

Florence, Ref. no.

To the Head of the Department of
[.....]

Subject: Request for assignment to expert/s for a seminar/conference/single teaching assignment/case study

The undersigned [*name surname*], as supervisor or person in charge of the Project [*specify project*], Coordinator of the Master's [.....], Coordinator of the PhD [.....],
requests

the conferment of no. [...]work assignment/s for the following seminar/conference/single teaching assignment/case study needed to carry out the activity related to the project [.....], for the institutional purposes of the Master's [.....], etc.....:

	TITLE	DATE
1		
2		
3		

To the following high qualified candidate/s and expert/s in the field:

Details of the expert/s to be appointed (*mandatory fields*)

Surname, Name	
Place and date of birth	
Residence	
Domicile	
Ph. / Mobile	
E-mail	
Tax identification Code	VAT id. number

Surname, Name	
Place and date of birth	
Residence	
Domicile	
Ph. / Mobile	
E-mail¹	
Tax identification Code	VAT id. number

In attachment the Curriculum Vitae **exclusively in European format**, of the experts/s to be appointed

The gross amount of the payment due, inclusive of all charges paid by the recipient, is

€..... for each seminar/conference/single teaching assignment/case study.
The amount due is based on the resolution of the University Board of Directors dated 14/05/2021 – *Compensation adjustments for invited experts*, which established the maximum gross amount of € 450.00 payable for each single conference.

Or

The seminar/conference/single teaching assignment/case study will be held free of charge.

The following expenses will be refunded / will not be refunded:

Travel € _____

Board € _____

Accommodation € _____

The above mentioned amount, in addition to expenses, if incurred, will be paid in one instalment at the end of the service provided upon submission of a regular record of the services supplied, with annexed declaration from the appointee that the activity has been carried out as agreed.

The cost will be covered by the budget of the Department of [...], project [...], and budgetary constraint No. [...] (if budgeted)

The undersigned declares that:

- the payment is appropriate to the service requested;
- the use of external experts is motivated by the selected candidate's professional profile and the curricular features of the candidate in relation to the topic addressed;
- the amounts are presumed and intended as maximum eligible costs according to the availability of the funds to be used;

Date _____

The Claimant

NOTE. The section below is to be completed by the administrative Office

The Director,

- in consideration of the above reported request and the provisions of circular no. 2/2008 of the Department of Public Administration, stating that "...We should consider that merely occasional collaborations consisting of only one action or service, characterised by a "intuitu personae" relation allowing the achievement of the goal and implying, owing to their nature, an expense comparable to the reimbursement of expenses, such as attending conferences and seminars, a single teaching activity, the translation of publications and other projects, should not imply the use of comparative procedures for the selection of the collaborator.."
- in consideration of the power of attorney conferred by the Department Board for seminar/conference/single teaching assignment/case study assignments with resolution No. 12 of 22.09.2021;

ASSIGNS

pursuant to art. 2222 and following articles of the Civil Code, the service in the manner described above.

The service provided will be strictly limited to the assignment as described above, with the

exclusion of any extension to tasks not expressly covered by the present agreement. The service shall be performed as specified and according to the established programme, with full autonomy in defining technical methods and tools. The work is of occasional nature and does not imply any clear or implicit agreement of continuity or renewal of the assignment. For the completion of the assignment the appointee shall provide his/her own means and with the greatest organisational autonomy. The *ex lege* termination of the present contract is provided for in the case of violation of the obligations deriving from the Code of Conduct of Decree 62 of 16 April 2013.

option 1) The fee is established in relation to the work carried out and according to the economic conditions declared, in the amount believed appropriate of € gross of all charges to the beneficiary's account, as well as (*if agreed*), the reimbursement of the following documented expenses (*), within the limits of the available budget:
 travel board accommodation

or option 2) The service is provided free of charge with the reimbursement of the following documented expenses (*), within the limits of the available budget: travel board
 accommodation

or option 3) The service is provided free of charge.

The total cost will be covered by the budget of the FORLILPSI Department, project, analytical accounting Coan no. [... / ...] and will be paid upon presentation of a regular record of the services provided, with annexed declaration stating that the employment relationship was in accordance with the terms agreed, or the invoice if the present assignment falls within his/her habitual profession.

With regard to the eligible expenditure ceilings, reference is made in the current University regulation on reimbursements and expenses.

With regard to the stamp duty on the record of the service provided for a seminar/conference/single teaching assignment/case study or on the invoice issued by the professional totally or partially exempt from VAT, the right of recourse against the University is excluded.

For all matters not expressly provided for, reference is made to the Civil Code on self-employment (Book V, title III) and the current regulatory provisions issued by the University.

Florence, date

The Director/Supervisor

The assignee

* *Expenses as well as fee are taxed pursuant to art. 25 D.P.R. no. 600 of 1973. See also resolution no.49/E of 11 July 2013 – taxation of expense reimbursements by the Italian Revenue Agency.*

The undersigned, having read the conditions as set out above in the Director's proposal,
declares
that he/she accepts the assignment conferred with the present contract and

- he/she is not bound by a degree of consanguinity or affinity up to the fourth degree, with any Professor of the Department or with the Rector, the Director General or any member of the University Board of Directors pursuant to art. 18, paragraph 1 letter c) of Law 240/2010 and
- is not the beneficiary of a scholarship or grant in the same period as the present contract (art. 8 current regulation of the University on scholarships and research grants (Decree of Rector 54/2013).
- He/she has made a statutory declaration in lieu of affidavit pursuant to art. 15, para.1 lett. C) of legislative decree D.Lgs no. 33/2013 and pursuant to art. 20, para.5 of D.Lgs no. 39/2013.

The undersigned pledges to comply with the obligations derived from the Code of Conduct of Civil Servants according to art. 2 paragraph 3 of Presidential Decree D.P.R. 62/2013 implemented in the Code of Conduct of the University of Florence (Rector's Decree no. 98 ref. number 16906 of 8 February 2016) and he/she is aware that violating the above mentioned obligations will entail the *ex lege* termination of the present contract.

The undersigned attaches the form on "*Personal details and information for tax and social security purposes for independent work assignments or occasional employment*".

The undersigned acknowledges that their personal and sensitive information will be processed according to EU Regulation 2016/679 (GDPR) in relation to the protection of physical persons as regards processing their personal data. The undersigned also acknowledges that his/her curriculum vitae et studiorum and the declarations made for which, pursuant to current legislation there is the obligation of transparency, will be subject to publication on the University web page, "transparent administration" section.

The undersigned is also designated as being responsible for the personal information processed by the allocating facility, as determined by the Register of processing activities, and for which he/she receives appropriate instructions for data protection.

Date _____

The appointee

INFORMATION NOTE ON THE PROCESSING OF PERSONAL DATA (art. 13 of EU.REG 2016/679)

For the purposes of EU Regulation 2016/679 for the protection of physical persons in relation to processing their personal data, concerning the personal information you have provided and acquired and also for the free circulation of these data, we inform you that the data will be processed in compliance with the rules provided in the Regulation and with the ensuing rights and obligations. On the University's website, at <http://www.unifi.it/p11360.html>, a page is dedicated to the protection of personal data, also containing notification on processing the personal data of external collaborators.