



DIGILAB

SAPIENZA
UNIVERSITÀ DI ROMA

Prot. 280 – VII/1

PUBLIC NOTICE FOR SELECTING A CANDIDATE FOR THE GRANTING OF A COORDINATED AND CONTINUOUS COLLABORATION ASSIGNMENT TO BE ACTIVATED FOR THE NEEDS OF THE DIGILAB CENTRE AT THE "LA SAPIENZA" UNIVERSITY OF ROME

Comparative procedure No. 17/2013

HAVING CONSIDERED

- **Having considered** article 7, paragraph 6 of Legislative Decree 165/2001 by which it was ordered that a comparative procedure established by a special regulation must be provided for the granting of an occasional, coordinated and continuous collaboration;
- **Having considered** the Regulations for the assignment of a coordinated and continuous collaboration, professional and occasional provision in force at the "La Sapienza" University of Rome implemented by Directorial Decree No. 586 dated 06/07/2009;
- **Considering** the resolution of the Steering Committee of the Centre dated 7 March 2013, which authorized the call for applications in question in the event that the impossibility of using the human resources available within administration was ascertained;
- **Considering** that the preliminary verification No. 16 (protocol 260 dated 29/10/2013) showed that there was not availability or appropriate skills to meet the needs represented by the DigiLab Centre;

THE FOLLOWING HAS BEEN ISSUED

A comparative evaluation procedure for the awarding of a coordinated and continuous collaboration for the activities of: **Early Stage Researcher as outlined in the Marie Curie Initial Training Network Dixit (<http://dixit.uni-koeln.de/>)**, in favor of the DigiLab Interdepartmental research and service Centre at the "La Sapienza" University of Rome.

Article 1 - Job Description

This comparative evaluation procedure is designed to select a subject available to enter into a private contract for the provision of a coordinated and continuous collaboration assignment in order to conduct the following activities: **"Critical editing as a cultural process, as part of the Digital Scholarly Editions - Dixit network"**. The candidate will conduct research, under the supervision of the scientific leader, on concepts and the practice of the critical and scientific edition in the digital environment in connection with issues of cultural studies and the sociology of cultural artefacts. In particular, the candidate will:

- Study multicultural issues related with the coding and editing of documents and texts from sources and heterogeneous cultural and linguistic materials.
- Study innovative methodologies and tools for the representation of (and access to) various textual forms, layered papers and multi-version texts.



- Analyse the documents in their social and cultural context and propose alternative solutions for display and use.
- Study and apply best practices of Human-Computer Interaction for the design of usable web content and digital editions.
- Work closely with the scientific supervisor and an international group of experts for the development and implementation of digital edition models and functional prototypes in agreement with the theoretical framework and technique described above.

Article 2 - Appointment and Salary

The activities covered by the collaboration will have a duration of 36 months beginning 1 April 2014. The collaboration provides an annual total remuneration of € 40,463.00 gross of withholding tax and social security and welfare contributions to be paid by the employee. The expense will be paid by DiXiT funds.

Article 3

The collaboration will be personally and independently implemented by the person selected without subordination constraints in coordination with the DigiLab Centre and the DiXiT scientific supervisor.

Article 4 - Formal Requirements

The collaboration assignment takes place within the Digital Scholarly Editions Initial Training Network (Dixit) and is funded by the Marie Curie Actions, 7th Framework Program of the European Commission. **The general requirements for admission** are available at <http://dixit.uni-koeln.de/fellows.html>. In particular, at the date of this public announcement, the candidates must:

- Not possess a research PhD;
- Have carried out research for not more than four years from the time of graduation (e.g. Master's Degree) which gives access to research PhDs;
- Not have been a resident in Italy for more than 12 months in the three years preceding the date of this notice;
- Be available to carry out the research in question (see Article 1) for 6-8 months at the *Cologne Centre for eHumanities* (CCeH) at the University of Cologne (Germany)

Article 5 - Position Requirements

To participate in the comparative assessment, the candidate must **complete and submit** the registration form prepared by the European Network available at <http://dixit.uni-koeln.de/fellows.html>.

The admission requirements for this selection procedure are:

- A degree obtained with the old legislation, specialist degree or master's degree in humanities or historical and social disciplines;



- For qualifications obtained abroad, equivalent qualification is required (e.g. two year degree and two year Master's degree);
- Experience in the digital edition field and knowledge of the main theoretical issues;
- Excellent knowledge of written and spoken English. Given the nature and purpose of the project, the knowledge of other European languages will be considered an advantage. The knowledge of Italian is not required, but candidates will be encouraged to learn Italian during the collaboration period;
- Experience with digital encoding of texts, especially with TEI-XML tools;
- Experience with one or more of the most common Content Management Systems (e.g. Joomla, WordPress, Drupal);
- Knowledge of HTML 5, PHP and JavaScript

The candidate who does not make a statement in the manner indicated in article 7, the possession of the requirements and qualifications required for participation is automatically excluded from the selection, without any burden of communication from this Department.

Subjects who are excluded from active political constituency and those who have a criminal record may not be part of the selection process.

The requirements must be fulfilled by the date on which the submission of applications expires as specified in the selection notice.

Article 6 - Evaluation Criteria

Scoring is as follows:

- Up to 25 points for undergraduate curriculum;
- Up to 40 points for proven experience;
- Up to 15 points for other qualifications related to the activity such as holders of contracts, scholarships and appointments in national or international research institutions (the period and duration of the activity must be duly certified);
- Up to 20 points for the suitability of the candidate with the purpose of the assignment.

Article 7 - Application Procedures

The application form, written on plain paper according to Annex "Model A" and signed on the original by the candidate, must be sent to the e-mail address concorsidigitlab@uniroma1.it (in pdf format with scanned signature and all accompanying documents), until the **10th December 2013**. The application must be accompanied by the statement of academic qualifications, curriculum and any other documentation that might be useful. If the deadline falls on a public holiday, it shall be extended to the next working day.

In the application (Form "A"), drawn up in the form of self-certification and affidavit pursuant to articles 46 and 47 of Presidential Decree No. 445 dated 28/12/2000, with attached photocopy of a valid identity card, candidates must declare, under their own responsibility, at risk of exclusion:



1) Personal information, the date and place of birth, residence and address elected for the purposes of the selection process (specifying the ZIP code and, if possible, phone number and e-mail address)

2) To have qualifications required by article 4 of this call for applications. If the degree was obtained abroad, the existence of equivalency must be stated pursuant to article 38 of Legislative Decree No. 165/2001;

3) The non-existence of causes that limit the ability of the candidate to enter into contracts with the public administration and to carry out the assignment covered by the selection process.

Signing does not require authentication, pursuant to article 39, 1st paragraph, of Presidential Decree 445/2000.

The Centre does not assume any responsibility for problems in communications dependent on inaccurate indications of residence and the address of the candidate or lack of or late notification of change of address, nor for any postal or telegraphic error not attributable to the administration.

The academic qualifications that the candidate intends to submit for the purposes of the comparative assessment, pursuant to article 5 of this call for applications, must be declared by the candidates in the application, under penalty of non-evaluation; the academic qualifications can be exhibited as an annex to the application form, in original or certified copy or copy declared conforming to the original with declaration in lieu of affidavit, pursuant to article 47 of Presidential Decree dated 28/12/2000, complying with Mod. "B", **with** a copy of a valid identity document.

Article 8 - Evaluation Procedure

The Commission, consisting of No. 3 members, of which one acts as President, experts on matters pertaining to the professionalism requested, formulate the merit ranking in decreasing order of points allocated to the candidates.

Article 9 - Final Approval Procedure

After checking the regularity of the procedure, the Centre Director approves the documents.

The awarded candidate will be invited to sign the coordinated and continuous collaboration contract.

Failure to be present will be understood as a waiver to the signing of the contract.

Pursuant to article 3, paragraph 1, of law No. 20 dated 14 January 1994, as amended by article 17, paragraph 30 of law No. 102 dated 3 August 2009, the effectiveness of the contract will be subject to the prior control of the legitimacy of the Court of Auditors – Legitimacy Audit Office on acts of ministries, personal services and cultural heritage.

As a result, the effectiveness of the assignment and term of its activity as well as the related duration foreseen by the contract will be suspensively related to the date on which the legitimacy control has provided positive response from the control body or the conditions for the implementation of the time limit have been satisfied.

Article 10 - Personal Data and Privacy

Pursuant to article 13 of Legislative Decree No. 196 dated 30/06/2003, the personal data provided by applicants will be collected at the DigiLab Centre for the purposes of this selection process.



The granting of this data is mandatory in order to assess participation requirements, under penalty of exclusion from the selection process.

The candidates are recognized the rights referred to in article 7 of the aforementioned Legislative Decree No. 196/2003, in particular the right to access their personal data, to request correction, update and erasure, if incomplete, incorrect or collected in violation of the law, as well as to oppose processing for legitimate reasons, addressing requests to the DigiLab Centre.

Article 11 - Contact Information

This call for applications was published on today's date on the website of the "La Sapienza" University at:

<http://www2.uniroma1.it/organizzazione/amministrazione/ripartizionepersonale/concorsi/collaborazioni/default.php>

For any further information contact the Process Manager – Mrs. Isabella Tartaglia

isabella.tartaglia@uniroma1.it – or visit the website <http://dixit.uni-koeln.de/fellows.htm>.

Rome, 15 November 2013

THE DIRECTOR OF THE DIGILAB CENTRE
(Professor Giovanni Ragone)



Model "A" attachment to the selection notice No. 17/2013

To the Director of the
Digilab Interdepartmental Research and Services Centre
Via dei Volsci 122 - 00185 Rome

The undersigned asks to be admitted to participate in the comparative academic qualification procedure for the conclusion of a contract governed by private law for the granting of an occasional freelance work assignment regarding **"Critical editing as a cultural process, within the framework of the Digital Scholarly Editions – DiXiT network"**

For this purpose, in accordance with articles 46 and 47 of Presidential Decree 445/2000, the applicants, under their sole responsibility, declare the following:

SURNAME
FIRST NAME
TAX CODE (for foreign applicants: i.e. Social Security Number)
DATE OF BIRTH Gender M <input type="radio"/> F <input type="radio"/>
PLACE OF BIRTH
CITIZENSHIP
RESIDENT PROVINCE
ADDRESS ZIP CODE
CITY PROVINCE
ADDRESS ZIP CODE
TELEPHONE NUMBER
E-MAIL



WHO HAS THE REQUIREMENTS AND QUALIFICATIONS REQUIRED BY ARTICLES 4 AND 5 OF THE NOTICE IN ORDER TO PARTICIPATE IN THE SELECTION PROCESS, WHICH ARE INDICATED BELOW (Complete with all the details for verification purposes):

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.....

THAT THERE ARE NO CAUSES LIMITING THE UNDERSIGNED TO ENTER INTO CONTRACTS WITH THE PUBLIC ADMINISTRATION AND TO CARRY OUT THE ASSIGNMENT COVERED BY THE SELECTION PROCESS

(Statement attested by the fact that the "yes" indicated below is barred by the candidate)

YES

THAT THE UNDERSIGNED HAS THE FOLLOWING ACADEMIC QUALIFICATIONS TO BE DECLARED FOR THE PURPOSES OF THE COMPARATIVE EVALUATION PURSUANT TO ARTICLE 5 OF THE CALL FOR APPLICATIONS (indicate each academic qualification in full especially for the appropriate assessment of each of them; for this purposes the score of the academic qualifications must also be indicated)

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The following is attached to this application (1):

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By signing this application, the undersigned hereby declares that it accepts everything that is prepared and provided for in the selection notice.

The undersigned states that it is aware that the Department does not assume liability for the loss of communications due to an incorrect address provided by the candidate or failure or late notification of change of address indicated in the application, nor for any postal or telegraph errors or errors otherwise attributable to third parties, unforeseeable circumstances or force majeure.

The undersigned agrees to promptly notify of any changes to the address indicated above that may occur after this application has been submitted.

The undersigned states that it is aware of the penalties they may incur in case of false declarations or contents that no longer pertain to the truth as provided for by article 76 of Presidential Decree No. 445 dated 28/12/2000.

Pursuant to legislative Decree 196/2003 (the law related to the protection of personal data), the undersigned states to be aware that its data will be processed by the University to comply with its institutional goals and the principle of relevance.

The undersigned attaches a copy of a valid identity document (2)

Date

Signature (3)

.....

- 1) Specify the curriculum vitae, the photocopy of a valid identity document, to be attached, as well as academic qualifications that might be presented, in original or copy conforming to the original, or, if the academic qualifications are presented as a photocopy, the declaration in lieu of affidavit produced to show conformity of the photocopy to the original copy of the academic qualifications presented (in the latter case, it is sufficient to refer to the aforementioned statement, here, without reporting the list of the academic qualifications presented in the form of a photocopy in the application, which must still be contained in the declaration in lieu, drafted pursuant to Model "B").
- 2) The photocopy of a valid identity document is required, under penalty of nullity of the declaration.
- 3) The signature is mandatory on pain of invalidity of the statement, and must be legible.



MODEL "B" attached to selection notice No. 17/2013

**SELF-DRAFTED AFFIDAVIT
(Article 47 of Presidential Decree No. 445 dated 28/12/2000)**

The undersigned,

Surname..... first name

(in the case of females, indicate maiden name)

Born in (Province) On

and resident of (province)

(street) No.

DECLARES

That the photocopies of academic qualifications attached hereto submitted for the purposes of the comparative assessment and listed below are identical to the originals:

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.....

The undersigned states to be aware of the penalties they may incur in case of false declarations, or if false documents are used pursuant to article 76 of Presidential Decree No. 445 dated 28/12/2000.

The undersigned states to be aware of article 75 of Presidential Decree No. 445 dated 28/12/2000, relating to the forfeiture of any benefits resulting from provisions made when the Administration, after inspection, detect the untruthfulness of the contents of this statement.

Pursuant to legislative Decree 196/2003 (the law related to the protection of personal data), the undersigned states to be aware that its data will be processed by the University to comply with its institutional goals and the principle of relevance.

The undersigned attaches a copy of a valid identity document (1)

.....

(Place and date)

Signature (2)

1) The photocopy of a valid identity document is required, under penalty of nullity of the declaration.

2) The signature is mandatory on pain of invalidity of the statement, and must be legible.