



Decree of the Director of Venice School of Management

Subject: Competitive selection procedure to identify a resource for Research support - Project Leader prof. Fabrizio Panozzo.

THE DIRECTOR

TAKING INTO ACCOUNT the University and departmental internal regulations, the legislative decree no. 165/2001, art. 7 and successive modifications

CONSIDERING the request of prof. Fabrizio Panozzo for a resource for Research support, starting from the date of stipulation ending october 31st 2025 for an estimated total business cost of euro 6.345,00

WHEREAS the activities must be started as soon as possible in order to achieve the objectives of the research project

CONSIDERING the urgency and impossibility of convening the Venice School of Management Council in due time

IN VIEW OF the availability of funds of the Project
MAN.DM737_2021.PNR.SPIN2022(recFSR)_PANOZZO, anticipated accounting entry no. 35618/2025

PROVIDED THAT

- the University guarantees equal opportunities for men and women for the assignment offered in this application;
- that the use of male gender to indicate collaborators is only used for the sake of simplicity of the text

DECREES THAT

Art. 1 Call

A qualification-based selection (comparative procedure of curricula) is authorised at the Ca' Foscari University - Venice School of Management. This procedure is aimed to ascertain, within the University, the existence of a resource necessary to develop research support as Grant writing and consultancy on European project design, with specific reference to the calls of Horizon Europe's Cluster 2 - Culture, Creativity and Inclusive Society, currently under development at the Venice School of Management - Project Leader prof. Fabrizio Panozzo. In case the outcome of the assessment is negative, the procedure regulates the identification of external individuals through the comparison of their curriculum with the required professional profile.

Art. 2 Subject of the assignment, period

The activity covered by the assignment concerns the call that was recently published with a deadline of September 15, 2025. The assignment is strategic in nature and is aimed at strengthening VSM's grant writing ability for the Horizon Europe framework, through the involvement of a professional with proven experience in writing European project proposals in the cultural, social and creative sectors. The search is open to candidates from all over Europe, with the possibility of carrying out the assignment remotely.

The services of the individual to be identified will cover the following activities:

- in-depth analysis of the calls of Horizon Europe's Cluster 2 - Culture, Creativity and Inclusive Society and their strategic and programmatic context
- support in the definition of the project concept and alignment with the priorities and criteria of the call
- collaboration in drafting the main elements of the project proposal (Excellence, Impact, Implementation), in coordination with the scientific officer and the internal working group
- critical review of the materials produced, with attention to narrative coherence, evaluative aspects, and compliance with formal requirements

- participation in working meetings, both online and in-person at the Venice School of Management, for sharing and coordination of project activities.

The activities described are expected to be committed from the date of contract conclusion to 31/10/2025.

The manner in which the activities will be carried out will be agreed upon with the identified party, in close relationship with the scientific head and the Secretariat of the Venice School of Management.

Art. 3 Requirements and results of the selection

Candidates should possess the following skills, knowledge and expertise:

- Master's degree (DM 270/04/DM 509/99)/Pre-Bologna equivalent degree (pre-Ministerial Decree 509/1999)
- Proven experience, skills, knowledge and competencies inferable from CV and any attached project materials:
- experience in writing and managing Horizon Europe proposals, with particular reference to Cluster 2 - Culture, Creativity and Inclusive Society
- knowledge of European policies on intangible cultural heritage, social resilience and sustainable territorial development
- excellent command of written and spoken English (C1/C2 level)
- ability to interact and collaborate in interdisciplinary and multicultural contexts
- familiarity with European planning tools and formats (official templates, Funding & Tenders Portal, etc.).

The qualifications obtained abroad will be examined by the commission as per article 7. The commission will evaluate if they are equivalent for admission purposes, taking into consideration current legislation.

The result of the selection procedure with the indication of the chosen candidate will be published in the University Ca' Foscari website at the address <http://www.unive.it/data/12108/> on **June 16th 2025** and at the official Board of the University, both in the case of selection of an internal person or of an external candidate.

Hereafter are indicated the requirements, methods and terms to present the application and the selection procedure for the University staff and, in the case the internal recognition is unsuccessful, for the external collaborators.

Art. 4 Internal employees - How to apply

In this case please refer to the Italian version of the call (art. 4)

Art. 5 External individuals - How to apply

The application for the selection procedure can be submitted by external individuals whose profile fulfil the requirements indicated at the following art. 6.

For the selection procedure, the application form and the curriculum vitae - both duly signed - need to be written on plain paper, following the scheme on the application form. Both documents have to be sent to the Venice School of Management of Ca' Foscari University of Venice no later than **12 pm of June 10th 2025** in any of the following ways:

b) by email to the following address: segreteria.management@unive.it;

c) by PEC (Electronic Certified Mail) to the electronic certified mail protocollo@pec.unive.it

A valid identification document should be attached in all cases so as the application to be accepted

Please indicate the following text in your application: **“Selection procedure for Panozzo – Grant writing”**.

Candidates whose applications arrive, for any reason, after the indicated deadline will not be admitted.

Candidates that send their applications by email are invited to ask for notification of receipt and delivery of the message.

Art. 6 Admission Requirements

At the moment of presentation of their applications, candidates are also required to:

- educational qualification as stated in article 3 above;
- abilities, knowledge and skills as per article 3 above;
- not have been convicted or found guilty of any criminal offence entailing as accessory penalty the inability to work in public administration
- not have any kinship and relations, up to and including the fourth degree, with the Rector, the General Director or the Director of the Department of Management.

For reference to these administrative bodies, see this link

<http://www.unive.it/pag/11014/>

- not being in situations, even potential, of conflict of interest with Ca' Foscari University Venice, pursuant to Article 53, paragraph 14, of Legislative Decree 165/2001, as amended by Law No. 190/2012
- do not find themselves in the conditions of incompatibility or incompatibility, pursuant to Article 20 of Legislative Decree 39/2013, to hold positions in the interest of Ca' Foscari University Venice.

The following will be evaluated as **preferential qualifications** that can be inferred from CVs and/or attachments to the application:

- having assisted in the development of complex project proposals with international partnerships.

Candidates' application shall be written in plain paper. Candidates will have to declare: name, surname, date and place of birth, residence, phone number and address for communications; and, under their own responsibility, absence of situations leading to inability to work in public administration, and a declaration of the possession of the above-mentioned requirements.

Art. 7 Selection Procedure

The selection will be conducted by a commission, composed of experts on the subject of the assignment. The commission will be appointed through a decree signed by the head of the structure offering the assignment.

The Commission will assess the applications according to the evaluation criteria indicated in this call (art. 8).

The evaluation will be carried out on the basis of what is declared in the candidates' applications and curricula.

Art. 8 Evaluation criteria

The evaluation of cultural and professional qualifications indicated in the candidate's curriculum vitae will be based on the following criteria:

- evaluation of the qualifications and other relevant educational experiences: maximum 10 points
- evaluation of professional experience: maximum 20 points.

Art. 9 Results of the evaluation

The evaluation does not imply a suitability judgement.

At the end of the recognition and selection procedure the Commission writes a report indicating and motivating the result of the evaluation and identifying the chosen candidate.

Art. 10 Form of contract and compensation

At the end of the procedure the chosen candidate will enter into an agreement of self-employment assignment, with the maximum duration starting from the date of stipulation ending October 31st 2025 and for an estimated business cost of Euro 5.000,00.

The remuneration for this service will be paid in a single instalment, subject to the verification by the chief scientist, professor Andreas Hinterhuber of the results of the activities carried out and after ascertaining the correct execution of the service in accordance with the contractual terms. In any case, the contractor shall be required to submit a final report describing the activities carried out and the objectives achieved.

In case the chosen collaborator is employed by another public administration and subject to authorization according to art 53 of D. Lgs 30th March 2001 n. 165, the collaborator

needs to present the authorization of administration to which he belongs to before signing the contract.

In the case this assignment is no further requested, because of lack of need, convenience or opportunity, the University may decide not to proceed with the assignment.

Art. 11 Referral

For any matter not indicated in this document, please refer to the University Regulation for self-employment assignment of external collaborators and to the current legislation on this subject.

The present document is to be considered as a mere summary of the main provisions of the competitive selection procedure which is available in Italian at the following page <http://www.unive.it/data/12108/>. The Italian version is the official text for all legal intents and purposes and it shall prevail in the event of non-conformity with the present document.

All personal data provided by the candidates for the recruitments related to this selection procedure will be processed in compliance with EU Regulation no. 679/2016 "General Regulation on data protection" and Legislative Decree no. 196/2003 and successive modifications, as stated in the university website at the page Information for applicants on selection procedures – <http://www.unive.it/pag/36610/>

Digital signature
The Director
Prof. Anna Comacchio

Responsible for the administrative procedure
Head of Administrative Staff
Dr. Sonia Pastrello

DOMANDA DI AMMISSIONE PER DIPENDENTI

Il/la sottoscritto/a

nato/ a a prov il

residente a prov. c.a.p. in

Via n.,

affidente alla Struttura

Tel: Fax : E-mail :

attualmente in servizio nella categoria e area

chiede di essere ammesso/a alla procedura di ricognizione interna ai fini dell'individuazione di personale Tecnico Amministrativo dell' Ateneo di cui al bando n del, per l'attività di, per un periodo di mesi .

Dichiara sotto la propria personale responsabilità ,ai sensi degli artt .46 e47 del D.P.R. 445/2000, consapevole delle sanzioni penali previste dall'art. 76 del D.P.R.445/2000 ,per le ipotesi di falsità in atti e dichiarazioni mendaci :

1) di essere in possesso del seguente titolo di studio

conseguito il presso

con votazione

2) che quanto dichiarato nel curriculum allegato corrisponde al vero.

Preciso recapito cui indirizzare eventuali comunicazioni:

.....
.....

Telefono n.....Indirizzo e- mail

.....

Allega:

- Autorizzazione del proprio Responsabile di Struttura
- Curriculum vitae datato e firmato con contenuti resi ai sensi degli artt .46 e47 del D.P.R. 445/2000)(max1MB)
- Fotocopia di un documento di riconoscimento.

data

firma

SPAZIO PER L' AUTORIZZAZIONE DELLA STRUTTURA DI AFFERENZA

IL SOTTOSCRITTO.....RESPONSABILE DELLA STRUTTURA DI AFFERENZA
DEL/LA DOTT./DOTT.SSA/SIG.....AUTORIZZA IL *DISTACCO/MOBILITÀ PARZIALE* DEL DIPENDENTE
PER..... MESI PRESSO IL CENTRO/DIPARTIMENTO/DIVISIONE/PRESIDENZA/AREA/SERVIZIO, SENZA ULTERIORE RICHIESTA
DI SOSTITUZIONE DELLO STESSO.

OVVERO:

IL SOTTOSCRITTO.....RESPONSABILE DELLA STRUTTURA DI AFFERENZA ²
DEL/LA DOTT./DOTT.SSA/SIG.....PRENDE ATTO DELLA RICHIESTA DEL DIPENDENTE DI
PRESTARE SERVIZIO MEDIANTE LAVORO STRAORDINARIO PER.....MESI PRESSO IL
CENTRO/DIPARTIMENTO/DIVISIONE/PRESIDENZA/AREA/SERVIZIO
FIRMA E TIMBRO
.....

DOMANDA DI AMMISSIONE SOGGETTI ESTERNI

Il/la sottoscritto/a.....

nato/ a a..... prov il.....

residente a..... prov.c.a.p..... in

Via.....n....., chiede di essere

ammesso/a alla procedura comparativa di *curriculum/curriculum e colloquio* ai fini dell'individuazione di soggetti esterni di cui al bando n..... del, cui si procederà esclusivamente in caso di esito negativo della ricognizione interna fra il personale Tecnico Amministrativo dell'Ateneo, per l'attività di.....

Dichiara sotto la propria personale responsabilità, ai sensi degli artt. 46e 47 del D.P.R. 445/2000, consapevole delle sanzioni penali previste dall'art. 76 del D.P.R. 445/2000, per le ipotesi di falsità in atti e dichiarazioni mendaci:

- 1) di essere cittadino.....;
- 2) CODICE FISCALE.....P. IVA.....
- 3) di essere in possesso del seguente titolo di studio : conseguito il...pressocon votazione
- 4) di essere/non essere dipendente di una pubblica amministrazione;
- 5) di aver prestato i seguenti servizi presso pubbliche amministrazioni (precisare periodo e mansioni). In caso di risoluzione diversa dalla scadenza naturale del contratto indicare i motivi della cessazione;
- 6) di aver adeguata conoscenza della lingua italiana (in caso di cittadini stranieri);
- 7) di non avere subito condanne penali che abbiano comportato quale sanzione accessoria l'incapacità di contrattare con la pubblica amministrazione;
- 8) di non avere un grado di parentela o di affinità, fino al quarto grado compreso, con un professore appartenente al dipartimento di Management, con il Rettore, il Direttore Generale o un componente del Consiglio di Amministrazione dell'Ateneo;
- 9) non trovarsi in situazioni, anche potenziali, di conflitto di interesse con l'Università Ca' Foscari Venezia, ai sensi dell'art. 53, comma 14, del D.Lgs 165/2001, come modificato dalla legge n. 190/2012;
- 10) non trovarsi nelle condizioni di incompatibilità o inconferibilità, ai sensi dell'art. 20 del D.Lgs 39/2013, a svolgere incarichi nell'interesse dell'Università Ca' Foscari Venezia
- 11) che quanto dichiarato nel curriculum corrisponde al vero.

E' a conoscenza che, ai sensi del D.L. vo 30.6.2003, n. 196, i dati forniti saranno trattati, in forma cartacea o informatica, ai soli fini della procedura.

Preciso recapito cui indirizzare eventuali comunicazioni:

.....

Telefono n.....

Indirizzo e-mail.....

Allega:

- documentazione relativa al possesso dei titoli richiesti;
- Curriculum vitae datato e firmato (con contenuti resi ai sensi degli artt. 46 e 47 del D.P.R. 445/2000) (max 1 MB);
- Fotocopia di un documento di riconoscimento;

data.....

firma.....

APPLICATION FORM – ATTACHMENT 2

(on unstamped paper)

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

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

my application for the qualification-based public selection procedure of an expert in EQUIS and other international accreditation processes for business schools.

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:

1. to be of _____ nationality [for non-EU citizens already residing in Italy only]: to have a residence permit/research visa for _____ expiry date on _____];
2. To have obtained the _____ degree in _____, at the University of _____ in the year _____;
3. To have the following skills and experiences relevant to the call for applications:
-
4. to be physically fit for the position;
5. to be/not to be a government employee
6. to have served as a government employee in the following position/s for the following period/s (dd mm yy)
7. not to have any kinship and affinity, up to and including the fourth degree, with any professor belonging to the Department 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);
8. not to have been convicted or found guilty of any criminal offence entailing as accessory penalty the inability to deal with the public administration
9. not being in situations, even potential, of conflict of interest with Ca' Foscari University Venice, pursuant to Article 53, paragraph 14, of Legislative Decree 165/2001, as amended by Law No. 190/2012;
10. do not find themselves in the conditions of incompatibility or incompatibility, pursuant to Article 20 of Legislative Decree 39/2013, to hold positions in the interest of Ca' Foscari University Venice.
11. to have released a truthful declaration
12. to use the following address for the purposes of this application:

_____ (street) no _____
at _____ municipality _____ POSTCODE _____ PROV _____
tel.: land line _____ mobile _____
email _____

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

The following documents are enclosed to this application:

- a) a duly signed CV detailing professional, academic/ research background;
- b) a copy of an identity document;
- c) a self-authentication certifying the attendance of professionalizing courses in educational field;
- d) any other documentation deemed relevant for the evaluation.

Date _____

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.

**FORMATO EUROPEO
PER IL CURRICULUM
VITAE**



Il/la sottoscritto/a _____, ai sensi degli art. 46 e 47 del DPR n. 445/2000 e s.m.i., consapevole delle sanzioni penali previste dall'art. 76 del DPR n. 445/2000 e s.m.i. per le ipotesi di falsità in atti e dichiarazioni mendaci, dichiara sotto la propria responsabilità:

INFORMAZIONI PERSONALI

Nome [COGNOME, Nome]
Indirizzo [Recapito di lavoro, se disponibile]
Telefono [Recapito di lavoro, se disponibile]
Fax [Recapito di lavoro, se disponibile]
E-mail [Recapito di lavoro, se disponibile]

ESPERIENZA LAVORATIVA

- Date (da – a) [Iniziare con le informazioni più recenti ed elencare separatamente ciascun impiego pertinente ricoperto.]
- Nome e indirizzo del datore di lavoro
- Tipo di azienda o settore
- Tipo di impiego – **Qualifica rivestita**
- Principali mansioni e responsabilità

ISTRUZIONE E FORMAZIONE

- Date (da – a) [Iniziare con le informazioni più recenti ed elencare separatamente ciascun corso pertinente frequentato con successo.]
- Nome e tipo di istituto di istruzione o formazione
- Principali materie / abilità professionali oggetto dello studio
- Qualifica conseguita
- Livello nella classificazione nazionale (se pertinente)

CAPACITÀ E COMPETENZE

PERSONALI

Acquisite nel corso della vita e della carriera ma non necessariamente riconosciute da certificati e diplomi ufficiali.

MADRELINGUA

[Indicare la madrelingua]

ALTRE LINGUE

- Capacità di lettura
- Capacità di scrittura
- Capacità di espressione orale

CAPACITÀ E COMPETENZE RELAZIONALI

Vivere e lavorare con altre persone, in ambiente multiculturale, occupando posti in cui la comunicazione è importante e in situazioni in cui è essenziale lavorare in squadra (ad es. cultura e sport), ecc.

CAPACITÀ E COMPETENZE ORGANIZZATIVE

Ad es. coordinamento e amministrazione di persone, progetti, bilanci; sul posto di lavoro, in attività di volontariato (ad es. cultura e sport), a casa, ecc.

CAPACITÀ E COMPETENZE TECNICHE

Con computer, attrezzature specifiche, macchinari, ecc.

CAPACITÀ E COMPETENZE ARTISTICHE

Musica, scrittura, disegno ecc.

ALTRE CAPACITÀ E COMPETENZE

Competenze non precedentemente indicate.

PATENTE O PATENTI

ULTERIORI INFORMAZIONI

[Indicare la lingua]

[Indicare il livello: eccellente, buono, elementare.]

[Indicare il livello: eccellente, buono, elementare.]

[Indicare il livello: eccellente, buono, elementare.]

[Descrivere tali competenze e indicare dove sono state acquisite.]

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[Descrivere tali competenze e indicare dove sono state acquisite.]

[Inserire qui ogni altra informazione pertinente, ad esempio persone di riferimento, referenze ecc.]

Il/la sottoscritto/a dichiara di aver preso visione dell'informativa per le procedure di selezione disponibile alla pagina del sito internet di Ateneo www.unive.it/informativacandidatiselezione e di essere pertanto informato/a che i dati personali forniti saranno trattati – anche con strumenti informatici – in conformità a quanto previsto dal Regolamento UE n. 679/2016 “Regolamento Generale sulla protezione dei Dati” (GDPR) e dal D.Lgs. n. 196/2003 e s.m.i. “Codice in materia di protezione dei dati personali”.

[Luogo], li [GG/MM/AAAA]

Firmato

EUROPEAN CURRICULUM VITAE FORMAT



PERSONAL INFORMATION

Name

[SURNAME, other name(s)]

Address

[House number, street name, postcode, city, country]

Telephone

Fax

E-mail

Nationality

Date of birth

[Day, month, year]

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

[Add separate entries for each relevant post occupied, starting with the most recent.]

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
- Level in national classification (if appropriate)

[Add separate entries for each relevant course you have completed, starting with the most recent.]

**PERSONAL SKILLS
AND COMPETENCES**

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

[Specify mother tongue]

OTHER LANGUAGES

[Specify language]

- Reading skills
- Writing skills
- Verbal skills

[Indicate level: excellent, good, basic.]

[Indicate level: excellent, good, basic.]

[Indicate level: excellent, good, basic.]

SOCIAL SKILLS

AND COMPETENCES

*Living and working with other people, in
multicultural environments, in positions
where communication is important and
situations where teamwork is essential
(for example culture and sports), etc.*

[Describe these competences and indicate where they were acquired.]

ORGANISATIONAL SKILLS

AND COMPETENCES

*Coordination and administration of
people, projects and budgets; at work, in
voluntary work (for example culture and
sports) and at home, etc.*

[Describe these competences and indicate where they were acquired.]

TECHNICAL SKILLS

AND COMPETENCES

*With computers, specific kinds of
equipment, machinery, etc.*

[Describe these competences and indicate where they were acquired.]

ARTISTIC SKILLS

AND COMPETENCES

Music, writing, design, etc.

[Describe these competences and indicate where they were acquired.]

OTHER SKILLS

AND COMPETENCES

Competences not mentioned above.

[Describe these competences and indicate where they were acquired.]

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

[Include here any other information that may be relevant, for example contact persons,
references, etc.]

ANNEXES

[List any attached annexes.]

*In compliance with the Italian legislative Decree no. 196 dated 30/06/2003 and subsequent
amendments and additions, I hereby authorize you to use and process my personal details
contained in this document.*

Date_____

Signature_____