



Enacted with Decree n. 97 dated 14th
March 2024

COGNITIVE NOTICE OF SELECTION BASED ON QUALIFICATIONS AND POSSIBLE INTERVIEW FOR THE CONFERRAL OF A CONTRACT OF INTELLECTUAL WORK SERVICE WITHIN THE DEPARTMENT OF PSYCHOLOGY AND COGNITIVE SCIENCE

English linguistic editing
CUP: E73C23000020001.

Deadline: 8th April 24, at 12.00 P.M

Art. 1 – Description

The University of Trento launches an open competition based on qualifications and possible interview for the assignment of nr. 1 intellectual work contract (prestazione d’opera intellettuale) pursuant to articles 2222 and following of the Civil Code, which will have the fiscal and contributory form of occasional collaboration or professional self-employment according to the tax status of the selected person, at the Department of Psychology and Cognitive Science.

The activity will be held within the “Progetto Dipartimenti di Eccellenza” (CUP: E73C23000020001).

Subject of the contract	Linguistic editing of articles, research projects or other texts written in English by the faculty members of the Department. The activity will be compensated at 0,16 € per word up to a maximum of 5.000,00 gross euro.
Place of activity:	Residence of the Collaborator. The activity will be done exclusively through online means.
Duration	12 months, approximately from April 2024 (maximum 30 days of work load)
Gross reward	Euro 0,16 per word up to a maximum of euro 5.000,00 (gross income) the rewards do not include the administrative burden, VAT (IVA), if applicable, and tax and social security compensation.

The collaboration shall be carried out under the coordination of prof. Jeroen Filip Vaes, or his delegate.

Employees of the University of Trento are not eligible to participate in the selection. The contract is compatible with subordinate employment relationships within public administrations, subject to authorization from the relevant administration.

Art. 2 – Requirements for participation

To apply to the competition, the following requirements are **mandatory, with exclusion penalty**

- a. Four or Five-years degree in Human Sciences, awarded by an Italian university or a title obtained abroad which has been recognized as equivalent to the Italian degree by the assessing Commission only for the admission to the selection
- b. Excellent Knowledge of the English Language (mother-tongue level)



- c. A CV suitable for the required professional activities.

The following requirements are also asked

- English-taught university study program Professional activities carried out in English
- Previous experience of linguistic editing and/or translation in English

Art. 3 - Application for participation and deadline

In order to apply to the call, the candidates must connect to the following link: [Apply Research](#) and fill in the on-line application form by **12.00 noon of 8th April 2024**.

Any application received after this time will be excluded from the selection procedure.

Under their own responsibility, all candidates must declare the following information:

- personal details, date and place of birth, nationality, residence and contact address for the selection procedure (including the postal code and telephone number, if possible); to fulfil all the requirements indicated in art. 2 of this Selection Call, to be aware of all the foreseen limitations and not to fall into any of the incompatibility categories outlined in art. 2 and art. 6 of this Selection Call;
- that they are informed of the incompatibilities with the contract as indicated in articles 2 and 6.
- declaration about contracts (if any) stipulated with other departments of the University of Trento specifying their tax-kind contributions;
- for those who have citizenship in a country other than those components the European Union, or with which the Union itself has signed agreements on free movement, to be in possession of valid residence permit for self-employment that covers the entire duration the contract or to have applied for conversion of their permits, this requisite is not required for participation in the selection;
- to promptly communicate any changes in their residence or contact details indicated in the application.
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In their application the candidates must attach:

- professional-scientific CV, in compliance with art. 15 of Legislative Decree no. 33/2013, demonstrating their skills and ability to conduct the activity described in art. 1 of this Selection Call. The CV **must be dated and signed by the applicant**; (ideal CV format is European format, because of its contents. In particular, academic degree and working experience have to be clearly expressed, by following the principles of relevance, completeness and discretion in disclosing personal data. The CV must indicate where the candidate obtained their bachelor's and master's degrees);
- any certificate or other evidence considered relevant to prove their qualification in relation to the assignment dated and signed by the candidate;
- copy of the bachelor and master's degree, /or self-declaration containing all information regarding the bachelor's and master's degrees obtained (study program, duration of the program, level of the degree obtained, and university where it was obtained
- photocopy of identity card or other identification document.
- Motivational letter (max. 1000 characters)

The resume must be dated and signed in original by the applicant and contain an explicit declaration stating that the information contained are made pursuant to and for the purposes of articles 46 and 47 of Presidential Decree 445/2000.

The Administration Department is excluded of any responsibility in case of information dispersion due to inaccurate details given by the candidate, or due to lack or late communication of any changes on these details.

Art. 4 - Assessing board and selection criteria



The Commission is appointed by the Director of the Department and is composed of three experts (including the responsible of the activity), one member shall act as Secretary and one as President

The selection is based on qualifications and possible interview.

The Commission will conduct a comparative assessment of the curricula and qualifications. The evaluation aims to assess the congruence between the skills possessed by the candidates with the required profile.

The overall score, which includes the interview, is 40 points as follows:

- 60 points for the applicant CV;
- 40 points for the interview (if any).

The final score is the sum of the two evaluations when the interview is included.

In order to be included in the ranking of the eligible candidates for the interview, the applicants must obtain a score of at least 40 out of 69 points. The interview is passed with a score of at least 30 out of 40 points.

Applicants can check the admission to the interview at the following link: [Ongoing calls](#) Date and venue of the interview will be published at least 3 days before the event. The interview is mandatory.

Not attending the interview on the fixed date will be considered as a renunciation of the position and will bring automatically to the exclusion from the selection.

After the assessment of the applicant qualifications, the Selection Board may decide not to proceed with the interview and publish a final ranking just based on the evaluation of the applicant qualifications.

Only applicants with a score of at least 40 out of 60 points pass the assessment procedure.

The Selection Board is requested to fill out a report on the assessment, both of the applicant qualifications and of the possible interview.

Art 5 – Ranking

The Head of Department will approve the selection process and the nomination of the top candidate.

The selection procedure ends with the publication of the list on the Department website: : [Ongoing calls - Final Rankings](#)

The top candidate will receive written communication regarding the contract. .

The candidate must, on pain of forfeiture, give notice of the acceptance of the position, within a maximum of 5 days of receipt of the aforementioned notification. If the candidate does not sent the acceptance within the period mentioned above, s/he will surrender his/her entitlement to the contract..

Art. 6 - Incompatibility and conferral of the assignment

At the time of the assignment and of the signature of the contract, the shortlisted of the selection shall make a declaration pursuant to Presidential Decree 445/2000, which attests that the signing of the contract does not create any situation of incompatibility with any assignments previously accepted and with the provisions of Art. 18 of Law 30.12.2010, no. 240 to not have any marriage, consanguinity or affinity up to the fourth degree included, with a professor belonging to the structure that confers the assignment, or rather with the Rector, the Director General, or a member of the Board of Directors of the University.

The contract must be signed by both parties before the starting date of the activity, otherwise the contract will NOT effective and the work will not be recognized and rewarded.

Art. 7 – Personal Data

Pursuant to art. 13 of EU Regulation 2016/679 "General Data Protection Regulation (GDPR)", the University will process personal data within the scope of its institutional purposes exclusively for the performance of this competition procedure (Article 6, paragraph 1, letter e) of the GDPR).



**UNIVERSITÀ
DI TRENTO**

Dipartimento di
Psicologia e Scienze Cognitive



The Data Controller is the University of Trento, via Calepina n. 14, 38122 Trento, email: ateneo@pec.unitn.it; ateneo@unitn.it. The contact details of the data protection officer are: email: rpd@unitn.it, dpo@unitn.it

The processing of personal data will be carried out by paper and / or computerized means only by personnel authorized to process the data in relation to the tasks assigned and in compliance with the principles of lawfulness, fairness, transparency, adequacy, relevance and necessity. The data may be communicated to any other public and private entities in execution of legal obligations as well as to any external financiers of the scholarships and/or fellowships in compliance with the related contractual obligations.

The collected data can be transferred in non-EU Countries, according to the conditions defined by the GDPR, articles 44 and following, or due to a decision of the European Commission guaranteeing the data or – missing that – due to an explicit consent by the data owner.

The provision of personal data is essential for this procedure and failure to provide it precludes participation in the procedure itself. The data will be kept for the period necessary for carrying out the procedure and for the fulfillment of all legal obligations. At any time the rights referred to in articles 15 and following of the GDPR and, in particular, access to personal data, rectification, integration, erasure, restriction and the right to object to the processing. This is without prejudice to the right to lodge a complaint with the supervisory authority for the protection of personal data pursuant to art. 77 of the GDPR.

The University of Trento is an equal opportunity employer and positively encourages applications from people in under-represented groups.