

CALL FOR APPLICATIONS FOR NO. 2 RESEARCH GRANTS FOR VISITING FELLOWSHIP

Ca' Foscari University of Venice – Department of Management

Project code 51-0001-727-2023

Title *“Proagōn: un incubatore per le arti performative a Venezia”*

CUP H71D23000110007 – DGR no. 727/2023

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 [link](#). 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 L. 240 of 30/12/2010, art. 18, DL 19/2012;

HAVING REGARD TO Regulations for the activation of research grants issued with D.R. 300/2014 of 14/04/2014, amended with D.R. n. 399 of 04/05/2018, with D.R. n. 1141 of 19/11/2020, with D.R. n. 1277 of 18/10/2021, with D.R. n. 394 of 06/04/2023 and with D.R. n. 457/2024 of 06/05/2024;

HAVING REGARD TO the Regional Management Decree no. 1584 of 28/11/2023 and subsequent amendments and additions, which approves the Research Project with code 51-0001-727-2023, entitled *“Proagōn: un incubatore per le arti performative a Venezia”*, CUP H71D23000110007, as part of the 2023 Regional Call for applications - Decree of the Regional Government no. 727/2023 VENEZIA I.C.O.N.A. INTELLIGENZE, COMPETENZE, ORGANIZZAZIONE PER UNA NUOVA AUTENTICITÀ – PR VENETO FSE+ 2021-2027.

Description

The Department of Management – Ca' Foscari University of Venice, as specified in the introduction, hereby calls for applications for the following **research grants for n. 2 VISITING FELLOWSHIPS**, within the scope of the Research Project with code 51-0001-727-2023, entitled *“Proagōn: un incubatore per le arti performative a Venezia”*, CUP H71D23000110007, Scientific Coordinator prof. Fabrizio Panozzo:

- Profile 1 - Title *“The Reason of Others ACT I - VISITING FELLOWSHIP”* continuously lasting 2 (two) months.

Information and contacts: For more information contact: Department of Management - Research Area - tel. 041 234 8758-6851 – e-mail: ricerca.management@unive.it

- Profile 2 - Title “The Reason of Others ACT II - VISITING FELLOWSHIP” continuously lasting 2 (two) months.

Visiting Fellows must perform the following research, depending on the profile required:

PROFILE 1 – Title “The Reason of Others ACT I - VISITING FELLOWSHIP” lasting 2 (two) months

A two-month research fellowship is available at the Venice School of Management of Ca’ Foscari University for a scholar from a foreign university with research interests and professional expertise in performing arts management and a minimum of ten years of postdoctoral academic experience. The fellowship is part of “Proagon,” a larger project that supports the initial phase of an incubator for the performing arts in Venice. As a visiting fellow, the scholar will be affiliated with the *aiku* research centre (www.aikucafoscarì.it) and will be actively involved in collaborative activities, providing methodological support for young researchers focusing on the establishment of the incubator for the performing arts, building upon Venice's historical significance as the birthplace of modern theatre by enterprising impresarios, pioneering the concept of professional performing art entrepreneurship and management. The Proagon project aims to revive this tradition to help Venice rediscover its innovative past by attracting new entrepreneurs and devising new business models in the field of performing arts. The visiting fellow is expected to provide a transnational perspective and comparative insights into entrepreneurial processes in the performing arts. Additionally, the visiting fellow will play a key role in developing the project by mentoring a junior researcher working on similar research areas related to entrepreneurship in the performing arts.

PROFILE 2 – Title “The Reason of Others ACT II - VISITING FELLOWSHIP” lasting 2 (two) months

A two-month research fellowship is available at the Venice School of Management of Ca’ Foscari University for a scholar from a foreign university with research interests and professional expertise in performing arts management and a minimum of ten years of postdoctoral academic experience. The fellowship is part of “Proagon,” a larger project that supports the initial phase of an incubator for the performing arts in Venice. As a visiting fellow, the scholar will be affiliated with the *aiku* research centre (www.aikucafoscarì.it) and will be actively involved in collaborative activities, providing methodological support for young researchers focusing on the establishment of the incubator for the performing arts, building upon Venice's historical significance as the birthplace of modern theatre by enterprising impresarios, pioneering the concept of professional performing art entrepreneurship and management. The Proagon project aims to revive this tradition to help Venice rediscover its innovative past by attracting new entrepreneurs and devising new business models in the field of performing arts. The visiting fellow is expected to provide a transnational perspective and comparative insights into entrepreneurial processes in the performing arts. Additionally, the visiting fellow will play a key role in developing the project by mentoring a junior researcher working on similar research areas related to entrepreneurship in the performing arts.

The activity of Visiting Fellows is carried out at the headquarters of the Management Department,

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in close synergy with the institutions, companies, third parties under study, ensuring the permanence of the Visiting Fellows within these contexts for the duration of time appropriate to the achievement of the research objectives and action. Any transfers are allowed if provided for by the project and approved by the scientific coordinator; they will be authorized in compliance with the University's internal rules.

The Visiting Fellows will carry out their activities in any case in conditions of autonomy and without working hours, only within the limits of the research program, of the indications contained in the FSE Directive, DGR n. 727/2023 and subsequent amendments and additions, for the purposes of recognition of the expenditure.

The activity of Visiting Fellows does not in any case prefigure an activity of dependent work and does not give rise to rights of access to the roles of the University.

As stated in the ESF Directive, Decree of the Regional Government no. 727/2023, upon completing their research, fellows must provide the department with the following research output:

- a **final report on the activities carried out**, highlighting the results achieved and accompanied by a **brief research abstract**.

Visiting fellows will also be required:

- ✓ to plan their research activities on a **specific Calendar**;
- ✓ to register them daily on a **specific Diary**;

both supplied by the Department.

For anything not specified in this Call, please refer to the Regulations, applicable legislation and the Regional Directive on the ESF funding in question and subsequent additions.

Duration of the VISITING FELLOWSHIP Grants:

PROFILE 1 – “The Reason of Others ACT I - VISITING FELLOWSHIP” **duration of the contract: 2 (two) months**, to be carried out between October 2024 and in any case, by 14/06/2025, date of conclusion of the project;

PROFILE 2 – “The Reason of Others ACT II - VISITING FELLOWSHIP” **duration of the contract: 2 (two) months**, to be carried out between October 2024 and in any case, by 14/06/2025, date of conclusion of the project;

The starting date of the respective VISITING FELLOWSHIP will be determined in the "Declaration of acceptance" that the Visiting Fellows will have to subscribe to, in line with the project requirements in which the activities of the Visiting Fellowship are located.

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Amount of the Research Grant

The **total research grant, for each of the two profiles**, is **€ 4.340,00**, exempt from IRPEF (personal income tax) and IRAP (regional tax on productive activities). The amount awarded is understood to include any costs relating to the undertaking of the research envisaged by the project.

Monthly compensation will be recognized only if the entire month's work is carried out, otherwise the compensation related to the month will not be disbursed.

Mobility costs

In addition to the research grant, **a fee is granted to reimburse mobility costs (transport, accommodation, food). This fee, subject to taxation, must consider the following parameters:**

- **provenance charts for the calculation of Standard Cost Units (CSU), as provided for in DGR No. 727/2023;**
- **the maximum amount used for mobility costs in the project approved and financed by Veneto Region.**

In order to recognize the mobility costs, you will need to present proof of expenditure in support in the original, when not available digitally (travel tickets, boarding passes, hotel receipts, etc.).

In the "Declaration of Acceptance" to which the Visiting Fellows will have to subscribe, the maximum fee, subject to taxation, for the recognition of mobility costs will also be determined in accordance with what described above.

Deadline for the submission of applications: not later than noon time (12:00 Rome CET) of Monday August 26, 2024.

Should the deadline indicated fall on a Saturday or public holiday, the deadline shall be extended to the first following working day.

Who can apply? (University Regulation for short-term research fellowships, Art. 3)

The call is intended exclusively for professors/researchers from foreign Universities/Research bodies.

The call is intended exclusively for citizens belonging to European Union member states and non-EU citizens, possessing:

- Master's Degree.**
- Preferential title:** holding a **position of associate professor or equivalent** at Universities or Research Centers. **Preferential criterion** for selection will be **specific research expertise in the field of entertainment and cultural management.**

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For qualifications obtained at foreign universities, eligibility will be ascertained by the Examination Commission.

The requirements must be held by the deadline for this call for applications.

Candidates are admitted to the selection conditionally; they may be excluded from the call at any time should they fail to meet the predefined requirements, even after the selection process is complete, with just cause and notification sent to the person concerned.

Incompatibility (University Regulation for short-term research fellowships, Art. 12)

The short-term research fellowship may not overlap with:

- a) other scholarships granted in any capacity, apart from those granted by national or foreign research institutes 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".

Fellowship holders may carry out self-employed work or occasional or permanent collaborations, as long as this is coherent with the ongoing research, upon approval and on the condition that:

- a. does not involve a conflict of interest with the specific research activity carried out;
- b. does not prejudice the university, concerning the activities carried out.

Holders of subordinate employment contracts must obtain permission from the university and **provide authorization from their employer**. If the employment contract began before the awarding of the fellowship, its compatibility with the fellowship will need to be assessed. If the assessment is negative, the fellowship will not be awarded. If the assessment is positive, the successful candidate must provide their **employer's authorisation within 15 days**.

If the subordinate employment contract will start once the fellowship is ongoing, the successful applicant is required to notify this change **at least 15 days before the start of the employment contract** for an assessment of compatibility; if the assessment is negative, the fellowship will cease by the start of the employment contract; in the event of a positive outcome, the successful applicant must provide the authorization of his/her employer **within 15 days**.

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.

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How to apply

Candidates should submit:

1. The **application form ([link](#)), duly dated and signed.**

Applicants must declare in the application, under their own responsibility:

- educational qualification held;
- 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;
- that they understand that the short-term research fellowship is not compatible with the positions referred to in Art. 12 of the present Regulations and current legislation;
- to be medically fit to discharge his/her duties for the fellowship;
- not to have received measures restricting personal freedom at the time of submitting the application;
- not to have a degree of kinship or affinity, up to and including the fourth degree, with any professor belonging to the Management Department or with the Rector, the General Manager or a member of the University Board of Directors and that they are aware of the provisions of the Law no 240/2010, Art. 18, para. 1, letter b);
- any benefit under L. 104/92.

2. A **CV in European format ([link](#)), duly dated and signed**, including, in addition to the indication of the qualifications and the description of the scientific and professional titles, the following declarations:

- a) the declaration made pursuant to Presidential Decree no. 445/2000 and subsequent amendments and additions;
- b) the authorization to the processing of personal data for the purposes related to this selection procedure, made pursuant to Legislative Decree no. 196/2003 and Article 13 of the GDPR (EU Regulation 2016/679).

3. A copy of a valid identity document (e.g. Identity Card or Passport).

4. All documents, qualifications and publications relevant for the selection procedure.

Applicants must prove the possession of qualifications (excluding publications) with declarations as per the Decree No. 445/2000.

The absence or inaccuracy of the declarations in points 1), 2) and 3), will result in exclusion from the selection.

The University carries out random checks on the truthfulness of what the candidates declare in their applications and resumes.

Should the above check reveal that the contents of the declaration are not true, the declarant shall forfeit any benefits arising from the measure issued on the basis of the untrue declaration, without prejudice to the provisions of the Criminal Code and special laws on the subject.

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How to submit your application

Hard copy of the application can be:

- 1) send by certified e-mail to protocollo@pec.unive.it subject “DGR 727 – FEVI – PROAGON”;
- 2) send by e-mail to ricerca.management@unive.it subject “DGR 727 – FEVI – PROAGON”.

The candidate is responsible for any failure to submit the application and its annexes.

Selection and Evaluation Procedure

The selection is made **by assessing the scientific-professional qualifications and CVs of the candidates** by a Selection Committee appointed by order of the Director of the research department, taking into account, where possible, gender balance.

The Commission compiles a ranking and specifies the winning applicant, regarding the score according to experience and qualifications, as specified by the call. If two or more candidates obtain the same score at the end of the selection, the younger candidate will be preferred.

Awarding of the visiting fellowship

Having received the selection documents and at the outcome of the checks, the Director approves, by her decree, the classification and the selection procedure reports and makes them public. Notification, including the start date of the short-term research fellowship, shall be sent to the winning candidates.

The winners must accept the short-term research fellowship within **seven days of receipt of the written notification** referred to above, under penalty of revocation. In the event of withdrawal, the short-term research fellowship shall be awarded to the next available candidate, following the order of the final ranking of merit.

Publication of the results of all the selection phases shall be published in the online University notice board, on the specific Department web page ([link](#)) and on the University website ([link](#)).

Access to the selection documents is guaranteed pursuant to the law of 07/08/1990, no. 241 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 acceptance of the research grant for VISITING FELLOWSHIP.

Processing of personal data

Personal data provided by the candidates in their applications for participation in the selection

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procedures, are processed pursuant to the legislative decree of 30/06/2003, no. 196 and subsequent amendments and additions and to EU Regulations 2016/679. Comprehensive information on personal data processing can be found [here](#).

Person in charge of the procedure

Pursuant to the provisions of art. 5 of the law of 07/08/1990, no. 241 and subsequent amendments and additions, the person in charge of the administrative procedure for this selection is Sonia Pastrello, Management Department Executive Officer.

Final provisions

For anything not specified in this call, see the University current regulations regarding the awarding for research fellowships and the current legislation.

Digitally signed by
Prof. Anna Comacchio
Dean of Management Department

Digitally signed by
Sonia Pastrello
Person in charge of the administrative procedure

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Application form

To the Dean of Management Department
Ca' Foscari University of Venice
San Giobbe Cannaregio 873
30121 Venice – Italy

I, the undersigned _____ born in _____ (prov. of _____) on _____, passport no. / taxpayer's code no. _____ resident in _____ (province of _____), in _____ (street) no. _____, postcode _____, nationality _____, tel. _____ mobile _____, email _____

hereby submit

within the scope of the Research **Project with code 51-0001-727-2023, entitled "Proagōn: un incubatore per le arti performative a Venezia", CUP H71D23000110007**, Scientific Coordinator prof. Fabrizio Panozzo, I apply for the Call for applications for no. 2 Research Grants for Fellowship Visiting:

[Choose one of the following positions; in case no preferences are chosen the application will be evaluated against all of the available positions]

- Profile 1: **"The Reason of Others ACT I - Fellowship Visiting"** lasting 2 (two) months
Please propose the period of continuous and easy stay to carry out the research activity, considering the time frame 01/10/2024-14/06/2025
- _____
- Profile 2: **"The Reason of Others ACT II - Fellowship Visiting"** lasting 2 (two) months
Please propose the period of continuous and easy stay to carry out the research activity, considering the time frame 01/10/2024-14/06/2025
- _____

I, 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:

- a) to hold the qualification of Master degree in _____ obtained on _____ at the University of/other Legal Entity _____;
- b) to be of _____ nationality [*for non-EU citizens already residing in Italy only: to hold a residence permit/research visa for _____ expiry date on _____*];
- c) to be a researcher/professor at the following foreign Institution: _____ (*please, add your role and the Institution's name*);

- d) to be physically fit for the position;
- e) 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;
- f) to have/not have received any restrictive measures of personal liberty at the time of submitting the application;
- g) to not have any kinship and affinity, up to and including the fourth degree, with any professor belonging to the Department, 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);
- h) to request the following benefits established by Law no. 104/92:
.....
and for the above mentioned purpose enclose disability certification;
- i) to use the following address for the purposes of this application:
.....(street) no.....
at.....municipality..... POSTCODE..... PROV.....
tel. land line mobile
e-mail
- j) to be conscious that the call and records relating to the selection shall be published in the online University notice board, on the specific Department web page ([link](#)) and on the University website ([link](#)). Publication constitutes notification to all intents and purposes of the call for applications;
- k) to give my 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;

The following are enclosed with this application:

- a) a CV detailing professional, academic and research background, using the provided template;
- b) copy of an identity document;
- c) any other element required by the call;
- d) any other documentation deemed relevant for the evaluation.

Date and signature

N.B.

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 fulfillment 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).

Last revision date: September 2020

APPENDICE

Allegato 1 – Ucs per azioni di mobilità transnazionale⁵³

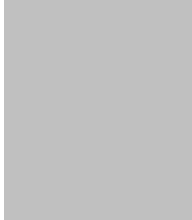
Stato Membro di destinazione	Parametri Settimanali				Costi Viaggio
	1 Settimana (7 giorni)	4 Settimane (28 giorni)	12 settimane (84 giorni)	24 settimane (168 giorni)	
Austria	515	1.752	4.284	7.375	532
Belgio	515	1.752	4.284	7.375	476
Bulgaria	515	1.752	4.284	7.375	336
Cipro	538	1.828	4.470	7.695	420
Croazia	403	1.371	3.352	5.772	452
Danimarca	605	2.056	5.028	8.657	672
Estonia	403	1.371	3.352	5.772	420
Finlandia	538	1.828	4.470	7.695	588
Francia	560	1.904	4.656	8.016	560
Germania	470	1.599	3.911	6.733	476
Grecia	493	1.676	4.097	7.054	476
Irlanda	560	1.904	4.656	8.016	588
Islanda	560	1.904	4.656	8.016	476
Lettonia	470	1.599	3.911	6.733	420
Liechtenstein	493	1.676	4.097	7.054	615
Lituania	403	1.371	3.352	5.772	364
Lussemburgo	538	1.828	4.470	7.695	476
Malta	470	1.599	3.911	6.733	420
Norvegia	493	1.676	4.097	7.054	700
Paesi Bassi	582	1.980	4.842	8.337	532
Polonia	493	1.676	4.097	7.054	448
Portogallo	448	1.523	3.725	6.413	448

⁵³ Le modalità di determinazione del contributo prevedono l'applicazione dei costi standard, come previsto dalla DGR 671 del 28/04/2015 "Fondo Sociale Europeo. Regolamento UE n. 1303/2013 e 1304/2013. Approvazione delle Unità di Costo Standard".









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

