



Politecnico
di Bari



MINISTERO DELL'ISTRUZIONE DELL'UNIVERSITA' E DELLA RICERCA



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**SELECTION CALL FOR ADMISSION TO
CONTAMINATION LAB "DIGILAB" OF POLITECNICO DI BARI
(CUP: D93J17000060001)
EDITION 2018-2019**

Art. 1

DigiLab: aims and external partners of Contamination Lab (CLab)

The DigiLab of Politecnico di Bari aims at promoting the entrepreneurial culture through the contamination of skills of young people and experts from various contexts, enriching the traditional education of university with original methods applied to the current needs of the contemporary world.

Particular attention is devoted to the digital economy and its applications in the field of business and the third sector, such as green economy, agri-food, industry, trade, health, public administration, tourism, entertainment, voluntary work, social assistance, research, etc.

Politecnico di Bari, within the project entitled "DigiLab", launches a call for selection of no. 50 (fifty) individuals, to be admitted to an educational path aimed at the realisation of innovative projects for the development of the territory and economics. Politecnico di Bari, during the course, relies on the contribution of different local, national and international partners, including universities, businesses, Technological Districts and productive, non-profit associations, hospitals, public institutions, operators in the credit and finance, and incubators.

Art. 2

Requirements for participation

Candidates are admitted to the selection for the edition 2018-19 of the DigiLab if they fulfil one of the following requirements:

1. The candidate holds a Bachelor and/or a PhD degree;
2. The candidate is enrolled in a PhD program, in a postgraduate course, or in a Master program;
3. The candidate is enrolled in a graduate program (first or second level degree);
4. The candidate is a foreign student in an international mobility program.

The participation is reserved to candidates not older than 35 at the submission of the application.

The maximum number of available positions is 50 and, where possible, 25% of them will be assigned respecting gender and nationality diversity. Up to 5 auditors may also be admitted, in addition to the winning participants, in accordance with the final ranking list.

The ranking of merit will be elaborated taking into account the participation to the DigiLab of individuals endowed with natural, applied, human and social science expertise, in order to actually ensure interdisciplinary contamination.

Art. 3

Educational program

The educational offer is made up of four different phases that will be developed in six months:



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- Creative contamination, in which participants learn methodologies and techniques to support the creativity;
- Digital contamination, in which participants will focus on the opportunities of the new digital technologies in the various socio-economic sectors;
- Territorial contamination, in which participants dynamically interact with the actors of the territory to create innovation opportunities;
- Innovation proposal, in which participants will be provided with the tools to develop their ideas and convert them into economic and social innovation projects. In this way participants can deal with stakeholders and seize opportunities for rewards such as internships, collaborations and funding.

Innovative teaching methodologies will be used in the different phases. The training activities will take place in the main premises of the DigiLab and in itinerant locations (other universities, institutions, firms, associations). In the last part of the course, participants, grouped in team and supported by a mentor and a coach, will develop an innovative project idea that will be presented and discussed, even in public events. Participation in the course is mandatory. The release of the final certificate is subject to a minimum rate of 75% of the planned hours as well as the participation to a final event for the presentation of the results of their activities. Absences are not allowed if not for justified reasons and if communicated in advance. At the end of course, the participating teams presenting request will be allowed to remain in the DigiLab for a maximum of six months further and will be supported in the dissemination of their projects to specialised operators, as well as in the participation in competitions at local, regional and national level.

Art. 4

Resources and benefits for participants

The DigiLab's main premises are located in the l'Isolato 47, Strada Lamberti n. 13, Bari. Desks, open space structures, technological tools and instruments to develop ideas, and the DigiLab's physical and virtual resources will be available to participants.

Only participants admitted to the program are allowed to access the DigiLab's premises. Each participant will receive a personal badge to access the premises, to be returned at the end of the program, except in case further permission is accorded.

The expenses for participants' visits beyond the premises of the DigiLab, as well as for the available technological instruments, the education and coaching activities are covered by Politecnico di Bari, in accordance with the regulation and expenses limits defined by the MIUR.

The cost of the education path is mainly dependent on the Politecnico di Bari. However, candidates have to pay a subscription fee for the participation to the path of Euro 290,00 (twohundredsandninety/00) paying in installments.

The participants that will complete, with positive results, the whole program, will be assigned a maximum of 15 (fifteen) CFU (Crediti Formativi Universitari) and will receive a certificate.

Art. 5

Requirements for participation



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Candidates for selection must submit an application for admission to the DigiLab using the online form available on the website digilab.poliba.it. In particular, candidates must attach:

- their **Curriculum Vitae in European format**, describing their experiences connected to educational, working, and multidisciplinary (for example in the field of tourism, sport, arts, entertainment, social assistance, etc.) activities;
- a **Motivational Letter**, describing their own attitudes, motivations, and expectations from the participation to the Contamination Lab (CLab); it is also desirable to send a self-presentation video (maximum one (1) minute length with minimum resolution of 640x480).

The following criteria of evaluation will be considered: the ability to work in team, participation in extra-curricular activities (e.g. associations, volunteers, representation), technical or creative specializations (e.g. coding and design), the recognized talents, passions and vocations, language skills and international experiences.

The Curriculum Vitae will be evaluated with a maximum score equal to 60/100, while the motivational letter will be evaluated with a maximum score of 40/100.

Candidates who have achieved a minimum score of 60/100 points will be considered eligible.

The final ranking of merit will be published on the website digilab.poliba.it. The publication of the outcome of the selection has a value of notification to all effects.

The first 50 candidates in the ranking will be admitted to the DigiLab as well as up to a maximum of 5 auditors, according to ranking. Failure to accept and enroll on settled time will determine the automatic exclusion of the candidate and the immediate shifting of the ranking.

Art. 6

Admission application

The admission application should be completed and submitted online, using the form available on the website digilab.poliba.it, up to 12.00 (Italian time) of October 31, 2018, unless extended. Every application submitted after the deadline will be excluded.

Art. 7

Evaluation committees

The Evaluation Committees will be nominated by Rector's decree and will be composed according to what is established by the laws in force.

Art. 8

Communications

The selection procedures will begin after the application submission deadline, as defined by art. 6.

The list of admitted participants will be published on the website digilab.poliba.it.

Further requests of clarification may be submitted by e-mail: digilab@poliba.it; frequently asked questions and most relevant answers will be published on the website digilab.poliba.it, to benefit the participants to the selection.



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Art. 9 **Enrollment**

The admitted candidates will be asked to confirm their enrollment to the DigiLab by filling a confirmation form that will be sent to the e-mail address provided at the time of the application form submission.

If an admitted candidate refuses the admission or loses his/her right to admission before the beginning of the program, he/she will be replaced according to the ranking list.

At the enrollment, the admitted candidates must accept the obligations in terms of attendance, reliability and honesty during interactions in work groups.

Art. 10 **Obligations of participants**

The participation to the selection implies the complete and unconditional acceptance of the present selection call. Moreover, the participants shall timely communicate changes of contact address.

Selected participants will be required to consent the processing of personal information.

Art. 11 **Privacy policy**

According to Regulation (EU) of 27 April 2016 no. 2016/679 (GDPR - General Data Protection Regulation), applicants are informed that the processing of personal data provided, in participating in the following selection or otherwise acquired by the Research and International Relationship Office - Institutional Service and Resource Management offices, Politecnico di Bari Via Amendola 126 / B, will be processed, in paper or electronic form, for the sole purpose of this procedure and for the purposes related to its management.

The information processing will be carried out by the persons in charge for the procedure, as well as by the selection board, with the use of electronic procedures, in the ways and within the limits necessary to pursue the aforementioned purposes, even in the event of any communication to third parties.

The provision of such data is mandatory for the purposes of evaluation of participation requirements and possession of declared qualifications, under penalty of exclusion from the selection. Failure to provide such information may preclude these obligations and, where specified, may result in exclusion from the selection procedure.

Further data may be requested to the candidates only for the purpose mentioned above.

The data will be stored, in accordance with the current legislation, for a period of time not exceeding the necessary one to achieve the purposes for which they are processed.

To the candidates are recognized the rights reported in the third chapter of EU Regulation no. 679/2016, in particular the right to access their personal data, to request correction, updating and cancellation, if incomplete, erroneous or collected in violation of the law, and to oppose their processing for legitimate reasons.

Further information is available on the University website: <http://www.poliba.it/privacy/protezione-dei-dati-personali>.



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Complaints can be filed by sending a request to the Data Protection Officer, Dr. Crescenzo Antonio Marino - contact point: rpdp@poliba.it. The Data Controller is the Politecnico di Bari in the person of the Rector Prof. Eng. Eugenio Di Sciascio - contact: politecnico.di.bari@legalmail.it.

Art. 12

Administrative Referee

The Administrative Referee for this selection is Ms. Lucrezia Fortunato, ILO Office Manager, belonging to the Research and International Relationships Office – Institutional services and resource management offices, Politecnico di Bari (Phone +390805962595 - Fax +390805962575 - e-mail: lucrezia.fortunato@poliba.it – Amministrazione Centrale - Via Amendola 126/B, in Bari – Second floor), available from Monday to Friday (10.00 – 12.00 Italian time) for clarifications and information regarding the selection.

Art. 13

Final instructions

Politecnico di Bari reserves the right to modify or extend the deadline for the submission of applications and to revoke the selection, by notification on the website digilab.poliba.it.