

**Annex 1****Call for applications selection for teaching assignments
“Training of Trainers Courses for personnel of international missions”- Kosovo**

Period november 2022

Course	Topics	Max.duration h.	Code	Number of assignments
Course “Training of Trainers Courses for personnel of international missions” - Kosovo	Teaching and learning theories, training techniques, planning & preparation of training Sessions - evaluating a training event, delivery of training	20	01	1
Course “Training of Trainers Courses for personnel of international missions” - Kosovo	Working in a Training team, techniques to use in a training session, managing the training environment, assessing learning, delivery of training	20	02	1

The details of the seminar and lectures will be decided in cooperation with the Course/Program Coordinator.

The gross compensation to be paid for the assignments listed above will be based on the decision of the Board of Governors of Sant’Anna School, no. 57 of 28 March 2013, and subsequent amendments and on the contents of the Inter-Ministerial Decree no. 313/2011 describing parameters for the determination of the remuneration payable to contract holders under article 23, paragraph 2, of Law no. 240/2010.

Reimbursement of full board, lodging, transportation and the expenses incurred for the visa and Covid19 swab, will also be recognized, if properly documented, as specified in Art. 28 of the School administrative guidelines and procedures issued in Rector’s Decree No. 426 of 28 September 2015 and subsequent amendments.

The School, in the event of exceptional and unexpected situations of fact, reserves the right as of now to suspend, modify or cancel this selection and / or not to follow up on the subsequent teaching assignment procedure.

Candidates who apply for the selection must possess, under penalty of exclusion, at the deadline date for applications submission, a University Degree (Italian university “old system”) or a Master’s Degree and specific teaching experience on the subject matters of this announcement.

Applications, using the format provide in annex A (attached) must be received by **21 October 2022**

Applications must be submitted to the Higher Education Office of the Sant’Anna School of Advanced Studies by certified mail to: protocollo@sssup.legalmailpa.it or mail to: rosita.minardi@santannapisa.it

Applicants must also submit:

- a) Academic/teaching curriculum vitae



- b) current valid identity card or passport

The selection committee, appointed by the Rector, will evaluate the applications submitted for each subject area and issue the merit rankings. The Committee will assess the following qualifications for the selection:

- a) academic qualifications (bachelor's and master's degree, doctorate, postgraduate diplomas, research grants)
- b) relevant work experience
- c) publications relevant to the topics covered in the courses for which the candidate applied for
- d) teaching experience on the topics for which the candidate is applying

The Advanced Education Office will stipulate the appropriate contract for the teaching assignment (coordinated and continuous collaborations contract, temporary self-employed contract). In the event that the assignee is employed by a public institution, prior to the assignment, she/he is requested to send to the Advanced Education Office appropriate authorization issued by the public institution, in accordance.

The Responsible, Dr Elena Cambi, of the U.O. Alta Formazione of the Sant'Anna School of Advanced Studies - Via Maffi, No. 27, 56127 Pisa - tel. 050/882645 - fax 050/882633 - e-mail: altaformazione@santannapisa.it , is the person responsible for the competitive entrance examination procedure referred to in this call for applications, pursuant to the provisions of art. 5 of Law No. 241/90.

Ms Dr Giovanna Bottai is the person in charge of personal data collection. The personal data provided by the candidates will be processed mainly in an automated form and in a compliance with art. 11 of Legislative Decree No. 196/2003 ("Personal data protection code"), in order to manage the competitive entrance examination procedures. Furthermore, the data are rendered anonymous and may be used for statistical purposes. Providing the data is necessary in order to participate in the competitive entrance examination. The data subjects may, at any time, exercise the rights envisaged in art. 7 of the above-mentioned Legislative Decree by writing to the Public Relations Office – Sant'Anna School of Advanced Studies – Piazza Martiri della Libertà, No. 33, 56127 Pisa – e-mail: urp@santannapisa.it .

The Sant'Anna School of Advanced Studies complies with the laws and regulations relating to the prevention of corruption (Law No. 190/2012) by applying the measures identified in the "Three-year prevention of corruption plan" published in the "Transparent Administration" section of the institutional website at the following address: www.santannapisa.it



Annex "A"

To:
Deputy Rector, Advanced Education Office
Via Cardinale P. Maffi, 27
56126 PISA (PI)

The undersigned applicant _____,
born in _____ on _____
resident in _____
Post Code _____ address _____
tel. _____
e-mail address _____
tax code _____
VAT Code (if freelancer) _____
Degree in _____ on _____
Current position _____

APPLIES FOR

the teaching assignment as per Decree no. ____ of _____ for advanced education programs num.
cod. 01 02

The undersigned applicant declares that:

- he/she is/is not employed by the following public institution _____;
- he/she is not in any of the situations of incompatibility under art. 13 of Presidential Decree no. 382/80 and subsequent amendments;
- he/she has/has not received a scholarship pursuant to Law no. 398/89 or Law no. 210/98 awarded by the University of _____

Date _____

Signature _____

Attached:

- a) teaching and research curriculum
- b) current valid identity card