

**Notice no. 1/2019**

**Procedure for applications to be included in the ANVUR Register of Evaluation Experts,  
Profile of Evaluation Experts of Schools for Advanced Studies.**

**THE DIRECTOR HAVING CONSIDERED THE FOLLOWING**

The Ministerial Decree 5 June 2013, no. 439, art. 3 paragraph 1) letter a, b, c, paragraph 2), defining criteria and parameters for initial accreditation and art. 4, paragraph 1), letter a, b, c, d, e paragraphs 2) and 3), defining the criteria and parameters for periodic accreditation of Schools for Advanced Studies; the final provisions of art. 5, paragraphs 1), 2) and 3) of the Ministerial Decree, which specify the initial accreditation procedures to be applied to schools already operating at the Decree date of issuance, the procedures to be applied to Schools for Advanced Studies established afterwards and the regulations recalled below for the recognition and accreditation of Schools' residential facilities;

The University, academic and PhD programme accreditation regulation, including the Ministerial Decree 7 January 2019 no. 6 "Self-assessment, evaluation, initial and periodic accreditation of universities and academic programmes", for what is not dealt with by Ministerial Decree 439/2013;

The need to proceed with the initial and periodic accreditation of Schools for Advanced Studies;

The Resolution no. 177 issued on 1 August 2018 by ANVUR Governing Board concerning the approval of the Guidelines for the Initial and Periodic Accreditation of Schools for Advanced Studies;

The Resolution no. 265 of 28 November 2018 by ANVUR Governing Board on the creation within the ANVUR Register of Evaluation Experts of profiles specifically identified for the Schools for Advanced Studies; these profiles, defined in the Guidelines approved by the ANVUR Governing Board resolution dated 1 August 2018 no. 177, referred to above, are the following:

- Experts of Schools for Advanced Studies;
- Student Experts of Schools for Advanced Studies.

Conditional on being registered, selected candidates must receive an adequate training defined by ANVUR; ANVUR experts can join the CEVs during the visits, for training purposes;

The Agency's Program of Activities for 2019-21, approved by the Governing Board, with Resolution no. 277 dated 5/12/2018 and the 2019 Agency's forecast budget approved by the Governing Board, with Resolution no. 289 dated 19/12/2018;

The need to start with this notice a new procedure to include the two above mentioned profiles in the ANVUR Register of Evaluation Experts;

The need to set in advance fixed spans of time within which applications should be submitted: from 1<sup>st</sup> to 30 of June and from 1<sup>st</sup> and 31<sup>st</sup> of December in 2019 and in 2020. To accelerate all activities related to the evaluation of the Schools for Advanced Studies, the need to set an additional span of time for submission, from January 11<sup>th</sup> to February 10<sup>th</sup> 2019.

## ANNOUNCES

### Art. 1

#### **A Call for Evaluation Experts – Profiles of Expert member of the Committees of Evaluation Experts of Schools for Advanced Studies (CEVS)**

Under Governing Board resolution dated 28 November 2018, no. 265, the Registration of Experts for the Evaluation of Schools for Advanced Studies is open, with regard to the following two profiles:

- a) Experts of Schools for Advanced Studies;
- b) Student Experts of Schools for Advanced Studies (Master's Degree section and PhD section).

As for profile a), applicants of any nationality employed in (or, by less than two years, retired from) Universities, Research Institutes, Schools for Advanced Studies, or equivalent international/foreign Institutions, are eligible provided they also meet the relevant requirements of Art. 2.

As for profile b), applicants of any nationality enrolled in Schools for Advanced Studies or equivalent foreign Institutions are eligible provided they also meet the relevant requirements of Art. 2.

### Art. 2

#### **Requirements**

The following requirements shall be met for admission:

##### **a) Experts of Schools for Advanced Studies**

High quality of scientific and/or professional activities, assessed on the basis of the curriculum vitae according to the following criteria:

- quantity and quality of scientific publications;
- academic positions held in the last ten years at universities or institutions with a high international scientific reputation;

- experience in the evaluation of universities and of teaching and research quality, obtained:
  - in national and international institutions (EU, OECD, UN, ...);
  - in committees of evaluators of Italian and foreign universities with a high national and international scientific reputation (including Schools for Advanced Studies);
  - in international and foreign agencies;
- excellent English knowledge;
- having been selected as eligible for a Commissioner role at ASN 2018-2020 or included in the list of ASN aspirant Commissioners from OECD foreign countries;
- being Principal Investigator in international and national research projects eligible for funding based on tenders;
- management of (or participation in) editorial boards of highly prestigious journals, editorial series, or encyclopaedia.

#### **b) Student Experts of Schools for Advanced Studies**

Enrolment in Schools for Advanced Studies or equivalent foreign Institutions and:

##### ➤ **Master's Degree section**

Enrolment in the last year of a Master's Degree programme and:

- outstanding results;
- participation in Italian or foreign governing and evaluation bodies;
- good knowledge of the English language.

##### ➤ **PhD section**

Enrolment in the third year of a PhD programme and:

- outstanding results;
- participation in Italian or foreign governing and evaluation bodies;
- good knowledge of the English language.
- participation or collaboration to Italian and foreign research projects;
- participation as a presenter at national/international conferences (by invitation, by a scholarship or following a selection process).

For foreign applicants, knowledge of Italian is a preferential title. The admission requirements must be possessed by the deadline for the application's submission.

### **Art. 3**

#### **Applications for different sessions. Terms and methods**

A **special session** for applications is scheduled **from January 11<sup>th</sup> to February 10<sup>th</sup>**. After the special session, **for the years 2019 and 2020, two ordinary sessions are scheduled**. In the first

session, applications can be submitted **from 1<sup>st</sup> to 30<sup>th</sup> of June**. In the second session, applications can be submitted from **1<sup>st</sup> to 31<sup>st</sup> of December**.

The Agency will evaluate only the applications received within the above periods.

The signed application must be sent by e-mail, in pdf format, to [avviso.espertiCEVS@anvur.it](mailto:avviso.espertiCEVS@anvur.it) indicating the following subject: "Notice 1/2019 - **Procedure for applications to be included in the ANVUR Register of Evaluation Experts, Profile of Evaluation Experts of Schools for Advanced Studies**". Hand delivery to the ANVUR administrative-accounting office is also possible (Via Ippolito Nievo, 35, 00153 – 1st-floor room 112 or 109 from Monday to Thursday 10am - 12pm).

Candidates must submit their application using the form in **Annex 1**.

The candidate will receive confirmation of receipt to the email address used for submission (unless otherwise specified in the application form) or to the address shown in the hand delivered application. ANVUR has no responsibility for the failure or late receipt of applications due to errors attributable to third parties, fortuitous event or force majeure.

Under penalty of exclusion, the application in Annex 1 must include a dated and signed pdf of the CV, in which the candidate reports the fulfilment of the requirements indicated in art. 2 of this notice. The candidate is aware of the criminal sanctions provided for by art. 76 of Presidential Decree of 28 December 2000, no. 445, for the submission of false documents and statements, and that his/her declarations (particularly, annex 1 and the CV) are made under his/her own responsibility, under art. 46 and 47 of the above Presidential Decree 445/2000.

A copy of a valid identification document must be enclosed in the application.

The Agency reserves the right to verify the truthfulness of the CV and of every content of the application.

#### **Art. 4**

#### **Exclusion from the procedure**

The following cases shall result in the procedure exclusion:

- Applications without signature;
- Applications not explicitly mentioning the fulfilment of the mandatory requirements of Annex 1, letter C;
- Applications with defects considered impossible to be remedied by the Commission;
- Applications without a dated and signed CV attached;
- Applications without a valid identification document provided in the requested format.

Applicants not retained for selection are noticed by email or by mail, to the address shown in the hand delivered application.

## **Art. 5**

### **Inclusion in the Register**

Applicants should meet the admission requirements mentioned in art. 2 in order to be included in the Register. There will be no public recruitment or similar selection process. A Commission composed of ANVUR President and two members of the Governing Board indicated by the President will assess the requirements' fulfilment.

Conditional on candidates adherence to ANVUR specific Guidelines, Regulation and Code of Ethics, the Governing Board includes the experts in the Register, under the profile of Expert for the Evaluation of the Schools for Advanced Studies. The final list of enrolled experts is published on the Agency's website.

Registration is valid for three years, renewable upon request after verification of the respect of requirements set in this Notice. Without such a request, the name of the expert will be removed from the register. As for general regulations concerning the Register, please refer to the 30 January 2013 Resolution no. 11 published on the Agency's website.

## **Art. 6**

### **Operational phases following registration**

ANVUR may entrust Experts for the Evaluation of the Schools for Advanced Studies with evaluation activities under a specific programme. Inclusion in the Register does not entail any right to obtain assignments.

Assignments must follow the principles of independence and impartiality, rotation, and require the absence of incompatibility and conflicts of interest.

Upon the Governing Board resolution, the temporary assignment is conferred by a contract regulating the Expert tasks, obligations and fees.

The contract is subject to prior check by the *Corte dei Conti*, and if necessary, the Experts must obtain authorisation from their employer.

The requested tasks will be undertaken personally by the Expert without hierarchical subordination to the Agency within the framework established by ANVUR to achieve the goals defined in the contract.

The Expert activity is carried out within the CEVS, appointed by the Governing Board.

The Experts will be entitled to fees proportional to the complexity of the activities, under the Governing Board resolution no. 138/2015.

## **Art. 7**

### **Assignment**

The ANVUR assignment to the experts will involve the following tasks:

- compulsory participation to a training, preliminary to the evaluation exercise and aimed *inter alia* at ensuring homogeneity of judgement across CEVS;
- preliminary analysis of the documents provided by the School for accreditation;
- carrying out the on-site visit, according to the ANVUR Governing Board's schedule;
- drafting the CEVS Reports;
- full cooperation with the other members of the CEVS and with ANVUR, using electronic tools for team work;
- preparation of in-depth studies upon Governing Board's request;
- full compliance with the ANVUR Guidelines, Regulation and Code of Ethics.

### **Art. 8**

#### **Official responsible for the procedure**

The ANVUR official Valentina Testuzza is responsible for the procedure outlined in this notice.

### **Art. 9**

#### **Privacy Policy**

Under Legislative Decree 30 June 2003, no. 196, and GDPR 2016/679, ANVUR will process personal data included in the applications only for the purpose of carrying out the procedure of Expert registration and any activity preliminary to assignments. The consent to processing personal data is mandatory for participation to the procedure; the latter may imply transfer of data to third parties for requirements verification. The consent to this transfer is deemed to be granted by signing the application.

Each candidate can exercise the rights recognised by art. 15 and art. 22 of the GDPR 2016/679, including: to access, update, correct or supplement his/her data; to have cancelled data illicitly processed and to object to the processing of his/her data.

ANVUR, via Ippolito Nievo 35 - 00153 ROME, is the data controller against which the above rights can be asserted. ANVUR's Data Protection Officer is Ing. Aristeo Marras, whose contact information is available on the Agency website.

Rome 11/01/2019

Director  
(Sandro Momigliano) \*

*\* Document prepared, digitally signed, and stored under Legislative Decree no. 82/2005 and subsequent amendments.*