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## **REGULATION FOR THE RECRUITMENT OF FIXED-TERM LANGUAGE COLLABORATORS AND EXPERTS AT THE UNIVERSITY OF PARMA**

### **Art. 1**

#### **Subject and scope of application**

1. Con This Regulation governs the procedures for the recruitment, on a fixed-term basis, of Language Collaborators and Experts at the University of Parma.
2. This Regulation does not apply to the professional profile of exchange language assistants, for whose regulation reference is made to the provisions of Art. 26 of Law no. 240 of 30.12.2004, which provides, among other things, for the possibility of conferring, by Rector's decree, subject to resolution of the competent Academic Bodies, to foreign scholars possessing qualified and proven professionalism, renewable annual assignments for the performance of activities aimed at the dissemination of the language and culture of the country of origin and at international cooperation.

### **Art. 2**

#### **Initiation of the recruitment process**

1. The top-level manager of the reference structure, normally by October 31 of each year, communicates to the General Director any need, arising from supervening requirements of an exclusively temporary or exceptional nature, including replacement needs, to increase, in the following academic year, the number of Language Collaborators and Experts, through recruitment with individual fixed-term employment contracts, in compliance with Art. 36 of Legislative Decree no. 165 of 30.03.2001.
2. The above request must specify, in accordance with this Regulation:
  - a) the number of units requested, the related reference language and the number of annual hours as provided for in Art. 8, paragraph 3;
  - b) the duration of the contract;
  - c) the educational qualification and professional requirements that candidates must possess;
  - d) the subjects of the examinations.
3. Replacement of absent collaborators may normally be carried out if the expected absence exceeds 60 consecutive days; specific exceptions are provided in duly justified cases and in the presence of still valid rankings. The related financial availability must be ascertained and certified by the top-level manager of the relevant structure.
4. The initiation of the recruitment process is resolved by the Board of Directors, upon proposal of the Director General, in compliance with Legislative Decree no. 165 of 30.03.2001.
5. Subject to the applicable legislation over time, the University may use rankings from other universities,

subject to agreements between them.

6. In no case may a fixed-term employment relationship be converted into an open-ended one, pursuant to Art. 36(5) of Legislative Decree no. 165 of 30.03.2001.

### **Art. 3**

#### **Recruitment methods**

1. Recruitment takes place through public selection procedures based on qualifications and examinations, in compliance with the legislation governing access to employment in Public Administrations.
2. The selection aims to ascertain that candidates possess adequate qualifications and specific competence in relation to the duties of the role, as defined by law and collective agreements.

### **Art. 4**

#### **Selection notice**

1. The public selection for the recruitment, with a fixed-term employment contract, of Language Collaborators and Experts is initiated by a provision of the Director General and published in the Official Gazette of the Italian Republic – 4th special series – “Competitions and Examinations”, as well as on the online notice board and on the University website.
2. The selection notice must indicate:
  - a) the number of positions put out for selection and the language to which it refers;
  - b) the economic treatment due, established on the basis of the principles laid down by the national sector collective agreement and by the supplementary collective agreement, from time to time in force;
  - c) the subjective requirements, general and specific, required for admission;
  - d) the type of qualifications that can be evaluated, as well as the maximum score attributable to them;
  - e) the indication of the subjects of the tests, as well as the minimum mark required to pass them;
  - f) the manner of communication, having the value of notification for all legal purposes, of the calendar and of the venue(s) of the tests;
  - g) the deadline and the method of submission of the application for participation;
  - h) the criteria for the formation of the general ranking of merit and the methods of approval, as well as the qualifications that give rise to precedence or preference in case of equal score in accordance with the legislation in force on public competitions;
  - i) the methods for the establishment of the employment relationship;
  - j) the grounds for exclusion from participation in the competition, which may be effected, at any stage of the procedure, by a reasoned provision of the Director General and notified to the person concerned according to what is prescribed by the notice;
  - k) the indications on compliance with the legislation in force on equal opportunities between men and women and on reserved categories, as well as the necessary information regarding the processing of personal data;
  - l) the person responsible for the procedure pursuant to Art. 5 of Law 07.08.1990, no. 241;
  - m) any other prescription or information deemed useful



## Art. 5

### Requirements for admission to the selection

1. For participation in the selection, the possession of the following specific requirements is required:
  - a) Degree (DL) obtained before the entry into force of D.M. 509/1999 and D.M. 270/2004 (old system), or Degree (L) obtained pursuant to D.M. 509/1999 or D.M. 270/2004, or Specialist Degree (LS) obtained pursuant to D.M. 509/1999, or Master's Degree (LM) obtained pursuant to D.M. 270/2004, or equivalent qualification;
  - b) suitable qualification and competence in carrying out teaching activity in the relevant language, ascertained according to the methods set out, from time to time, in the selection notice;
  - c) native-speaker status: foreign or Italian citizens are to be considered native speakers who, by family origin or linguistic experience, have the ability to express themselves naturally in their mother tongue;
  - d) ability to express oneself in the Italian language for functional needs related to the activity.
2. It is also required, under penalty of exclusion, the possession of the following general requirements:
  - a) Italian citizenship or citizenship of one of the Member States of the European Union. Italian citizens not belonging to the Italian Republic are equated to citizens of the State. Pursuant to Art. 38 of Legislative Decree 30.03.2001 no. 165, family members of EU citizens who are not citizens of a Member State, who have the right of residence or permanent residence, and third-country nationals holding a long-term residence permit or refugee or subsidiary protection status may also participate in the selection;
  - b) physical fitness for employment to be ascertained by the Administration at the time of possible recruitment;
  - c) compliance with rules concerning military service obligations (statement reserved only for Italian citizens);
  - d) not being excluded from active political rights;
  - e) not having been dismissed, removed, lapsed or terminated for just cause or justified subjective reason from employment with a Public Administration;
  - f) not having been subject to final criminal convictions, in Italy or abroad, which may prevent, according to the legislation in force, the establishment of an employment relationship. In any case, it is the responsibility of the candidate to indicate in the application whether he/she has or has not reported criminal convictions not yet final and/or whether he/she is or is not subject to criminal proceedings.

Foreign citizens must also possess, under penalty of exclusion, the following requirements:

  - a) enjoy civil and political rights also in the States of belonging or origin;
  - b) be in possession, with the exception of Italian citizenship, of all the other requirements provided for Italian citizens.
3. The prescribed requirements must be possessed on the date of expiry of the deadline set in the notice for submission of the application.
4. Candidates are admitted to the selection procedure with reservation. Exclusion of the candidate is ordered, due to lack of the prescribed requirements, at any stage of the procedure, by a reasoned provision of the General Director and notified to the person concerned according to what is prescribed by the notice.

## Art. 6

### Selection Committee



1. The Selection Committee is appointed by the General Director and is composed of three members chosen among tenured professors and researchers of the relevant linguistic, literary and glottodidactic area, proposed by the top-level manager of the reference structure. The Committee is chaired by a tenured professor of first or second level.
2. The functions of secretary are carried out by an employee belonging to the administrative area of Category not lower than C.
3. The following may not be part of the Selection Committee:
  - a) members of the political governing body of the University;
  - b) those who hold political offices;
  - c) those who are trade union representatives or designated by confederations and trade union organizations or by professional associations;
  - d) those who have been convicted, even with a non-final judgment, for the offences provided for in Chapter I of Title II of Book II of the Criminal Code, including with secretarial duties.
4. All members of the Selection Committee must not be in any of the situations of incompatibility provided for by Art. 51 of the Code of Civil Procedure, by current legislation, as well as by Presidential Decree 16.04.2013 no. 62. If a member falls into one of the situations of conflict of interest, he/she is obliged to abstain from the assignment and must promptly communicate this in writing to the Director General. Having examined the circumstances, if the conflict is considered such as to affect impartiality, another member is appointed.
5. The Selection Committee may be supplemented by one or more expert members, in particular for tests requiring technical assistance or skills relating to equipment and IT applications.
6. When establishing the Selection Committee, substitutes for the President and members shall be appointed where possible. Substitutes shall take part in meetings in cases of serious and documented impediment of the regular members.

## **Art. 7 Selection methods**

1. The selection takes place by qualifications and examinations, and includes a written test, including of a practical nature, and an oral test, as well as the evaluation of qualifications.
2. The tests may be preceded by forms of pre-selection with tests prepared also by companies and specialized subjects in personnel selection, within the limits of available resources, and may concern the assessment of knowledge or possession of the skills in the subjects indicated in the notice.
3. The tests are aimed at ascertaining mastery of the language, clarity of expression aimed at the required teaching activity, and competence in carrying out teaching activities in the relevant language. During the tests, the Selection Committee will verify the candidate's ability to express him/herself in Italian, as well as knowledge of the most widespread IT applications, in relation to the functional needs of the role.
4. For the purposes of evaluation, the Selection Committee has, overall, 100 points distributed as follows:
  - 35 points for the written test;
  - 35 points for the oral test;
  - 30 points for the evaluation of qualifications.
5. Each test, written and oral, is considered passed if the candidate obtains a score greater than or equal to 21 points.



- The overall evaluation of the candidate is determined by adding the scores obtained in each of the two tests to that obtained from the evaluation of the qualifications.
- Qualifications used as an admission requirement cannot be included among the qualifications that can be evaluated. The categories of evaluable qualifications and the maximum score attributable to each are defined:

CATEGORY		MAXIMUM SCORE
A	Academic qualifications relevant to the duties to be performed, in addition to those required for admission to the selection procedure	4 points
B	Specialization, advanced training, and professional development courses relating to the language for which the candidate is applying and to the relevant teaching methodologies	4 points
C	Publications relevant to the teaching of the language for which the candidate is applying (including essays, books, and articles published in national and international journals)	5 points
D	Service performed in the teaching of the language for which the candidate is applying within Public Administrations, foreign public institutions and bodies, or Italian or foreign private institutions	10 points
E	Completion of at least one full cycle of education, commencing from secondary school, in the language for which the candidate is applying	5 points
F	Professional competency certifications relevant to the teaching of the language for which the candidate is applying	2 points

- The Selection Committee, following the definition of the evaluation criteria of the tests and of the qualifications, proceeds to verify the possession, by the candidates, of the admission requirements, both general and specific, as well as to the further phases of the selection procedure. The evaluation of the qualifications is carried out after the performance of the written test and before proceeding to the correction of the scripts.
- At the end of the selection, the Selection Committee forms the ranking of merit, according to the descending order of the overall evaluation obtained by each candidate. In case of equal merit, the preferences provided for by the legislation in force shall apply.
- The ranking of winners and of eligible candidates, approved by provision of the General Director, is published on the online notice board, as well as in the appropriate section of the University website. Notice of the publication of the ranking is given in the Official Gazette, section "Competitions and Examinations". From that date the time limits for any appeals run.

## Art. 8

### Regulation of the employment relationship and economic treatment

- The duties, the activities and the rights of the Language Collaborators and Experts are provided for by the individual employment contract signed with the University, in compliance with what is governed by the relevant collective bargaining, including supplementary, as well as by further regulatory acts issued by the University.



2. The following apply to the Language Collaborators and Experts:
  - the rules concerning leave, permits, absences, expectations and other absences from service, as well as the other provisions provided for by the CCNL for technical-administrative staff with part-time employment relationship, according to the needs indicated in the individual employment contract;
  - the basic economic treatment provided by the CCNL of the “*Education and Research*” sector, as well as the supplementary economic treatment provided by the University’s supplementary collective agreement, from time to time in force.
3. Recruitment may take place for an actual annual number of hours higher or lower than 500 hours, in any case not less than 250 hours per year.

## **Art. 9**

### **Referral provisions and entry into force**

1. For all matters not expressly governed by this Regulation, the provisions provided for by the law, the relevant CCNL and the supplementary agreements, as well as by further regulatory acts issued by the University, shall apply.
2. This Regulation is issued by Rector’s Decree and enters into force on the day following that of its publication on the online notice board of the University.