

## Notice no. 9/2022

### Application procedure for inclusion in the ANVUR Register of Evaluation Experts (AVA) Profile Disciplinary Expert

**HAVING REGARD TO** the Decree-Law of 3 October 2006, n. 262, converted with amendments by Law No. 286 of 24 November 2006 on "Urgent provisions in tax and financial matters", with which art. 2, paragraphs 138 to 142, the National Agency for the Evaluation of the University and Research System (ANVUR) has been established and the attributions, modalities and procedures of activation and operation have been defined;

**HAVING REGARD TO** the Regulation governing the structure and operation of ANVUR, issued by Decree of the President of the Republic n. 76 of 1 February 2010 (published in the ordinary supplement to the G.U. - General Series - n. 122 of 27 May 2010), pursuant to art. 2, c. 140, of the aforementioned D.L. 262/2006;

**HAVING REGARD TO** art. 3, paragraph 1, letter b), of the aforementioned D.P.R. 76/2010, which provides that ANVUR establishes criteria and methodologies for the evaluation of the structures of universities and research institutions;

**HAVING REGARD TO** art. 10, paragraph 1, of the aforementioned D.P.R. 76/2010, according to which the Director of the Agency is responsible for the internal organization and management of the administrative and accounting activities of the Agency and, in particular, takes care of the execution of the resolutions, the operational indications and strategic guidelines of the President and the Governing Board;

**HAVING REGARD TO** art. 12, c. 4, letter d), of the aforementioned D.P.R. 76/2010, as amended by art. 60, c. 3a, of the Decree Law of 21 June 2013, n. 69, converted, with amendments, by the Law of 9 August 2013, n. 98, according to which the Director of the Agency stipulates, pursuant to art. 7, c. 6, of the Legislative Decree of 30 March 2001, n. 165, after a resolution of the Governing Board, contracts with experts of evaluation chosen from Italian and foreign scholars in the areas of competence of the Agency, within the limits of the financial resources available in the budget of the Agency under current legislation and without new or increased burdens on public finances;

**HAVING REGARD TO** the Law of 30 December 2010, n. 240 "Norms in matter of organization of the universities, of academic staff, let alone delegation to the government in order to stimulate the quality and the efficiency of the university system" and, in particular the artts. 1 and 5, on the basis of which ANVUR, insofar as it is competent, shall verify and evaluate the results of the university system in accordance with criteria of quality, transparency and promotion of merit, including on the basis of the best international experience, by defining specific indicators and expressing the opinions envisaged, including for the purpose of distributing public resources;

**CONSIDERING** that one of the most important tasks of ANVUR provided for by Law 240/2010 is that concerning the introduction in Italy of a system of initial and periodic accreditation of universities and study programmes, a system of periodic evaluation of the efficiency and effectiveness of the activities carried out in the Universities and for the enhancement of self-assessment.

**HAVING REGARD TO** Legislative Decree no. 19 of 27 January 2012 on "Enhancing the efficiency of the University and the consequent introduction of reward mechanisms in the distribution of public resources on the basis of separate ex ante criteria also through the provision of a system of periodic accreditation of universities and the valorization of permanent researchers not confirmed in the first year of activity, pursuant to article 5, paragraph 2 1, letter a) of Law 30 December 2010, n. 240" which defines the principles implementing the system of Self-assessment, Periodic Evaluation and Accreditation;

**HAVING REGARD TO** Ministerial Decree No. 289 of 25 March 2021 on the General Guidelines for the programming of universities 2021-2023 and, in particular, Art. 8, c. 2 and the last paragraph of Annex 4;

**HAVING REGARD TO** the Resolution of the Governing Board of ANVUR n. 149 of 14 July 2021, "Proposal on the revision of the initial accreditation and periodic accreditation of Universities";

**HAVING REGARD TO** Ministerial Decree No. 1154 of 14 October 2021 "Self-assessment, evaluation, initial and periodic accreditation of universities and study programmes" adopted to replace Ministerial Decree No. 6 of 7 January 2019;

**CONSIDERING** that it is necessary to proceed to initial and periodic accreditation of the universities and study programmes and to the identification of evaluation experts belonging to the Evaluation Expert Committees (CEV) for the above-mentioned activities.

**GIVEN** that by Resolution of the Governing Board of ANVUR n. 11 of 20 January 2013, the Register of Experts for the Evaluation of Universities and study programmes has been established

**HAVING REGARD TO** the Resolution of the Governing Board of ANVUR n. 150 of 7 July 2022, on "Start of the procedures for the reconstitution of the AVA Expert Register" in order to ensure the regular performance of the accreditation assessments of universities and study programmes by the Committees of Evaluation Experts (CEV);

**HAVING REGARD TO** the Resolution of the Governing Board of ANVUR No. 203 of 3 October 2022, in order to ensure the start of the procedures for applications for inclusion in the Register of Evaluation Experts of ANVUR (AVA);

**CONSIDERING** that this Register constitutes the database to be used for assignments to Experts for the performance of the mentioned activities, but that registration does not imply any right to obtain assignments;

**CONSIDERING** the large number of Experts required to carry out the activity concerning the initial and periodic accreditation of Universities and their study programmes;

**HAVING REGARD TO** the Resolutions of the Governing Board of ANVUR No. 138 of 11 November 2015, No. 207 of 15 October 2020 and No. 238 of 27 October 2021, by which the remuneration due to the experts for the accreditation procedures of universities and study programmes have been defined.

**HAVING REGARD TO** the Triennial Program of Activities 2022/2024, approved by resolution of the ANVUR Governing Board at its meeting of 6 December 2021;

**HAVING REGARD TO** the Agency's budget for 2022, approved by Resolution No. 291 of 21 December 2021 of the ANVUR Governing Board;

**HAVING REGARD TO** the Three-Year Plan for the Prevention of Corruption and Transparency (2022-2024) of the Agency, approved by Resolution of the Governing Board of ANVUR n. 91 of 27 April 2022, as integral part of the PIAO approved by Resolution of the Governing Board of ANVUR n. 187 of 21 September 2022;

**HAVING REGARD TO** the Regulations for the establishment of Registers of Expert Evaluators of the AFAM sector and of the University sector, approved by Resolution of the Governing Board of ANVUR No. 113 of 26 May 2022;

**CONSIDERING**, therefore, to initiate, with this notice, the procedure of registration in the Register of Evaluation Experts (AVA) in the profile "Disciplinary Expert";

### **Art. 1**

#### **Call for Evaluation Experts - Profile " Disciplinary Expert "**

1. Pursuant to the Resolution of ANVUR Governing Board n. 203 of 3 October 2022, the procedure for the creation of the Register of Experts of the initial and periodic evaluation of universities and study programmes (AVA), profile " Disciplinary Expert " for the evaluation activities of the Evaluation Expert Committees (CEV) for the Quality Assurance of Universities.
2. The Agency shall draw on the Register for the purposes of the assignment referred to in Article 3.

### **Art. 2**

#### **Requirements**

1. In addition to the general requirements to employment in the public sector, admission to the procedure requires the fulfilment of:
  - I. Candidates shall fulfil the following requirements:
    1. be Full Professor or Associate Professor or researcher at Italian Universities or comparable foreign Universities, or first- or second-level teacher at Institutions of Higher Education in the Arts, Music and Dance (AFAM), in service on the closing date for the application, with at least 10 years of teaching responsibility for degree programmes delivered or being retired since no longer than two years at the date of application.

- a. for full professors or retired professors, be in possession of a scientific qualification in their own disciplinary scientific field that meets the requirements to be member of the Commissions for the award of the National Scientific Qualification (ASN); for associate professors and researchers, meet the requirements for the National Scientific Qualification to the role of full and associate professor, respectively.
- b. for first-level AFAM teachers, have published in the last five years at least 5 artistic or musical research outputs with at least a national artistic/ scientific standard recognition (printed, audio, audio-visual or multimedia products, edited by publishing houses of recognized artistic or musical importance); for second-level AFAM teachers, have published in the last five years at least 2 artistic or musical research outputs with at least a national artistic/scientific standard recognition (printed, audio, audio-visual or multimedia products, edited by publishing houses of recognized artistic or musical importance). For the purposes of evaluation, the relevance of the journal will be taken into account for scientific articles; the adoption of internal or external peer review procedures for monographic contributions.

II. be in possession of at least one of the following requirements obtained between 2017 at the date of submission of the application:

- i. at least two years' experience as head of University bodies involved in the coordination of teaching activities (for example, Rector, Department Director, Faculty Dean, President of a School or similar roles); Coordinator of a University Degree Program or a PhD Research program; member of one or more of the following bodies: University Evaluation Unit, University Quality Panel, Joint Teachers-Students Committee, Review Group, Teaching commissions at the level of study program or similar;
- ii. at least two years' experience as a member of one of the following bodies of AFAM institutions: Evaluation Unit, Academic Board, Board of Directors;
- iii. proven experience in the initial and periodic accreditation procedures of Institutions and study programmes carried out by ANVUR, in one of the following roles:
  - have participated as a Disciplinary Expert in the Periodic Accreditation of Institutions and study programmes (at least two evaluations performed);
  - have participated as a Disciplinary Expert in the initial accreditation procedures of Degree programmes (at least ten evaluated Degree programmes);
- iv. proven experience in the evaluation of Quality Assurance systems of foreign Agencies recognized by ENQA or EQAR at internationally recognized Agencies or Bodies operating in the field of evaluation and accreditation of Universities and/or study programmes (at least three evaluations performed).

2. A good knowledge of English and the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015 and any subsequent amendments) are also required.

### Art. 3 The Expert's tasks

1. ANVUR assignment to the Expert in the Register of Evaluation Experts, will have the following tasks, for which reference is made to the related Guidelines established by ANVUR:
  - a) preliminary analysis of the self-assessment documents and any other documents useful for the initial and/or periodic accreditation of universities and study programmes;
  - b) draft of the preliminary and final evaluation report of the Committees of Evaluation Experts and its annexes for the Expert's relevant parties;
  - c) full cooperation with other expert evaluators in the Committees of Evaluation Experts, including through collaborative telematics tools;
  - d) development of any in depth and specific analysis deemed necessary on explicit request from the ANVUR Governing Board;
  - e) full willingness to carry out institutional visits in accordance with the modalities and timing established by the ANVUR Governing Board.
  
2. The activities must be carried out in full compliance with the Code of Ethics of the Agency (available in the General Acts area of the Transparent Administration section on the Agency's website), the Disciplinary Regulations for the creation of Registers of Expert Evaluators of the AFAM sector and of the University sector, the Guidelines for the initial and periodic accreditation of Universities and Study Programmes, Guidelines for the quality design of newly established Study Programmes and Evaluation Protocols established by ANVUR (available in the AVA area of the Agency's website) accepted by the Evaluation Experts at the time of acceptance of the assignment.

### Art. 4 Submission of applications - deadlines and procedures

1. The application for participation in the procedure, accompanied by a dated and signed curriculum vitae and a copy of a valid document, must be submitted exclusively via the Internet through the electronic form available at: <https://progettianvur.cineca.it> following the instructions specified therein. To access the application, candidates must enter their personal credentials to access the platforms LOGINMIUR or REFEREES, choosing from the drop-down menu "Credentials" the corresponding entry. If the candidate does not have an account, he/she will need to register directly on the portal.
2. The date of submission of the application is certified by the platform. An email attesting the successful submission will be sent to the candidate to demonstrate the regular transmission of the application and has to be kept by him/her. Applications not received electronically will not be accepted. ANVUR assumes no responsibility for the failure to receive applications within the terms indicated above for any inconvenience attributable to third parties, by chance or force majeure.
3. To the application sent through the online platform a **curriculum vitae** of the candidate must be attached, under penalty of exclusion. The CV must be in European format and duly updated where **the applicants clearly indicate the possession of the specific requirements referred to in**

**art. 2 of this notice**, as well as the work experience, knowledge and skills and other qualifications held that will be evaluated by the Commission pursuant to art. 6 of this Notice.

4. As for the experience gained, these must include the mention of the individual periods (expressed in months/years) in which the activities were performed, with the indication of the Institutions, roles and activities performed. As regards the other securities, all the elements suitable to qualify them for the purposes of evaluation must be declared.
5. The Agency reserves the right to carry out appropriate checks on the truthfulness of the substitute declarations contained in the application for participation in the procedure and in the curriculum.

### **Art. 5**

#### **Grounds for exclusion from the procedure**

1. The following shall be excluded from the procedure:
  - a) applications which do not meet the requirements of Art. 2 of this Notice;
  - b) the transmission of the application with modalities different from that described in art. 4;
  - c) the failure to sign the application by hand or digital signature;
  - d) applications without a valid identification document;
  - e) applications without the attached curriculum vitae;
  - f) applications for defects not deemed to be remediable by the Commission pursuant to Art. 5 of this Notice.

### **Art. 6**

#### **Eligibility**

1. Candidates admitted to the procedure and in possession of the requirements indicated in art. 2 will be considered eligible as experts. There shall be no competition or selection and no ranking is established.
2. The assessment of the above requirements will be entrusted to a Commission appointed by ANVUR Governing Board, consisting of three components, one of which will act as President. The Commission will evaluate the candidates' applications at least every six months.
3. The Register of eligible experts will be published on the website of the Agency [www.anvur.it](http://www.anvur.it).
4. For the functioning of the Register please refer to the provisions of the Regulations approved by Resolution of the Board of Directors of ANVUR n. 113 of 26 May 2022.

### **Art. 7**

#### **Operational phases after registration in the Register**

1. The Register of Evaluation Experts, "Expert for the assessment of economic and financial sustainability Profile," shall constitute the database used by the Agency for the assignment of assignments for the evaluation of initial and periodic accreditation of the institutions and study programmes according to the schedule defined by the Agency. Registration in the Register does not imply any right to obtain assignments.
2. The criteria on the basis of which to identify the Experts to be designated in compliance with the principles of independence, impartiality, rotation, as well as the absence of causes of

incompatibility and conflicts of interest, are regulated by the Three-Year Plan for the Prevention of Corruption and Transparency and ANVUR discipline for the establishment of the Register of Expert evaluators of the AFAM sector and the University sector.

3. The temporary assignment is conferred, after a resolution of the Governing Board, through the signing of a contract that will govern, in particular, the duration, the tasks to be performed, the obligations of the expert, the compensation provided and the procedures for reporting any illegal conduct (Whistleblowing). The appointment is subject to prior scrutiny by the Italian Court of Auditors and the expert, if necessary, must provide the authorization of the institution to which he belongs. The expert's performance - as a rule - is carried out within a Committees of Evaluation Experts, whose composition and number will be proportionate to the number and complexity of the institutions to be evaluated.
4. The Committees are appointed by the Governing Board and are composed of the different types of experts necessary for the evaluation of universities and study programmes.
5. The fees due to the Experts for the accreditation procedures of universities and study programmes are listed in Annex 1.

#### **Art. 8**

##### **Person in charge of the procedure**

1. The person in charge of the procedure is Dr. Paolo Labianco, ANVUR official.

#### **Art. 9**

##### **Information on the processing of personal data**

1. ANVUR, with reference to the provisions of Legislative Decree 30 June 2003, n. 196 and GDPR 2016/679, will use the data contained in the requests for participation for the sole purpose of managing the procedure for registration in the Register and for the activities preparatory to the possible assignment of the assignment. The provision of data is mandatory for the purposes of participation in the procedure that may involve communication to third parties for the verification of requirements. This contribution is expressly issued with the signing of the application for participation.
2. Each candidate enjoys the rights recognized under Articles. 15 and 22 of GDPR 2016/679, including the right to access data concerning him; to have erroneous or incomplete data updated, corrected and supplemented; to have the data processed in violation of the law deleted; to oppose, for legitimate reasons, the processing of data concerning him.
3. The data controller is ANVUR, Via Ippolito Nievo n. 35, 00153 Roma, against which the above rights can be asserted. The contact person for the security of data processing is as follows: [dpo@anvur.it](mailto:dpo@anvur.it)
4. The external data controller is CINECA, Via Magnanelli 6/3, Casalecchio di Reno - Bologna.

**Art. 10**  
**Publicity**

1. This Notice will be published in full on the ANVUR website [www.anvur.it](http://www.anvur.it). ANVUR reserves the right to extend, suspend, revoke or modify this notice in whole or in part for justified reasons.

The Director  
Daniele Livon\*

*\* Computer prepared document, digitally signed and stored in accordance with D. Lgs. 82/2005 and s.m.i.*

*This document is the English translation of the Italian version. Should discrepancies and interpretation issues arise between the Italian and English versions, the version drafted in Italian is the official one and is given precedence in interpretation over the English one.*



## ANNEX 1 – Experts fees

Initial Accreditation Degree Programmes	
Expert profile	Gross compensation for each final assessment covered by a final report
System expert	€ 800
Disciplinary expert	€ 500
Telematic expert	€ 500
Student expert	€ 500

In the case of activities carried out without institutional visits (on site or remotely) the fee is reduced by 50%. The expert with the function of President will be granted an additional lump sum gross compensation of € 500.00.

Initial accreditation of new Universities	
Expert profile	Gross compensation for each final assessment covered by a final report
System expert	€ 400 for each location assessment + € 150 for the supervision of the evaluation of each study program
Expert for the assessment of economic and financial sustainability	€ 250 for each evaluated instance
Disciplinary expert	€ 250 for each evaluated study program
Student expert	€ 250 for each evaluated instance

The expert with the function of President will be granted an additional lump sum gross compensation of € 500.00 for each of the evaluated instances. In the event of an institutional visit, an additional fee of € 250,00 will be paid to the experts in charge of the assessment of the logistics sustainability.

Institutional visits (periodic accreditation)	
Expert profile	Gross compensation for each final assessment covered by a final report
System expert with president function	€ 2.200
Coordinator	€ 2.000
System expert	€ 1.500
Disciplinary expert	€ 1.300
Telematic expert	€ 1.300
Student expert	€ 800

Study Programmes visits (periodic accreditation)	
Expert profile	Gross compensation for each final assessment covered by a final report
System expert	€ 1.500
Disciplinary expert	€ 1.300
Telematic expert	€ 1.300