



Decree Rep. DRD n. 883/2020, prot. n. 164047 dated 31.07.2020

THE UNIVERSITY RECTOR

Considering law n. 241 dated 07.08.1990, containing rules concerning administrative procedures;
considering law n. 104 dated 05.02.1992, regarding assistance, social integration and rights for disabled people;
considering the President of Council Ministers decree n. 174 dated 07.02.1994, regarding access of citizens belonging to the European Union member states to jobs in the Public Administration;
considering the Presidential Decree n. 487 dated 09.05.1994, containing norms on access to jobs in the public administration and competition procedures;
considering law n. 68 dated 12.03.1999 concerning rules for the right to work for disabled people;
considering the Presidential Decree n. 445 dated 28.12.2000, containing the consolidation act on legislative and regulatory provisions regarding administrative documents;
considering Legislative Decree n. 165 dated 30.3.2001, containing general rules regarding the system of employment in the public administration and in particular artt. 35 and 36;
considering the Legislative Decree n. 196 dated 30.06.2003, personal data protection code;
considering the Legislative Decree n. 198 dated 11.04.2006, governing the code of equal opportunities for men and women, in accordance to law n.246 dated 28.11.2005;
considering the current national contract for technical and administrative personnel in the university sector (C.C.N.L. Comparto Istruzione e Ricerca);
considering the Inter-Ministerial Decree dated 09.07.2009, on leveling University degrees obtained under the education system prior to Ministerial Decree n. 509 dated 03.11.1999, with lauree specialistiche (LS) ex D.M. n. 509/99 and lauree magistrali (LM) ex D.M. n. 270/04, with regards to participation in public competitive examinations;
considering Legislative Decree 15.03.2010, n. 66, "*Code of the military system*";
considering law n. 190 dated 06.11.2012, indicating the "*Provisions of law for preventing and fighting corruption and illegal conduct within the Public Administration*";
considering law n. 97 of 06.08.2013, concerning "*Provisions of law for complying to the obligations deriving from Italy's membership of the European Union – Europea Law 2013*", art. 7 amending the regulations of access to Public-Sector positions;
considering law n. 240 dated 30.12.2010, and in particular art. 24 bis "*Fixed-term Technologist*", introduced with Law Decree n. 5 dated 09.02.2012, converted, with amendments, into Law n. 35 dated 04.04.2013;
considering the Rector's Decree n. 502/2016 dated 02.03.2016 regarding the Regulation on "Recruitment and regulation of fixed-term Technologists" in accordance with art. 24 bis of the law n. 240 dated 30.12.2010;
considering General Data Protection Regulation - EU Regulation 2016/679 containing rules on the processing of personal data;
considering Law of 27 December 2019, no. 160 containing "*State budget for the financial year 2020 and multiannual budget for the three-year period 2020-2022*";
considering the three-year Prevention of Corruption Plan 2020/2022 of the University of Parma;
considering the Legislative Decree 19.05.2020, n. 34 "Urgent health measures, support for work and the economy, as well as social policies related to the epidemiological emergency from COVID-19" and in particular art. 249 of Chapter XII "Competition acceleration"
considering the decision of the Board of Administration of the University of Parma CDA/_____/_____, approving the recruitment procedure for a fixed-term Technologist, according to art. 24 bis Law n. 240/2010, deliberated by the the Director's Decree Rep. n. 35/2016 Prot.109285 of the Area Ricerca, Internazionalizzazione, Biblioteche e Musei, dated 23.06.2020, for the Project "Tecnopolo 2.0 - piano di attività e di gestione dell'università di Parma per le attività di gestione e sviluppo del Tecnopolo di Parma" - CUP D91B20000130002), in liason with the operating coordinator, the management of the Technopole (Head of the Research Area), and the offices of the Research and Technology Transfer Unit of the University of Parma;
considering the necessity to enact the related public call for selection;

ORDERS AS FOLLOWS



ART. 1 – Subject of the call

A public selection procedure is hereby announced for the recruitment of no. 1 fixed-term Technologist – pursuant to art. 24/bis Law n. 240/2010, with full-time commitment, lasting 18 months, with the possibility of renewal and salary corresponding to category D – salary scale D3, of the current national contract C.C.N.L., for the Project “Tecnopolo 2.0 - piano di attività e di gestione dell’università di Parma per le attività di gestione e sviluppo del Tecnopolo di Parma” - CUP D91B20000130002), in liason with the operating coordinator, the management of the Technopole (Head of the Research Area), and the offices of the Research and Technology Transfer Unit of the University of Parma - **Cod. Ref. T0320.**

The Technologist, will contribute to the activities of the project in the following ways, following the guidelines of the scientific coordinator, will be in charge of the following activities of the Plan, aimed to welcome and retain Technopole users:

- welcoming and providing first information to companies, institutions and other bodies about industrial research, fundraising opportunities, Hight Technology Network of Emilia-Romagna, cooperation between research and business;
- one-to-one business meetings (scouting of innovation needs);
- matchmaking research-business and support in making consortia to start project proposals;
- support in project management in the whole life cycle of a project;
- cooperating in the design, management and promotion of events as well as participation of the Technopole to trase shows and other third-party events;
- cooperating in the design, management and animation of both on-line and off-line activities supporting open innovation processes;
- cooperating in the design, management and promotion of educational events with specific reference to entrepreneurship and startups;
- promotion of institutions and services through both traditional and digital tools;
- cooperating in managing Technopole spaces (layout design of polifunctional rooms, booking procedures, access procedures etc.);
- using platforms for CRM, surveys and email marketing to support reporting, promotion and customer satisfaction activities;
- supporting the management of institutional committees.

ART. 2 – Admission requirements

The selection is open to candidates in possession of the following requirements within the application deadline:

1) Italian citizenship or nationality of a EU Member State. Applications are also open to family members of European Union citizens, who are not nationals of a Member State, holding the right of residence or the right of permanent residence and to third-country Nationals who are either holders of EU residence permit for long-term residents, or refugee status, or subsidiary protection status;

2) qualification: Master's degree in one of the following classes referred to in Ministerial Decree 270/2004 or in the equivalent ministerial classes referred to in Ministerial Decree 509/1999 or previous regulations:

- LMG/01 Giurisprudenza
- LM-19 Informazione e sistemi editoriali
- LM-52 Relazioni internazionali
- LM-56 Scienze dell'economia
- LM-59 Scienze della comunicazione pubblica, d'impresa e pubblicità
- LM-62 Scienze della politica
- LM-77 Scienze economico-aziendali

Candidates who gained their academic qualifications abroad must, unless a different EU-level regulation has been introduced, provide details of the declaration of equivalence (issued in compliance with art. 38, Legislative Decree no. 165/2001) or details of academic recognition in their application.

In the absence of a declaration of equivalence or academic recognition, candidates can specify in the application that such documents have been applied for in this case, candidates will be admitted to the selection procedure conditionally, it being understood that the declaration of equivalence or recognition of the academic qualification must be possessed at the time of employment;



- 3) many years of demonstrable experience in the required tasks, English language for the management of international events and meetings, postgraduate training relating to the type of activity envisaged, knowledge of a second EU language, reporting of projects financed by the Emilia-Romagna Region and / or European Commission;
- 4) 18 years of age or over.

Access to the selection is not permitted to anyone who has been deprived of his right to vote, or anyone who has been dismissed or removed from a public service or anyone who has been removed from public sector jobs, pursuant to the D.P.R. 10.01.1957 no. 3, Art. no 127, paragraph 1, letter d).

Italian citizens subject to the required military service, must prove to be in a position of compliance in respect of this obligation.

Citizens of a Member State of the EU, for the access to the public administration, should also meet the following requirements:

- a) enjoy full civil and political rights in the State of origin;
- b) adequate knowledge of the Italian language.

Candidates are conditionally admitted to the selection procedure for the purpose of the verification of the requirements. Moreover, anyone with a degree of relationship or affinity up to and including the fourth degree with a professor belonging to the Department proposing the activation of the contract, or with the Rector, or the General Manager or a member of the University Administration Council, are also barred from applying.

Candidates must be in possession of the above-mentioned requirements, including the declaration of the equivalence of the qualification gained abroad, within the deadline for applications for the selection procedure.

If candidates do not meet the admission requirements, the administration can, at any time, by reasoned order, decide to exclude them from the selection procedure.

ART. 3 – Application form

In the application form, candidates must declare:

- a) surname and name (married women shall indicate their maiden surname);
- b) place and date of birth;
- c) tax identification code (*codice fiscale*);
- d) nationality;
- e) the municipality in which they are enrolled on the electoral register, or the reason why they are not registered on - or have been removed from - the electoral register; if not Italian, that they enjoy civil and political rights in their country of origin or residency, or the reason why they do not enjoy such rights;
- f) any convictions they have received (also in the case of amnesty, remission, pardon or judicial pardon) or any pending criminal proceedings;
- g) that they are in possession of the academic qualification as in Art. 2 of the present Call, with the indication of the year in which it was awarded and the institution which issued it. If the qualification was gained abroad, candidates should indicate the competent authority, as well as the details of the declaration of equivalence or those on the request of the declaration of equivalence; further information regarding the procedure for obtaining such declaration of equivalence may be found at the following link: <http://www.funzionepubblica.gov.it/articolo/dipartimento/22-02-2016/modulo-la-richiesta-dellequivalenza-del-titolo-di-studio-stranieri> or may be obtained by U.O. Internazionalizzazione of the University Central Administration;
- h) many years of demonstrable experience in the required tasks, English language for the management of international events and meetings, postgraduate training relating to the type of activity envisaged, knowledge of a second EU language, reporting of projects financed by the Emilia-Romagna Region and / or European Commission;
- i) that they don't have a relationship or affinity up to and including the fourth degree with the Rector, the General Manager or a member of the University Administrative Board.
- j) their position in respect of any obligation on military service and any service provided as volunteer in fixed conscription having completed without demerit the conscription and that is volunteer in fixed conscription of one year, volunteer in fixed conscription of four years, volunteer in three-year conscription as well as reserve force official in two-year conscription or in fixed conscription;
- k) that they have neither been dismissed/removed from the public service for consistently inadequate performance,



nor have they been removed from jobs in the public sector, pursuant to the D.P.R. 10.01.1957 no. 3, Art. 127, paragraph 1, letter d);

- l) that they have/have not worked in any Italian public services and, if applicable, the reason for terminating the employment;
- m) if any, the qualifications determining preference according to art. 9 of the present call for applications to be held at the deadline for application to the present call. The above-mentioned qualifications will be taken into account only in case they are declared in the application form for the selection and they are owned by the deadline for applications for the selection procedure;
- n) qualifications, subject to evaluation, deemed useful for the purposes of the selection;
- o) residence with full address (indicate municipality, street, civic number, province, postal code) to which any
- p) communication related to the present selection from University Administration should be sent; also include phone number, email address and eventually the special residence.

Non Italian candidates should also declare to be in possession of an adequate knowledge of the Italian language.

If any, the candidate with disability should also request for any necessary assistance and/or for extra time according to Art. 20 Law 104/1992.

Candidates are required to pay the amount of € 25,00 within the deadline for the application to the present call, otherwise will not be considered for the procedure. The participation fee must be paid through bank transfer on the current account in the name of Università degli Studi di Parma, held in Crédit Agricole Italia S.p.A. – Agenzia di Parma – Via Università, 1 – 43121 Parma - Codice IBAN IT 25 L 06230 12700 000038436533.

The Administration ensures equal rights and opportunities both to men and women for employment access and treatment at work.

ART. 4 – Deadline and application procedure

Deadline for submission of the application: 30 (thirty) days from the day following the date of publication of the public selection on the Official Gazette “Gazzetta Ufficiale della Repubblica Italiana – 4^a Serie Speciale – Concorsi ed Esami”

The application form, on plain paper and addressed to *Magnifico Rettore dell’Università degli Studi di Parma*, must be signed and can be delivered by hand to Università degli Studi di Parma at the protocollo office – Staff of the Area Dirigenziale Affari Generali e Legale – Via Università, 12 (ground floor) – Parma, on Monday, Wednesday and Friday from 9am to 1pm; or on Tuesday and Thursday from 9am to 1pm and from 3pm to 5pm, within the compulsory deadline of 30 (thirty) days, otherwise late applications will not be considered, from the day following the date of publication of the public selection on the “Gazzetta Ufficiale della Repubblica Italiana – 4^a Serie Speciale – Concorsi ed Esami”

If the deadline corresponds to a holiday day, it is postponed to the next working day.

The application form can also be submitted by Certified Email (PEC) to protocollo@pec.unipr.it with the following modality:

- through Certified Email (PEC) with the digital signature on the application and on the other documents that would require the hand signature of the candidate
- through Certified Email (PEC) with the following enclosed: filled out application form undersigned by the candidate with front and back copy of valid ID, copy of any other required document undersigned. The copies of all the documents will have to be acquired through scanner.

Alternatively, the aforementioned application form, can be sent by e-mail, without certified mail (PEC), at protocollo@unipr.it or by registered mail with acknowledgment of receipt to the following address: Via University, 12 - 43121 Parma (Italy). In this case proof of receipt will be considered the dated stamp of the accepting Post Office.

For the electronic transmission of documentation will have to be used static formats and not directly editable, without macros and executable code, preferably in "PDF" format.

The application must indicate the address, if different from the residence, that the candidate elects for the purposes of this selection procedure, indicating the telephone numbers and e-mail for communications from the university



administration. Any variation thereof shall be immediately reported to the office where the request for participation has been addressed.

The University Administration is not liable for misdirected communication due to incorrect residence or domicile information provided by candidates, or to absent or late notification of any changes thereof. The University Administration is not responsible for any postal or communications delays or third party delays due to fortuitous events or force majeure.

The Administration will carry out appropriate checks, including sample checks, on the truthfulness of the instances of participation and of the declarations and certificates produced by the candidates during the procedure, according to the provisions of D.P.R. n. 445/2000.

For any information concerning the selection procedure, it is possible to contact the Unità Organizzativa U.O. Personale tecnico Amministrativo ed Organizzazione, Responsible of the Administrative Procedure, email: perstecamm@unipr.it or at the following telephone numbers: 0521-034382-4386.

The staff will receive the public and phone calls only on the following days and times: Monday, Tuesday, and Friday: from 9.00 to 11.00 - Tuesday and Thursday from 9.00 to 11.00 and from 2.30 pm at 3.30 pm

ART. 5 – Attachments to the application

The application form must enclose:

- a) qualifications, subject to assessment in accordance with Art. 7 of the present call;
- b) copy of the identity document according to the above-mentioned art. n. 4;
- c) copy of the bank transfer of the participation fee;
- d) Curriculum Vitae (European format).

ART. 6 – Evaluation Commission

The evaluation commission is appointed by decree of the Rector.

The Commission will preliminarily determine, as established in Art. n. 7 of the applicable University Regulation on "Recruitment and regulation of fixed-term Technologists in accordance with art. n. 24bis of Law 30.12.2010, n. 240 ", the criteria for the evaluation of the candidates that will be published and accessible on the University website at <http://www.unipr.it/node/17504> for five days.

ART. 7 – Qualification assessment

The assessable qualifications will be given an overall score up to 50 points (of which upto a total of 25 points for qualifications and upto a total of 25 points for the particular cultural and professional qualification), as long as they are relevant to the activities of this selection and are the following:

- ✓ Master's degree score (or equivalent qualification): up to 20 points
- ✓ Higher qualifications than the one required as an access requirement: up to 5 points
- ✓ Work experience in relation to the type of activity envisaged: up to 25 points

Qualifications enlisted as mandatory for accessing the call for application will not be taken into account and therefore no points will be assigned.

Qualifications can be submitted in original or in one of the following ways:

- a) certified copy in accordance with art. 18 of Presidential Decree n. 445/2000;
- b) a photocopy with joined declaration in lieu of an affidavit attesting their conformity to the original, in accordance with art. n. 47 of Presidential Decree 28.12.2000, n. 445, together with a photocopy of an identity document;
- c) declared in lieu of certification, in accordance with art. n. 46 of Presidential Decree n. 445/2000, together with a photocopy of an identity document.

Qualifications, self-certifications and affidavits that will come to this university after the deadline for submission of applications for participation in the selection will not be taken into account.

Documents written in a foreign language must be accompanied by a translation into Italian legally validated and certified by the competent Italian diplomatic representative or an official translator.

In accordance with the Presidential Decree 28.12.2000 n. 445, subject to the provisions of Law 15.5.1997 n. 127, where from the check of the affidavits it is revealed the not veracity of the content of the declaration, the declarant shall forfeit any benefits resulting from the provisions made on the basis of the false declarations.



Candidates are asked to retrieve the qualifications presented in original within two months after the deadline for submission of any disputes concerning the final provision of approval of the deeds of the selection. After that date the administration is not responsible for any impossibility of return.

Candidates who have gained, in the examination of qualifications, a minimum score of 25/50 will be admitted to the interview.

ART. 8 – Interview

Candidates who are admitted to the interview will have, in the assessment of qualifications, a minimum score of 25/50 points, will be suitable to verify, through direct comparison with the candidate, the possession of the particular requested cultural and professional qualification related to the research support activity to be carried out, as well as the excellent knowledge of the English language.

The interview will take place on **Wednesday 23rd September 2020** at the **Dirigenza dell'Area Ricerca, Internazionalizzazione e Terza Missione – Via Università, 12 – Parma** or remotely (online), if this becomes necessary due to the emergency situation from Covid-19 contagion.

The list of candidates admitted to the interview, the time of the interview, the confirmation of the location and any changes to the interview date, will be communicated through notice published on the University web site: <http://www.unipr.it/node/17504> on **Friday 18th September 2020**.

Such notice will constitute notification to all legal effects.

The score of the qualifications' evaluation will be made known to the candidates before the interview at the email address indicated by the candidates in the application form.

Candidates must bring their identity document to the interview.

EU citizens must bring their passport or identity document issued by their country of origin. Candidates from non-EU countries are required to bring only their passport.

The absence of the candidate at the interview is considered renunciation of selection, whatever its cause.

The interview will take place in a room open to the public.

ART. 9 – Preference in case of ex-equo

The candidates who have passed the oral examination should submit to this University, within the peremptory terms of 15 days from the day following the oral examination, a statement in lieu of affidavit to attest the possession of preferential titles, to be considered in case of equal score, already declared in the application which shows the possession of the above mentioned requirement by the deadline for applications of the selection procedure. Such documentation is not required if it is in possession of public administrations or if the administration can ask other public offices upon indication of the candidate.

The preferential titles indicated only in the application form and not later with the modalities above-mentioned, will not be considered for the purpose of the ranking.

In case of parity, precedence is given to the following categories of citizens:

- 1) the awarded the medal for military bravery;
- 2) the maimed and disabled war veterans;
- 3) the maimed and disabled for war events;
- 4) the maimed and disabled for service in the public and private sectors;
- 5) war orphans;
- 6) the orphans of war events;
- 7) the orphans of persons who died during service in the private and public sectors;
- 8) the wounded in combat;
- 9) the awarded of the Military Cross or other special certificate of merit of war and the head of large families;
- 10) sons/daughters of amputees and war invalid veterans;
- 11) sons/daughters of amputees and invalids for war events;
- 12) sons/daughters of amputees and invalids during service in the private and public sectors;



- 13) widowed parents who have not remarried, spouses who have not remarried, widowed or unmarried siblings of persons who died in war;
- 14) widowed parents who have not remarried, spouses who have not remarried, widowed or unmarried siblings of persons who died for war events;
- 15) widowed parents who have not remarried, spouses who have not remarried, widowed or unmarried siblings of persons who died during service in the private and public sectors;
- 16) anyone who has served in the army as combat;
- 17) anyone who has rendered commendable service in any capacity, for not less than one year, in the administration that has issued this notice of competition;
- 18) married and unmarried with regard to the number of dependent children;
- 19) disabled and maimed civilians;
- 20) military volunteers of the army, dismissed without demerit at the end of their military conscription.

In case of merits and titles parity, preference is given considering:

- a) the number of dependent children, regardless of whether the candidate is married or not;
- b) in case of commendable service rendered in public administration;
- c) younger candidate.

ART. 10 – Formulation and approval of the ranking

Once the Commission has assessed the qualifications and carried out the interview, it draws up the ranking of the winner. The overall score is the result of the marks obtained in the evaluation of qualifications and the interview. The acts of the selection are approved by Rector Decree.

The final ranking is approved with the observance, in case of ex equo, of the rules on the preferences resulting from Art. 9.

The ranking will be published on the website and on Albo-on line of the University of Parma, as well as on the MIUR website.

The date of publication of this notice determines the time for any appeal.

It does not give rise to suitability for the selection.

ART. 11 – Stipulation of the contract and salary

The University of Parma will conclude with the winner a private law contract of fixed-term dependent employment with full-time commitment, lasting 18 months, with the possibility of renewal and salary corresponding to category D of the current national labor contract - University Branch, out of the research project indicated in art. n. 1 of this call for application, equivalent to all-inclusive and comprehensive amount of € 62.143,50 (gross administration).

At the employment take up, the candidate is required to prove the possession of the requirements established in art. n. 2 of the present notice of competition, by means of a statutory declaration of certification as provided for by art. n. 46 of Presidential Decree n. 445/2000. The statement related to citizenship and political rights must indicate the possession of the requirements within the competition deadline.

The University of Parma will verify the truthfulness of the self-certifications, pursuant to art. n. 71 of Presidential Decree, n. 445/2000. In case the verification shows that the content of the declaration does not correspond to the truth, the applicant shall forfeit any benefit resulting from the provisions made on the basis of a false declaration, without prejudice to the provisions of art. n.76 of Presidential Decree n. 445/2000 on criminal penalties.

ART. 12 – Termination of the contract

The termination of the employment contract is determined by the date of expiry or by the withdrawal of one of the parties. Each of the parties may terminate the contract before the due date if there is a reason that, pursuant to art. n. 2119 of the Civil Code, does not allow the continuation, albeit provisional, of the contract.

ART. 13 – Safeguarding or referring provisions



For anything not expressly covered in the present notice of competition, they shall be applied the rules of the above-mentioned Regulation and the existing provisions in respect of conducting competitions, as well as those contained in the CCNL University, currently in force.

This notice of selection, written in Italian and English, will be made public by means of:

- ✓ publication in *the Gazzetta Ufficiale*
- ✓ publication on the website of the Ministry of Education (MIUR) – European Union
- ✓ publication on Albo on-line and on the website of this University at <http://www.unipr.it/node/17504>.

ART. 14 – Personal data handling

The personal data of the candidates, communicated to the University of Parma, will be processed, in paper or electronic form, for the sole purposes relating to the selection process and the management of any employment relationship, in compliance with the provisions in force. The information provided pursuant to art. 13 of EU Regulation 2016/679 - General Data Protection Regulation is available at the following address: https://www.unipr.it/sites/default/files/albo_pretorio/allegati/04-02-2020/modello_informativa_selezioni_reclutamento.pdf

ART. 15 – Head of Procedures

Pursuant to Law n. 241 dated August 7, 1990 as amended by Law n. 15 dated February 11, 2005, the head of procedures contained in this notice of competition is Dott. Stefano Ollari, Responsible for the Unità Organizzativa U.O – Personale tecnico amministrativo ed Organizzazione.

Prof. Paolo Andrei

Firmato digitalmente ai sensi del D.Lgs. n. 82/2005

U.O.R. Unità Organizzativa Responsabile	Area Dirigenziale Personale e Organizzazione	
R.P.A. Responsabile del Procedimento Amministrativo	U.O. Personale Tecnico amministrativo ed organizzazione	Stefano Ollari