



UNIVERSITÀ
DI FOGGIA



Department of Humanities. Letters,
Cultural Heritage, Education Sciences

The Director of the Department
Prof. Sebastiano Valerio

**Administration, Accounting, Research,
Higher training and AVA processes**
Dr. Valeria Puccini

**Research Service, Higher Education
and Project Reporting**
Dr. Vito Ruberto

NOTICE OF PUBLIC SELECTION, BY TITLES AND INTERVIEW, FOR THE STIPULATION OF A SELF-EMPLOYMENT CONTRACT, WITH A DURATION OF TWELVE MONTHS, IN THE FIELD OF ERASMUS PLUS PROJECTS "CLOSING THE GAP BETWEEN SMART LEARNING AND 2/3 EMERGENCY REMOTE TEACHING" AND " TRAINING COURSES FOR TEACHERS IN UNIVERSITIES FOR NURTURING INNOVATIVE EDUCATIVE PRACTICES IN DISTANCE AND BLENDED LEARNING BASED ON SELF-REGULATION ".

THE DIRECTOR

GIVEN art. 7, paragraph 6, of Legislative Decree 30.03.2001, n. 165;
GIVEN art. 17, paragraph 30, of the "anti-crisis" Legislative Decree 1 July 2009, n. 78, converted by L. 3 August 2009, n. 103;
GIVEN art. 15 of Legislative Decree 14 March 2013, n. 33;
GIVEN the Statute of the University of Foggia;
HAVING REGARD to the University Regulations for the conferral of collaboration assignments external;
GIVEN the request of 30.05.2022, with which prof. Luigi Traetta as scientific manager of the Erasmus Plus research project " Closing the Gap between Smart Learning and Emergency Remote Teaching " acronym Closer , asks for the authorization to stipulate a self-employment contract lasting twelve months for carrying out the following research activity: "Management activities in Erasmus plus projects" managed by the Department of Humanities;
CONSIDERING that the Council of the Department of Humanities, in the session of 07/06/2022, authorized the calling of the selection procedure for the stipulation of a procedure, based on qualifications and interview, for the award of a self-employment contract, lasting twelve months, having as its object: "Management activities in Erasmus plus projects" managed by the Department of Humanities;
CONSIDERING that in compliance with Law no. 232/2016, art. 1, paragraph 303, letter a), the acts and contracts referred to in article 7, paragraph 6, of Legislative Decree no. 165, stipulated by state universities are not subject to the control provided for by article 3, paragraph 1, letter f-bis), of Law no. 20;

EXPECTED	that turns out necessary arrange promptly the start of the process pre-ordered identification of the expert referred to above to ensure the execution of the project " Erasmus plus" closing the gap between smart learning and 2/3 emergency remote teaching "and" training courses for teachers in universities for nurturing innovative educational practices in distance and blended learning based on self-regulation "
CONSIDERING	that both employees of the University of Foggia and external subjects can participate in the aforementioned selection;
CONSIDERING	the temporary nature of the assignment and the particular qualification of the service object of the same;
VERIFYING	that the costs relating to the aforementioned assignment, for a total cost of € 12,000.00 (twelve thousand / 00), will weigh on the funds of the Erasmus Plus research project Closing the Gap between Smart Learning and Emergency Remote Teaching "acronym Closer , and for € 2,000 on funds from the Erasmus Plus research project entitled "Training courses for teachers in Universities for Nurturing innovative Educative practices in Distance and blended learning based on self regulation "acronym TUNED, coordinated by prof. Pierpaolo Limone,

DECREES

Art. 1

Announcement and object of selection

A public selection procedure, based on qualifications and interview, is launched for the stipulation of a self-employment contract, lasting twelve months, having as its object the following activities:

- Management activities in the UNIFG Erasmus projects;
- Organization of transnational meetings in English;
- Drafting of project reports and documents in English.

Art. 2

Admission requirements

Those who meet the following requirements can participate in the public selection referred to in this notice:

- a) Master's degree or corresponding old system degree diplomas (before DM 509/99). The equivalence will be established by the examining commission;
- b) At least 6 months of research activity at foreign universities;
- c) Research doctorate;
- d) Knowledge of the English language

Those who have been dismissed or dispensed from employment in a Public Administration cannot participate in the selection Administration.

The prescribed requisites must be possessed on the expiry date of the deadline for submitting applications to participate in the selection.

Both employees of the University of Foggia and external subjects can participate in the selection.

External candidates will be selected only if there is no availability of the employees of the University of Foggia or if they do not meet the admission requirements.

The performance of the activity by an employee of the University of Foggia belonging to the category of technical-administrative staff can only take place in compliance with the provisions of the collective agreement of the university sector and in compliance with the regulations in force, with particular reference to Legislative Decree no. Lgs. 30 March 2001, n. 165, and subject to the authorization of the Structure to which it belongs. The assignment will be carried out by the employee during office hours and does not provide for the payment of additional remuneration.

Candidates employed by other public administrations must be in possession of authorization to carry out the assignment.

Candidates are admitted to the selection with reserve.

The Administration may decide at any time, by reasoned decree of the Director of the Department of Humanities of the University of Foggia, the exclusion for lack of the prescribed requirements.

They cannot be admitted to the selection, pursuant to art. 18, paragraph 1, letter b), of Law no. 240, those who have a degree of kinship or affinity, up to and including the fourth degree, with the Rector, with the General Director or with a member of the Board of Directors of the University of Foggia.

Art. 3

Application and submission deadline

The application for participation in the selection, signed by the candidate under penalty of exclusion and written in Italian, on plain paper and in accordance with the model attached to this notice (Annex A), must be addressed to the Director of the Department of Humanities of the University di Foggia - via Arpi 176 - 71122 Foggia and can only be presented in the following way:

- a) with Certified Electronic Mail (PEC) - exclusively at distum@cert.unifg.it taking care to attach all the required documentation in non-modifiable "pdf" format, provided that the author is identified pursuant to art. 65 Legislative Decree no. 82 of 7 March 2005 (Digital Administration Code). Furthermore, sending from a simple / ordinary e-mail box will not be considered valid, even if addressed to the aforementioned PEC.

The application must be submitted, strictly, together with the attached documentation, by 01 July 2022.

Art. 4

Declarations to be made in the application

In the application, the candidate must declare under his own responsibility:

- a) the surname and first name (married women must indicate the single surname);
- b) the tax code;
- c) the place and date of birth;
- d) the registered residence;
- e) citizenship and mother tongue of origin;
- f) possession of the admission requirements, as indicated by art. 2 of this selection notice;
- g) possession of the qualifications required by art. 6 of this selection notice;
- h) the Municipality of registration in the electoral lists, or the reasons for non-registration;
- i) to enjoy civil and political rights or the reasons for non-enjoyment.
Foreign citizens must declare that they enjoy civil and political rights in the States of origin or origin or the reasons for non-enjoyment;
- j) that they have never received criminal convictions and that they have no ongoing criminal proceedings; otherwise, indicate the convictions reported and the date of the sentence of the judicial authority that imposed them (also indicate whether amnesty, pardon, judicial pardon or no mention, etc.) and the pending criminal proceedings have been granted;
- k) that he has not been dismissed or dispensed from employment in a public administration, nor declared forfeited pursuant to art. 127, letter d), of Presidential Decree 10.1.1957, n.3 and that he was not fired for having obtained employment through the production of false documents or by fraudulent means;
- l) not to have a degree of kinship or affinity, up to and including the fourth degree, with the Rector, with the Director General or with a member of the Board of Directors of the University of Foggia;
- m) for the personnel of the University of Foggia, possession of the authorization of the Facility to which they belong;
- n) for employees of public administrations, the details of the authorization issued by the administration to which they belong or, failing that, of the authorization request;
- o) the precise domicile elected for the purposes of participation in the selection ;
- p) e-mail address, possibly also certified, as well as telephone numbers.

The application must explicitly contain all of the above statements.

The omission of one of the declarations, with the exception of the one indicated in points g), o)

and p), determines the invalidity of the application itself, with the exclusion of the candidate from the selection.

The Administration assumes no responsibility in the event of loss of communications resulting from incorrect indication of the address by the candidate or from failure or late communication of the change of address indicated in the application, nor for any postal or telegraphic problems or in any case attributable to the fact of third parties, by chance or force majeure.

The application for participation in the selection must be signed by the candidate, under penalty of exclusion, in the manner set out in art. 65 of Legislative Decree no. 82 of 7 March 2005 (*Digital Administration Code*).

Pursuant to art. 39 of Presidential Decree 28.12.2000, n.445 the signature does not need to be authenticated.

Art. 5

Documentation to be attached to the application

The following must be attached to the application for participation in the selection:

- a) under penalty of exclusion, the documentation concerning the admission requirements pursuant to art. 2, a photocopy of an identification document, certifying the identity, and the tax code;
- b) the dated *curriculum vitae* , duly signed and with the explicit indication that everything declared in it corresponds to the truth, pursuant to the rules on self-declarations pursuant to art. 46 and following of Presidential Decree 28.12.2000, n. 445;
- c) the documents and qualifications referred to in the following art. 6 that the candidate deems useful to assert for the purposes of selection;
- d) for the personnel of the University of Foggia, the authorization of the structure to which they belong;
- e) for employees of public administrations, the authorization issued by the administration to which they belong or, failing that, a copy of the application submitted;
- f) declaration of not having a degree of kinship or affinity, up to and including the fourth degree, with the Rector, with the Director General or with a member of the Board of Directors of the University of Foggia
- g) information and authorization to process the data, the signing of which is necessary in order to process the request for participation in this selection (Annex 1).

Art. 6

Commission for the selection and evaluation of qualifications and the interview

In the event that there is no availability of the employees of the University of Foggia or in the event that they do not meet the admission requirements, the selection of external candidates will be carried out by a special Selection Committee, appointed by decree of the Director of the Department. of Humanities in compliance with current provisions on the subject.

During the preliminary session, the Commission establishes in advance the candidate evaluation criteria. Subsequently, the Commission verifies that each candidate possesses the requisites referred to in art. 2. If even one of these requirements is found to be lacking or incongruity, the Commission excludes the candidate from the selection.

After having ascertained the possession of the above requirements by the candidates, the Commission proceeds to evaluate the qualifications presented by the candidates admitted to the selection and interview.

The Commission will have n. 60 points of which 30 for qualifications and 30 for the interview.

The Commission will have n. 30 points for the titles divided as follows:

- Up to 20 points for the three-year degree mark determined as follows:

101 to 102/110 = 4 point

103 to 104/110 = 8 points

105 to 106/110 = 12 points

107 to 108/110 = 16 points

from 109 to 110/110 with honors = 20 points

- Up to 10 points for management experience in international projects: for each documented year = 1 point;

Candidates will be admitted to the interview if they have achieved at least 21 points out of the

30 available in relation to the presentation of their qualifications.

The evaluation of the securities will take place on 06 July 2022, at 9.00, electronically on the online platform meet.google.com, given the limitation to other methods due to the emergency from Covid-19.

Candidates admitted to the interview will be notified of the assessment of their qualifications at the same time as the interview takes place.

The interview, aimed at verifying the candidates' possession of the necessary skills in the subject matter of the contract, will focus on:

- verification of the candidate's knowledge of Erasmusplus projects ,
- management and drafting of documents for international research projects.

For each candidate, the Commission of selection has a maximum of 30 points at its disposal for the evaluation of the interview. To obtain eligibility, the candidate must achieve a score of not less than 21 points out of the 30 available.

The interview will take place on 06 July 2022 starting at 10.00, electronically on the online platform meet.google.com, given the limitation to other methods due to the emergency from Covid-19.

For the connection it is necessary to have a computer equipped with a webcam and connected to a stable network. No communications will be sent regarding candidates. The publication of that date has the value of notification in all respects, so candidates who have not been notified of their exclusion from the selection are required to register and connect to the online platform meet.google.com; they will receive an invitation to participate to which they must respond.

Any changes in the date, time or place for the examination will be published on the web page www.unifg.it in the dedicated section.

To take the exam, candidates must be in possession of a valid identification document. All competitors will be guaranteed the opportunity to attend the interview of each candidate. Failure to attend the interview will result in exclusion from the selection procedure.

Once the exam has been completed, the Commission, with a motivated report, compiles the general merit ranking.

The result of the interview, the evaluation of qualifications and the final ranking will be announced on the specific web page of the University relating to calls for technical-administrative staff.

Art. 7

Duration, assignment and remuneration of the assignment

The appointment will require a commitment lasting twelve months.

The assignment of the assignment to the employees of the University of Foggia will be formalized with a letter of assignment, free of charge. Failing that, the assignment of the assignment to external personnel will take place through the stipulation of a self-employment contract, pursuant to art. 7, paragraphs 6 and 6-bis, of Legislative Decree 30.03.2001, n. 165, for which a gross remuneration of € 12,000.00 will be paid, including tax, social security and welfare withholdings to be paid by the lender and the costs to be borne by the University.

The payment of the fee will be subject to the declaration of regular execution attested by prof. Luigi Traetta, scientific director of the Erasmusplus research project Closer ".

The contract will become effective, pursuant to art. 15, cc. 1 and 2, of Legislative Decree 14 March 2013, n. 33, from the date of fulfillment of the obligations of publication on the institutional website of the University of the details of the contract itself, of the name of the lender, of his curriculum vitae, of the subject of the assignment and of the relative remuneration, as well as of communication to the Presidency of the Council of the Ministers - Department of the public function of the related data pursuant to article 53, paragraph 14, second sentence, of Legislative Decree no. 30 March 2001, n. 165 and subsequent amendments. The provisions in force on tax, social security and insurance matters apply to the aforementioned contract. In particular, the collaborator, in the cases provided for by law, will be obliged to register with the INPS separate management.

Art. 8

Data processing

This University undertakes to process the data provided by the candidate in compliance with

the principles set out in EU Regulation no. 679/2016, regarding the protection of personal data. The data controller is the University of Foggia, with registered office in Foggia, Via Gramsci n. 89/91 - PEC: Protocol@cert.unifg.it. The Legal Representative of the University of Foggia is the pro tempore Rector Prof. Pierpaolo Limone, domiciled for the office at the registered office of the institution, Via Gramsci n. 89/91, 71122 Foggia. The Personal Data Protection Officer is prof. Michele Trimarchi, Via Gramsci n. 89/91, 71122 Foggia, PEC rpd@cert.unifg.it.

Art. 9 Advertising

This notice will be published by posting on the official University notice board and on the University website.

Art. 10 Head of the Procedure

Pursuant to Law 7.08.1990, n. 241 and subsequent amendments and additions, the person in charge of the selection procedure is Dr. Vito Ruberto - Research and Higher Education Service - Via Arpi, 176 - Foggia (tel. 0881-750364, e-mail: vito.ruberto@unifg.it).

Art. 11

Final and referral rules

For anything not expressly provided for in this selection notice, the current legislation on the subject applies, insofar as it is compatible.

The Director
Prof. Sebastiano Valerio