

## The Dean of the Faculty of Science and Technology

- after considering the Statute of the Free University of Bozen/Bolzano in its applicable valid version;
- after considering art. 23, c. 2 of Law no. 240 of 30<sup>th</sup> December 2010;
- after considering the resolution of the University Council no. 156 of 16.12.2016, with which the institution of the 2<sup>nd</sup> level Master „BEE – Building, Energy and Environment. CasaClima“ at the Faculty of Science and Technology has been approved;
- after considering the resolution of the University Council no. 107 of 14<sup>th</sup> September 2017 and the business plan of the 2<sup>nd</sup> level Master „BEE – Building, Energy and Environment. CasaClima“, with which the hourly rate of 120,00 Euro has been defined for teaching activity;
- recognising that it is not possible to assign the course referred to in this advertisement to tenured academic staff or researchers with fixed-term contracts (RTD) of the Faculty of Science and Technology as part of their institutional educational duties;
- established that the funding is guaranteed;
- in accordance with the resolution of the Faculty Council of the Faculty of Science and Technology no. 109 of 18<sup>th</sup> May 2017;

### announces

that at the Faculty of **Science and Technology** there are the following teaching posts to be assigned for the **2017-2018** academic year through a remunerated freelance contract (\*):

Master 2nd Level			
"BEE - Building, Energy and Environment. CasaClima"			

Ref.	Course	Teaching language	Semester and hours **
ST-BEE SUSTAINABLE 9	From BIM to BEM	Italian or English	8 lecture hours in October 2018

(\*) except as per art. 9 of this advertisement

(\*\*) The Free University of Bozen/Bolzano reserves the right to defer the above-mentioned terms on organizational grounds.

### 1. Activities related to the teaching assignment

The present assignment foresees, in addition to the lecture hours referred to above with the relating teaching workload, also the following duties:

- the participation to the meetings convened by the responsible of the Study Course, for a total of max. 25 hours;
- every other task relating to and/or originating from the teaching activity (e.g. participation to meetings, preparation of teaching activities etc.).

This appointment can also foresee the recording of the lesson by video, and the use of tools and methodologies of digital teaching: OLE moodle platform, management of forums, exercises, assessment and self-evaluation activities.

The timetable of the classes will be agreed with the Faculty, taking into consideration the organisational requirements of the Faculty. Any changes to the timetable must be agreed upon with the Faculty Secretariat, except in the event of force majeure.

The activities defined in the present paragraph do not foresee any additional payment.

## **2. Requirements for competing in the selection procedure**

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

- a) a four-year/five-year undergraduate degree (Bachelor) or a Master degree or an equivalent qualification;
- b) proven scientific and professional expertise in the subject(s) applied for in this selection procedure.

Furthermore, applicants have to:

- c) be able to teach in the official teaching language of the advertised subject. Applicants' language skills, except for the mother tongue, must 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.

## **3. Procedures and deadline for presenting applications**

The application may 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 **26.09.2018**.

Free University of Bozen-Bolzano  
Faculty of Science and Technology  
for the attention of: Mrs Sara Raffaelli  
Building K – 3rd Floor  
Piazza Università 5 - P.O. Box 276  
I-39100 Bozen-Bolzano

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

Applications may be written in Italian, German or English. If they are written in Italian or German, an English version of the curriculum vitae, must necessarily be attached.

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: Monday to Friday 08:30 - 12:30 and 14:00 to 17:00)
- 2) sending the application by normal post;
- 3) sending the application by fax (+39 0471 017009)
- 4) sending the application by email ([Recruitment\\_FaST@unibz.it](mailto:Recruitment_FaST@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.

Applicants should send their application including:

- a) a short CV in English (see attachment 'B'), signed and dated, of their scientific and professional experience, provided with a list of their publications of the last ten years.

Applicants must demonstrate that they possess the qualifications and experience as listed in paragraph 2 of this advertisement as well as any other experience/qualifications (professional or otherwise) that they deem useful for this application that have been issued by Italian Public Administration or Institutions in one of the following ways:

- a) a declaration in lieu of an affidavit as per article 47 of D.P.R. 28 December 2000, no. 445. In such a case, applicants must provide:
  - 1 photocopy of each qualification;
  - 1 declaration, following the model provided in attachment 'A', in which the applicant declares, under his/her own responsibility, that the copies of qualifications attached, described in detail with reference to their issue date, place and institution at which the qualification(s) was/were obtained, conform to the originals in his/her possession;
  - 1 photocopy of an ID document.
- b) a declaration in lieu of certificates as per article 46 of D.P.R. 28 December 2000, no. 445. In such a case, applicants must provide:
  - 1 declaration, following the model provided in attachment 'A', in which the applicant declares, under his/her own responsibility, that s/he possesses the qualifications, described in detail with reference to their issue date, place and institution at which the qualification(s) was/were obtained;
  - 1 photocopy of an ID document.

**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.**

**Italian or EU citizens:**

Any qualifications/certificates issued by private institutions\* or issued abroad can be produced:

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

\* public service management companies are not considered private institutions.

**Non-EU citizens:**

Non-EU citizens legally residing in Italy may use the said declarations 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.

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 candidates.

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

- a) Teaching qualifications
- b) Teaching experience relevant to the position
- c) Professional experience related to the teaching position
- d) Didactic continuity
- e) Scientific publications related to the teaching position
- f) Mother tongue: in case of language courses (marked with the abbreviation "LNG") the mother tongue is considered as a preferential qualification for the attribution of teaching contracts.

The National Scientific Habilitation obtained according to art. 16 of law no. 240 of December 30, 2010, or equivalent foreign titles in the field of the advertised subject or in a related field is seen, if applicants are ranked equally, as a preferential qualification for the attribution of teaching contracts.

A PhD or equivalent foreign titles in subjects connected to the subject in this advertisement or any similar subjects are also considered, if applicants are ranked equally, as a preferential qualification.

If applicants are ranked equally, the applicant who is placed first will be identified following the priorities listed above.

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

## **6. Ranking**

Once the selection procedure has been closed, the rank list of suitable applicants is approved by a Decree of the Dean.

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, she/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 concerning the approval of the rank list of eligible applicants is published on the official notice board of the Faculty of Science and Technology together with the rank list itself.

Furthermore, the rank list of eligible applicants, together with the number and the date of the above-mentioned Decree of the Dean is published on the website of the Free University of Bozen-Bolzano (link: 'Tenders and job openings').

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

## **7. Appointment**

The appointment is conferred for the duration of an academic year.

The teaching appointment is subject to the condition that the candidate may not teach within the Faculty more than a total of 12 credits across a maximum of 3 courses for each academic year.

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 Science and Technology 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 Science and Technology 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) it can be assigned to a researcher with a fixed-term contract (RTD) of the Faculty that has published this advertisement, who chose the new legal and financial conditions of researchers with fixed-term contracts (RTD) 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.

e) if it can be assigned to a permanent professor or researcher of the Faculty that has published this advertisement 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) of the Faculty that has published this advertisement 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 that has published this advertisement who comes on duty after the stipulation of the contract with the first 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 that has published this advertisement after the stipulation of the contract with the first applicant on the rank list;

c) the teaching course(s) mentioned in the contract is/are assigned to a researcher with a fixed-term contract (RTD) employed by the Faculty that has published this advertisement who chose the new legal and economic conditions of researchers with fixed-term contract (RTD) of the Free University of Bozen-Bolzano after the stipulation of the contract with the first applicant on the rank list;

d) the teaching course(s) mentioned in the contract should be assigned to a permanent professor or researcher of the Faculty that has published this advertisement 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 that has published this advertisement who opts for a full time contract;

e) 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) of the Faculty that has published this advertisement 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 positions of contract lecturer and teaching assistant for the same subject cannot be held by the same person.

As long as the lecturer 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 hourly gross remuneration defined in the teaching contracts for the teaching activities whereof in this advertisement amounts to 120,00 Euro.

The hourly gross remuneration is inclusive of any travel and/or accommodation costs.

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 administrative measure on the official notice board of the Faculty an appeal can be lodged against that administrative measure 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 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 Dr. M. Magdalena Vigl, (piazza Università, 5 - 39100 Bozen-Bolzano - telephone +39 0471 01700, fax +39 0471 017009).

The Dean of the Faculty of Science and Technology

Professor Stefano Cesco

Published on the notice board of the Faculty of Science and Technology on 11.09.2018