First Name and Last Name …………….

Address ………………………

City …………………………..

Tax Code ........................

VAT No.……………………

**RE:** Granting of autonomous collaboration assignment for performance of professional work for …………………………………….. activity.

In execution of the resolution adopted by the Council/Board of the Department of ……………………….on …………….. and in accordance with Art. 1 of the Regulation for the governance of comparative procedures for granting individual collaboration assignments of autonomous nature, in implementation of the provisions of Art. 7, paragraphs 6 and 6(2) of Italian Legislative Decree 30.03.2001, no. 165, as amended and supplemented”, issued with Managerial Decree no. 9754 dated 19 December 2019 as amended and supplemented, and the Regulation for Administration, Finance and Accounting of this University, you are granted the assignment for support activity to the “**…………………..”** research.

The subject of the assignment will involve the following activities:

* ………………………..
* ………………………..
* ………………………..

The objectives to be achieved as part of the collaboration relationship will be:

* ………………………..
* ………………………..
* ………………………..

Art. 7, sixth paragraph of Italian Legislative Decree no. 165 of 2001, provides that public administrations, for requirements that cannot be covered with their own personnel, may grant individual assignments to experts of particular and proven specialisation, even university, determining in advance the duration, location, subject and fee of the collaboration; the project is of extraordinary and temporary nature and cannot be covered by personnel of the structure, as it requires experts of proven and high qualification who, at present, are not available within the structure itself.

The subject of the performance will be strictly limited to carrying out the assignment as described above, excluding any extension to duties not expressly contemplated therein. The performance shall be carried out without any time constraints and in line with the general operating instructions provided, with full autonomy in determining the technical and instrumental methods. The assignment must be carried out using your own means and with the broadest organisational autonomy, with no obligation to attend the premises of the Department of …………………………. .

The conduct of the activity does not involve your insertion into the University’s organisation.

The performance subject of the contract will have the duration of ……………. months as from …………… to ………………

If it is found that the result of the performance cannot be achieved within the set terms, the Department may interrupt the performance, paying what is due for the performance carried out up until the interruption date.

The fee will be reduced, in line with the actual activity performed, if, for any reason, the assignment is interrupted before its completion.

The granting of this assignment does not infer or presuppose any clear or implied agreement on the continuity or renewal of the same.

The fee is fixed at € ……………. gross of tax withholdings, social security and welfare contributions to be paid by the collaborator, in accordance with legal provisions, and gross of VAT where applied.

To obtain the sums to which you are entitled, you must produce a due invoice. To activate the aforementioned invoice, you must use the Unique Structure Code “…………….” and “Fee Note” as the Type of Document (TD06).

The sums due, up to the amount of the fee indicated above, will be paid by periodic payment/in arrears in a lump sum, following authorisation from the Scientific Coordinator of the project, who will certify, under his own personal liability, that the activity performed, as described in the report submitted by the provider, corresponds to what is stated by the contract. That report (max 5 pages) will be split into: - summary of activity performed; - summary presentation of results achieved.

The complete result of the work will be delivered to the Project Manager.

The requested performance does not constitute a qualification assessable for the purposes of participating in tenders called by the Politecnico di Milano and does not constitute any entitlement for the purposes of any employment.

You also undertake to perform the activity correctly, maintaining the confidentiality and secrecy of anything of which you learn whilst performing the same.

By signing this contract, you authorise the Politecnico di Milano to publish on the University website your academic Curriculum Vitae, for institutional purposes and in compliance with Italian Legislative Decree no. 33 dated 14 March 2013 (Transparency Decree) as amended by Italian Legislative Decree 97 of 2016.

In accordance with the GDPR (General Data Protection Regulation) 2016/679 of 27 April 2016, all data provided will be processed only for purposes connected and instrumental to the signature and management of the collaboration contract. The data will be stored, in conformity with the provisions of the regulations in force in that regard, for a period of time not exceeding that necessary to achieve the purposes for which they are processed. Additional information can be found at the link: https://www.polimi.it/privacy.

For anything not expressly provided by this deed, the rules of the Italian Civil Code on autonomous employment (Book V, Title III) the current legislation and the regulatory provisions issued by the Politecnico di Milano.

This deed will only be registered in case of use and the costs will be borne by the applicant.

Any dispute arising from the application of this deed will be dealt with by the Court of Milan.

For acceptance

The Department Manager The Head of Department

Mr. ............................... Prof. ………………………………

For acceptance

Milan,

The Officer

Mr (*First Name and Last Name*)

Signed digitally in accordance with the CAD – Italian Legislative Decree 82/2005 as amended and supplemented