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DD n. 2087/2025 Prot. n. 262108 del 24/10/2025

Subject: Public selection procedure for the award of a research contract pursuant to article 22 of Law No. 240 of December 30, 2010, Academic recruitment field 10/LATI-01 Latin Language and Literature, Academic discipline LATI-01/A Latin Language and Literature

THE DIRECTOR OF THE DEPARTMENT

DECREES

Article 1 Public Selection Procedure Announcement

The following public selection procedure is announced for the award of a two-year research contract pursuant to Article 22 of Law No. 240 of December 30, 2010, academic recruitment field 10/LATI-01 Latin Language and Literature, Academic discipline LATI-01/A Latin Language and Literature

Research Project	Latin Dialectology of parchment and papyrus documents
Scientific Supervisor	Prof. Bèla Adamik
Academic recruitment field	10/LATI-01 Latin Language and Literature
Academic discipline	LATI-01/A Latin Language and Literature
Department	Department of Humanities
Main workplace	Department of Humanities, Dorsoduro 3484/D, 30123 Venezia
Foreign language to be assessed during the oral exam	English
Maximum number of publications to be submitted, including the PhD dissertation	12
Abstract	The candidate will possess expertise of a general nature in the sector of Latin language and literature, as indicated in the declaration relative to LATI-01/A, with special regard to the late phase of the history of the Latin language. The main task of the candidate will be to perform dialectological research on the Latin language of parchment and papyrus documents (published in Chartae Latinae Antiquiores) with the help of the LLDB



	database (https://lldb.elte.hu/) in the framework of the DiLaDi ERC project (Digital Latin Dialectology, no. 101098102). In addition to actively participating in the dissemination of research results, the researcher will also be involved in data collection and recording as well as controlling and revising the data collection process. Moreover, he/she is also expected to take an active part in the preparation of charter texts for data collection. Therefore, specific competences for a research activity in the field of late antique and early medieval Latin linguistics and philology and in the use and management of linguistic databases, in particular Latin linguistic-dialectological databases, are required.
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Article 2 Admission Requirements for the Selection Procedure

Persons, Italian or not, in possession, on the date of the deadline for submission of applications, of a **doctoral degree** or a degree obtained abroad evaluated as equivalent, for the sole purpose of the award of the contract, by the Selection Committee, are eligible to participate in the selection procedure. Those who are enrolled in **the final year of the PhD program** may also participate in the selections, provided that the degree is expected to be awarded within six months after the date of publication of this call on the University's Official Notice Board.

The following are excluded:

- tenured staff, hired on a permanent basis, of universities, public research organizations and institutions whose postgraduate scientific degree has been recognized as equivalent to the title of doctor of research in accordance with Article 74, fourth paragraph, of Presidential Decree No. 382 of July 11, 1980;
- those who have served indefinitely as full professors or associate professors and university researcher even if they are not in service;
- those who have enjoyed fixed-term researcher contracts in accordance with Article 24 of Law 240/2010 (RTT);
- anyone who, at the time of submitting the application, has a degree of kinship or affinity, up to and including the fourth degree, with a professor pertaining to the Department proposing the activation of the contract or with the Rector, the Director General or a member of the Board of Directors of the University.
- those who have benefited from contracts referred to in Article 22 of Law 240/2010 as amended by Law no. 79/2022 for a period that, when added to the duration envisaged by the contract of this call, exceeds a total of 5 years, even if not continuous. For the purposes of the duration of the aforementioned relationships, periods spent on maternity leave or leave for health reasons in accordance with current regulations are not relevant.



In any case, the following may not participate in the selective procedures:

- persons excluded from the enjoyment of civil and political rights;
- persons dismissed or dismissed from employment with a Public Administration for persistent inadequate performance;
- persons who have been declared disqualified from other state employment, pursuant to Article 127, letter d) of Presidential Decree No. 3 of 10/1/1957.

The prescribed requirements must be met by the deadline for submitting applications.

Candidates are admitted to the selection conditionally. Exclusion from the selection for lack of prescribed requirements may be ordered at any time, even after the oral exam have been carried out, by reasoned decree of the Director of the Department.

This Administration guarantees equality and equal opportunity between men and women in access to employment and treatment at work.

This Administration guarantees fairness and equal opportunity to men and women in access in to employment and employment conditions.

Article 3 Application Submission Procedures

Those who intend to participate in the selection procedure must submit their application using exclusively the specific procedure made available via the web at the address

<https://apps.unive.it/domandeconcorso-en/accesso/cdr-2025-lati01a-2>

by the peremptory **deadline of 1:00 PM CET** (Central European Time) **on 12th December 2025**. Beyond this deadline, the link will be deactivated, and it will no longer be possible to complete or edit the application.

You can access the platform using your Italian Tax Identification Code (Codice Fiscale). Foreigners with no Italian Tax Identification Code may generate it, for the sole purpose of the procedure, using the link in the bottom right corner of the online application form (click on "Calculate Italian Tax Identification Code").

The following personal data are required to generate the tax identification code: Name; Surname; Gender; Date of birth (dd/mm/yyyy); Place of birth.

Please note that:

1 – As your place of birth you should indicate your country of birth, which must be written in Italian and in capital letters (e.g.: STATI UNITI, SPAGNA, REGNO UNITO) and selected from the scroll-down menu.

The tax identification code must have 16 characters.



The procedure does not allow saving in draft mode. The application shall be completed in all its required

fields and then submitted. A unique alphanumeric code will then be generated and sent to the e-mail address entered in the application; the code may be used to edit the application and replace the attached files, within the deadline.

No other form of submission of the application is allowed.

It is advisable to start the application procedure well in advance of the deadline.

The candidates shall declare under their own responsibility:

Personal data:

- Surname and first name
- Date and place of birth
- Email address and phone number
- Residence and domicile address

General declarations:

- Citizenship
- If with disabilities specify if they require any support in order to attend the interview
- that they have not been convicted of a criminal offence, and are not aware of any criminal proceeding pending against them; if not, indicate any previous convictions (the date and the judicial authority that issued it) and pending criminal proceedings
- Whether they are employees of a public administration
- That they have not been dismissed or removed from employment in a public administration for persistent insufficient performance
- That they have not been declared disqualified from other state employment, pursuant to Article 127, letter d) of the Presidential Decree of January 10, 1957, No. 3.
- That they are aware that all communications will be made through publication on the website and that it has the value of notification for all purposes.
- (if Italian) that they are registered in electoral rolls, motivating, if applicable, the reason for non-registration or cancellation from them; that they have fulfilled their military obligations (to be specified by candidates born before 1985 only)

(if foreign) that they exercise civil and political rights in their country or give the reasons for failure to do so and that they have adequate knowledge of the Italian language



- That they have not benefited from, or have benefited from, periods of voluntary leave from research activities, with particular reference to parental functions, indicating the periods
- That they are physically fit for the employment to which the selection refers

Specific declarations

- That they already hold a PhD obtained in Italy or abroad
or
That they are enrolled in the final year of the PhD program and that the degree is expected to be awarded within six months after the date of publication of this call on the University's Official Notice Board.
- That they are not permanently employed at universities, public research institutions, and institutions whose scientific degree has been recognized as equivalent to a PhD degree
- That they have not served on a permanent basis, as full professor, associate professor and university researcher even if no longer in service
- That they have not already benefited from fixed-term researcher contracts pursuant to Article 24 of Law No. 240/2010 (RTT);
- That they do not have any family relationship or affinity, up to the fourth degree, with professors belonging to the recruiting Department, nor with the Rector, the General Director, or any member of the Board of Governors
- That they have not benefited from contracts pursuant to Article 22 of Law No. 240/2010 as amended by Law No. 79/2022 for a period that, combined with the duration provided by the contract announced, exceeds a total of 5 years, even if not continuous.
- That they are aware that the research contract is not compatible:
 - a) With scholarships or research grants awarded by national or foreign institutions, except those exclusively aimed at international mobility for research purposes.
 - b) With the attendance of BA, MA and PhD courses, in Italy or abroad,
 - c) With research grants even at other universities or public research institutions.
 - d) With other employed work, even part-time or fixed-term, at public or private organizations
 - e) With the other activities prohibited by laws or other regulations or that may conflict with the institutional activities of the University.

The University Administration assumes no responsibility for the dispersion of communications due to incorrect indication of the contact details.



PDF copies of the following shall be attached to the application:

- A valid identity document;
- A scientific-professional CV including overall scientific productivity and research activities carried out at public and private organizations, written in Italian or English, signed with an autograph or digital signature and with the explicit indication that everything declared therein corresponds to the truth pursuant to Articles 46 and 47 of Presidential Decree 445/2000. In line with the actions provided by the university within the framework of the "Human Resources Strategy For Researchers" (HRS4R), it is recommended to precede the CV with a motivation letter.
- A numbered list of the publications to be submitted (within the limit of Article 1 of this call) signed with an autograph or digital signature
- Scientific publications and other documentable research products, with particular reference to their relevance to the research project content (see Article 4)

European Union citizens may:

- submit scanned certified copies of their qualifications (certified by a self-declaration affidavit as provided in Art. 19 and 47 of Pres. Decree 445, 28 December 2000 - Attachment A). Candidates must provide an Italian translation of the documents, and the translation must be certified by an embassy or an official translator.

or

- declare that they meet the requirements using a self-executed certificate or self-declaration affidavit (Attachment A). This document is compulsory if the qualifications are issued by other Public Administrations.

Non-EU citizens with a valid residence permit may submit scanned certified copies of their qualifications. The affidavits must be used in accordance with the procedure laid down for EU citizens whenever it is necessary to provide proof of status, facts or personal qualities certifiable or confirmable by Italian public agencies or if the production of self-executed certificates takes place under international agreements between Italy and the applicant's country of origin.

Non-EU citizens without a regular residence permit may submit scanned copies of qualifications, authenticated or true certified copies of the original. Certificates issued by the relevant authorities of the applicant's Country of origin must be submitted together with a translation into Italian authenticated by the Italian consular authority certifying conformity with the original.



The Department may carry out a verification process on the contents of self-declarations contained in the curriculum vitae.

For any clarifications and information on the procedure, and in the event of difficulties in filling in the application form, please contact the Research Office of the Department of Humanities e-mail: ricerca.dsu@unive.it.

Article 4 Publications

All required publications must be uploaded in pdf, dividing them into the appropriate four fields of the online procedure with a capacity of 50 MB each (Please note that that you can upload more than one publication in each field, zipped in one folder. It is recommended that the file names inserted in the compressed folder do not exceed 20 characters).

Only publications uploaded with the application will be considered by the examining board

It is not allowed to submit publications in the form of links to files residing on online storage/file sharing services or web pages.

Should the number of publications exceed the maximum number indicated in the call, the Board will evaluate the works in the order listed by the candidate, up to the limit provided.

Only published works, texts accepted for publication, essays in anthologies and articles published in hard copy or digital format magazines in accordance with the current law will be assessed, such as internal notes or departmental reports unless they have an international ISSN or ISBN code, and other documentable research products listed among the evaluable products in the latest ANVUR evaluation of research quality available at the time of publication of the call.

Texts or articles accepted for publication within the deadline of this call must be submitted with the acceptance letter by the publisher.

For joint-authored publications the candidates may include a statement declaring the incidence of their contribution. Otherwise, joint-authored publications may be evaluated provided it is possible to identify the individual contribution of the candidate on the basis of its coherence with their overall academic activity.

The Examining Board will have access to the publications in digital format only for purposes connected to this call, in consideration of the existing legislation concerning publishing and copyright.

Article 5 Exclusion from the Selection Procedure

Candidates are conditionally admitted to the selection procedure and may be excluded from it at any time for failure to meet the requirements. The exclusion is ordered by a motivated decree signed by the Director and notified to the candidate concerned using the email address listed in the application.



Article 6 Composition of the Examining board

The examining board is composed of three members chosen from professors and researchers with research experience on the topics covered by the call, internal or external or of equivalent rank in the case of members from abroad, identified in compliance with the principle of gender equality, where possible. It may be supplemented by additional external experts on the research topic covered by the call, if appropriate.

The Examining board is appointed by decree of the Director of the Department, published on the Official University register and online on the University website

For the appointment, the rules of Article 9 of the Regulation for the award of research contracts pursuant to Article 22 of Law No. 240/2010 are observed.

The Examining board conducts its work in the presence of all members, makes its determinations by absolute majority, and may use telematic tools for collegial work at all stages of the procedure.

The Board shall conclude its activities within 90 days after the date of the appointment decree, unless otherwise specified therein. The deadline may be postponed due to proven and exceptional circumstances indicated by the Chair of the Board. Should the Board fail to complete the activities within the set deadline, the Director shall issue a decree concerning the replacement of members responsible for the delay as well as fixing a new closing date for the completion of activities.

Article 7 Works of the Examining board

For the admission to the procedure, the Board shall verify that the candidates meet the requirements, as follow:

That they already hold a PhD obtained in Italy or abroad

or

That they are enrolled in the final year of the PhD program and that the degree is expected to be awarded within six months after the date of publication of this call on the University's Official Notice Board.

The evaluation is carried out according to the provisions of Annex 2 to the Regulation for the award of research contracts pursuant to Article 22 of Law No. 240/2010. The Examining board may award up to 100 points, as follows:

- Up to 60 points for the evaluation of the CV, including overall scientific productivity and research activities carried out at public and private organizations, to be evaluated with particular reference to the relevance to the research project content; scientific publications and other documentable research products, with particular reference to the relevance to the research project content.



- Up to 40 points for the evaluation of the oral exam to verify research aptitude and any assessment of foreign languages requested in the call.

The evaluation procedure takes place in two stages:

Preliminary assessment:

The Commission determines the criteria for evaluating the CV, publications, and oral exam. The adopted criteria and the content of the oral exam are published on the Official University Register and online on the University website.

Only after defining the criteria, they may review the applications and, they proceed with the comparative evaluation of candidates based on the CV and publications, having verified the absence of incompatibility and conflict of interest by each member.

On 22/12/2025, the date on which the oral test will take place will be announced on the University webpage dedicated to the selection, with an indication of the persons admitted to it and the result of the preliminary assessment.

Candidates admitted are required to attend the meeting, without prior notice, on the day, time, and according to the modalities provided in the notice. Failure to appear will be considered as an explicit and definitive withdrawal from the selection.

Oral Exam:

The second stage consists of the oral exam.

Admitted candidates are required to attend the meeting with a valid identification document.

The oral exam is deemed passed if the minimum threshold of 28 points is reached.

The Commission places the candidates with a final score above the minimum threshold of 70/100 in a merit list and declares the comparatively best candidate the winner

In case of tie, priority will be given according to the following criteria:

- Coherence between the scientific profile and candidate's competences with "DiLaDi" Project;
- Number and quality of the publications presented.

Article 8 Validity of the proceedings

The proceedings of the Board are attested in the minutes of the meetings with attached evaluation forms as per Annex 2 of the Regulation. They are transmitted to the Director of the Department by the Chair or Secretary of the Board within 7 days from the conclusion of the works for verification and approval.



The approval decree of the Director is published on the Official University register and online on the University website.

In accordance with the regulations on access to acts and as provided by Law No. 4 of January 9, 2004, requests for access to acts may be sent to the Research Office of the Department of Humanities via email ricerca.dsu@unive.it or via PEC at the address (protocollo@pec.unive.it) or according to the indications available at <https://www.unive.it/pag/11143>.

Article 9 Conclusion of the contract

The recruitment of the holder of the research contract is effected through the conclusion of a fixed-term employment contract. When concluding the contract, the successful candidate may be asked to sign either by handwritten signature on a paper document or by digital signature on an electronic document.

The candidates are therefore invited to verify whether they already have the necessary device for digital signatures in line with AGID-Agenzia per l'Italia Digitale – Digital Italy Agency

(<https://www.agid.gov.it/it/piattaforme/firma-elettronica-qualificata/prestatori-di-servizifiduciari-attivi-in-italia>).

In case they do not have it, they are invited to set up this device in time for the stipulation of the contract.

The contract holder may sign the contract only after obtaining the PhD degree. The selected candidate who doesn't obtain the degree within six months from the publication of this call will lose the right to the research contract and the merit ranking.

In case of non-EU citizenship, for employment, the selected candidate must have a valid residence permit for work purposes in Italy.

The research contract is concluded for the sole purpose of carrying out the research activity described in article 1 and does not entitle the holder to tenured positions.

The employment contract must be stipulated within the term set forth in the letter of convocation to stipulate the contract, normally not less than 10 days. Failure on the part of the person concerned to conclude the contract by the deadline shall be considered as renunciation of employment and shall result in the forfeiture of the ranking list, without prejudice to a possible extension of the deadline for the signing of the contract assessed by the Director of the Structure upon justified request of the person concerned.

If circumstances preventing employment arise, whether normative, organizational, or financial, this University reserves the right not to proceed with employment or to defer it.

Article 10 Employment

The employment is governed by Article 22 of Law No. 240/2010, by the Regulation for the award of research contracts pursuant to Article 22 of Law No. 240/2010, and by the



individual employment contract. Regarding social security and insurance treatment, reference is made to what is provided for the income of dependent employees.

The holder is entitled, for the entire duration of the contract, to an annual gross comprehensive economic treatment of **€ 33.930,99**.

The annual gross remuneration is not subject to indexing or revaluation.

The University also provides insurance coverage against work accidents, occupational diseases and civil liability.

Article 11 Intellectual property

The possible realization of an invention, susceptible to patenting, made by the research contract holder in the performance of their duties, is regulated in accordance with the current legislation, the specific University Regulation, and the clauses of the contract.

Article 12 Incompatibilities

The employment established under this call is not compatible:

- a) With scholarships or research grants awarded by national or foreign institutions, except those exclusively aimed at international mobility for research purposes.
- b) With the attendance of BA, MA and PhD courses, in Italy or abroad.
- c) With research grants even at other universities or public research institutions.
- d) With other employed work, even part-time or fixed-term, at public or private organizations.
- e) With the other activities prohibited by laws or other regulations or that may conflict with the institutional activities of the University.

The performance of extra-institutional assignments may occur with prior authorization from the Department Board, based on the motivated advice of the scientific supervisor or the Director of the Department, after verifying that such activity does not involve a conflict of interest with the activities of the Department and does not prejudice the regular carrying out of the research.

The research contract holder in service at public administrations must be placed on unpaid leave for the duration of the contract, since the date of starting of activities.

For matters not provided for in this article, reference is made to Article 53 of Legislative Decree No. 165/2001, as applicable.

Article 13 Information about the processing of personal data

The processing of personal data provided by candidates or otherwise acquired by the University is aimed only for the purposes of the selection procedure and will be managed in



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compliance with national and EU legislation (Legislative Decree 196/2003 and EU Regulation 2016/679). The provision of data is necessary to evaluate candidates' requirements and qualifications.

See the "Information on the Processing of Personal Data" attachment for further details.

The Data Controller is Ca' Foscari University Venice, with head office in Dorsoduro n. 3246, 30123 Venice - PEC protocollo@pec.unive.it.

Article 14 Supervisor of the procedure

Supervisor of the procedure: Dr. Alessandra Bertazzolo Secretary of the Department of Humanities (for information: Research Office e-mail: ricerca.dsu@unive.it)

For all matters not provided for in this call and insofar as they are compatible, the current university regulations and those on access to employment in the public administration apply.

THE DIRECTOR OF THE DEPARTMENT OF HUMANITIES

Prof. Daniele Baglioni

The Supervisor of the procedure

Dr. Alessandra Bertazzolo