



## AREA FORMAZIONE E DOTTORATO

Executive provision  
Prot. n. 145592 dated 30/06/2022  
Rep. n. 4164/2022

Text and legal disclaimer

This English translation has been created for information purposes. In the event of legal issues or claims, only the Italian version of this "Call of applications" will be taken into account.

### The Head of the AFORM Division

**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;



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**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 the resolution of the Departments DICAM, DEI, DIN, DISI e DA with which it was decided that tutoring activities 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;

**HEREBY ANNOUNCES**

**A CALL FOR APPLICATIONS FOR THE ASSIGNMENT OF TUTORING ACTIVITIES -  
A.Y. 2022/23**



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### 1. Requirements

For the tutoring activities performed within the framework of a three-year degree programme, applications may be submitted by persons who have obtained a three-year degree qualification or equivalent.

For the tutoring activities performed within the framework of a second-cycle/single-cycle/specialist degree programme, applications may be submitted by persons who have obtained a three-year degree qualification or equivalent and who, if enrolled on a degree programme which entails tutoring activities, have already taken the exam related to the learning activity for which the call for tutoring applications was issued.

Appointments, including teaching and/or 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 for those with other limits (research fellows, PhD students, and professional staff of the University of Bologna), as specified below.

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

Employees of the University of Bologna may apply for appointments that entail a maximum cumulative time commitment of 40 hours per academic year. For employees working part-time (less than 50% of full-time hours), 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.

Students enrolled on PhD programmes may perform tutoring activities with a time commitment not exceeding 60 hours. Consequently, PhD students may not apply for tutoring activities that entail a commitment of more than 60 hours. Said restriction does not apply if the attendance required for the statutory duration of the programme has been achieved.

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.



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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 724/1994<sup>1</sup>, 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.

Professors/researchers employed by Italian universities are not eligible to participate in the selection procedure.

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

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 professor.

### **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 tutoring activities set out in “Annex 1 – List of teaching activities” (Allegato 1 - Elenco attività), which is an essential part of this competition.

### **3. Rights and obligations of the tutors**

The tutors must guarantee the provision of teaching support and assistance, coordinating their activities with the learning activities of the degree programme.

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 tutoring activities (e.g., through remote tutoring, etc.).

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<sup>1</sup>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 employment terminated between 2016 and 2018, the age requirement for obtaining a retirement pension was 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 2022, 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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### 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: 19<sup>th</sup> July 2022 at noon**

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

- curriculum of teaching and scientific activities
- copy of a valid identification document
- list of qualifications and publications (a copy of the publications may subsequently be requested);
- form containing personal, tax and social security details (attached in the page of the Call);
- 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.

### 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.

Eligible qualifications and interview (if provided for)<sup>2</sup>:

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<sup>2</sup> 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;



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- Qualifications acquired, date of achievement and grade (degree, master's degree, research doctorate, masters, research grants, language certifications);
- Research and scientific activities carried out in Italy and/or abroad and previous experience in carrying out educational activities gained in the academic field integrated, where possible, by the results of the student questionnaires;
- Other titles and scientific publications.

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

### 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-tutorato>

### 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:

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

Prior to starting the activity, the successful candidate, if a research fellow, must obtain authorisation from the relative Department Board, based on the reasoned opinion of the tutor and having verified that the extra activity does not interfere with the proper performance of their activities, taking into account also the reporting rules provided for by the funding body with regard to grants awarded in the field of specific competitive research projects (Regulation governing the award of research grants, art. 14, para. 3).

The successful candidate, if enrolled on a PhD programme degree, must obtain authorisation from the Academic Board, having obtained the favourable opinion of their supervisor, prior to starting the activity.

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- qualifications obtained (degree, PhD programme degree, specific master's degree, research fellowship, language certificates, specialization school);
  - publications, where existing.



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### **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 approval 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 Area Formazione e Dottorato Division and processed, including subsequent to the award of the contract, for the purposes of managing the contractual relationship.

The Procedure Supervisor is The Head of “Engineering-Architecture” Education Services Division, Doc. Lara Sorrentino.

For further information, please contact:

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