



UNIVERSITÀ
DEGLI STUDI DI TRIESTE

Administrative, Economic and Financial Services Area
Staff Services Sector
Technical and Administrative Staff Management Department

Decree no. 1076/2019 - Ref. no. 1225 PP

Year 2019 heading VII cl. 1 file All. 1

Subject: Public selection, based on qualifications and interview, for the engagement of 1 temporary level II technologist, full-time, contest sector BIO/02 – Systematic Botany, for the duration of 18 months, possibly renewable, regarding the Project “Organization and development of a portal on the terrestrial and aquatic flora present on the Italian territory LW-ITA” at the Department of Life Sciences of the University of Trieste.

THE DIRECTOR-GENERAL

Whereas the Department of Life Sciences received funding for the realization of the Project “Organizzazione e sviluppo di un portale di dati sulla flora terrestre ed acquatica presente nel territorio nazionale LW-ITA”, within the agreement DSV-ISMAR CNR of Venice (Project code CCPUNIMISISMAR-18, CUP B71J11001600001):

Whereas, for the purpose of carrying out Projects activities, the Scientific Responsible of the projects, Prof. Pierluigi Nimis, submitted to the Council of the Department of Life Sciences the request to initiate the procedure for the issuance of an announcement for the selection of a of a temporary level II technologist, full-time;

Whereas the Council of the Department of Life Sciences in its session of 14th June 2019 approved the above request, ensuring financial cover for the above mentioned Project's budget;

Whereas the recruitment requirements of the Department of Life Sciences meet the temporary requirements of art. 36, para. 2, of Decree Law 165/2001;

Given the Law of 9 May 1989, no. 168 (Establishment of the Ministry of the University and Scientific and Technological Research) as amended;

Given the Law of 7 August 1990, no. 241 (New rules on administrative procedures and right of access to administrative documents) as amended;

Given the Decree of the President of the Council of Ministers of 7 February 1994, no. 174 (Rules on access for nationals of EU Member States to jobs in the public administration) as amended;

Given the Presidential Decree of 9 May 1994, no. 487 (Rules on access to employment in the public administration and procedures for the conduct of contests) as amended;

Given the Law of 15 May 1997, no. 127 (Urgent measures for the streamlining of administration and decision and control procedures) as amended;

Given the Presidential Decree of 28 December 2000, no. 445 (Consolidated Law on administrative documentation) as amended;

Given the Decree Law of 30 March 2001, no. 165 (Consolidated Law on public employment) as amended;

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- Given the Decree Law of 30 June 2003, no. 196 (Code for the protection of personal data) as amended;
- Given the Law of 23 December 2005, no. 266 (Finance Act 2006) as amended, and in particular art. 1, para. 188 which states that "..... for universities they are made, however, except for engagements on a temporary basis and the signing of project contract employment contracts for the implementation of research and technological innovation projects or of projects aimed at improving services for students, including educational services, whose costs are not charged to the operating budgets of the institutions or the finance fund of the institutions or the ordinary finance fund of the universities.";
- Given the Decree Law of 31 May 2010, no. 78, converted with amendments by the Law of 30 July 2010, no. 122 (Measures on financial stabilisation and economic competitiveness) as amended;
- Given art. 24-bis of the Law of 30 Dec 2010, no. 240 (Rules on organisation of universities, academic staff and recruitment, as well as powers to the Government to boost the quality and efficiency of the university system);
- Given the Decree Law of 29 March 2012 no. 49 (Framework for programming, monitoring and evaluation of budgetary and recruiting policies for universities, in implementation of the powers provided by art. 5, para. 1, of the Law of 30 December 2010, no. 240 and for the achievement of the objectives referred to in para. 1 b) and c), according to the regulatory principles and the legislative criteria established by para. 4 b), c), d), e) and f) and para. 5) as amended;
- Given the Decree Law of 15 June 2015 no. 81 (Organic framework for employment contracts and revision of regulations relating to jobs, pursuant to article 1, para. 7, of the Law of 10 December 2014, no. 183);
- Given the applicable National Collective Labour Agreement of the University Sector signed on the 16th October 2008;
- Given the applicable National Collective Labour Agreement of the Education and Research Sector for the period 2016-2018 signed on the 19th April 2018;
- Given the Director-General's Decree no. 1075/2019 of 11 October 2019, by which the publication of an announcement of public selection was authorized, based on qualifications and interview, for the engagement of 1 temporary level II technologist, full-time contest sector BIO/02 – Systematic Botany, for the duration of 18 months, possibly renewable, according to the Project "Organization and development of a portal on the terrestrial and aquatic flora present on the Italian territory LW-ITA", at the Department of Life Sciences of the University of Trieste;
- Referring to the Regulations for Eligibility for employment of technical and administrative staff at the University of Trieste;
- Referring to the Regulations for recruitment and guidelines on temporary Technologists under art. 24-bis of the Law of 30 December 2010, no. 240 of the University of Trieste;

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DECREEES

Art. 1 – Announcement and profile requested

A public selection is announced at the Department of Life Sciences of the University of Trieste, based on qualifications and interview, to engage nr. 1 temporary level II technologist, full-time, contest sector BIO/02 – Systematic Botany, for the duration of 18 months, possibly renewable, for temporary requirements linked to support the scientific responsible of the Project “Organization and development of a portal on the terrestrial and aquatic flora present on the Italian territory LW-ITA”, for the implementation of the following activities: implementation of the digital and scientific archives foreseen by the Project.

The University of Trieste guarantees equality and equal opportunities for men and women in access to employment and treatment at work, in accordance with art. 7 para. 1 of Decree Law No. 165/2001.

The level II technologist will perform tasks of review, analysis and technical collaboration related to the research project. He/she will be responsible for the technical correctness of the solutions adopted, pursuant to art. 2 of the "Regulations for recruitment and guidelines of temporary Technologists under art. 24-bis of the Law of 30 December 2010, no. 240 of the University of Trieste". Furthermore, the level II technologist will manage and implement the image archives of species and diagnostic characters, with particular regard to their integration in the interactive identification keys, both dichotomous and multy-entry, generated by software FRIDA within project Dryades.

For the purpose of this selection, the following knowledge are required from the candidate:

- a) knowledge of floristic botany and lichenology, with particular regard to species identification and to the graphic representation of the main diagnostic characters required by the keys;
- b) knowledge on the implementation and management of complex databases with biodiversità data

The following particular skills and/or experience are required are required from the candidate:

- capacity of managing and implementing image archives connected to databases searchable online;
- capacity of integrating multimedia resources into complex databases which are capable of producing interactive keys for the identification of organisms;
- experience in the field of naturalistic photography;
- capacity of creating the iconographic apparatus relative to interactive identification keys (with both dichotomous and multi-entry query interfaces).

Art. 2 - Requirements for admission

For admission to the selection, possession of all of the following requirements is requested:

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- educational qualification: bachelor's degree or bachelor's degree old order or master's degree (LS, Laurea specialistica) achieved pursuant to Ministerial Decree 509/99, or master's degree (LM, Laurea magistrale) achieved pursuant to Ministerial Decree 270/04;
- professional qualification: not than less 2 years period of previously activities performed/experience in research projects, in the fields of the research involved in the call.

Applicants who have obtained the qualification abroad must declare in the application:

- details about the equivalence to the bachelor's degree issued by an Italian University;
- alternatively, pursuant to art. 38 of Decree Law 165/2001, details of the application to the Department of Public Administration [*Dipartimento della Funzione Pubblica*] for the equivalence of the qualification, for the sole purpose of admission to the selection;

b) age not less than 18 years;

c) Italian citizenship (Italians not belonging to the Republic of Italy are equivalent to Italian citizens). This requirement is not required for the citizens of a Member State of the European Union and their family members who are not nationals of a Member State that have a right of residence or a right of permanent residence and for third country nationals who are holders of the EC right of residence for long-term residents or who hold refugee status or subsidiary protection status;

d) enjoyment of political rights;

e) medical fitness to carry out the activity envisaged;

f) compliance, for Italian citizens born up to 1985, with the laws on military recruitment.

Those excluded from the right to vote and those dismissed from employment with a public administration for persistent inadequate performance cannot take part in the selection, nor those who have forfeited other state employment in accordance with art. 127, first paragraph, point d) of the Consolidated Law on the provisions concerning the charter for civil servants of the state, approved by Presidential Decree 3/1957.

EU Member State nationals and their family members, holders of the right of residence or the right of permanent residence and third-country nationals who are holders of the long-term resident's EC residence permit or who hold refugee status or subsidiary protection status must comply with the following requirements, to be declared in the admission application:

- educational qualification equivalent to that required for Italian citizens (according to what is indicated in point a) above);
- exercise of civil and political rights in their countries of citizenship or origin;
- possession, except holding Italian citizenship, of all other requirements for the citizens of the Italian Republic;
- adequate knowledge of the Italian language.

The above requirements must be met at the deadline for the submission of applications for admission to the selection.

Candidates are admitted conditionally. Candidates may be excluded from the selection for failure to meet the required conditions at any time.

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Art. 3 - Presentation of the application: deadlines and procedure

Applications for admission must be made on the printed form attached or on plain paper containing all the statements required and should be addressed to the Director-General of the University of Trieste - Piazzale Europa 1.

Applications must be received by the strict deadline of 20 days commencing from the day following publication of this announcement on the Official Register of the University, link: www.units.it/ateneo/albo/, and on the website of the University of Trieste: www.units.it, link: Contests, selections and consultations, in one of the following ways:

- a) Delivery to the Technical and Administrative Staff Management Department, University of Trieste, Piazzale Europa 1-TRIESTE (Building A, ground floor, left wing, Monday through Friday, hours for reception from 11 am to 1 pm).
- b) Despatch by registered post with acknowledgement of receipt. Applications are considered valid if despatched by the deadline. For this purpose the stamp and date of the accepting post office shall be definitive.

The address on the envelope should be as follows:

To The Director-General of the University of Trieste
Technical and Administrative Staff Management Department
"Concorso tecnologo DSV 2019".

Piazzale Europa, 1 - 34127 TRIESTE

- c) With a certified (PEC) email message from a certified (PEC) email address of the candidate, to the address: ateneo@pec.units.it. In this case, the application and curriculum vitae should be sent to the PEC mailbox indicated above, with the original of the application form and the curriculum vitae, duly completed and signed by the candidate with handwritten signature, scanned and attached in PDF format together with the scan of the original of a valid identity document.

This announcement will also be published in the Register of the Technical and Administrative Staff Management Department – Piazzale Europa no. 1 – Trieste.

In the application the candidates must declare:

1. first and last names and tax code;
2. the selection they intend to participate in;
3. date and place of birth;
4. to hold Italian citizenship or that of one of the Member States of the European Union or be a family member of a national of one of the EU member states, holding the right of residence or the right of permanent residence or to be a citizen of third countries that holds the EC right of residence or to be a long-term resident or a holder of refugee status or subsidiary protection status;
5. the municipality on whose electoral lists they are registered, or the reasons for non-registration or the deletion from such lists;
6. any criminal convictions (even if a legal amnesty, pardon, or remission has been granted) and any criminal proceedings pending;
7. to be in possession of the educational qualification, indicating the year and the University/Institute where it was obtained, and the professional requirements for admission to the selection, specified in detail in art. 2 a);

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8. the position served in regarding military obligations for those born up to 1985;
9. any services provided to public administrations and the causes for termination of previous public employment;
10. current residence and address, complete with post code for any communications (to be updated by the candidate in case of change);
11. any qualifications giving the right to preference in the event of equal scores;
12. any gradable qualifications.

The application shall be accompanied by the following:

- a. a curriculum vitae current at the date of presentation of the application;
- b. a photocopy of an identity document.

The gradable qualifications referred to in para. 12 above must be relevant and qualifying for the post in question and must be produced either with a self-certification document or an affidavit (using the relevant forms). Applicants must indicate the necessary references under penalty of non-grading.

Applicants must pay a fee, non-refundable, of € 5.00 to the bank account IBAN IT 19 M 02008 02223 000003623364 with Unicredit Banca (for payments from abroad the BIC/SWIFT code: UNCRITB10UC must be indicated), made payable to University of Trieste, indicating obligatorily the reference "Concorso tecnologo DSV 2019" as well as the first and last names of the participant in the selection.

The payment receipt must be attached to the application form. In any case, only candidates who have correctly paid the contribution mentioned above will be admitted to the interview.

Candidates with disabilities must specify in their application any aids required during the interview. Under articles 4 and 20 of Law 104/1992, the requirement must be documented by an appropriate certificate issued by the competent local public health authority.

No account will be taken of applications produced or sent after the deadline and that do not contain the information specified in this article. The omission of even a single declaration will result in exclusion from the selection.

The Administration accepts no responsibility for the loss of documents due to errors in the address by the candidate or missed or late changes of the address indicated in the application. Any postal or telegraphic errors or errors otherwise attributable to actions by third parties, unforeseeable circumstances or force majeure will not be the liability of the Administration.

Art. 4 - Board of Examiners

The Board of Examiners for the selection will be appointed in accordance with current regulations.

Art. 5 - Procedure for qualifications and interview

The procedure is based on qualifications and exams. The overall score, expressed in hundreds, is determined by adding the score given in the oral test and the score awarded in the evaluation of the qualifications.

The selection consists in the evaluation of qualifications referred to in art. 6 of this

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announcement and an interview, designed to test the knowledge of the exam topics as per art. 7.

The overall score is 100 points, broken down as follows:

- a) qualifications: 60 points;
- b) interview: 40 points.

Art. 6 - Qualifications

Qualifications should be presented in the manner prescribed in art. 3 of this announcement.

Only qualifications that are relevant and qualifying for the post in question will be assessed.

The highest score attributable to qualifications is 60 points, broken down as follows:

- a) educational and academic qualifications: up to a maximum of 17 points, calculated as follows:
 - Bachelor's degree grade: up to a maximum of 15 points, calculated as follows:

Bachelor's grade	Points
78 – 90	2
91 – 100	6
101 – 110	10
110 and distinction	15

- Higher degree (Master's degree (*magistrale* or *specialistica* or old order): 2 points;
- b) service qualifications: activities relevant and qualifying for the post in question performed, including not continuously (research fellowship included [*assegno di ricerca*]), with contract concluded with the University of Trieste or other public and private administrations: up to a maximum of 28 points, calculated as follows:
 - 1.75 points per 3 months for activities carried out in University of Trieste;
 - 1.5 points per 3 months for activities carried out in public administrations;
 - 1 point per 6 months for activities performed in private administrations.
- c) other qualifications: up to a maximum of 15 points, calculated as follows:
 - Publications: up to a maximum of 8 points;
 - Other qualifications (teaching contracts, training courses): up to a maximum of 7 points.

Candidates are admitted to the interview who have obtained a score of not less than 36/60 in the evaluation of qualifications.

Art. 7 - Interview

The selection features an interview, including in English, on the matters set forth below:

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- Identification of plants and lichens
- Illustration of characters to be highlighted in the images of species for the various families of vascular plants;
- Integration of the image archives in the interactive identification keys (with both dichotomous and multi-entry query interfaces);
- University of Trieste Statute.

To be considered suitable, candidates must achieve a score of at least 28/40 in the interview.

The Board sessions during the course of the interviews will be public.

The overall score is determined by adding the score assigned to the qualifications referred to in article 6 to the score in the interview.

Art. 8 - Dates for the selection

The result of the evaluation of the qualifications will be published on the Official Register of the University, link www.units.it/ateneo/albo/, and on the website of the University of Trieste, www.units.it, link "Contests, selections and consultations" on the 8th November 2019.

Candidates who have not been notified of exclusion and who obtain a qualifications evaluation score of at least 36/60 should be present for the interview, on Wednesday 13th November 2019 at 3 pm at the Room "Library" 224/c, second floor, Q building, Via Giorgieri no. 5 (Trieste) – Department of Life Sciences.

The publication of these dates shall serve as a valid notification for all intents and purposes.

Candidates should come to the interview with an identity document that is valid in accordance with current legislation.

The outcome of the interview will be published on the Official Register of the University, link www.units.it/ateneo/albo/, and on the website of the University of Trieste, www.units.it, link "Contests, selections and consultations" on the 14th November 2019.

Art. 9 - Qualifications giving the right to preference in the event of equal scores

In the case of equal scores, candidates who pass the selection and intend to assert the value of qualifications giving the right to preference should present the appropriate declaration of certification or affidavit, on the form for the purpose, in which will be evidenced the possession of the requirement at the expiry date for submission of the application for admission to the selection.

The strict deadline for submission of the above-mentioned declaration is fifteen days from the day following that on which the candidates will have taken the oral test.

The declaration of certification must be sent to the Director-General of the University of Trieste – Technical and Administrative Staff Management Department – Piazzale Europa, 1 – 34127 Trieste and will also be deemed produced in good time if sent by certified email (PEC) in the manner specified in art. 3 c) or registered mail, with acknowledgment of receipt, by the deadline indicated above. To this end the datestamp of the accepting post office shall be definitive.

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Qualifications giving the right to preference are as follows:

- 1) those awarded the medal for military valour;
- 2) maimed and disabled war veterans;
- 3) those maimed and disabled by war;
- 4) those maimed and disabled in service in the public and private sectors;
- 5) war orphans;
- 6) orphans of those fallen because of war;
- 7) orphans of those fallen in service in the public and private sectors;
- 8) those wounded in combat;
- 9) those awarded the military cross or other special recognition of merit in war, as well as the heads of large families;
- 10) the children of maimed and disabled war veterans;
- 11) the children of those maimed and disabled by war;
- 12) the children of those maimed and disabled in service in the public and private sectors;
- 13) widowed parents who have not remarried and widowed or unmarried brothers and sisters of the fallen in war;
- 14) widowed parents who have not remarried and widowed or unmarried brothers and sisters of the fallen because of war;
- 15) widowed parents who have not remarried and widowed or unmarried brothers and sisters of the fallen in service in the public and private sectors;
- 16) those who have served in the military as combatants;
- 17) those who have rendered commendable service in any capacity, for not less than one year in the administration that has announced the selection;
- 18) those married and unmarried taking heed of the number of dependent children;
- 19) maimed and disabled civilians;
- 20) military volunteers of the armed forces discharged without demerit at the end of their enrolment or re-enrolment.

With equal merit and qualifications, preference is given to:

- a) the youngest candidate
- b) the highest score given in the educational qualification required for admission to the selection

Art. 10 - Classification

The decree of the Director-General of the University of Trieste has approved the documents relating to the selection and the classification by merit, drawn up in descending order resulting from the score referred to in articles 6 and 7, observing, in the case of equal scores, the preferences provided for by art. 9 of this announcement.

The classification by merit will be published on the Official Register of the University, link www.units.it/ateneo/albo/, on the website of the University of Trieste, www.units.it, link "Contests, selections and consultations" and affixed to the Notice Board of the Technical and Administrative Staff Management Department – Piazzale Europa no. 1 – Trieste.

The deadline for appeals starts the day following the publication and posting of the classification.

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The classification remains effective for a period of three years from the date of the aforementioned publication, subject to the extensions provided for by subsequent rules. It does not give rise to statements of suitability for the selection.

Art. 11 - Production of the employment contract

The University of Trieste will produce a salaried employment contract for the temporary full-time level II technologist, with the right to the economic and regulatory conditions foreseen by the "Regulations for recruitment and guidelines on temporary Technologists under art. 24-bis of the Law of 30 December 2010, no. 240 of the University of Trieste" and the current National Collective Labour Agreement of the University sector, during the validity of the classification and in accordance with current regulations on recruitment after ascertaining the availability of the necessary funds.

Under art. 9 of the "Regulations for recruitment and guidelines on temporary Technologists under art. 24-bis of the Law of 30 December 2010, no. 240 of the University of Trieste", the trial period will be thirty days of service actually provided.

For any other matter relating to the guidelines on the employment contract, please refer to the provisions under the "Regulations for recruitment and guidelines on temporary Technologists pursuant to art. 24-bis of the Law of 30 December 2010, no. 240 of the University of Trieste" and the current National Collective Labour Agreement of the University sector.

The place of employment is the Department of Life Sciences of the University of Trieste.

The employee, during the term of the employment contract, cannot have other employment in the public sector, nor be in any of the situations of incompatibility mentioned by art. 53 of Decree Law 165/2001. The person concerned cannot carry out activities in conflict with the institutional activities of the University of Trieste.

Art. 12 - Submission of documentation for engagement

Within a period of thirty days from the date of the actual engagement into service or of the formal request, the staff member engaged, for the purposes of establishing eligibility for employment, will be invited, under penalty of forfeiture, to demonstrate, under the procedures laid down by the regulations in force, the possession of the requirements expected for engagement to employment, as specified in art. 2 of this announcement.

Physical fitness for employment, with reference to the activities that characterise the job in question, will be ascertained by the Medical Officer of the University of Trieste.

Art. 13 - Personal and sensitive data

Pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, the personal and sensitive data provided by applicants is collected by the University of Trieste - Technical and Administrative Staff Management Office - for the purposes of conducting the selection and is processed using an automated database, including after the establishment of the employment relationship, for purposes related to the management of the relationship itself.

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Communication of the said data is required for the appraisal of participation requirements, under penalty of exclusion from the selection. The persons concerned shall enjoy the rights mentioned in the Chapter III "Rights of the data subject" of the Regulation (EU) 2016/679, among which is the right of access, the right to rectification and the right to erasure personal data concerning him or her.

Art. 14 – Manager of the process and responsible department

Pursuant to Law 241/1990 and in particular art. 5, the manager of the contest process will be Dr. Giovanna Locascio – Head of the Technical and Administrative Staff Management Department.

The Technical and Administrative Staff Management Department is responsible for implementation of these measures which will be recorded in the general register of decrees.

Art. 15 - Final rules

For whatever matters are not covered by this announcement, the provisions laid down by the regulations in force shall apply and, in particular, by Presidential Decree 487/1994 as modified and the provisions of the National Collective Labour Agreement of the University sector in force relating to employment contracts.

Trieste, 10 OTT. 2019

The Director-General
dr. Sabrina Luccarini

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