PUBLIC NOTICE OF CANDIDATE SELECTION, BASED ON QUALIFICATIONS, FOR THE AWARD OF 1 WORK CONTRACT ON A SELF-EMPLOYED BASIS OF THE DURATION OF 33 MONTHS FOR “ADVISING AND EXTERNAL EVALUATION” IN THE FRAMEWORK OF THE EUROPEAN PROJECT “UNICORN: UNIVERSITY-COMMUNITY-LEARNING” TO COVER THE NEEDS OF THE INTERNATIONAL RELATIONS DIVISION OF THE UNIVERSITY OF BOLOGNA

THE DIRECTOR

Given art. 2222 and those that follow of the Italian Civil Code;

Given art. 7 of Legislative Decree 165/2001, as amended;

Given Law 240/2010 concerning the organisation of the University, academic staff and recruitment, as well as the Government mandate to incentivise the quality and efficiency of the university system;

Given Legislative Decree 33/2013, as amended, restructuring the rules governing the right of access and the public administration's obligations in relation to the publicity, transparency and dissemination of the information;

Given art. 1, paragraph 303 of 2017 Budget Law no. 232 dated 11/12/2016, which provides that in order to promote the development of research activity in State universities and to maximise the activities performed in support of the same without further cost to the State, the deeds and contracts referred to in art. 7, paragraph 6 of Legislative Decree no. 165 of 30 March 2001 entered into by State universities are not subject to the prior control of the Court of Auditors provided for by article 3, paragraph 1, letter f-bis) of Law no. 20 of 14 January 1994;

Given the resolution of the General Director Rep. 9702/2019 Prot. N. 315954 dated 11.12.2019 through which it has been authorized the activation of the public notice of candidate selection based on qualifications for the award of 1 work contract on self-employed basis of the duration of 33 months for “Advising and external evaluation” in the framework of the European Project “UNICORN: University-Community-Learning” to cover the needs of the International Relations Division of the University of Bologna;

Having verified that the position cannot be filled internally.

ANNOUNCES

The launch of a competitive procedure, based on qualifications, to appoint a 1 worker appointed 1 on self-employed basis for the duration of 33 months for “Advising and external evaluation” in the framework of the European Project “UNICORN: University-Community-Learning” to cover the needs of the International Relations Division of the University of Bologna;

Article 1
Project for which the appointment is required.
Duration, scope and location of the appointment.
The appointment will be for a period of 33 months with an indicative annual commitment of approximately 200 hours.

**Project and objectives**

The UNICORN Project: University – Community – Learning (UNICORN) is a project funded as part of the Erasmus+ Programme and KA203 Strategic Partnerships for Higher Education, coordinated by the University of Bologna. The funding is provided by the National Agency in Italy for the Erasmus+ Programme: INDIRE (National Institute for Documentation, Innovation and Educational Research) at the University of Bologna, which is responsible for the project budget. The total funding amounts to 441,320.00 euros of which 342,554.00 euros relate to partner transfers and 98,776.00 euros constitute the UNIBO budget. The aim of the project is to develop and test a new mobility scheme for university students that combines international mobility with Service-Learning in the community. The project is coordinated by the University of Bologna and envisages the participation of 11 European partners including 5 European universities (University of Bologna, University of Anversa, University College Cork, Complutense University of Madrid, University of Lipsia), a South African university (University of Pretoria) and 5 representatives from the local communities of partner universities (Social Services Agency, UCSIA, Cork City Council, Coslada Town Council and Forikolo). The project seeks to test the Service-Learning methodology as an integral part of the various types of mobility currently available to university students. The project will entail the production of 5 “Intellectual Outputs” (IO), in other words, 5 tangible and transferable results that will constitute the main results of the project. These IOs are: (1) A series of curricular Service-Learning projects developed by the 5 European universities in conjunction with their community partners; (2) teaching material for the training of academic staff and community representatives on how to develop Service-Learning projects; (3) an administrative toolkit to highlight the administrative aspects to be developed in order to enhance student mobility through gaining experience of working with the community; (4) a MOOC intended for students who want to take part in the pilot schemes of the project; (5) a set of guidelines and recommendations to help policy makers replicate the methodology. The project commenced on 1 September 2019 and will finish on 31 August 2022. The scientific coordinator of the project for the University of Bologna is Dr. Giovanna Filippini, Director of the International Relations Division (DIRI). The project budget is intended to cover the following costs: personnel costs, travel expenses for teaching staff and TA personnel in order to participate in transnational project meetings; costs related to the creation of and participation in events for the public disclosure of results; fees paid to an external project auditor

**Scope of the appointment.**

The appointment will entail the following:

Advising on and providing external assessment of the UNICORN project. Specifically, this will consist in:

1. Participation in 4 transnational project meetings: (1) in Pretoria (South Africa) in February 2020, (2) in Anversa (Belgium) in April 2020, (3) in Cork (Ireland) in October 2020 and (4) in Bologna (Italy) in June 2022. During the aforesaid meetings, the appointee will be required to provide specific instructions and suggestions on how to carry out the Service-Learning activities envisaged by the project and, more generally, to provide scientific support to the project partners with regard to producing the outputs.

2. Preparation of training sessions for teaching staff, TA personnel and community partners taking part in the project (around 30 participants from 11 organisations). The training...
workshop will be held in Anversa in April 2020 and the appointee will be required to contribute to the development of training materials and delivering the course to teachers from UNIBO and the University of Pretoria.

3. Evaluation of products and project results. This evaluation will be provided in an interim report to be presented to the client halfway through the project and a final report to be presented at the end of the project. The interim report must indicate the level of progress of the project and the quality of the results produced, recommending any corrective actions to be adopted in order to improve quality and transferability. The final report must indicate the quality of the results produced and give recommendations on how to proceed with the institutionalisation of Service-Learning in the consortium universities.

4. Reception and analysis of the project documentation with a view to offering remote advisory services throughout the entire duration of the project.

**Location**
The activities will be carried out predominantly remotely, with the exception of the 4 transnational meetings in the cities of Pretoria, Antwerp, Cork and Bologna and, if necessary, as well as at any other University facility or other location chosen by the worker that is functional to achieving the project objectives.

**Article 2**
**General application requirements**

This call for applications is open to both to permanent grade D and/or EP employees of the University and to external applicants.

The application requirements for the purposes of this competitive assessment are as follows:

1. The candidate must hold a Second cycle degree, a Degree awarded under the previous degree programme system or an equivalent degree awarded abroad.
2. The candidate must have at least 24 months’ experience in the matter of the contract hold in public and private organisations
3. The candidate must have not be subject to criminal convictions or be subject to pending criminal proceedings which might constitute situations of incompatibility with the object of the contract;
4. The candidate must enjoy full civil and political rights as citizen

For degrees gained abroad, a declaration of equivalence is required in accordance with the applicable laws in force. In the absence of such a declaration, candidates must include with their application a translation in Italian of the foreign degree, accompanied by a declaration by the candidate that the translation is a true representation of the original.

Foreign degrees may be declared admissible by the Selection Committee solely for the purposes of participating in the selection. If the successful candidate has gained degrees in a country outside of the European Union, he/she must send the University the official translation along
with a declaration of the value of the degree by the relevant Italian diplomatic or consular official in their country of origin. It must be sent in the same manner as that provided for submitting the application, in accordance with the laws in force, prior to signing the contract.

Applicants that are related, up to and including the fourth degree of consanguinity, to the Rector, the Director General or a member of the Board of Governors of the University may not participate in the selection. Staff who have taken early retirement are also disqualified from applying pursuant to art. 25 of Law 724/1995.

The requirements must be met on the date of expiry of this notice.

Candidates who do not meet the application requirements or who fail to declare as such shall be excluded from the selection procedure.

**Article 3**

**University employees**

Permanent employees of the University may indicate their interest using the form in annex 2 in the manner specified in article 5. Under penalty of exclusion, the application of the employee must be accompanied by the relative authorisation from their department manager using the form in annex 3.

Work carried out by an employee of the University may be performed only in accordance with the contractual terms and conditions of the collective bargaining contract applicable to the university sector in compliance with the laws in force, with regard in particular to Legislative Decree 165/2001, as amended.

The appointment will be performed by the employee during office hours and *does not provide for any additional payment* in that it is considered part of the services rendered.

**Article 4**

**Application**

The application, which must be prepared in line with the template attached to this notice (annex 1) and accompanied by the documentation specified below, must be sent to this Administration *by and no later than 7 January 2020*.

This notice of selection will be posted on the University website [https://bandi.unibo.it/collaborazioni/incarichi](https://bandi.unibo.it/collaborazioni/incarichi).

The application may be submitted by the candidate in any of the following ways:

- sent by **registered mail with a return receipt to**: Dirigente Area del Personale dell’Alma Mater Studiorum – Università di Bologna – Settore Selezioni e Contratti – Ufficio di reclutamento, Contratti di lavoro flessibile e assegni di Ricerca, Piazza Verdi 3 – 40126 Bologna
- hand delivered to the Alma Mater Studiorum - Università di Bologna - Area del Personale – Settore Selezioni e Contratti – Ufficio di reclutamento, Contratti di lavoro flessibile e assegni di Ricerca, Piazza Verdi 3 (1st Floor)
- during the following days and hours:
  - Monday, Tuesday, Wednesday and Friday from 9.00 to 11.15 am;
  - Tuesday and Thursday from 14.30 to 15.30
- Submission by certified email (PEC) sent from the applicant’s personal PEC address to ScriviUnibo@pec.unibo.it, containing the duly compiled and signed application any
other documents required in .pdf format, together with a scanned copy of the applicant’s valid identification document.

The date of receiving the applications is established and demonstrated:

- if sent by mail: by the date of receipt indicated in the return receipt by the staff member in charge of receiving mail;
- if hand delivered: by the date indicated in the receipt signed and issued by the staff member of this office who received it;
- if sent by PEC: by the date of the email.

**Applications that are not signed or that arrive after the date indicated above or via means other those indicated will not be considered.**

This office accepts no responsibility for the failed delivery of any correspondence that is not caused by the actions of its employees.

Candidates are responsible for ensuring that their application indicates:

- their name and surname;
- their place and date of birth;
- their nationality;
- their residence and address for the purposes of the selection procedure;
- that they do not have any criminal convictions and that there are no pending criminal proceedings concerning them (where this is not the case, all criminal convictions and/or pending proceedings must be listed);
- that they meet all the application requirements indicated in article 2 of the call for applications.

The following documentation must be included with the application:

1. Signed and dated curriculum vitae, which must be in the Europass format attached to this call for applications (annex 4). The curriculum must provide a detailed overview of the candidate’s educational and professional experience, as well as the qualifications that he/she intends to submit for evaluation;
2. List of qualifications that the candidate intends to submit for evaluation;
3. A photocopy of the candidate’s valid identity document;
4. Under penalty of exclusion, permanent employees must submit written authorisation from their department manager (annex 3).

All candidates are admitted to the selection procedure subject to verification that they meet the requirements to participate; The Office may decide at any time, including following the interview, to exclude a candidate from the selection procedure.

Candidates are reminded that in dealings with the bodies of the public administration and public service providers, the notarial deeds and certificates issued by the Italian public authorities are substituted by the declarations referred to in articles 46 and 47 of Presidential Decree 445/2000. Any certifications attached to the application will therefore not be considered for the purposes of evaluating the aforementioned qualifications, pursuant to art. 15 of Law 183/2011. Said certifications must be self-certified by the candidate.

**Article 5**

Admission, selection, ranking and notifying the candidates

The selection will be based on an assessment of the candidates’ qualifications and will be made by a Committee of experts.
Candidates who have been excluded from the selection procedure will be notified via registered mail with a return receipt or via PEC.

External candidates will be considered only in the event that the position cannot be filled internally by permanent employees of the University due to their lack of interest or suitability.

The qualifications eligible for consideration are those that fall under the categories indicated in annex 5 to this notice. They will be assessed through the allocation of points as indicated therein. The total points allocated may not exceed 30 points.

Qualifications received after the deadline for the submission of applications to participate in the competitive selection procedure will not be considered.

The qualifications may be self-certified by means of a declaration in lieu of a notarial deed or a self-certification contained in the professional curriculum vitae.

Upon completion of the selection procedure, the Committee will compile a list of candidates ranked according to merit which will be valid for 12 months and which will be used in the event that the successful candidate does not take up the appointment.

The Director of the Human Resources Area will issue a decree approving the ranking list compiled by the Selection Committee, which will be published in the University Portal. The decree approving the ranking list will be sent by email to the successful candidate and to those on the ranking list.

Article 6
Pay and work specifications for external personnel

The gross pay, calculated for the entire duration of the contract, is established in the amount of 18,000 euros including the taxes, social security and insurance contributions that, by law, must be paid by the worker.

The worker will be paid in three allocations: the first instalments will be paid at the end of month 1, the second instalment will be paid at the end of the sixteenth month and the third instalment will be paid at the end of the contract. Payment will be subject to the declaration that the work has been duly performed made by the Manager in charge of Dr. Giovanna Filippini

The worker will have to activate civil liability insurance that could be activated through the University broker.

In accordance with articles 2222 and those that follow of the Italian Civil Code, the services covered by this contract are provided in the context of a working relationship marked by the absence of subordination, involving the provision of services without any specified working hours or hierarchical restrictions.

The worker will offer his/her services on an independent basis, even though he/she will have access to the documentation and facilities of DIRI – International relations Division, Via Filippo Re 4, Bologna, without this signifying in any way that he/she is permanently established in the organisation of the University of Bologna.
In particular, in order to perform the services, the worker:
- will perform his/her work on a completely independent basis;
- will work in the absence of subordination and without coordination with the activities of the University of Bologna and permanent establishment in its organisation;
- will decide on the technical and operational means of delivering the service, in accordance with that agreed with the University.
This contract does not give rise to any form of exclusive relationship with the University.
The worker will carry out the requested activities personally, without recourse to deputies.

**Article 7**
**Awarding the contract**

The Administration reserves the right to not proceed with the appointment in the event that only one application is received or deemed valid, on the grounds of public interest or if the applications are, in the unquestionable judgement of the Administration, deemed unsuitable.
Having identified the person they wish to appoint, and having verified the veracity of the declarations submitted, the Administration will proceed with signing the contract.

Further information may be obtained from Dott. Francesco Girpotti, Tel: 051 2099212, mail: francesco.girotti@unibo.it

**Article 8**
**Final provisions and data protection**

For the purposes of applying the provisions of Law no. 241 of 7 August 1990, the person in charge of the procedure is Dott. Lucia De Simone Tel. 051 2098973, Email lucia.desimone@unibo.it

In accordance with Regulation (EU) 2016/679 and Legislative Decree 196/2003, as amended, personal data provided by the candidates will be processed solely for the purposes of managing the selection procedure. The relative privacy policy is available at the following link:

Bologna, 17.12.2019

Signature of the Director
Alice Corradi