

Application and submission deadline

Application to participate in each selection process should be written on plain paper following the attached format (**Annex 1**). It should be addressed to the Director of the Department of Di.S.Te.B.A. of the University of Salento, on exclusion penalty, by a certified e-mail message (PEC) to dip.beni.culturali@cert-unile.it foreigner applicants the application must be sent to: protocollo.bbcc@unisalento.it. The documents which requiresignatures must also be signed by the candidate with his digital signature. Electronic documentswhich are not digitally signed will not be considered valid. Static formats are to be used which arenot directly modifiable and should not contain macro instructions or useable codes, preferablyPDF and TIFF, or non-proprietary formats like odf, txt and xml, not proprietary ones (doc, xls,etc.,).

A receipt will be sent automatically by the PEC manager or by the Administrator of the Department (in case of foreigner applicants), so it will not be necessary to call the University office to check its arrival or to send anything on paper.

Applicants must indicate in the subject of the email:

Public Selection for the assignment of n. 1 grant for 1 research assistant,
Area _____

Title “ _____ ”-

Scientific Advisor _____

Procedure number _____

Project Code _____

Applications which are sent before the expiration date, but are after the date of the nomination of the judging committee, will be excluded.

The return receipt is sent automatically by the e-mail manager, so it is not necessary to call the university offices to make up for the arrival, nor is it necessary to send any other documents. (Circular of 3 September 2010, n. 12 of the Department for Digitization and Innovation of the Ministry for the Civil Service).

The Administration will not accept responsibility for non-receipt of communications due to any incorrect addressing by candidates or failure to notify of, or late receipt of changes in address indicated in the application, or for any postal or telegraphic failures attributable to third parties, accidental occurrences or force majeure.

Applicants with disabilities, in accordance with law 05/02/1999, n. 104, must explicitly request, and provide appropriate documentation related to their disability if they consider the need for special assistance necessary.

The following documentation should be attached to each individual application:

- a) degree certificate showing marks obtained in each examination and for the final degree exam;



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b) certificate showing that the title of PhD has been obtained or is in the process of being obtained;



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- c) a list of certificates, post-graduate diplomas and proof of attendance at post-graduate courses, in Italy or abroad; scholarships or research appointments both in Italy and elsewhere; thesis; documents that the candidate wants to be taken into consideration for the purposes of evaluation during the competition;
- d) curriculum vitae showing professional and scientific activities;
- e) a list of publications;
- f) copy of a valid ID with your signature;
- g) publications that the candidate wants to submit to the Commission for assessment.

Degree certificates attached to the application form by the candidate must be originals or certified true copies thereof, pursuant to Presidential Decree 28/12/2000, n. 445 or with a self-certification as laid down in the above mentioned decree 445/2000, attesting to the possession of the aforesaid degrees.



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