



AREA FORMAZIONE E DOTTORATO SETTORE SERVIZI DIDATTICI "INGEGNERIA – ARCHITETTURA"

GENERAL INFORMATION FOR SUCCESSFUL CANDIDATES

Only winners or eligible candidates will receive an automatic e-mail from the University application "Personale OnLine".

Once the position has been assigned, the winner must contact the professor in charge of the course or the coordinator of the Degree Programme, in order to plan the activity.

There is no formal acceptance of the position, therefore winners who wish to renounce must send by email (to didattica.ingegneria-architettura@unibo.it) the form " Rinuncia volontaria al contratto" (Voluntary renunciation of the contract), available online in the annexes of the Call for applications.

Before starting the activity, the research fellows and PhD students must send the authorization, signed by their referents, to the "Engineering-Architecture" Educational Services Office to the e-mail address didattica.ingegneria-architettura@unibo.it

Employees of the University of Bologna (Tecnici amministrativi) must obtain the approval of the Administration before the beginning of the activity, they can request it by the following website: <https://incarichiextraistituzionali.unibo.it/incarichiextraistituzionali/init.do;jsessionid=33DEABCA5E4F9BD329DF431F67931D50.prod-personale-incarichiextraistituzionali-joss20>

It is forbidden for tutors to carry out lessons.

E-mail and online services

The University automatically assigns an institutional email address to each winner. Login credentials must be requested by the winner to CESIA (Tel. 0512095900; e-mail assistenza.cesia@unibo.it). Access to all online services is via Unibo credentials: institutional e-mail address and personal password.

Please note that all University communications will be sent to the institutional email address only.

Contract stipulation

The successful candidate will receive, in the institutional e-mail address, the information about the stipulation procedure by the office "APOS-Settore Selezione e contratti - Ufficio Didattica e contratti d'insegnamento" (personaleonline@unibo.it).

Payment of the remuneration

The payment of the expected remuneration can only take place when the activity has been completed. In order to start the procedure for requiring the payment, it is mandatory that:

- The tutor informs the office by e-mail (to didattica.ingegneria-architettura@unibo.it) when the activity is over;

-The professor in charge for the course confirms by e-mail (to didattica.ingegneria-architettura@unibo.it) that the tutorship activity is over.



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After receiving the two e-mails, the "Engineering-Architecture" Educational Services Unit will be able to proceed with the payment process, acquiring the approval of the Department's Director and sending the file to the competent office (ARAG arag.compensi@unibo.it).

Tax and social security data declaration

In case of variations of the declared data, the modifications to the Declaration must be promptly communicated to the teaching structure that awarded the assignment and to ARAG Office (arag.compensi@unibo.it)

Digital signature

If the tutor already has the digital signature, he/she can continue to use it also for the stipulation of the contract and for the activities related to this assignment.

Meanwhile, if the tutor already has a digital signature which uses the smart-card, the tutor can activate the new remote signature online at the address <https://firma.unibo.it>. Only for the latter operation of switching from the smart card to the remote signature it will be necessary to operate from a workstation equipped with a smart-card reader.

If you do not have a digital signature issued by the University, you can collect it from the offices in charge. More details can be found at the link: <https://intranet.unibo.it/MioPortale/Pagine/FirmaDigitaleRemota.aspx> (in the Contact box on the page you will find the references of all emission points in Bologna, Cesena, Forlì, Ravenna, Rimini)

Contacts

-“Engineering-Architecture” Education Services Division

Email didattica.ingegneria-architettura@unibo.it

-Help Desk IT support service

Tel. 0512099969

Email cesia.assistentzadidattica@unibo.it