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### THE RECTOR

Having regard to Law No. 240 of 30 December 2010, entitled *“Provisions on the organisation of universities, academic staff and recruitment, as well as delegation to the Government to promote the quality and efficiency of the university system”*, published in the Official Gazette No. 10 of 14 January 2011 – Ordinary Supplement No. 11;

Having regard to the Statute of the University of Parma, issued by Rector’s Decree No. 1506 of 26 June 2019 and subsequently amended by Rector’s Decree No. 1109 of 7 June 2021;

Having regard to the University Code of Conduct and Code of Ethics;

Having regard to the *“Regulation governing the definition of criteria and procedures for assigning teaching duties, additional teaching assignments and additional remuneration to permanent researchers pursuant to Article 6 of Law No. 240/2010”* of the University of Parma, issued by Rector’s Decree No. 427/2023 (Prot. No. 68388 of 3 March 2023);

Having regard to the *“Regulation governing teaching contracts for degree programmes pursuant to Article 23 of Law No. 240/2010”* of the University of Parma, issued by Rector’s Decree No. 1035/2019 (Prot. No. 85038 of 2 May 2019);

Having regard to the resolutions of the Academic Senate No. SA/20-02-2024/19 of 20 February 2024 and of the Board of Directors No. CDA/21-02-2024/99 of 21 February 2024, whereby the aforementioned Regulation was revised;

Considering, therefore, the need to proceed with the enactment of the *“Regulation governing teaching contracts for degree programmes pursuant to Article 23 of Law No. 240/2010”* of the University of Parma, in its final and consolidated version, as amended and approved by the competent governing bodies at the meetings referred to above;

### HEREBY DECREES

For the reasons set out in the recitals:

1. The *“Regulation governing teaching contracts for degree programmes pursuant to Article 23 of Law No. 240/2010”* of the University of Parma, in the text annexed hereto and forming an integral part of this Decree, is hereby issued;
2. The said Regulation shall enter into force on the day following the date of publication of this Decree on the University’s website.

**Professor Paolo Martelli**

Digitally signed pursuant to Legislative Decree No. 82/2005

**Responsible Organisational Unit (UOR): Dr Riccardo Marini, Barrister-at-Law**  
Senior Management Area – Personnel and Organisation

**Person Responsible for the Administrative Procedure (RPA): Dr Marina Scapuzzi**

Academic Staff Administration Unit

**REGULATION GOVERNING TEACHING CONTRACTS FOR DEGREE PROGRAMMES PURSUANT TO ARTICLE 23 OF LAW NO. 240/2010**

**Article 1**

**Subject Matter and Purpose**

1. This Regulation governs, pursuant to Article 23 of Law No. 240/2010, the criteria, procedures and arrangements by which the University of Parma (hereinafter “the University”) may enter into contracts for teaching activities to meet teaching requirements, including supplementary activities, within degree programmes, without prejudice to the assignment of teaching duties to academic staff and university researchers. For the purposes of this Regulation, “degree programmes” shall mean Bachelor’s degrees, Master’s degrees and single-cycle Master’s degrees.
2. Teaching contracts shall be awarded within the framework of the planning of the educational offer, in compliance with the *Code of Ethics* and within the limits of available financial and budgetary resources.
3. The conclusion of teaching contracts shall not give rise to any entitlement to access to academic posts.

**Article 2**

**Teaching Contracts**

1. The University, in accordance with the provisions of this Regulation:
  - a) may, pursuant to Article 23(1) of Law No. 240/2010, enter into contracts, whether remunerated or unpaid, for high-level teaching activities, “with a view to availing itself of the collaboration of highly qualified experts possessing a significant scientific or professional record”;
  - b) may also, pursuant to Article 23(2) of Law No. 240/2010, enter into remunerated contracts to meet specific teaching needs, including supplementary requirements, “with persons possessing appropriate scientific and professional qualifications”;
  - c) in order to promote internationalisation, may, pursuant to Article 23(3) of Law No. 240/2010, assign teaching contracts to “distinguished foreign lecturers, scholars or professionals”.

**Article 3**

**Direct Appointment of Highly Qualified Experts**

1. Pursuant to Article 23(1) of Law No. 240/2010, the University may, in order to avail itself of the collaboration of highly qualified experts with a significant scientific or professional record, enter into contracts for high-level teaching activities, whether remunerated or unpaid. Such contracts shall have a duration of one academic year and may be renewed annually for a maximum period of five years.
2. These contracts shall be concluded by the Rector upon proposal of the Departments and following a resolution of the Board of Directors.
3. The consistency of the candidate’s scientific or professional qualifications with the assignment shall be assessed by the Evaluation Unit, which may identify specific professional categories for which such consistency may be deemed inherent in view of the nature of the activity to be carried out.

4. Unpaid contracts, with the exception of those concluded within agreements with public bodies, shall not exceed, in any academic year, 5% of the total number of permanent professors and researchers in service at the University as of 31 December of the preceding year.

#### **Article 4**

##### **Teaching Contracts within Agreements with Public Bodies or Research Institutions**

1. Pursuant to Article 23(1) of Law No. 240/2010, the teaching contracts provided for in Article 3, by way of direct appointment, may also be concluded on the basis of specific agreements with employees of public bodies, including healthcare personnel referred to in Legislative Decree No. 502/1992, and employees of research institutions referred to in Article 8 of the Regulation approved by Prime Ministerial Decree No. 593 of 30 December 1993.

For the purposes of this Regulation, such personnel shall be deemed equivalent to the University's technical-administrative staff belonging to the healthcare sector (nursing, midwifery, rehabilitation, technical and prevention professions) referred to in Article 54(8) of the National Collective Labour Agreement for the University Sector (2006–2009).

Without prejudice to the possibility of concluding with such staff contracts for specific teaching needs, including supplementary activities, pursuant to Article 6 and in accordance with paragraph 7 thereof.

The teaching structures proposing the appointment shall be responsible for verifying the existence of the agreement which constitutes the legal basis for the appointment.

For such teaching contracts, including those of a supplementary nature, the assignment procedure referred to in Article 4 of the *“Regulation governing the definition of criteria and procedures for assigning teaching duties, additional teaching assignments and additional remuneration to permanent researchers pursuant to Article 6 of Law No. 240/2010”* shall not apply, and such contracts may be awarded without the need for a comparative selection procedure.

#### **Article 5**

##### **Direct Appointment of Distinguished Foreign Lecturers, Scholars or Professionals**

1. Pursuant to Article 23(3) of Law No. 240/2010, in order to promote internationalisation, the University may, within its available budgetary resources or using funds specifically donated by private individuals, undertakings or foundations, confer teaching contracts on distinguished foreign lecturers, scholars or professionals.

2. The proposal for the appointment shall be submitted to the Board of Directors by the Rector, following consultation with the Academic Senate and after publication of the candidate's curriculum vitae on the University's website.

#### **Article 6**

##### **Teaching Contracts for Specific Teaching Needs, Including Supplementary Activities**

1. Pursuant to Article 23(2) of Law No. 240/2010, the University, in order to meet specific teaching requirements, including supplementary activities, may enter into remunerated contracts, within the limits of its available budgetary resources, with persons possessing appropriate scientific and professional qualifications.

2. Such contracts shall be concluded by the Rector, upon proposal of the Departments and following a resolution of the Board of Administration, after completion of the comparative selection procedures referred to in Article 7.

3. Possession of a doctoral degree, a medical specialisation, a professional qualification, or equivalent qualifications obtained abroad shall constitute a preferential criterion for the award of such contracts.

4. The appointee carrying out the above-mentioned supplementary teaching activities shall be coordinated by a permanent member of academic staff designated by the relevant teaching structure and shall be required to maintain a record of the activities carried out and to submit it, duly countersigned by the same academic staff member, to the teaching structure concerned.

5. Contract lecturers may participate, as subject experts and within the scope of the subject matter of their teaching activities, in examination boards for the official course in which they perform their duties.

6. Payment of remuneration shall be subject to submission of the activity register duly countersigned by the person responsible for the competent teaching structure.

7. For the purposes of concluding contracts with university technical staff within the healthcare sector referred to in Article 64 of the National Collective Labour Agreement (2006–2009), and for participation in the core training activities of degree programmes in nursing, midwifery, rehabilitation, technical and prevention professions referred to in Article 54(8) of the same agreement, the requirement of “appropriate scientific and professional qualifications” and the qualifications referred to in paragraph 3 may be replaced by certification attesting to the performance of the relevant duties for a period of not less than three consecutive years.

8. The contracts referred to in this Article may also be concluded with the University’s technical and administrative staff possessing appropriate scientific and professional qualifications, in accordance with the procedure laid down in this Regulation and subject to the prior authorisation required for external assignments.

## **Article 7**

### **Comparative Evaluation Procedures**

1. Teaching contracts referred to in Article 6 shall be concluded by the Rector following the completion of comparative evaluation procedures ensuring transparency of proceedings, initiated by the competent teaching structures within the framework of academic planning.

2. The notices shall specify the criteria for assessing candidates, the procedures for submitting applications, the time limits (not less than seven working days), as well as the criteria and methods for the comparative evaluation of candidates, with reference to the relevant Scientific Disciplinary Sector pertaining to the teaching activity to be performed, the arrangements for publication of the merit list, and the time limits for lodging any appeal.

3. The following shall constitute qualifications to be assessed for the purposes of selection:

- the relevance of the candidate’s professional profile to the specific subject-matter of the teaching, as evidenced by the scientific or professional curriculum;
- publications and their relevance to the subject-matter of the teaching;
- academic and professional qualifications held (degree, doctoral degree, specialised master’s degrees, research fellowships);
- prior teaching experience acquired within an academic context.

4. In any event, possession of a doctoral degree, a medical specialisation, a professional qualification, or equivalent qualifications obtained abroad shall constitute a preferential criterion for the purposes of selection.

5. The notices shall be published on the University's institutional website.

6. Applications for participation must be submitted to the competent teaching structure that has initiated the procedure and shall be accompanied by the following documentation:

a) a curriculum of scientific, teaching and professional activities prepared in accordance with the model attached to the notice;

b) a detailed list of documents and qualifications considered relevant for the purposes of the selection;

c) a list of scientific publications (candidates shall indicate the databases through which the publications may be accessed or, alternatively, submit copies thereof in electronic format);

d) a copy of any certification relating to the qualifications or professional titles held and/or to research activities carried out.

7. Persons subject to any grounds of incompatibility with the conclusion of teaching contracts, as provided for under Law No. 240/2010 and Article 12 of this Regulation, shall not be eligible to participate in the selection.

8. The teaching structure may appoint a committee whose members are selected from among professors and researchers with expertise relevant to the teaching to which the contract relates; alternatively, the comparative evaluation shall be carried out by the governing body of the teaching structure itself.

9. At the conclusion of the comparative evaluation, the committee or the governing body of the teaching structure shall prepare a report based on the criteria established in the notice, including the assessments, the overall score assigned to each candidate, and the final merit ranking.

10. The evaluations shall not be subject to review on the merits.

11. By resolution of the governing body of the competent teaching structure, the acts relating to the selection procedure, the merit ranking and the award of the teaching contract to the highest-ranked candidate shall be approved.

12. In the event that the highest-ranked candidate declines the appointment or the contract is terminated, the appointment may be conferred on another suitable candidate according to the order of the ranking.

## **Article 8** **Rights and Duties**

1. Holders of the contracts referred to in this Regulation shall be required to attend meetings of the Academic Bodies in accordance with the provisions of the Statute and Regulations of the University of Parma.

In any event, they shall not participate in the deliberations of the Academic Bodies of which they are members when matters concerning the allocation of permanent posts, teaching assignments, or the conclusion of teaching contracts governed by this Regulation are under consideration.

2. They shall undertake to maintain an up-to-date register in which they shall record, from time to time, the lectures delivered, specifying the topics covered, as well as any other activities connected with the duties performed.

3. Within the framework of academic planning established by the competent teaching structures, holders of teaching contracts shall carry out the teaching activities provided for by the relevant degree programme, including participation in examination boards for the assessment of students' performance, including extraordinary sessions.

They may also serve as members of the examining board for final degree examinations leading to the award of academic qualifications.

### **Article 9**

#### **Contract, Renewal and Termination**

1. The contracts referred to in this Regulation shall specify:

- the relevant academic year;
- the type of course to be delivered and the related activities;
- any remuneration provided.

2. Annual contracts for teaching activities governed by this Regulation may be renewed, without the need to initiate any selection procedure, for a maximum period of five years, subject to a positive annual assessment by the competent teaching structure of the activities carried out by the lecturer.

3. Renewal shall mean the confirmation of the same teaching or the same teaching activity, irrespective of the number of academic credits assigned thereto.

4. The contracts shall provide for automatic termination of the relationship in the following cases:

- unjustified failure to commence or delay in commencing the activity;
- unjustified suspension of the activity for a period exceeding three days of actual teaching activity (only delays or interruptions due to serious health reasons or duly substantiated cases of force majeure may be justified);
- breach of the rules on incompatibility;
- occurrence of any of the incompatibility situations provided for in Article 13 of Presidential Decree No. 382 of 11 July 1980, as amended.

5. In cases of serious breach or, in any event, for just cause, the contract may be terminated, upon proposal of the governing body of the competent teaching structure, after hearing the person concerned, by an act of the Rector.

### **Article 10**

#### **Remuneration**

1. Without prejudice to any subsequent legislative or ministerial provisions to the contrary, the remuneration for contracts under this Regulation shall be determined as follows:

a) for contracts pursuant to Article 23(1) of Law No. 240/2010, it shall be determined in accordance with decisions of the Academic Bodies, in an amount not lower than that established by the ministerial decree referred to in paragraph 2 of Article 23;

b) for contracts pursuant to Article 23(2) of Law No. 240/2010, it shall be determined in accordance with decisions of the Academic Bodies, in compliance with the ministerial provisions referred to in the same paragraph 2 of Article 23;

c) for contracts pursuant to Article 23(3) of Law No. 240/2010, it shall be determined by the Board of Directors on the basis of an appropriate comparison with similar appointments awarded by other European universities.

2. Where the number of hours actually performed is lower than that provided for, the remuneration shall be recalculated on the basis of the hours effectively carried out.

3. Payment of the remuneration shall be conditional upon submission of the register of lectures.

4. The Rector is authorised, by decree, to amend the amounts of such contracts following the entry into force of the ministerial provisions referred to in paragraph 1.

### **Article 11**

#### **Social Security and Insurance**

1. The provisions set out in Article 2(26) et seq. of Law No. 335/1995, as subsequently amended and supplemented, and Article 5 of Legislative Decree No. 38 of 23 February 2000, as subsequently amended, shall apply to the contracts governed by this Regulation in matters of social security.

Without prejudice to any different provisions applicable depending on the legal status of the contracting party.

2. The University shall provide insurance coverage for accidents and for civil liability towards third parties arising from acts carried out by contract lecturers in the performance of their teaching activities.

### **Article 12**

#### **Incompatibilities**

1. Pursuant to Article 25 of Law No. 724/1994, the following persons shall not be eligible to receive the appointments referred to in this Regulation:

a) persons who have voluntarily resigned from service at the University of Parma and are entitled to early retirement;

b) persons who have voluntarily resigned from service at other public administrations with entitlement to early retirement and who have had employment or service relationships with the University of Parma within the five years preceding such termination.

2. Pursuant to Article 18 of Law No. 240/2010, teaching appointments may not be conferred on persons who have a relationship of kinship or affinity up to and including the fourth degree with a professor belonging to the proposing structure, or with the Rector, the Director General, or a member of the Board of Directors of the University.

3. For employees of public administrations, the University may proceed with the conclusion of the contract only upon prior authorisation granted by the administration to which they belong, in accordance with the applicable legislation.

4. At the time of entering into the contract, employees of private entities and associations shall declare their status for the purpose of assessing the compatibility of their service commitments with the teaching activities provided for under the contract.

5. Contract lecturers undertake not to engage, for the duration of the contract, in activities that give rise to a conflict of interest with the specific teaching activity undertaken or that may otherwise prejudice the University.

6. Doctoral candidates may not hold teaching appointments referred to in Article 3 and, pursuant to Article 12 of Ministerial Decree No. 45 of 8 February 2013, may carry out supplementary teaching activities, subject to authorisation by the doctoral board, without any increase in their grant and without additional cost to the University, up to a maximum of forty hours per academic year.

7. Research fellows may hold teaching appointments under this Regulation in compliance with the applicable legislation.

### **Article 13**

#### **Final and Transitional Provisions**

1. This Regulation shall enter into force on the day following the publication of the Decree enacting it.

2. Pending the comprehensive revision of the regulatory framework governing Specialisation Schools, the limitation to degree programmes referred to in Article 1 shall not apply, either to unpaid teaching contracts awarded within such Schools or to remunerated contracts financed from funds allocated to the Schools themselves.