



Area della Formazione Post Laurea - U.O. Alta Formazione

Responsabile Area: Dott.ssa Giovanna Bottai

DR n. 44/2024

LA RETTRICE

VISTA: la legge 240/2010 ed in particolare l'art.23;

VISTO: il Regolamento per la disciplina degli incarichi di insegnamento, emanato con Decreto Rettorale del 06.05.2013 n.128 e s.m.i.

VISTA: la Deliberazione del Consiglio di Amministrazione n. 204 del 15/12/2023;

VISTO: il DR 28 del 22/01/2024 con cui è stato attivato il Corso di Alta Formazione Training of Trainers (ToT) on Election observation" – Kinshasa (DRC), a.a. 2023/2024;

VISTE: la nota del Prof. Andrea de Guttry, Responsabile Scientifico dei corsi sopra citati, con la quale dichiara di aver verificato l'impossibilità di utilizzare personale interno alla Scuola;

ACCERTATA: la disponibilità di bilancio;

VISTO: il DR n. 189 del 12/04/2021 con il quale al Prof. Claudio Passino, Prorettore all'Alta Formazione, è delegata la firma degli atti formali necessari all'attivazione e gestione dei Master Universitari e dei Corsi di Alta Formazione.

EMANA

Art. 1 È emanato l'avviso di selezione per titoli finalizzato all'attribuzione di n. 2 incarichi di docenza da svolgersi nell'ambito del Corsi di Alta Formazione Training of Trainers (ToT) on Election observation" – Kinshasa (DRC), a.a. 2023/2024.

Art. 2 È nominata la Commissione per la valutazione dei titoli di cui sopra nelle seguenti persone:

- Prof. Andrea de Guttry - Scuola Superiore Sant'Anna - Presidente;
- Prof. Lorenzo Gasbarri - Scuola Superiore Sant'Anna - Membro;
- Dott.ssa Marialucia Benaglia – Scuola Superiore Sant'Anna –Segretario verbalizzante;
- Dott.ssa Ndiloseh Melvis Mbinohonyui – Scuola Superiore Sant'Anna – membro supplente.

Pisa, 25/01/2024

Il Prorettore all'Alta Formazione
Prof. Claudio Passino
F.TO



Annex 1

Call for applications selection for teaching assignments
Course “Training of Trainers (ToT) on Election observation” – Kinshasa (DRC), a.a. 2023/2024

Course	Topics	Max.duration h.	Code	Number of assignments
Course “Training of Trainers (ToT) on Election observation – Kinshasa (DRC)”, a.a. 2023/2024	Being a trainer; Teaching and learning theories; Techniques to use in a training session and their application to election observation; Managing the training environment & effective communication - Planning and preparation of an electoral training-Delivering a presentation - Assessing learning, evaluating a training event – Role-playing exercises based on electoral issues	25	01	1

The details of the seminar and lectures will be decided in cooperation with the Course 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. 204 of 15/12/2023, 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 and transportation expenses 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 **1 February 2024**.

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: protocollo@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. 44/2024 of 25/01/2024 for advanced education programs
num. cod. 01

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:

- teaching and research curriculum
- current valid identity card