

The Dean of the Faculty of Economics and Management

taking into consideration the current Statute of the Free University of Bozen/Bolzano;
 taking into consideration the art. 23 c. 2 of law no. 240 of December 30, 2010;
 taking into consideration the "Regulation regarding the grant of teaching assignments and additional teaching assignments" according to art. 23 c. 2 of law no. 240 of December 30 2010, approved by the University Council dated 11.04.2014 no. 30/2014;
 recognising that it is not possible to assign the courses referred to in this advertisement to tenured academic staff, endowed professor according to art. 1, c. 12 of law no. 230/2005, if any, or researchers with fixed-term contracts (RTD) of the Faculty of Economics and Management as part of their institutional educational duties;
 taking into consideration the budget and in accordance with the resolution of the Faculty Council of the Faculty of Economics and Management dated 15.06.2018 no. 76/2018;

announces

that at the Faculty of Economics and Management there are the following teaching posts as lecturing assistants to be assigned for the 2018/2019 academic year through a remunerated freelance contract*:

Bachelor in Tourism, Sport and Event Management (L-18)						
Ref. Number	Course	exercise hours	Semester**	Degree class	Sector	Teaching language
TSELA4	Introduction to Accounting	24	2	L-18	SECS-P/07	English

*except as per art. 9 of this advertisement

**The Free University of Bozen/Bolzano reserves the right to defer the above-mentioned semesters for organizational reasons.

1. Course duties (educational activities)

The teaching workload includes the exercise and laboratory hours and integrated teaching activities, which have to be connected to the lecture hours offered by the course leader. These educational activities have to be offered following coordination with the leader of the course to which they are related. The appointment as lecturing assistant also requires participation in all examinations in all sessions established by the academic calendar, if the Dean appoints him/her as a member of the exam commission with a separate decree.

The lecturing assistant can also be appointed as a:

- a) member / substitute member of the exam commission of the end-of-course exams offered by the Faculty which fall into either the lecturer's scientific sector and/or in those linked to that sector;
- b) member / substitute member of the exam commission for the admission procedure;
- c) first supervisor, second supervisor, examiner in the bachelor/master final degree commission.
- d) non-supervising member / non-examiner of the bachelor/master final degree commission;

2. Requirements for competing in the selection procedure

Applicants are eligible for selection if they are in possession of:

- a) a four-year undergraduate degree or a Master's degree or an equivalent qualification or a higher qualification in the advertised subject or in topics related to it.
- b) proven teaching and/or scientific expertise in the subject(s) applied for in this selection procedure. In particular applicants have to have 3 years of scientific and/or teaching experience at university level in the advertised subject or in topics related to it.

Furthermore, applicants have to:

- a) be able to teach in the official teaching language of the advertised subject. Applicants' language skills can be certified by submitting, together with the application, any language certificates obtained or by proven teaching experience in the official teaching language of the advertised subject.
- b) Applicants must not have received any negative evaluation of their teaching activities in the advertised subject or in a related field in the past three academic years.

3. Procedures and deadline for presenting applications

The application must be submitted according to the model provided in attachment 'A' and must be handed in to the following address by and no later than the deadline of **06.08.2018**.

Free University of Bozen-Bolzano
Faculty of Economics and Management
for the attention of: Ms Monika Bauer
piazza Università, 1 - P. O. Box 276
I-39100 Bozen-Bolzano

Together with the application form, which must be completely filled out, applicants are invited to hand in the following documents:

- a) a detailed and updated CV (dated) of their scientific and professional experience;
- b) the list of their publications.

If the deadline falls on a non-working day, the effective deadline will be the first working day after the deadline.

The date when the application is received by the Faculty Secretariat (dated entry stamp) is the date which is taken into consideration when determining acceptance of the application.

The applications (see attachment 'A') may be presented in the following ways:

- 1) submitting the application personally (office hours of the Faculty Secretariat: Mon 14:00 - 16:00; Tue 10:00 - 12:00; Thu 10:00 - 12:00 / 14:00 - 16:00; Fri 10:00 - 12:00);
- 2) sending the application by normal post;
- 3) sending the application by fax (+39 0471 013099)
- 4) sending the application by email (Recruitment_Economics@unibz.it).

In cases 2), 3) and 4) 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 present selection procedure.

The Faculty Secretariat can neither accept nor request certificates issued by Italian public administration/institutions.

Therefore, any such certificate, if it is attached to the application form, will not be taken into consideration for the selection procedure as per this advertisement.

Non-EU citizens:

Non-EU citizens legally residing in Italy may use the point 2 of the attachment A (title and publications) limited to cases where 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 (attachment A).

Applicants are not allowed to make reference to documents or publications that have been presented to this University or other institutions in the past.

Any documentation that arrives after the deadline for applications will not be taken into consideration for this selection procedure.

The University accepts no responsibility for applications that fail to reach their destination owing to third party mistakes or technical flaws that prevent their arrival.

The University accepts no responsibility for cases in which the applicants are untraceable or when the communications are undeliverable because of imprecise indications of the address, or belated or lack of notification on the part of the candidate regarding a change of the address declared in the application.

The University accepts no responsibility for mail going astray whether third parties are to blame, or whether this is attributable to mishaps, or to force majeure and which, in any case, is in no way ascribable to the University. It accepts no blame when the return delivery slip indicating receipt of the application, of documents or of communications relating to the selection procedures fails to arrive.

If the applicant's address differs from that of his/her place of residence, again the University is exempt from responsibility should a registered letter with notification of receipt arriving at the place which the applicant had specified as his/her address during the period of selection fail to reach him/her.

4. Why applications will be rejected

Applicants are admitted conditionally to participate in the selection procedure. Therefore, exclusion, at any time of the selection, can be undertaken with justification by the Administration in the following cases:

- 1) the applications are not signed by the applicant;
- 2) the applications are not handed in by the deadline indicated in this advertisement;
- 3) the applications are sent in by fax, post or other electronic means without an attached copy of a valid document proving identity (identity card, passport, driving licence);
- 4) the applications are sent in by applicants who are not in possession of the requirements needed for competing in the selection procedure
- 5) applications without indicating the subject(s) the applicant is applying for;
- 6) applications handed in by applicants who are blood relatives or relatives through marriage (including to the 4th degree) with a professor at the Faculty which has published the advertisement or with the Rector, the University Director or a member of the University Council of the Free University of Bozen-Bolzano.
- 7) applications without an attached declaration in which applicants declare they are not blood relatives or relatives through marriage (including to the 4th degree) with a professor at the Faculty which has published the advertisement or with the Rector, the University Director or a member of the University Council of the Free University of Bozen-Bolzano;
- 8) applications handed in by applicants who have criminal convictions that, under current legislation, have temporarily or permanently disqualified them from public office. Any further criminal convictions, even after final sentences in a criminal proceeding where the sanction has been requested or where sentences have been pronounced but which allows the defendant the benefit of not having a criminal record as per article 175 c.p., will be regarded by the Free University of Bozen/Bolzano as a means to exclude the applicant from the selection procedure based on compatibility with the advertised position and the university environment.

5. Selection, evaluation criteria and priority qualifications

Qualifications are the criteria for assessing applicants.

In order to evaluate the applications, the evaluation committee will take the following into particular consideration:

- a) qualifications needed to ensure an adequate level of teaching;
- b) the applicant's knowledge of the official language of the advertised subject;
- c) any official teaching evaluations obtained in the advertised subject or in a related field which have either been handed in by the applicant or are available at the Free University of Bozen-Bolzano.

The PhD and the Scientific Habilitation or an equivalent qualification obtained abroad obtained according to art. 16 of law no. 240 of December 30, 2010 are seen as a preferential qualification for the attribution of teaching contracts.

The above mentioned preferential qualifications will be weighted higher in case of an otherwise equal evaluation of the candidates.

The selection of external applicants will proceed only in the event that there are no internal personnel available to take the position or that these staff members are not suitable for the selection.

6. Rank list

Once the selection procedure has come to a close, the rank list of suitable applicants is approved by a decree of the Dean of the Faculty of Economics and Management.

The rank list can only be used for the assignment of the specific course described in the present advertisement, limited to the stated academic year. If an applicant decides not to take the position offered, s/he will be excluded from the rank list for its remaining period of validity. If the applicant declines the assignment of the teaching appointment or the contract is rescinded during the academic year, the course can be given to the next applicant following the rank list.

The decree of the Dean of the Faculty of Economics and Management concerning the approval of the rank list of eligible applicants is published on the official notice board of the Faculty of Economics and Management together with the rank list itself (piazza Università, 1 - 39100 Bozen-Bolzano).

Furthermore, the rank list of eligible applicants, together with the number and the date of the above-mentioned decree of the Dean of the Faculty of Economics and Management is published on the website of the Free University of Bozen-Bolzano (University – Position Calls – Staff under contract in the teaching area).

The publication of the rank list, together with the number and the date of the corresponding decree of the Dean of the Faculty of Economics and Management, replaces any notification sent to the individual applicants.

7. Appointment

The appointment is conferred for the duration of an academic year and may be renewed yearly up to a maximum period of 3 consecutive years.

Any extension of the contract is subject to a positive evaluation, to be completed annually, of the teaching undertaken. However, the contract will only be extended on the condition that there is the availability of financial resources required to cover the contract, and that the Faculty of Economics and Management has agreed that the course will continue to be offered.

The teaching appointment is conferred subject to the activation of the bachelor/master courses by the Faculty Council.

The University reserves the right not to issue / renew teaching appointments no longer necessary in the event of changing educational needs. By way of example, the appointment will not be conferred to the first eligible applicant on the rank list if:

- a) it can be assigned to a professor or researcher who is nominated for tenure at the Faculty of Economics and Management of the Free University of Bozen-Bolzano after the publication of this advertisement and before the stipulation of the contract with the first eligible applicant from the rank list.
- b) it can be assigned to a researcher with a fixed-term contract (RTD), who is employed by the Faculty of Economics and Management of the Free University of Bozen-Bolzano after the date on which this advertisement has been published and before the stipulation of the contract with the first eligible applicant from the rank list;
- c) a holder of a research grant (AR) is appointed by the Faculty that has published this advertisement after the publication date of this advertisement and before the stipulation of the contract with the first eligible applicant from the rank list;
- d) a Visiting Professor or Honorary Fellows is appointed by the Faculty that has published this advertisement after the publication date of this advertisement and before the stipulation of the contract with the first eligible applicant from the rank list;
- e) if it can be assigned to a permanent professor or researcher of the Faculty of Economics and Management of the Free University of Bozen-Bolzano who comes back to duty after a period of absence owing to sickness/accident, maternity/paternity leave, extended leave, sabbatical leave, research leave or after an extended period of absence for other reasons, or who worked on the basis of a part-time contract and opts for a full time contract after the publication of this advertisement and 15 calendar days before the beginning of each semester in which the contracted lecturer has his/her teaching activity.
- f) it can be assigned to a researcher with a fixed-term contract or a holder of a research grant (AR) who comes back to duty after a period of absence owing to sickness/accident, maternity/paternity leave or after a period of longer absence for other reasons, after the publication of this advertisement and 15 calendar days before the beginning of each semester in which the contracted lecturer has his/her teaching activity.

Before the beginning of each semester in which the contracted lecturer has his/her teaching activity, respecting the 15-calendar day period of notice, after informing the contracted lecturer, the Free University of Bozen-Bolzano reserves the right to withdraw from the contract if:

- a) the teaching course(s) mentioned in the contract is/are assigned to a professor or researcher who is nominated for tenure at the Faculty of Economics and Management who comes on duty after the stipulation of the contract with the first eligible applicant on the rank list;
- b) the teaching course(s) mentioned in the contract is/are assigned to a researcher with a fixed-term contract (RTD) employed by the Faculty of Economics and Management after the stipulation of the contract with the first eligible applicant on the rank list;
- c) the teaching course(s) mentioned in the contract is/are assigned to a research grant (AR) is appointed by the Faculty of Economics and Management after the stipulation of the contract with the first eligible applicant on the rank list;
- d) the teaching course(s) mentioned in the contract is/are assigned to a Visiting Professor or Honorary Fellows appointed by the Faculty of Economics and Management after the stipulation of the contract with the first eligible applicant from the rank list;
- e) the teaching course(s) mentioned in the contract should be assigned to a permanent professor or researcher of the Faculty of Economics and Management of the Free University of Bozen-Bolzano who comes back to duty after a period of absence owing to sickness/accident, maternity/paternity leave, extended leave, sabbatical leave, research leave or after an extended period of absence for other reasons, or if it can be assigned to a part-time permanent professor or researcher of the Faculty of Economics and Management of the Free University of Bozen-Bolzano who opts for a full time contract;
- f) the teaching course(s) mentioned in the contract is/are assigned to a researcher with a fixed-term contract (RTD) or a holder of a research grant (AR) who comes back to duty after a period of absence owing to sickness/accident, maternity/paternity leave or after a time of longer absence for other reasons.

In case of premature termination of the contract, the lecturer under contract cannot claim any indemnity. When signing the contract, if the applicant is a national of a non-EU (or equivalent) country, s/he must demonstrate s/he is in possession of a residence permit that will remain valid for the entire period of the teaching contract.

According to legislative decree no. 165 of 30.03.2001, article 53, paragraph 7, public servants are not entitled to accept any kind of remunerated contract if this has not been expressly authorized beforehand 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 assigned to the first eligible applicant on the ranking list if s/he is an employee of an institution of the Public Administration and does not produce the authorization issued by the institution to which s/he is affiliated within the deadline set by the University.

Any contract issued as per this advertisement does not give in any case whatsoever rights to the applicant for access to university tenure.

8. Incompatibility

The appointments that appear in this advertisement are incompatible with the situation as per art. 13 of the DPR n. 382 dated July 11, 1980 and successive modifications.

The positions of lecturing assistant and teaching assistant for the same subject cannot be held by the same person.

Doctoral students can be assigned appointments that appear in this advertisement taking into account the "Regulation regarding doctoral programs" and successive modifications.

As long as the lecturing assistant can fully perform all his/her tasks, s/he can engage in other activities as long as these do not constitute a conflict of interest with the teaching carried out at university and, in any case, are not prejudicial to the Free University of Bozen/Bolzano.

9. Remuneration

The gross remuneration for teaching as per the teaching contracts for exercises governed by this advertisement is set out in the attached table (attachment B).

The assignment of teaching to a tenured professor/researcher or researcher with a fixed-term contract (RTD) of the Free University of Bozen/Bolzano does not involve any salary if carried out within the person's required teaching load established by the regulations in place.

10. Legal measures

Within 60 days of the publication of the decree of the Dean of the Faculty of Economics and Management on the official notice board of the Faculty of Economics and Management, where the rank list of eligible applicants is approved, an appeal can be lodged against that decree with the Regional Administrative Court of Law in Bozen-Bolzano.

11. Regulations concerning the protection of personal data

The information regarding the Regulation (EU) 2016/679 "European Data Protection Regulation" is attached to this advertisement (see attachment 'C').

12. Publication

This advertisement appears on the Faculty's official notice board and is published in the webpages of the Free University of Bozen-Bolzano.

13. The person in charge of the procedure

In accordance with law no. 241 of 7th August 1990, and with successive modifications and integrations, the person in charge of the procedure of the present selection is dott. Andrea Caser, (piazza Università, 1 - 39100 Bozen-Bolzano) - telephone +39 0471 013001, fax +39 0471 013099.

The Dean of the Faculty of Economics and Management
Prof. Oswin Maurer

Published on the notice board of the Faculty of Economics and Management in Bozen-Bolzano on 05.07.2018.