



Call for applications: selection procedure for N. 2 (two) short-term research fellowships for specific research programmes

Project title “Enhance enogaSTronomy hEritage to eSTablish and Expand sustainAble Tourism”, acronym “TESTEAT”, project code ITHR0200324, CUP H75E23000170006, approved and funded by INTERREG VI A Italy-Croatia CBC Programme 2021-2027

The present document in English is to be considered as a mere translation of the provisions of the call which is available in Italian at the following links: <https://www.unive.it/data/12122/>- <https://www.unive.it/data/17431/>.

The text in Italian is the official text of the notice of competition for all legal intents and purposes and, in the event of non-conformity with the present document, it shall prevail.

Having regard to the law December of 30th 2010, no. 240 and in particular art. 18 DL 19/2012;

Having regard to the University regulations for awarding short-term research fellowships issued under DR n. 300/2014 of 14/04/2014 and subsequent amendments and additions;

Having regard to the project entitled “Enhance enogaSTronomy hEritage to eSTablish and Expand sustainAble Tourism”, acronym “TESTEAT”, project code ITHR0200324, CUP H75E23000170006, approved and funded by INTERREG VI A Italy-Croatia CBC Programme 2021-2027, with a duration of 30 months from 01/02/2024 until 31/07/2026, unless extended;

Having regard to professor Francesca Checchinato's request - prot. 87914 of 05/04/2024 - to announce a selection procedure in order to assign n. 2 (two) short-term research fellowships, each lasting 12 (twelve) months, to carry out the research activities of the “TESTEAT” project, for the following profiles:

Junior Project researcher 1 - “Food and wine as a distinctive element of tourism offerings. An analysis of the offer”, the total amount of the short-term research fellowship is of 19.367,00 euros;

Junior Project researcher 2 - “Food and wine as a distinctive element of tourism offerings. An analysis of the tourist-consumer”, the total amount of the short-term research fellowship is of 19.367,00 euros;

Having regard to the authorization of the above-mentioned request given by the Council of the Department on 10/04/2024;

Verified the financial backing for the costs for both short-term research fellowships, with the project “TESTEAT”'s funds;

While waiting for the signing of the Subsidy Contract between the Programme Managing Authority and the Lead Partner of the project, AZRRI - Agency for Rural Development of Istria Ltd of Pazin.

The Department of Management of Ca' Foscari University of Venice, announces a selection procedure to assign n. 2 (two) short-term research fellowships, each lasting 12 (twelve) months, in order to carry out the research activities of the “TESTEAT” project, for particular or the following profiles:

1. Junior Project researcher 1 – entitled “Food and wine as a distinctive element of tourism offerings. An analysis of the offer”, with a duration of 12 (twelve) months for a total amount of 19.367,00 euros;
2. Junior Project researcher 2 – entitled “Food and wine as a distinctive element of tourism offerings. An analysis of the tourist-consumer” with a duration of 12 (twelve) months for a total amount of 19.367,00 euros.

Short-term research fellowship: Junior Project researcher 1 – “Food and wine as a distinctive element of tourism offerings. An analysis of the offer”

ABSTRACT

The Covid19 pandemic has hit Italian and Croatian tourism hard and highlighted the sector's weaknesses, including environmental and social sustainability, labor market imbalance and excessive dependence on seasonal tourist flows. Enogastronomy can play a key role in increasing the resilience and competitiveness of the tourism sector, reducing its social and environmental impact, and improving the quality of life of local communities. The TESTEAT project aims to enhance the role of food and wine heritage to promote sustainable socio-economic and cultural development of the cross-border area. The project will give shape to an innovative and integrated cross-border tourist offer through the joint



valorisation of the Italian and Croatian food and wine heritage. In the broader framework of the project, the short-term fellowship research grant will be used for an analysis of the dimensions that characterize the food and wine offer of a tourist destination and for data collection aimed at mapping the situation of the city of Venice. The analysis of the data collected must allow to highlight strengths and weaknesses and outline possible solutions, in order to enhance and, at the same time, make the city's food and wine heritage more sustainable.

OBJECTIVES

The aim of the research are:

the definition of the key dimensions linked to the food and wine offer of a tourist destination and the link of these dimensions with elements of sustainability;
the mapping of the food and wine offer of the city of Venice;
the SWOT analysis of the city's food and wine offer, thanks to secondary sources and the creation of in-depth interviews with sector operators.

EXPECTED RESULTS

The research grant involves the execution of the following activities:

- analysis of the literature relating to the following subjects: enogastronomy, key elements of the offer of a tourist destination and sustainability of the tourist offer;
- analysis of the food and wine offer of the city of Venice through:

a) desk analysis of the available information related to typical dishes, catering and changes in the city's offer;

b) qualitative analysis through in-depth interviews with the main market operators, using the research protocol developed in collaboration with the TESTEAT project partners;

- support for the creation of dissemination, discussion and debate events with the main stakeholders in the area. The results of these activities will support the research team in achieving the objectives of the TESTEAT project.

Short-term research fellowship: Junior Project researcher 2 – “Food and wine as a distinctive element of tourism offerings. An analysis of the tourist-consumer”

ABSTRACT

The Covid19 pandemic has hit Italian and Croatian tourism hard and highlighted the sector's weaknesses, including environmental and social sustainability, labor market imbalance and excessive dependence on seasonal tourist flows. Enogastronomy can play a key role in increasing the resilience and competitiveness of the tourism sector, reducing its social and environmental impact and improving the quality of life of local communities. The TESTEAT project aims to enhance the role of food and wine heritage to promote sustainable socio-economic and cultural development of the cross-border area. The project will give shape to an innovative and integrated cross-border tourist offer through the joint valorisation of the Italian and Croatian food and wine heritage. In the broader framework of the project, The research grant will be allocated to an activity of analysis of consumer preferences in relation to food choices, with particular reference to consumption outside the home and to the analysis of the tourist in order to identify how the enogastronomy component affects the choice of destinations and visiting behaviour.

OBJECTIVES

The aim of the research is:

- the analysis of consumption preferences in relation to food and wine and the role of these products in the choice of tourist destination and in tourist behaviour;
- the analysis of the needs and choices of the consumer/tourist in relation to the enogastronomy proposals.

EXPECTED RESULTS

The research grant involves the execution of the following activities:

- analysis of the literature relating to food choice behaviours and to food and wine as drivers of destination choice;
- development and administration of two questionnaires to two samples of consumers/tourists in collaboration with the TESTEAT project partners
- analysis of the data collected and the comparison of the results with those of the other project partners;
- support for the creation of dissemination, discussion and debate events with the main stakeholders in the area.

The results of these activities will support the research team in achieving the objectives of the TESTEAT project.



The scientific coordinator of the project and tutor of the short-term research fellowship is prof. Francesca Checchinato. The research fellow is required to provide the Department with the following documentation:

- **Bi-monthly Reports;**
- **Six-monthly Reports;**
- **Final Report**, by the end of the fellowship, which has to be approved by the professor, tutor of the fellowship and will be submitted for examination to the Council of the Department.

The above-mentioned documentation is merely an example and is not exhaustive since it may be subject to change based on the requests of the financing Programme.

Duration of the short-term research fellowship: 12 (twelve) months, each profile is expected to start from June/July 2024 approximately.

Amount: the total amount of each short-term research fellowship is of 19.367,00 euro (euro nineteen and three hundred sixty-seven thousand//00), gross to the recipient, net of the expenses to be sustained by the employer.

The amount, **paid in deferred bimonthly instalments**, is to be considered inclusive of any costs linked to carrying out the research activity envisaged by the project. The monthly compensation will be recognized and paid only if the activity is carried out for the entire monthly, otherwise the compensation relating to the uncompleted part of the month will not be paid.

Deadline for submission of applications: 24th of May 2024, 12 noon (Italian time)
In case the deadline is on Saturdays, Sundays or on holidays, it is extended to the first working day thereafter.

Who can apply (according to art. 3 of the University regulations for awarding short-term research fellowships)

Citizens belonging to European Union member states and non-community citizens in possession of the **following qualifications** may take part in the selection procedure:

Master's degree, or equivalent title according to the Italian law, or equivalent qualification obtained abroad. A Master's Degree in Management (LM-77), Statistical Sciences (LM-82), Sociology and social research (LM-77) will be considered a preferred qualification).

Qualifications obtained abroad will be examined by the Committee, in accordance with article 4, which may consider them as being equivalent for the purposes of admission, without prejudice to the current legislation.

Required skills:

- good knowledge of English (level A2);
- documented research activities and/or professional experience relevant to the subjects of the call;

Qualifications that can be assessed:

- PhD in business economics, statistics and social sciences;
- Master's or training courses relating to the subjects of the call;
- scientific publications;
- previous research activities relating to the subjects of the call.

Those who have a degree of kinship or affinity, up to and including the fourth degree, with any professor belonging to the department or facility issuing the call, or with the Rector, the General Manager or a member of the University Board of Directors, are not eligible for fellowships and are therefore **automatically excluded from participation in the selection procedure**.

Candidates must be in possession of the requirements at the deadline established by this selection procedure announcement.



Candidates are admitted to the selection conditionally; the University will exclude, by motivated provision, candidates who are lacking the prescribed requirements. Said provision is notified to the concerned party at any moment, even after the selection procedure.

Incompatibility (according to art. 12 of the University regulations for awarding short-term research fellowships)

The research fellowship is not compatible with:

- a) other scholarships granted in any capacity, apart from those granted by national or foreign research institutes in order to integrate with periods abroad the specific activity foreseen by the work plan of the appointed fellow;
- b) attendance of PhD courses with scholarship and medical specialization, in Italy and abroad;
- c) research grants "assegni di ricerca"
- d) subordinate employment relationships.

Fellowship researchers can carry out occasional work activities, upon written communication to the scientific tutor and on the condition that:

- a) this activity is declared by the person in charge to be compatible with the pursuit of the research activity referred to in the scholarship;
- b) does not involve a conflict of interest with the specific research activity carried out;
- c) does not prejudice the university, in relation to the activities carried out.

The awarding of the short-term research fellowship does not imply the establishment of any employment contract, nor does it give rise to any rights of access to positions of employment at the University.

How to apply: (according to art. 5 of the University regulations for awarding short-term research fellowships)

Candidates should submit:

- a) the attached application form, duly dated and signed. The application form is available on the Department web site ([link](#)) and on the University website ([link](#)).

In the application form, the candidate must declare:

- the possession of a master's degree or equivalent title obtained abroad;
- nationality (the possession of a residence permit valid at the deadline of the call for applications, in case he/she is a non-European citizen residing in Italy);
- to be medically fit to discharge his/her duties for the fellowship;
- to be aware that awarding of the fellowship is not compatible with the positions referred to in art. 12 of the Regulations on University research fellowships awarding and the current legislation;
- to have/have not criminal conviction and/or being/not being currently involved in criminal proceedings. On this regard, the University reserves the right to assess at its discretion, for the purposes of the possible exclusion of the candidate from the selection, the seriousness of the criminal convictions declared and those that may occur as a result of the ongoing criminal proceedings;
- not to have any degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the department or to the facility issuing the call for applications, or with the Rector, the Director-General or a member of the University Board of Directors (according to art. 18 c. 1 letter b) law n. 240/2010;
- if, in accordance with the law of February 5th 1992 no. 104 and subsequent amendments and additions, shall make a specific request concerning any aids they require in order to take any tests and sit the interview.

- b) their curriculum vitae in European format available online at this [link](#);; **duly dated and signed**. The CV must, specify the educational qualification possessed for the purposes of the application and a detailed description of the candidate's scientific-professional qualifications; **a declaration must be appended in the footnote of the curriculum, pursuant to the Italian DPR 445/2000 and subsequent amendments and additions, that the information provided corresponds to the truth. Moreover, the candidates have to consent to the use of their personal data for the purposes of this selection procedure pursuant to the Italian Legislative Decree 196/2003 and the EU Regulation 2016/679;**

- c) a scanned copy of a valid identification document (ID or passport);
- d) any other relevant document, qualification or publication.



The declarations made in the application shall be considered issued in accordance with the DPR no. 445/2000 and subsequent amendments, by candidates entitled to use the simplified administrative certifications permitted by the above decree.

Incomplete or incorrect applications with reference to points a), b), and c) will be rejected.

The University performs sample checks on the truthfulness of the declarations made by the candidates in the applications and in the curriculum.

If the above check reveals that the content of the declaration is not true, the Declarant will forfeit any benefits conferred on the basis of the untruthful declaration, without prejudice to the provisions of the criminal code and relevant special legislation.

How to submit your application:

Applications should be submitted:

2) inviate tramite posta elettronica all'indirizzo ricerca.management@unive.it specificando nell'oggetto della e-mail: **"BRic TESTEAT - 12 mesi"**. Il candidato/la candidata si assume in tale caso la responsabilità derivante dall'eventuale mancato recapito della domanda e della relativa documentazione.

L'Università non assume alcuna responsabilità per i casi di dispersione delle comunicazioni inviate tramite posta elettronica non certificata. Al messaggio di posta elettronica dovranno essere allegati **esclusivamente documenti in formato PDF/A**.

- 1) sent via Certified Email to the address protocollo@pec.unive.it indicating the following subject: **"BRic TESTEAT - 12 months"**. It should be noted that the validity of this sending, as established by current legislation, is subject to the use of a certified email address. Sending from a simple/ordinary email inbox will therefore not be considered valid, even if addressed to the PEC of Ca' Foscari University of Venice. **Only documents in PDF/A format must be attached**;
- 2) sent via email to the address ricerca.management@unive.it specifying in the subject of the email: **"BRic TESTEAT - 12 months"**. In this case, the candidate assumes responsibility for any failure to deliver the application and related documentation.

The University assumes no responsibility for cases of dispersion of communications sent via non-certified email. **Only documents in PDF/A format must be attached**.

Selection Committee and assessment procedure

A Selection Committee is appointed in accordance with art. 7 of the Regulations, taking into account, where possible, gender balance. The selection is made by assessment of the scientific and professional qualifications, the curriculum vitae and scientific production of the candidates, followed by an interview.

The **interview** will be held **on June 3rd 2024 by Google Meet**.

The list of candidates admitted to the interview, the date, time of the interview will be published online **on May 29th 2024** on the following web page of the Department "Ricerca > Bandi Borse di Ricerca" <https://www.unive.it/data/17431/>, on the University website <https://www.unive.it/data/12122/> and on the University registry online <http://www.unive.it/data/30402/>.

Publication of the above calendar constitutes notification to all intents and purposes of the call for applications. Shortlisted candidates are therefore required to connect, with the identification document presented at the time of submission, on the day and at the time specified in the public notice.

Absence of the candidates at the interview will be considered to all intents and purposes as a withdrawal from the selection, whatever the cause.

The Selection Committee:

I can award a total of 100 points, to be allocated according to qualifications and interview;



II. on the basis of the scores given, the Selection Committee shall define a final ranking of merit;

III. names the winner. In the event of a tie, priority shall be granted to the younger of the two candidates.

In the event of withdrawal of the winner, the short-term research fellowship shall be awarded to the next available candidate, following the order of the final ranking of merit, **according to art. 8 of the University regulations for awarding short-term research fellowships**

The Selection Committee shall submit a selection report to the Director of the Department, who, after verifying the legitimacy of the records, shall approve them and award the short-term research fellowship.

Publication of the selection documents and awarding of the short-term research fellowship

Having received the selection documents, the Director of the Department approves, by his own decree, the ranking list and the selection procedure reports and makes them public.

The Research Sector of the Management Department will send a written communication to the research fellowship to the each winner of the selection procedure the starting date of the respective short-term research fellowship.

The latter must accept the award within 7 days from receipt of the above-mentioned communication. If not, the short-term research fellowship will be awarded to the next candidate of the ranking list.

Publication of the results of all the selection phases is ensured in the University Registry (Albo online di Ateneo, link) on the University website (*link*) and on the Department web page (*link*) as established by the current regulations.

Access to the selection documents is guaranteed pursuant to the law no. 241 of August 7th 1990, and subsequent amendments and additions and relative internal implementation regulation.

The Department reserves the right to cancel the procedure and/or not to proceed with the stipulation of the Acceptance of the short-term research fellowship with the winning person, if for any reason the interest in the research ceases.

Processing of personal data

Personal data provided by the candidates in their applications for participation in the selection procedures, are processed pursuant to the legislative decree no. 196 of June 30th 2003, and subsequent amendments and additions and to the EU Regulations 2016/679. Comprehensive information on personal data processing can be found and download here <https://www.unive.it/privacy> or here <http://www.unive.it/data/12137/> <https://www.unive.it/pag/36550/>.

Person in charge of the procedure

Pursuant to the provisions of art. 5 of the law no. 241 of August 7th 1990, and subsequent amendments and additions, the person in charge of the administrative procedure for this selection is Sonia Pastrello, Secretary of the Management Department.

Final provisions

The University Regulations and the current national legislation will apply to all matters not covered in the following call.

Digitally signed
Person responsible for the administrative procedure
Seen by Dr. Sonia Pastrello

Digitally signed
Director of the Department
Prof. Anna Comacchio



Application form

To the Director of the Department of Management
Ca' Foscari University, Venice
San Giobbe, Cannaregio 873
30121 Venezia

I, the undersigned _____ born in _____ (prov. of _____) on _____,
passport no./ID _____ / taxpayer's code no. _____
resident in _____ (province of _____), in (street) _____ no.,
postcode _____, nationality _____, tel. _____ mobile
_____ e-mail _____ [certified email, if
possessed: _____]

HEREBY SUBMIT

my application for the **qualification and interview-based** public selection process, for the short research fellowship entitled "**Enhance enogasTronomy hEritage to eStablish and Expand sustainAble Tourism**", acronym "**TESTEAT**", **project code ITHR0200324, CUP H75E23000170006** - Tutor Prof. Francesca Checchinato - approved and funded by INTERREG VI A Italy-Croatia CBC Programme 2021-for the assignment of one of the two following profiles of short-term research fellowship (select one):

- Junior Project researcher 1 – entitled "Food and wine as a distinctive element of tourism offerings. An analysis of the offer", with a duration of 12 (twelve) months for a total amount of 19.367,00 euros;
- Junior Project researcher 2 – entitled "Food and wine as a distinctive element of tourism offerings. An analysis of the tourist-consumer" with a duration of 12 (twelve) months for a total amount of 19.367,00 euros.

the undersigned, fully aware of the liabilities, including criminal liability, arising from untruthful declarations, **pursuant the Italian law D.P.R. 445/2000**, hereby declare:

1. to hold the qualification of: _____ (*please specify the kind of Master's Degree and final evaluation*) in _____ obtained on (date) _____ at _____ the _____ University _____ of/other legal entity _____ (*).

Note(): **for titles obtained abroad, please attach copy of the degree with translation in Italian or English and the evaluations for each exam, accompanied by a self-declaration relating to the conformity to the original of the translation itself or the Diploma Supplement. The candidate who has been awarded a Diploma Supplement, may not submit any other documentation, provided that the DS provides a complete description of the nature, level, academic system and status of the studies carried out. In any case, it is advised to submit any other document useful to the evaluation of the academic title obtained.***

2. to be of _____ nationality [for non-EU citizens already residing in Italy only: to hold a residence permit/research visa for _____ expiry date on _____];
3. to be physically fit for the position;
4. to be aware that the awarding of the short-term research fellowship is not compatible with the positions referred to in art. 12 of the Regulations for short term research fellowships and the current legislation;
5. to not have received any restrictive measures of personal liberty at the time of submitting the application;
6. to not have any kinship and affinity, up to and including the fourth degree, with any professor belonging to the Department or to the Centre announcing the call for applications, or with the Rector, the Chief Executive Officer or a member of the University Board of Directors and to be aware of the relevant provisions of Law 240/2010. Article 18, par. 1, lett b);
7. to request the following benefits established by Law no. 104/92:
and for the above mentioned purpose encloses disability certification;
8. to use the following address for the purposes of this application:
_____ (street) no. _____ at _____ municipality



Università
Ca'Foscari
Venezia

POSTCODE _____ PROV _____ tel. _____ landline
mobile _____ email _____

undertaking to communicate any subsequent variations and recognising that the administration accepts no liability in the event of the addresses being untraceable.

9. to be aware that all the communication to candidates, with regard to this procedure, will be published on the dedicated web page in the Department website: <http://www.unive.it/data/17432/> and on the University website <http://www.unive.it/data/12136/>. Publication constitutes notification to all intents and purposes of the call for applications.

10. to accept that the **interview** will be held **online by Google Meet**, as indicated in the Call.

The undersigned gives her/his consent for the personal data provided to be processed, in compliance with Legislative Decree no. 196/2003 and subsequent amendments and modifications and with the EU Regulation 2016/679, for the requirements related to this selection procedure. Comprehensive information on personal data processing can be found and download at the link <https://www.unive.it/pag/36550/>.

The following are enclosed with this application:

- a detailed CV with professional, academic and research background;
- copy of an identity document (ID Card or passport);
- any other document required by the call;
- any other documentation deemed relevant for the evaluation.

Date, _____

Signature of the candidate

NB: The University does not take any responsibility for cases of unavailability of the recipient or for the dispersal of communications resulting from inaccurate indication of domicile or of contact details by the candidate, failure or late communication of contact details' variation or any other reason not attributable to the University, nor from any error in postal delivery, or in any case from acts attributable to third parties, from unforeseeable circumstances or force majeure. The declarations made in the application shall be considered made pursuant to the D.P.R. n. 445/2000 and subsequent amendments, by candidates entitled to use the simplified administrative certifications allowed by the aforementioned decree.



INFORMATION ON PERSONAL DATA PROCESSING
pursuant to Article 13 of Regulation (EU) 2016/679

The Ca' Foscari University of Venice, as part of its institutional aims and in fulfilment of the obligations set forth in art. 13 of the 2016/679 EU Regulation ("Regulation"), provides you with information regarding the processing of personal data that you have provided to the University for the purpose of carrying out the selection procedure you wish to participate in.

1) THE DATA PROCESSOR

The data processor is the Ca' Foscari University of Venice, with headquarters in Dorsoduro n. 3246, 30123 Venice (VE), in the person of the Rector Magnificent.

2) DATA PROTECTION OFFICER

The University has appointed the "Data Protection Officer", who can be contacted by writing to the e-mail address dpo@unive.it or to the following address: Ca' Foscari University, Venice, Data Protection Manager, Dorsoduro n. 3246, 30123 Venice (VE).

3) PERSONAL DATA CATEGORIES, PURPOSES AND LEGAL BASIS OF DATA PROCESSING

The data processing in question involves the provision of personal data and data relating to previous study and professional experience.

Unless the selection procedure is for protected categories, it is not necessary to provide data of a sensitive nature (for example, data concerning health status, sexual orientation or political or trade union opinions); candidates are therefore requested not to provide such data, unless deemed necessary for optimal evaluation of the position selection procedure.

The processing of personal data is aimed solely at the completion of the selection procedure and will take place in a way and within the limits necessary to pursue the aforementioned purpose.

The legal basis for this treatment is represented by art. 6.1.e) of the Regulations ("execution of a task of public interest or connected to the exercise of public powers").

The processing of personal data is based on the principles of correctness, lawfulness and transparency and the protection of the privacy and rights of the data subject, as well as the additional principles established by art. 5 of the Regulations.

4) DATA PROCESSING MODALITIES

The processing of personal data will be carried out by authorized parties (in compliance with the provisions of Article 29 of the Regulation), with the use of computerized procedures, adopting appropriate technical and organizational measures to protect them from unauthorized or illegal access, destruction, loss of integrity and confidentiality, even if accidental in nature.

5) STORAGE TIME

The data will be stored in accordance with the Regulations on the storage of administrative documentation.

6) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA



For the purposes set out above, in addition to specifically authorized employees and collaborators of the University, personal data may also be processed by individuals who execute outsourced activities on behalf of the Data Controller, in their capacity as External Data Processors.

The same data might be communicated to the public administrations directly interested in the legal-economic situation of the candidate hired.

There are no further communications to third parties except to persons to whom the data must be transmitted in fulfillment of legal obligations or, on request, to judicial and supervisory authorities.

The data of the hired candidate might be shared for the fulfillment of the obligations regarding transparency as per Legislative Decree n. 33/2013 and future modifications.

The results of any intermediate tests and final rankings will be published according to current legislation.

7) DATA PROVISION

The provision of such data is necessary to evaluate the requirements for participation and to verify academic qualifications. The failure to indicate these data might preclude this assessment, with a consequent exclusion from the procedure.

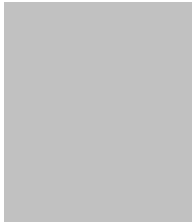
8) USER RIGHTS AND HOW TO EXERCISE THEM

As an interested party, you have the right to obtain from the University, in the cases provided for by the Regulations, access to personal data, rectification, integration, their cancellation or processing limitation or to object to the data processing itself (articles 15 and following of the Regulations). The request can be submitted, without any particular formal procedures, by contacting the Data Protection Officer directly at dpo@unive.it or by sending a communication to the following address: Ca 'Foscari University Venice - Data Protection Officer, Dorsoduro 3246, 30123 Venice. Alternatively, you can contact the Data Controller, by writing a PEC (certified email) to protocollo@pec.unive.it.

Interested parties, who believe that the processing of their personal data is in violation of the provisions of the Regulations, also have the right to file a complaint to the Data Protection Guarantor, as provided for by art. 77 of the Regulations itself, or to take appropriate legal action (Article 79 of the Regulations).







Pursuant to art.46 and 47 DPR 445/2000, aware of the criminal sanctions provided for by art.76 of the DPR 445/2000 and subsequent amendments and additions for the hypothesis of falsehood in acts and false statements, I declare under my own responsibility:

PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

-  Replace with house number, street name, city, postcode, country
-  Replace with telephone number  Replace with mobile number
-  State e-mail address
-  State personal website(s)
-  Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR
PERSONAL STATEMENT

Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column)

WORK EXPERIENCE

Replace with dates (from - to)

[Add separate entries for each experience. Start from the most recent.]

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

- Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

Replace with dates (from - to)

[Add separate entries for each course. Start from the most recent.]

Replace with qualification awarded

Replace with EQF (or other) level if relevant

Replace with education or training organisation's name and locality (if relevant, country)

- Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

Mother tongue(s)

[Remove any headings left empty]

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

| | UNDERSTANDING | | SPEAKING | | WRITING |
|--|--|-------------|--------------------|-------------------|-------------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| | Enter level | Enter level | Enter level | Enter level | Enter level |
| | Replace with name of language certificate. Enter level if known. | | | | |
| | Enter level | Enter level | Enter level | Enter level | Enter level |
| | Replace with name of language certificate. Enter level if known. | | | | |

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

Replace with your communication skills. Specify in what context they were acquired. Example:

- good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired.
 Example:
 ▪ leadership (currently responsible for a team of 10 people)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.
 Example:
 ▪ good command of quality control processes (currently responsible for quality audit)

Digital skills

| SELF-ASSESSMENT | | | | |
|------------------------|---------------|------------------|-------------|-----------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Enter level | Enter level | Enter level | Enter level | Enter level |

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificates

Replace with your other computer skills. Specify in what context they were acquired. Example:
 ▪ good command of office suite (word processor, spread sheet, presentation software)
 ▪ good command of photo editing software gained as an amateur photographer

Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired.
 Example:
 ▪ carpentry

Driving licence Replace with driving licence category/-ies. Example:
 B

ADDITIONAL INFORMATION

- Publications
 - Presentations
 - Projects
 - Conferences
 - Seminars
 - Honours and awards
 - Memberships
 - References
 - Citations
 - Courses
 - Certifications
- Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
 Example of publication:
 ▪ How to write a successful CV, New Associated Publishers, London, 2002.
 Example of project:
 ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

ANNEXES

Replace with list of documents annexed to your CV. Examples:
 ▪ copies of degrees and qualifications;
 ▪ testimonial of employment or work placement;
 ▪ publications or research.

The undersigned declares to be informed, to the senses and for the effects of which to art. 13 of the D.L.gsl 196/2003 and to art. 13 GDPR 679/16 that the personal data collected will be processed, including with computer tools, exclusively within the process for which this declaration is made.

SIGNATURE

