



AREA FORMAZIONE E DOTTORATO

Executive provision

The Head of the Division **FORMAZIONE E DOTTORATO**

HAVING REGARD to art. 23 para. 2 of Law no. 240/2010;

HAVING REGARD to Rector's Decree no. 418/2011, University Regulation governing teaching and tutoring contracts;

HAVING REGARD to the teaching planning guidelines for the 2022/23 academic year, which envisage recourse to contract work solely after determining that the planned teaching activities cannot be covered by the teachers and/or researchers already employed;

HAVING REGARD to art. 49 of Legislative Decree no. 5 of 9 February 2012, converted with amendments by Law no. 35 of 4 April 2012;

HAVING REGARD to the Ministerial Decree dated 8 February 2013 containing the Regulations for the accreditation of PhD centres and programmes, and criteria for the establishment of PhD programmes by accredited bodies;

HAVING REGARD to Presidential Decree 445/2000 (arts. 46 and 47) concerning the self-certification of academic and professional qualifications for Italian and European Union citizens;

HAVING REGARD to Presidential Decree 445/2000, art. 3, paragraphs 2 and 3 concerning provisions for non-EU citizens legally resident or authorised to stay in Italy;

HAVING REGARD to Legislative Decree 165/2001, as amended, art. 4, paragraph 2 in relation to the adoption of administrative measures that fall under the responsibility of senior management;

HAVING REGARD to Ministerial Decree no. 270 of 22 October 2004 "Amendments to the regulation laying down provisions on the curricular autonomy of universities, approved with Decree no. 509 of 3 November 1999 issued by the Minister for Universities and Scientific Research";

HAVING REGARD to the University Bylaws approved with Rector's Decree no. 1203 of 13/12/2011, amended with Rector's Decree no. 739/2017;

HAVING REGARD to the University Teaching Regulations pursuant to Law 240/2010 and the University Bylaws - RD no. 12301/2011, as amended;

HAVING REGARD to the resolution of the Board of Governors dated 28/11/2017 "New model of curricular organisation";

HAVING REGARD to the resolution of the Board of Governors dated 28/11/2017 "New organisation of schools - departments and criterion for the teaching agreement pursuant to art. 19bis of the Bylaws";

HAVING REGARD to the Decree of the Director General, prot. no. 130796 of 28/09/2018, reorganisation of general administration with allocation to the Teaching and Campus Divisions of responsibilities relating to the support and administration of degree programmes;

HAVING REGARD to the Decree of the Head of the Teaching Division, prot. no. 131481 of 1/10/2018, concerning the activation and designation of teaching sectors (Teaching Services Sectors);

HAVING REGARD to AFORM Director's executive provision Rep. 2338/2022 prot. no. 79927 dated 12/04/2022 concerning the appointment of the evaluating committee for the applications to the calls for teaching activities and modules a.y. 2022/2023;



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HAVING REGARD to the resolution of the Department of Legal Studies Rep 177/2022 Prot. 1736 dated 19/07/2022 with which it was decided that the teaching activities/modules would be assigned through recourse to contract work;

HAVING ASCERTAINED the availability of the funds necessary to cover the role in the Department's Teaching Planning Budget and of the international funds – LEGS budget;

HEREBY ANNOUNCES

A CALL FOR APPLICATIONS FOR THE AWARD OF CONTRACTS TO PERFORM TEACHING ACTIVITIES/TEACH COURSE MODULES

1. Requirements

Persons wishing to apply for the assignment of teaching activities with responsibilities must have obtained a second-cycle degree from an Italian University or a degree recognised as equivalent from a foreign University or Institute for Higher Studies at least 3 years ago.

Persons wishing to apply for the assignment of teaching modules must adequately satisfy the scientific and professional requirements and have obtained a second-cycle degree from an Italian University or a degree recognised as equivalent from a foreign University or Institute for Higher Studies.

Each contractor must perform up to a maximum of 240 hours of teaching activities/modules. Appointments, including tutoring and language instruction appointments, must not exceed the maximum cumulative limit of 480 hours per academic year, with the exception of the single-cycle degree programme in Conservation and Restoration of Cultural Heritage for which the maximum limit is 600 hours per academic year, and of those subject to other limits (research fellows, PhD students, and professional staff of the University of Bologna), as specified below.

Research fellows may perform up to an overall maximum of 80 hours of teaching activities. Consequently, they may not apply for activities that entail a commitment of more than 80 hours.

Appointments given to research fellows, including tutoring appointments, must not exceed the maximum cumulative limit of 120 hours per academic year.

Professional staff, foreign language instructors and fixed-term foreign language assistants of the University of Bologna may apply for teaching appointments without responsibilities. Specific and limited exemptions to the above may be granted by the Vice-Rector for Teaching.

Therefore, the appointment with teaching responsibilities of any professional staff member of the University of Bologna will be subject to the granting of the aforementioned exemption.

Employees of the University of Bologna may perform up to an overall maximum of 40 hours of activities. Consequently, they cannot apply for appointments that entail a time commitment of more than 40 hours, with the exception of employees working part-time (less than 50% of full-time hours), foreign language instructors, and fixed-term foreign language assistants for whom the maximum cumulative limit is 90 hours per academic year. Consequently, the latter may not apply for the assignment of activities that entail a commitment of more than 90 hours.

Professional staff of the University of Bologna who wish to apply and who work full-time or part-time (more than 50% of full-time hours) must obtain the approval of the Administration **prior to the start of the activity**, in accordance with article 8 of the Regulation governing the external appointments of executive and professional staff, foreign language instructors and fixed-term language assistants of the University of Bologna. Candidates applying for teaching responsibilities must include **in their application**, the exemption authorisation or a document attesting to the request of the same.

Students enrolled on PhD programmes may not apply. Said restriction does not apply if the attendance required for the statutory duration of the programme has been achieved.



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Applicants that are related, up to and including the fourth degree of consanguinity, to a professor within the Department that has decided to appoint a contractor to perform the above-mentioned teaching activities, or to the Rector, the Director General or a member of the Board of Governors of the University may not participate in the selection.

Candidates who have previously had contracts terminated in accordance with art. 14, paragraph 7 of the Regulation governing teaching and tutoring contracts may not apply.

Pursuant to Ministerial Decree 198/2003, the activities indicated in this call for applications are incompatible with tutoring grants.

Former employees of the Alma Mater Studiorum may apply after satisfying the requirements of art. 25 of Law 724/1994¹, as amended, for the receipt of a retirement pension.

If already retired, at least 5 years must have elapsed between the termination date and the application deadline.

The aforementioned requirements must be met as at the deadline date established for submitting the applications.

No contract may be given to teachers/researchers employed by Italian universities.

The same candidate cannot be appointed to carry out teaching activities/modules and tutoring activities pertaining to the same learning activity, with the exception of combined courses if the tutoring activities are conducted for the part of the course delivered by another teacher. Appointments to carry out teaching activities/teach modules on a degree programme cannot be given to candidates enrolled on the same programme.

2. Scope of the contract

A selection procedure based on qualifications is hereby announced for the 2022/23 academic year for the coverage of the following learning activities:

Corso di L/LM Dip. DSG	SSD	Denominazione dell'attività formativa	Ore lezione	Altre attività	Ore contratto complessive	Importo lordo soggetto	Sede
9062 – LEGS	IUS/17	91383 – EUROPEAN CRIMINAL JUSTICE (I.C.) EUROPEAN CRIMINAL LAW	30	30	60	€ 1.650	BO
9062 – LEGS	IUS/01	91374 – FOUNDATIONS OF PRIVATE LAW Modulo 2	30	15	45	€ 1.650	BO
9232 – LMCU BO	IUS/17	99749 – DIRITTO PENALE EUROPEO	48	48	96	€ 2.640	BO
9242 – GIPA	IUS/01	96010- TUTELA DELLA PRIVACY E BIG DATA (C.I.) - DIRITTO EUROPEO DELLA PRIVACY Mod.2	12	6	18	€ 660	RA

¹ If the employment terminated in or prior to the year 2011, the retirement age is 61 years for women and 65 years for men. If the employment terminated in or prior to the year 2012, the retirement age is 66 years for both men and women. If the employee earned the pension right under the rules in force prior to 1 January 2012, the requirements indicated in the previous point remain applicable. If the employment terminated between 2013 and 2015, the retirement age is 66 years and 3 months for both men and women. If the employee earned the pension right under the rules in force prior to 1 January 2013, the requirements indicated in the previous points remain applicable. If the employment terminated between 2016 and 2018, the retirement age is 66 years and 7 months for both men and women. If the employee earned the pension right under the rules in force prior to 1 January 2016, the requirements indicated in the previous points remain applicable. If the employment terminated or will terminate between 2019 and 2023, the retirement age is 67 years for both men and women.

If the employee earned the pension right under the rules in force prior to 1 January 2019, the requirements indicated in the previous points remain applicable. It is not possible to assign any teaching duties to former employees who ceased employment for reasons other than reaching the age limit (e.g. voluntary resignations) or to holders of service pensions (art. 25, para. 1, of Law no. 724 dated 23 December 1994) within 5 years of their termination date.



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The activity will be performed in-person on premises made available to the contractor by the University. In the event that the COVID19 health emergency continues, the University may establish alternative means of delivering the teaching activities (e.g., through remote or blended learning approaches, etc.).

4. Rights and obligations of contract professors

Contract professors must guarantee, in compliance with the activity timetable, the performance of all the learning activities envisaged, including participation in all the exam sessions, preparation for the final examination, and receiving students in accordance with the procedures established in the University Teaching Regulations.

In performing the activities, the teacher is required to use the information technology tools provided for in order to keep a record of the activities performed, the exam results, and lessons delivered, as well as to compile and publish the course programme and their own curriculum vitae on the web guide.

4. Application submission procedures and deadlines

Applications must be submitted via the online procedure which can be accessed at the following link:

<https://personale.unibo.it/>

Application deadline: September 05th, 2022 at 12:00 p.m.

The online procedure will require the following documents to be uploaded:

- curriculum of teaching and scientific activities
- copy of a valid identification document
- results of the questionnaires used to collect student feedback on teaching over the last three academic years, if possessed by the candidates. If the activity was performed at the University of Bologna, said results will be obtained automatically².
- list of qualifications and publications (a copy of the publications may subsequently be requested);
- form containing personal, tax and social security details. The form can be downloaded by connecting to the link: <https://bandi.unibo.it/didattica/incarichi-insegnamento>
- list of particularly significant professional certifications, where relevant.

Candidates will be automatically excluded from the selection procedure in the following cases:

- Failure to comply with the prescribed application submission procedures;
- Failure to satisfy the requirement set out in art. 1 of this call for applications.

All candidates are admitted to the selection procedure subject to verification that they meet the application requirements. The Administration Office may decide at any time, including following the interview (where provided for), to exclude a candidate from the selection procedure.

² On 29/9/2020 the Board of Governors established that for the duration of the emergency and of the blended learning approach, student feedback questionnaires will not be used for assessment or competition purposes but will be used in order to improve teaching and highlight strengths and weaknesses, including in the new approaches to lesson delivery that have been tried out, in keeping with the decisions adopted by the Administrative Bodies in the meetings held on 21.04.2020 and 28.04.2020 (respectively the Academic Senate and the BoG).



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The candidate's appointment is, in any case, subject to verification of the institutional teaching load of the University teaching staff who will start work following completion of the assessment procedures specified in art. 24, paras. 5 and 6 of Law no. 240/2010, or of the competition procedures pursuant to arts. 18 and 24, paragraph 2 of Law no. 240/2010, or who are called directly pursuant to art. 1, para. 9, of Law no. 230 dated 4/11/2005, prior to the start of the learning activity covered by this selection procedure, or who will return to work prior to the start of teaching.

5. Procedure for the selection and comparative assessment of qualifications

The assessment committee is appointed in accordance with art. 8 of University Regulation no. 418 of 20 April 2011

The following are deemed eligible for assessment purposes, provided they relate to the activity to be performed:

- evidence of teaching experience gained in an academic environment, supplemented, where possible, with the student feedback;
- qualifications obtained (degree, PhD programme degree, specific master's degree, research fellowship, language certificates, specialization school);
- publications, where existing
- As for the activities taught in English, the applicant must submit a valid language certificate (by a certifying body) or a diploma that proves language skills or an English language self-certification

The evaluating committee's assessment is not questionable in its content.

With regard to teaching modules forming part of international curricula and degree programmes, the selection committee has the power to call candidates to attend an interview in order to assess their English language skills.

Qualifications such as PhDs, medical specialisations, national scientific qualification, or equivalent qualifications obtained abroad constitute, with equal merit, preferential qualifications for the purposes of assigning the aforementioned appointments. Particularly important professional certifications may be considered.

Where there is a tie in terms of merit and qualifications, preference will be given to the younger candidate.

Before the assessment, the evaluating committee can appoint a minimum score for the applicant to be considered eligible to enter the ranking.

Once the evaluation is finished the Committee composes the ranking of eligible applicants. The Committee evaluates all titles and publications even if just one applicant takes part to the selection, pursuant to art. 8.3 of the University Regulation no. 418 dated 20/04/2011 and completed with modifications of the Rector Decree 1265/2020 dated 15/10/2020.

6. Publication of the ranking list

The ranking list of suitable candidates is valid exclusively for the 2022/23 academic year and will be published on: <https://bandi.unibo.it/didattica/incarichi-insegnamento>;

By executive provision the ranking of eligible applicants is officially approved and the first eligible applicant in the ranking is assigned the teaching activity, pursuant to current norms and regulations.

In case of a waiver or termination of the contract during the academic year, the activity is assigned to the next eligible applicant, according to the valid ranking order in the academic year of the publication of the call. In case of a waiver, the assignee must quickly refer to Transversal Services for Didactic Planning office (e-mail: didatticasociale.insegnamenti@unibo.it) sending the specific module provided by the same office.

7. Obligations of the successful candidate

The successful candidate undertakes to comply with the conduct requirements set out in the Code of Ethics and Conduct, issued pursuant to Law 240/2010 and in implementation of Presidential Decree 62/2013.

The candidate also undertakes to read carefully the following documents:



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- University Regulation governing teaching and tutoring contracts
- Information on the processing of personal data
- Health and Safety Manual

If the successful candidate is a research fellow, she/he must, prior to starting the activity, obtain the relative authorisation in the manner provided for in art. 14 of the Regulation governing Research Grants.

The applicant who was appointed as a winner, if an administrative employee of the University of Bologna with a full-time or part-time employment relationship greater than 50% of full-time, must produce, before the start of the activity, the authorization issued by the Administration pursuant to art. 8 of the Regulations for the Discipline of Extra-institutional Appointments of Executive Staff, Administrative Technicians, CEL and Contract Lecturers of the University. For teaching activity calls with teaching responsibility, the candidate must produce, at the time of applying for the selection procedure, the authorization in derogation or a document certifying the request.

8. Safeguarding provision

By submitting an application in this selection procedure, the candidate accepts every clause and condition contained therein. The signing of the contract with the successful candidate will be subject to the positive outcome of the procedure provided for by art. 8 of the Regulation

9. Processing of Personal Data and Procedure Supervisor

Any personal data sent by the candidates with their application will, pursuant to Legislative Decree 196/2003 and Regulation (EU) 679/2016 (GDPR), be collected by the AFORM Division and processed, including subsequent to the award of the contract, for the purposes of managing the contractual relationship.

The submission of the application implies consent to the processing of personal data so that:

- Your name and the results of the selection based on qualifications concerning you are published on the University Portal;
- the documentation presented is subject to access to the documents by other candidates, who may use it only to protect their personal interests.

The Procedure Supervisor is, Carmine Lambiase Head of Transversal Services for Didactic Planning - AFORM - Educational Services Sector "Social Area" .

For further information, please contact : didatticasociale.insegnamenti@unibo.it

Digitally approved
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