be held contemporary with other fellowships of whatever kind, except those awarded with the aim of integrating the training or research activity of the fellowship holder through a period spent abroad; cannot permit aggregation of income from working activities, also part-time, carried out continuously.
 that I wish to receive any communication relating to the selection at the following address and that I will give due notice of any change of address: Address (number/street/city /postal ode/Country): Email address:

I attach to this form:

- 1. Annex 2 "Certification - Declaration in lieu of affidavit (Art. 19 - 46-47 the DPR 28th December 2000, n. 445)";
2. "Curriculum vitae", signed and dated by the applicant including a list, if applicable, of grants and fellowships held in the past or in progress;
3. copy of a valid identity document (ID card or passport);
4. list of publications;
5. any other qualification, working task, research activity for public and private institutions and publications that the applicant deems appropriate to submit;
6. The list of all documents submitted.

Done at Date.....

Signature (not authenticated)

(Art. 19 - 46-47 the DPR 28th December 2000, n. 445)

**DICHIARAZIONE SOSTITUTIVA DI CERTIFICAZIONE
DICHIARAZIONE SOSTITUTIVA DI ATTO DI NOTORETÀ
(Art. 19 – 46 – 47 del D.P.R. 28 Dicembre 2000, n. 445)**

I, the undersigned,

(Forename(s))..... Surname).....

Place of birth (City/State/Country)

Date of birth (dd/mm/yy)

Nationality

Gender

Permanent residence address (number/street/town/postal code/Country:
.....

Email address:

aware that false declarations are punishable by law and that this Administration will carry out random checks on the accuracy of the declarations made by candidates

self-declare

- that the content of the attached “curriculum vitae” is true
- That the documentation produced in copy: of the original

.....

.....

.....

Done at Date.....

Signature (not authenticated)*

** the photocopy of a valid identity document of the signer must be attached*

I, the undersigned / a (name)
(last name)
Place of birth
Birth date
Nationality
Place of residence (country, town, postcode, street, n.),
.....
E mail

wonder

to be admitted to the oral exam provided by the call 2020- -AR entitled
"....."

through videoconference procedures for this purpose communicate the following data:

1 - platform used to connect via the web

2 - address for the connection

(Place and Date)

(Signature, not authenticate) *

** the photocopy of a valid identity document of the signer must be attached*

Oggetto: richiesta di riconoscimento del titolo di studio estero

Il/La _____ dott./
ssa _____

nato/a _____ il _____ a

di cittadinanza _____ residente a

CAP _____ in _____ Via

Telefono _____

email _____

titolo _____ di
studio _____

conseguito _____ in _____ data: _____ rilasciato

da _____

_____ in _____ data

CHIEDE

Che il proprio titolo di studio, ai sensi dell'art. 4 comma 1 e 2 del DPR n.189/2009, venga valutato ai fini della partecipazione al bando di concorso

.....

(indicare la procedura selettiva/comparativa cui si sta partecipando).

Data _____

Firma

Si allegano i seguenti documenti o in alternativa dichiaro di aver avviato le procedure per richiederli :

- fotocopia documento di identità;
- autentica di copia del titolo di studio estero e autentica di copia dell' elenco esami / transcript of records/degree./diploma supplement tutti con legalizzazione o apostilla dell'Aja previamente apposte sugli originali (2) (*per autentica di copia si intende una fotocopia del documento originale autenticata o dalle rappresentanze diplomatiche italiane presso il paese estero di provenienza del documento o, se la copia sia formata in Italia, autenticata ai sensi dell'art. 18 del DPR n.445/2000; per la dichiarazione di valore in loco rilasciata dalle rappresentanze diplomatiche italiane e per il verbale di asseveramento, con annessa traduzione giurata dei documenti, formato in Italia presso un Tribunale o un Giudice di pace è possibile presentare, in alternativa alle copie autentiche*

ai sensi dell'art. 18, dichiarazione di copia conforme mediante dichiarazione sostitutiva di atto notorio ai sensi dell'art. 19 e art. 19 bis del DPR n.445/2000 in quanto i documenti sono provenienti da pubbliche amministrazioni; per il verbale di asseveramento e annessa traduzione, con timbri del Tribunale ben visibili e/o dichiarazione in calce che trattasi di copia non occorre alcuna autentica o dichiarazione sostitutiva in quanto già autentica di copia).

- Per titoli conseguiti presso paesi UE, è possibile sia autenticare i documenti presso pubblico ufficiale competente ai sensi dell'art. 18 sia produrre dichiarazione sostitutiva di atto notorio ai sensi dell'art.19 e art. 19 bis.

- Per i titoli conseguiti presso i paesi extraUE, è possibile presentare dichiarazione sostitutiva di atto notorio ai sensi dell'art. 19 e art. 19 bis solo per la dichiarazione di valore e i verbali di asseverazione delle traduzioni giurate con annessa traduzione.

- Per le copie di titoli e transcript di esami e traduzioni eseguite all'estero, occorrono le autentiche di copia avanti un pubblico ufficiale ai sensi dell'art. 18.

Si ricorda che la "copia autentica" di un documento può essere rilasciata soltanto dall'ente che lo ha emesso. Non è ammessa la copia conforme di una copia autentica.

- autentica di copia del titolo di studio estero estero tradotta(1) ;
- autentica di copia dell'elenco esami / transcript of records/degree tradotta(1) ;
- autentica di copia dichiarazione di valore in loco rilasciata dalle rappresentanze diplomatiche italiane per titoli conseguiti presso paesi extra UE , fuori Spazio economico europeo (S.E.E.) (3) e fuori dalla Confederazione svizzera;
- autentica di copia diploma supplement tradotta (1) o autentica di copia dell'attestazione di comparabilità centro Enic /Naric Italia per i titoli conseguiti nei Paesi aderenti all' Unione europea o allo Spazio economico europeo, nonché della Confederazione svizzera .
- autentica di copia del solo titolo pregresso se conseguito all'estero o dichiarazione sostitutiva di certificazione se il titolo pregresso è stato conseguito in Italia.

ISTRUZIONI: (da non allegare alla domanda)

(1) TRADUZIONE IN LINGUA ITALIANA:

se eseguita in Italia: traduzione di traduttore non professionale o eseguita da traduttore professionale/giurato iscritto all'albo dei ctu dei Tribunali o Procure o alla Camera di Commercio e asseverata in Italia presso le cancellerie dei Tribunali o giudici di pace o presso un notaio o traduzione eseguita presso le rappresentanze diplomatiche in Italia del paese in cui è formato il documento;

se eseguita all'estero; con firma del traduttore non ufficiale utilizzato all'estero legalizzata presso le rappresentanze diplomatiche italiane e dichiarata conforme al contenuto originale dalle medesime rappresentanze o eseguita presso le stesse o presso gli Istituti italiani di cultura (IIC) all'estero con firma legalizzata presso i consolati/ambasciate italiane. Anche il traduttore giurato iscritto all'albo dei tribunali o Ministero della giustizia del paese estero o, comunque, ufficiale deve avere la firma legalizzata rilasciata dalle rappresentanze diplomatiche italiane.

(2) LEGALIZZAZIONE O APOSTILLE DI FIRME E TIMBRI SUI DOCUMENTI ORIGINALI:

si legalizzano le firma autografe e i timbri dei documenti amministrativi esteri presso le rappresentanze diplomatiche italiane; se, però, il Paese dell'Ateneo che ha rilasciato il titolo ha firmato la Convenzione dell'Aia (5 ottobre 1961), bisogna apporre sul titolo di studio/ elenco esami o altri documenti (diploma supplement) in originale con firma autografa e timbri, la cosiddetta "Postilla dell'Aia" (Aja Apostille) a cura dell'autorità individuata dallo Stato come competente. Se assente la firma sui documenti di cui sopra, si deve legalizzare/apostillare almeno il timbro, se presente.

Si segnala che la autentica di copia spedita dovrà riportare sempre la legalizzazione o postilla se apposti in calce o se apposti sul retro del documento originale.

Si specifica che va legalizzata/apostillata la firma posta in calce al titolo (ad es. chancellor, vice chancellor, dean, registrar ecc.), al diploma supplement e al transcript. Eventuale copia autentica dei suddetti documenti a firma del notary public o del solicitor o di equivalente figura in altri paesi (es.:county clerk) ma che non dichiara che le firme del documento a lui presentato sono autentiche, non sostituisce la postilla sulla firma e timbro dei firmatari del titolo e del transcript.

Recarsi presso i consolati/ambasciate italiani per conoscere le autorità competenti all'apposizione della postilla presso le quali si dovrà esibire il titolo, il transcript, il diploma supplement in originale per l'apposizione di postilla.

In caso di firma elettronica, non occorre legalizzare/apostillare, se sia verificabile, tramite apposito link indicato nel documento, la veridicità e autenticità del medesimo.

Documenti privi di qualsiasi tipo di firma o timbro non sono accettati.

Si è **esentati dall'obbligo della legalizzazione o della Postilla dell'Aia** sui documenti amministrativi inerenti il titolo solo se l'istituzione che ha rilasciato il titolo appartiene a uno dei seguenti Paesi : **Austria, Germania, Belgio, Danimarca (eccetto Groenlandia e Isole FAER), Francia, Irlanda, Lettonia ed Estonia (per i documenti rilasciati dopo il 31/10/2010), Ungheria.**

(3) Unione di paesi UE, Islanda, Liechtenstein, Norvegia.

N. B. Per i dottorati di ricerca e i master post laurea allegare documentazione da cui si evinca chiaramente la durata del corso di studi e per i master post laurea i crediti formativi (almeno 60) nonché allegare copia autenticata del titolo precedente che ha permesso l'accesso al dottorato o al master post laurea se titolo estero, se titolo italiano allegare autocertificazione.

Per i titoli di primo e secondo livello, nei documenti presentati occorre che si evinca chiaramente la durata del corso di studi e i crediti formativi (ECTS) complessivi acquisiti.

Per poter richiedere le autentiche di copie, serve non soltanto l'originale dell'atto che si vuole ottenere in copia conforme, ma anche una apposita **marca da bollo**, il cui importo può essere richiesto all'ufficio competente ad effettuare le relative verifiche e procedere con l'attestazione di conformità della copia rilasciata all'originale. La marca da bollo in questo caso viene apposta sull'originale, con timbro e data del rilascio della **copia conforme**, in modo che sull'originale risulti verificabile in qualsiasi momento quante copie conformi siano state rilasciate, a quali soggetti ed in quali date.

Informazioni sulle procedure possono essere acquisite anche presso i CAF/Patronati per chi risiede in Italia.