

## **The Rector of the Free University of Bozen-Bolzano**

In accordance with the current Statute of the Free University of Bozen/Bolzano;

In accordance with Art. 23 c. 2 of law no. 240 of 30 December 2010;

In accordance with the current "Regolamento per il conferimento di incarichi per attività di insegnamento e di didattica integrativa ai sensi dell'art. 23 della legge 30 dicembre 2010, n. 240", approved by the University Council (resolution nr. 30 dated 11 April 2014);

In accordance with the current "Regolamento Tariffario per i docenti del Centro linguistico" approved by the University Council (resolution nr. 73 dated 7 September 2012);

In consideration of the trilingual language model and the international profile of the University;

In consideration of the validity of the ranking lists for the awarding of teaching contracts currently in force, which were approved by Rector's Decrees. n. 137/2015 and 139/2015, and the Prorector's Decrees n. 27/2015 and 30/2015, and which expire on 30 September 2017;

In consideration of the necessity to offer both intensive and extensive language courses as well as language proficiency exams at the B1, B2, and C1 levels during the academic years 2017/2018 and 2018/2019;

Having verified the lack of internal personnel necessary to meet the needs of the Language Centre;

Having confirmed the budget;

In accordance with the Rector's Decree of 11 May 2017, n. 233/2017

### **announces**

That the Language Centre of the Free University of Bozen-Bolzano (hereafter referred to as "unibz") seeks to cover the following during the academic years 2017/2018 and 2018/2019 by means of remunerative freelance contracts:

- Teaching contracts for the following language courses,\* including intensive\*\* courses and extensive\*\*\* courses

#### **Language Courses**

**German (Intensive and Extensive: Ref A)**

**Italian (Intensive and Extensive: Ref. B)**

**English (Intensive and Extensive: Ref. C)**

**at the campuses of BOZEN-BOLZANO, BRIXEN-BRESSANONE,  
BRUNECK-BRUNICO**

**for the levels A1 to C2 according the  
Common European Framework of References (CEFR)**

- Contracts for language examiners for the following language exams\*\*\*\*

## Language Proficiency Exams for German, Italian, and English

For the levels B1, B2, and C1

At the BOZEN-BOLZANO campus

### \* Language Courses

The Language Centre offers language courses in all three languages of instruction at unibz (Italian, German, and English) for students, academic staff, and administrative staff. In addition, the Language Centre offers preparation courses for international language exams (only taught by qualified trainers). Additional courses may also be offered.

The majority of the language courses offered by the Language Centre are intended for current students and are organized according to a modular course system in which intensive modules are offered during the breaks before, between, and after semesters and extensive modules are offered during the semesters. Each module typically consists of 40 hours of instruction (where 1 hour = 60 minutes of instruction). The aim of the system in most cases is to develop students' language proficiency from A0 to B2 within the timeframe of 3-4 semesters and from B2 to C1 within the timeframe of 1-2 semesters.

### \*\* Intensive Courses

Intensive language courses consist of a maximum of 40 hours of instruction per week: 40 hours during 1-week courses, a maximum of **80 hours** during 2-week courses, and a maximum of **120 hours** during 3-week courses. Intensive courses meet for between 4 and 8 hours each day. Language teachers are expected to hold lesson for the entire number of daily hours assigned to their course (8 hours per day for 8-hour courses, 6 hours per day for 6-hour courses, and 4 hours per day for 4-hour courses). In order to guarantee the offering of all courses, 8-hour courses may be assigned to two teachers available for 4 hours per day, **only** in the event that an insufficient number of teachers are available to teach for 8 hours per day. There are three intensive course sessions per year (which coincide with the breaks before, between, and after semesters): these sessions occur in September, February, and July, respectively.

### \*\*\* Extensive Courses

Extensive courses vary in duration from 30 to 50 hours of instruction per semester (2, 4, 6, or 8 hours per week).

### \*\*\*\* Language Proficiency Exams

The language proficiency exams offered by the Language Centre, which certify the levels B1, B2, and C1, test all four language skills: reading, listening, writing, and speaking. Typically, the receptive skills are tested by means of a computer-based exam. The writing component may be administered either by computer or by paper and pen. The oral component consists of an interview which varies in duration: 10 minutes (B1), 15 minutes (B2), and 20 minutes (C1). For the assessment of written and oral production, the *Testing and Certification Unit* of the Language Centre relies upon the collaboration of nominated exam commissions, which assess the performance of the candidates on the basis of standardized scoring rubrics, instructions, and procedures.

## **1) Contractual Duties and Obligations**

Each teaching contract requires the fulfilment of the following duties and obligations:

- Assigned teaching duties (remunerative *ad hoc* employment);
- All work associated with course assessment (including defining course assessment procedures, preparing and assigning assessment tasks, marking assessment tasks, and providing course participants with constructive feedback) (nonremunerative *ad hoc* duty);
- Attendance of meetings organized by the Director of the Language Centre and/or by the Language Coordinators as well as participation in teacher training activities organized by the Language Centre (nonremunerative *ad hoc* participation).

Contracts for language proficiency examiners for the levels B1, B2, and C1 (remunerative *ad hoc* employment) require the compulsory attendance of an initial training workshop of 3 or 4 hours, as well as occasional refresher courses related to testing and certification (nonremunerative *ad hoc* participation).

## **2) Requirements for Participation in the Selection Procedure**

Applicants may participate in the selection procedure if they:

- Are in possession of:
  - *A laurea triennale*, or
  - *A laurea magistrale/specialistica*, or
  - *A laurea quadriennale secondo vecchio ordinamento*, or
  - A foreign academic title equivalent to any of the aforementioned (e.g., Bachelor of Arts or Master of Arts); and
- Are in possession of experience teaching the language for which they intend to apply.

## **3) Procedures and Deadlines for Submitting Applications**

The application must be submitted, using the template provided in attachment 'A', to the following address no later than the **closing date of 14 June 2017, 12.00 (p.m.)**:

*Free University of Bozen-Bolzano  
Language Centre  
Attn: Francesca Nardin  
Piazza Università, 1  
39100 Bozen-Bolzano*

The date on which the application is received by the Language Centre (verified by dated entry stamp) is the date which is taken into consideration in determining whether an application can be accepted.

The application (see attachment 'A') may be submitted in the following ways:

- a) By submitting the application at the Language Centre (office A4.25) on the Bozen-Bolzano campus Monday to Friday from 9:00 to 12:00 (with the exception of 6 and 7 June 2017);
- b) By sending the application via standard post (the postmark will not be taken into consideration for the purpose of the submission deadline);
- c) By sending the application via certified electronic email ("PEC") to the following email address: [language.centre@pec.unibz.it](mailto:language.centre@pec.unibz.it)
- d) By sending the application via standard email to the following email address: [recruitment\\_languagecentre@unibz.it](mailto:recruitment_languagecentre@unibz.it)

In cases b) and d), a copy of a valid identification document (identity card, passport, driving licence) must be attached to the application, otherwise the applicant will be excluded from the selection procedure.

The envelope containing the application, or the subject line of the email to which the application documents are attached, must contain the notice: "*Application for the Selection Procedure for Language Centre - Language Courses for Italian, German, and English*".

Applications received after the deadline indicated above will not be accepted.

#### **4) Documents Which Must Be Submitted with the Application**

The applicant must enclose the following documents with the application:

- a) A detailed and current CV (signed and dated) of the applicant's relevant teaching and professional experience;
- b) A list of the applicant's relevant academic titles;
- c) A sample of a complete end-of-course exam prepared by the applicant for a B1 level university course (for the language for which the applicant intends to apply); the exam must test all four language skills and be ready for administration;
- d) A description (titled "Description of Assessment Methodology") of no more than two pages which details the methodological considerations underlying the design of the aforementioned sample exam.

Applicants must demonstrate that they possess the requirements listed in Art. 2) of this announcement as well as any other qualifications (*titoli*) they deem useful for their application, in the case that the qualifications (*titoli*) have been issued by **Italian Public Administrations or Institutions**, in one of the following ways:

- a declaration in lieu of an affidavit as per article 47 of D.P.R. 28 December 2000, no. 445, in which case the applicant must enclose:
  - 1 photocopy of each certificate/document;
  - 1 declaration, following the template provided in attachment 'B' (article 47 of D.P.R. 28 December 2000, no. 445), in which the applicant must declare, under his/her own responsibility, that the enclosed photocopies, described in detail with reference to their date of issue, place of issue, and issuing institution, conform to the original copies in his/her possession;
  - 1 photocopy of a valid identification document.
- a declaration in lieu of certificates as per article 46 of D.P.R. 28 December 2000, no. 445, in which case the applicant must enclose:
  - 1 declaration, following the template provided in attachment 'B' (article 46 of D.P.R. 28 December 2000, no. 445), in which the applicant must declare, under his/her own responsibility, that he/she is in possession of the original copies, described in detail with reference to their date of issue, place of issue, and issuing institution;
  - 1 photocopy of a valid identification document.

**The Language Centre can neither accept nor request certificates issued by Italian public administrations or institutions.**

##### **For Italian or EU Citizens**

Qualifications issued by private entities\* or abroad may be submitted:

- a) In original copy, or
- b) In authenticated copy, or
- c) As a declaration in lieu of an affidavit as per article 47 of D.P.R. 28 December 2000, n. 445 (see attachment 'B')

\*Public service providers are not considered private entities.

### **For Non-EU Citizens**

Non-EU citizens legally residing in Italy may submit declarations in lieu of an affidavit only in cases in which states, facts, and personal qualities can be certified by Italian public entities.

The person in charge of this selection procedure is required to verify the veracity of the declarations submitted by applicants. Applicants are not permitted to make reference to documents or publications which have been presented to this University or other institutions in the past.

The University accepts no responsibility for applications which fail to reach their destination owing to third-party error or technical problems which prevent their receipt.

The University accepts no responsibility for cases in which the applicants are unreachable or in which communications are undeliverable due to incorrect or incomplete contact information or untimely notification or a failure to notify on the part of the candidate regarding a change of address. The University accepts no responsibility for lost mail, whether the result of third-party error, or whether attributable to mishaps or to force majeure, in so far as the cause can in no way be ascribable to the University.

The University accepts no blame when the return receipt verifying delivery of an application, other documents, or other communications related to the selection procedure fail to arrive. If the applicant's mailing address differs from that of his/her place of residence, the University is exempt from responsibility should a registered letter with return receipt fail to reach the applicant because it has been delivered to the destination which the applicant has specified as his/her mailing address during the selection procedure.

## **5) Cases in which Applications Will Be Rejected**

All applicants are admitted to participate in the selection procedure on a conditional basis. The exclusion of applicants from the selection procedure can therefore be justified by Rector's decree in the following instances:

- a) An application is not signed by the applicant;
- b) An application is not received by the aforementioned deadline;
- c) An application is received by standard post or email without an attached photocopy of a valid identity document (identity card, passport, driving licence);
- d) An application is submitted by an applicant who does not possess the minimum requirements to participate in the selection procedure;
- e) The applicant fails to indicate the language for which he or she intends to apply;
- f) An application is submitted by an applicant who is a blood relative or relative by marriage (through the fourth degree) of the Rector, the University Director, or a member of the University Council of unibz;
- g) An application is submitted without a declaration that the applicant is not a blood relative or relative by marriage (through the fourth degree) of the Rector, the University Director, or a member of the University Council of unibz;
- h) An application is submitted by an applicant with a criminal conviction which, under current law, temporarily or permanently disqualifies the applicant from holding a public office. Other criminal convictions, also in the event of a plea bargain ("applicazione della pena su richiesta") or an expungement ("non menzione nel casellario giudiziale ai sensi dell'art. 175 c.p."), can be regarded by unibz as grounds to exclude an applicant from the selection procedure based on any potential conflict of interest with the aforementioned contractual duties or the values and mission of the University.

## **6) Selection Process, Evaluation Criteria, and Preferred Qualifications**

The evaluation of the candidates will be based on the submitted documentation of relevant qualifications (*titoli*). The sample end-of-course exam and the "Description of Assessment Methodology", which are described in Art. 4), points c) and d) of this announcement, are considered for all intents and purposes a documentation of a qualification (*titolo*) for the purposes of this selection procedure. Only certificates and documents which have been issued or prepared by the aforementioned application submission deadline will be evaluated.

### **EVALUATION CRITERIA (maximum of 130 points)**

- a) Academic degrees and professional training = maximum of 30 points
- b) Publications and conference presentations = maximum of 10 points
- c) Relevant teaching experience = maximum of 40 points
- d) Evaluation of the end-of-course exam and the accompanying "Description of Assessment Methodology" = maximum of 40 points
- e) Experience as a language proficiency examiner = maximum of 10 points

#### a) Academic Degrees and Professional Training = Maximum of 30 Points

- First and second-cycle university degrees, post-graduate certificates, professional development related to language teaching:
  - *Laurea triennale* or foreign equivalent (e.g., Bachelor of Arts) in foreign languages, linguistics, second language acquisition, and other disciplines related to language acquisition and language teaching = maximum of 5 points;
  - *Laurea specialistica/magistrale* or *laurea quadriennale secondo vecchio ordinamento* or foreign equivalents (e.g., Master of Arts) in foreign languages, linguistics, second language acquisition, and other disciplines related to language acquisition and language teaching = maximum of 10 points;
  - Post-graduate certificate with a minimum duration of one year (60 ECTS) related to language teaching = maximum of 5 points;
  - *Dottorato di ricerca* or foreign equivalent (e.g., PhD) in foreign languages, linguistics, second language acquisition, and other disciplines related to language acquisition and language teaching = maximum of 20 points; in another humanistic discipline = maximum of 5 points;
  - Training programs and courses related to language teaching offered by universities or other institutions accredited by the respective national agencies = maximum of 5 points (with a minimum duration of one year (60 ECTS) = maximum of 5 points; with a duration less than one year (<60 ECTS) = 0.5 points per 6 credits/ECTS);
  - Other courses, seminars, and workshops related to language teaching completed **in the last 10 years** = maximum of 5 points (0.5 points per 8 hours of training).

#### b) Publications and Conference Presentations Related to Language Teaching = Maximum of 10 Points

- Monographs = maximum of 5 points each.
- Course books = maximum of 3 points each.
- Peer reviewed articles = maximum of 2 points each.
- Chapters in a book or conference proceedings = maximum of 1 point each.
- Presentations at conferences and conventions = maximum of 0.5 point each.

c) Relevant Teaching Experience = Maximum of 40 Points

- Experience teaching the language for which the applicant intends to apply **as a second or foreign language within the last 15 years:**
  - University teaching experience = maximum of 40 points (40 hours of instruction = 1 point);
  - Experience teaching adults at other institutions and *scuole secondarie di II grado* (or foreign equivalents) = maximum of 10 points (40 hours of instruction = 0.5 point);
  - Experience as a teacher trainer = maximum of 5 points (8 hours of training = 1 point).

d) Evaluation of the End-of-Course Exam and the Accompanying "Description of Assessment Methodology" = Maximum of 40 Points

- Evaluation of the sample end-of-course exam (ready for administration) which tests all four language abilities for a B1 university course for the language for which the applicant intends to apply = maximum of 30 points:
  - Formal aspects (e.g., structure, presentation, scoring) = maximum of 10 points;
  - Content (e.g., relevance of themes, tasks, and language features/skills for the B1 level) = maximum of 15 points;
  - Authenticity and originality = maximum of 5 points.
- Evaluation of the "Description of Assessment Methodology" of no more than two pages, which details the methodological considerations underlying the design of the aforementioned sample exam = a maximum of 10 points.

e) Experience as a Language Proficiency Examiner = Maximum of 10 Points

- Evaluation of experience in the field of language proficiency certification for the language for which the applicant intends to apply: Active status as an official examiner for exams currently recognized by unibz, and service as an examiner for exams currently recognized by unibz = maximum of 10 points:
  - Each up-to-date certification as an official examiner = 3 points per exam board
  - 10 hours of experience as an official examiner = 0.5 point.

**Candidates must obtain a minimum total score of 50/130 points in order to be eligible to be included in the ranking list.**

A PhD shall be considered a preferred qualification in the case that candidates obtain an equal total score.

## **7) Selection Committees**

Each selection committee, one for the selection of teachers of Italian, one for the selection of teachers of German, and one for the selection of teachers of English, will be composed of three members.

The selection committees will be nominated by decree of the Rector of unibz, and will also be published digitally on the University website.

## **8) The Ranking List of Eligible Candidates**

At the conclusion of the selection procedure, three ranking lists of eligible candidates will be approved by decree of the Rector of unibz, one for each of the three aforementioned languages. The ranking lists will be valid through 30 September 2019, and during the course of their validity, the ranking lists may be utilized only for the expressed purpose of awarding the specific contracts

defined in this announcement. In the event that an eligible candidate refuses an assignment or in the event that a teaching contract, or a contract for a language examiner, is terminated prematurely, the contract may be awarded to the next eligible candidate on the ranking list.

The decree of the Rector as well as the ranking list of eligible applicants will be published on the official notice board of the Language Centre as well as on the unibz website (in the section "Position Calls").

The publication of the ranking lists serves as the only communication to the candidates regarding the results of the selection procedure.

## **9) The Awarding of Contracts**

### General Rules

The assignment of language courses and the nomination of language proficiency examiners occur on the basis of the order of eligible candidates according to the published ranking lists as well as the teachers' declared availability to teach or serve as an examiner, whereby the completion of the relevant availability form constitutes a precontractual obligation in order to be awarded a contract. Both the request for the availability of teachers and the assignment of courses occur via email. The teachers on the published ranking lists of eligible candidates are responsible for communicating in a timely fashion any change in their preferred email address to the Language Centre ([teaching.languagecentre@unibz.it](mailto:teaching.languagecentre@unibz.it)).

In the event that a contract, for which the candidate has already declared his/her availability and which has already been awarded by the Language Centre, is refused by the candidate, or in the event that a contract is terminated prematurely by the candidate, in both cases without just cause\*, the candidate will be dismissed from the ranking list in force.

- \* Just causes for the refusal or premature termination of a teaching contract include instances in which it is impossible for the candidate to meet the stated contractual obligations. Examples include:
- Illness of the candidate or a family member;
  - Need for physical assistance on the part of a family member;
  - Employment in a full-time position.

In the event of a refusal or a premature termination of a contract on the part of the contracted teacher, the contracted teacher has no claim to any indemnity.

In the event the candidate is not a national of an EU member state, or a member of the EEA, he/she must produce, upon the signing of a contract, a residence permit (*permesso di soggiorno*) which will remain valid for the entire duration of the teaching contract.

In accordance with Legislative Decree no. 165 of 30 March 2001, art. 53, para. 7, public servants are not permitted to accept any kind of remunerated contract if this has not been expressly authorized in advance by the institution to which they are affiliated, except in cases of exemption expressly provided for by the law.

The University reserves the right to revoke any contract that has been awarded to a teacher on the ranking list in the event that he/she is an employee of an Italian public administration and cannot produce the authorization (*nullaosta*) issued by the institution to which he/she is affiliated within the deadline set by the University.

Contracts awarded in accordance with the procedures outlined in this announcement in no case confer the right to tenure.



#### Rules Applicable to Teaching Contracts

Each teaching contract is valid for the duration of a single language course and is terminated upon the completion of the course. Each candidate on the published ranking lists may be assigned a maximum of 3 extensive course per semester, except in cases in which no other candidate on the same ranking list is available to teach an activated course. The activation of a course is contingent upon the following minimum number of registered course participants for each type of course:

- 4 officially registered unibz participants for modular courses;
- Typically 4 officially unibz registered participants for courses for unibz professors and researchers;
- 6 officially registered unibz participants for international exam preparation courses, for courses for unibz administrative staff, and for all other courses.

The assignment of language courses during the 2018/19 academic year is contingent upon a positive evaluation of the candidate's teaching activity during the 2017/18 academic year (in the event that the candidate was assigned a course during the 2017/18 academic year) as well as sufficient funds in the Language Centre budget. The evaluation of teaching activity and the fulfilment of the contractual obligations of a teaching contract will be conducted by a commission consisting of the Director of Language Centre and the Language Coordinators for Italian, German, and English. In the event of a negative evaluation, the candidate will be dismissed from the ranking list in force.

### **10) Recusal (*Incompatibilità*)**

Contracts specified in this announcement cannot be assigned to persons deemed *incompatibili* according to art. 13 of Presidential Decree, n. 382 of 11 July 1980 and its subsequent amendments. With the condition that the contract teacher can fully perform the contractual duties defined in this announcement, he/she may engage in other activities outside the University in so far as they neither constitute a conflict of interest with his/her teaching assignment at unibz nor damage the reputation of unibz.

### **11) Remuneration**

The gross remuneration for teaching contracts and contracts for language proficiency examiners as defined by this announcement are governed by the attached table (see attachment 'C').

### **12) Legal Recourse**

Candidates may lodge a formal appeal against the results of the selection procedure with the Regional Administrative Court of Law in Bozen-Bolzano within 60 days from publication date of the Rector's decree approving the ranking list of eligible candidates.

### **13) Regulations Concerning Privacy**

In accordance with the regulations defined by Legislative Decree n. 196 of 30 June 2003, "Data Protection Code", unibz, as the recipient of all personal data submitted for the purposes of the present selection procedure, including sensitive and legal data, declares that all information submitted with the applications will be processed solely for the purpose of the selection procedure and the potential awarding of contracts (see attachment 'D').

**14) Publication of this Announcement**

This announcement appears on the Language Centre's official notice board and is published on the unibz website in the section "Position Calls".

**15) The Person in Charge of the Selection Procedure**

In accordance with Law no. 241 of 7 August 1990, and all subsequent addendums and amendments, the person in charge of the selection procedure is: Francesca Nardin, piazza Università, 1, 39100 Bolzano – phone: +39 0471 012 401, email: [francesca.nardin@unibz.it](mailto:francesca.nardin@unibz.it)

The Rector of the Free University of Bozen-Bolzano

Prof. Paolo Lugli

Published on the official notice board of the Language Centre in Bozen-Bolzano, on 15.05.2017