

Ministero dell'Istruzione, dell'Università e della Ricerca

Min. Dec. 48

THE MINISTER

IN VIEW OF law No. 115 of 3rd August 2009 concerning “Granting of legal entity status to the ‘Parma School for Europe’”, published in the Official Gazette No. 187 of 13th August 2009;

IN VIEW OF I.D. No. 138/2010 bearing the Regulation of the “School for Europe” of Parma, provided in implementation of the afore-mentioned law 115/2009;

IN VIEW OF Leg. Dec. No. 165 of 30th March 2001 as modified by Law No. 145 of 15th July 2002, bearing general regulations on the working arrangements of employees of public administration and in particular articles 6, 34 and 45;

IN VIEW OF Table B – Posts assigned by competitive recruitment – Italian section – attachment to the above-mentioned inter-ministerial decree;

IN VIEW OF law No. 241 of 7th August 1990, concerning new regulations on the matter of administrative procedure and the right of access to administrative documents and subsequent modifications and integrations contained in Law No. 15/2005;

IN VIEW OF the C.C.N.L. (National Collective Work Contract) of 29th November 2007, chapter X, relating to personnel in the schools sector and, in particular, article 109 (formerly 105) regarding the mobility of school teaching and administrative, technical and auxiliary personnel on open-ended contracts, as well as articles 111 and 112 on the matter of language assessment tests laid down for said personnel;

IN VIEW OF the Regulation of the School for Europe of Parma, agreed by the Board of Directors on 25.01.2010, with which the competitive process for carrying out recruitment of personnel for the School is governed;

IN VIEW OF Min. Dec. No. 23 of 23rd March 2011 approving the Regulation referred to above;

GIVEN the need to provide for the mobility of teaching, and administrative, technical and auxiliary personnel in national professional registers to be assigned to the “School for Europe” of Parma

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DECREES

Article 1 Call for Applications

The call is hereby made to apply for the selection tests for assessing professional skills for the mobility of teaching and administrative, technical and auxiliary personnel with open-ended contracts to be assigned to the “School for Europe” of Parma.

In compliance with Article 1, paragraph 8 and paragraph 10 of Law No. 115 of 3rd August 2009 and in implementation of article 2 of the Regulation adopted by the Board of Directors of the School for Europe of Parma on 8th February 2011, approved by Min. Dec. No. 23 of 23rd March 2011, only teachers and administrative technical and auxiliary personnel enrolled in their national professional registers will be admitted to the selection tests, if they have completed the trial period, with an actual service seniority of at least 2 years, and are holders of a teaching position or professional positions on the staff of the School for Europe of Parma as per table B attached to Inter-ministerial Decree No. 138 of 18th June 2010. The above personnel are selected from candidates with proven qualified teaching or administrative experience gained in types 1 and 2 European schools.

The tests consist of assessing written foreign language skills, an interview and an assessment of the qualifications. The tests are preceded by a preselection phase.

Applications for participation, drawn up in accordance with the form at attachment 1 of this announcement, complete with the requested documentation, must be sent directly to the Ministry of Education, Universities and Research – General Management of School Personnel, within the time limit of 30 days from the publication of this announcement on the notice board of this Department, with simultaneous notification on the official site of the Ministry of Education, Universities and Research (address: <http://www.istruzione.it>).

Article 2 Preselection

Preselection consists of an examination of the certificates sent by the candidates who must provide documentary proof of possession of the qualification issued by approved training and research institutions, of a level of understanding of at least one language from among French, English and German, equivalent to level **C1** (advanced level) for

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teaching personnel and **B1** (intermediate level) for administrative, technical and auxiliary personnel.

As well as proven language skills, the candidates must provide an up-to-date employment status issued by the employing school, a curriculum vitae, as well as self-certification of the qualifications possessed.

Passing the preselection is a condition of admission to the selection tests.

Article 3 Disqualifying factors

The following are reasons for exclusion:

- a) the absence of the general requirements for admission as per articles 1 and 2 of this decree;
- b) application form not signed by the candidate;
- c) the sending of the application outside the submission period (before publication of this announcement or after the closing date laid down therein for submission of the application).

The Ministry of Education, Universities and Research (MUIR) may arrange at any time to exclude candidates if the requirements called for are not met. The exclusion is made by a Decree of the school's General Manager of personnel, notified to the individual concerned by registered letter.

Article 4 Method of assessment

Having passed the preselection phase as per article 2, teaching, administrative, technical and auxiliary personnel applying for employment with the "School for Europe" of Parma, are invited to undergo structured written tests aimed at confirming the required level of understanding of one language chosen from among French, English and German equivalent to level C1 (advanced level) of the European Reference Framework for Languages (ERFL) for teaching personnel and level B1 (intermediate level) for administrative, technical and auxiliary personnel.

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Candidates will pass the language assessment test if they achieve a mark of at least 28/40.

Candidates who pass the written language test will progress to the interview. The interview must make it possible to assess not just the communications skills in the chosen foreign language based on the level required, but also an understanding on the part of the candidate of the organisational and structural set-up of the Schools for Europe system and the principal issues relating to the international and European dimension of education. Candidates will pass the language assessment test if they achieve a mark of at least **28/40**.

The evaluation of educational and career certificates is carried out only for candidates who have passed the interview. Educational and career certificates are evaluated up to a maximum of **20** points, in accordance with the table as per attachment 2 of this Decree.

At the end of each test the commission will draw up the appropriate lists of candidates who have passed that particular test, specifying the points awarded.

The lists of candidates who have passed the assessment tests are published on the notice board of the Ministry of Education, Universities and Research, and are notified simultaneously on the official site of this Department (address: <http://www.istruzione.it>).

At the conclusion of all the tests the Ministry of Education, Universities and Research will draft the relevant rankings from which to select the local personnel on open-ended contracts to be assigned to the “School for Europe” of Parma.

The rankings are valid solely for three academic years at the end of which they are considered no longer to be effective.

Candidates placed in the rankings are called upon to enter into biennial contracts. The said contracts are renewable, following a positive evaluation. The remuneration due is as laid down in article 24 of I.D. No. 138 of 18th June 2010, cited in the preamble and in Table A attached to this decree.

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Article 5 Invitation of candidates to attend

The list of candidates who have passed the preselection phase and the dates for the language skills assessment tests, laid down by the Ministry of Education, Universities and Research, the place and the time of the tests themselves are specified in a notice published on the notice board of the Ministry itself and at the same time on the relative official internet site (address: <http://www.istruzione.it>).

Publication on the internet site is to all intents and purposes a valid notification.

Travel and subsistence costs are borne by the persons concerned.

Candidates must bring to the tests a valid document proving their identity.

Article 6 Composition and duties of the Commission

The Commission is appointed by the department head of the MIUR.

The Commission may include language experts for the three foreign languages involved in the tests.

The Commission ensures that the assessment procedures as per article 3 are carried out properly and draws up the lists of personnel that have passed the assessment tests, specifying the points awarded.

No-one related by marriage or who is a family member of or related to the fourth degree of kinship to a candidate or members of the Commission may be a member of the Commission itself.

Equally no-one who on the date of publication of this decree is over seventy years of age may be a member of the Commission, nor may former employees of the Ministry of Education, Universities and Research who have been retired for more than three years.

Likewise, no-one who is a candidate for the assessment tests may be a member of the Commission, nor may anyone who on the date of publication of this

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decree is working for schools or Italian language – educational enterprises abroad.

Nor, moreover, pursuant to article 35 of Leg. Dec. No. 165/2001, may members of the policy-making body of the administration involved, those holding political office or those who are union representatives or nominees of confederations or trades union organisations or of professional associations be members of the Commission.

The members of the commission are exempted from service obligations for the time strictly necessary for carrying out their duties.

Article 7 Handling of personal data

The Ministry of Education, Universities and Research, with regard to the “Code on the matter of the protection of personal data”, as per Leg. Dec. No. 196 of 30th June 2003, undertakes to use the personal data provided by the applicants solely for institutional purposes and for the fulfilment of the procedures laid down in this decree.

Article 8 Publication of the decree calling for applications

This call announcement for the assessment tests, together with its 2 attachments, is published on the notice board of the Ministry of Education, Universities and Research and simultaneously on the relative official internet site (address: <http://www.istruzione.it>).

Rome, 30.05.2011

THE MINISTER

(Signed) Mariastella GELMINI

ATTACHMENT No. 1

(complete in block capitals)

**APPLICATION FORM
FOR PARTICIPATION IN THE SELECTION TESTS FOR
ASSESSING PROFESSIONAL SKILLS FOR THE MOBILITY OF
TEACHING AND A.T.A. PERSONNEL FOR THE SCHOOL FOR
EUROPE OF PARMA**

(Exempt from stamp duty pursuant to article 37 of D.P.R. No. 445 of
28/12/2000)

WARNING

This application form is completed in accordance with the provisions of
D.P.R. No. 445 of 28th December 2000,
“CONSOLIDATING LAW ON THE LEGAL AND REGULATORY
PROVISIONS ON THE MATTER OF ADMINISTRATIVE
DOCUMENTATION.”

In particular:

- The data provided by the applicant assumes the value of a self-certification made pursuant to article 46; the provisions as per article 76 that lay down consequences of an administrative or penal nature for applicants who provide false declarations also apply.
- Pursuant to article 39 the signing of the application form does not require authentication.
- During the period that this procedure is being carried out and the period of validity of the related rankings, the school administration authorities involved may carry out appropriate checks on the declarations made by the applicant in accordance with what is laid down in articles 71 and 72.

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- The data required by the application form are acquired pursuant to article 16 since they are essential to the carrying out of this procedure and are to be treated as confidential as laid down by Leg. Dec. No. 196 of 30/06/2003
- The data relating to the requirements for admission as per articles 1 and 2 of the announcement must be provided and **must be documented by the forwarding of the relative certificates as attachments to this application.**

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**To: Ministry of Education, Universities
and Research
General Management of School
Personnel
Viale Trastevere ROME**

I, THE UNDERSIGNED

Surname

For married women please enter maiden name

Forename(s)

born in **on**

resident in..... **street**..... **No.**

Tax Reg. No......

Having read the announcement calling for applications for the selection procedure for the recruitment of teaching and non-teaching personnel enrolled in their national professional registers for positions at the School for Europe of Parma:

REQUEST

admission to the recruitment procedure for one of the following areas:

- English
- French
- German

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and for the purposes of confirming the admission requirements laid down in the announcement:

DECLARE THAT:

1) I currently occupy the following post:

TENURE since..... at for the teaching of
..... or in the position of at

Pursuant to article 2, paragraphs 1 and 2, for the purposes of confirming the admission criteria, I attach the following documentation:

-(No.)..... employment status (or employment certificate)

-(No.)..... curriculum vitae (optional)

-(No.)..... certificate confirming a knowledge of at least level C1 (advanced level) of the pre-selected language (for teaching personnel)

-(No.)..... certificate confirming a knowledge of at least level B1 (intermediate level) of the pre-selected language (for ATA personnel)

and for the purposes of the evaluation of qualifications declares, in the form of a self-certification, that he/she possesses the following qualifications:

N.B. For each individual heading relating to the qualifications held the applicant must complete the relevant line at the foot of the page providing all the details (*Body issuing the qualification, date obtained, title of the qualification*) as well as any other information that will help in the confirmation and checking process of the Administration

TEACHING PERSONNEL

Educational qualifications (max 10 points)

A) Successful completion of the MFA competition for teachers assigned to Italian educational institutions and enterprises and universities abroad
B) Research doctorate
C) Additional qualifications other than those required for admission into the position held
D) Additional degrees other than those required for admission into the position held Master's Degree..... Three-year Degree.....
E) Multiple subject specialisation
F) Other European Union languages certified to at least level B1 of the ERFL

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Teaching experience (max 10 points)

N.B. – Specify the full name of the school where each individual job was performed for each academic year involved –

<p>A) Years of teaching service in the “School for Europe” of Parma</p> <p>.....</p> <p>.....</p>
<p>B) Years of teaching service in European Schools</p> <p>.....</p> <p>.....</p>
<p>C) Years of teaching service in Italian educational institutions and enterprises and universities abroad</p> <p>.....</p> <p>.....</p>
<p>D) Years of teaching in Italy with open-ended contracts in educational institutions (a maximum of the last five years including those that were used as an admission criterion will be assessed)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

ATA Personnel

Educational qualifications for all professional categories (max 10 points)

1) ADMINISTRATIVE PERSONNEL (DIRECTOR OF GENERAL AND ADMINISTRATIVE SERVICES AND ADMINISTRATIVE ASSISTANTS)

A) Degree in jurisprudence, political, social and administrative sciences, economics and business Master's Degree..... Three-year Degree.....
B) Degree in foreign languages Master's Degree..... Three-year Degree.....
C) Degree in information technology Master's Degree..... Three-year Degree.....
D) Any other degree Master's Degree..... Three-year Degree.....
E) Successful completion of the MFA competition for ATA personnel assigned to Italian educational institutions and enterprises and universities abroad

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F) ECDL – European Computer Driving Licence
.....

2) TECHNICAL ASSISTANT PERSONNEL

A) Degree in information technology Master's Degree..... Three-year Degree.....
B) Degree in foreign languages Master's Degree..... Three-year Degree.....
C) Any other degree Master's Degree..... Three-year Degree.....

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D) ECDL – European Computer Driving Licence
E) Successful completion of the MFA competition for ATA personnel assigned to Italian educational institutions and initiatives and universities abroad

3) AUXILIARY SCHOOL PERSONNEL

A) Degree in foreign languages Master's Degree..... Three-year Degree.....
B) Any other degree Master's Degree..... Three-year Degree.....
C) Any other grade 2 secondary teaching diploma

N.B. The points available are also awarded for academic qualifications with titles other than those specified, but that are deemed to be equivalent thereto.

**WORK EXPERIENCE AS ATA PERSONNEL
FOR ALL PROFESSIONAL CATEGORIES (MAX 10 POINTS)**

N.B. – Specify the full name of the school where each individual job was performed for each academic year involved –

A) Years of service as ATA personnel in the School of Parma
B) Years of service as ATA personnel in the European Schools
C) Years of service as ATA personnel in Italian educational institutions and enterprises and universities abroad
D) Years of service as ATA personnel on open-ended contracts in the capacity for which you are applying (a maximum of the last five years including those that were used as an admission criterion will be assessed)

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.....

Specify an address for all correspondence:

street	<input type="text"/>	house No.	<input type="text"/>
Postcode	<input type="text"/>	town/city	<input type="text"/>
		prov./county	<input type="text"/>
tel.	<input type="text"/>	fax	<input type="text"/>
e-mail	<input type="text"/>		

undertaking to provide prompt notification of any change in writing to **MINISTERO PER L'ISTRUZIONE, UNIVERSITA' E RICERCA - Direzione Generale per il Personale Scolastico - Viale Trastevere, 76/a 00153 Roma.**

I, the undersigned grant permission for the handling of my personal data for the purpose of carrying out this selection procedure.

Date/...../.....

Signature.....
(not subject to authentication)

QUALIFICATION ASSESSMENT TABLE

TEACHING PERSONNEL

Educational qualifications (max 10 points)

A) Successful completion of the MFA competition for teachers assigned to Italian educational institutions and enterprises and universities abroad or of selection for teaching in the European Schools	points1
B) Research doctorate	points1
C) For any qualification other than those laid down for admission into the position held, among those used by the School for its teaching	points1
D) For any additional degrees other than those required for admission into the position held	points1
E) Multiple subject specialisation	points2
F) For knowledge of another vehicular language other than those used for admission and certified at least to level B1 of the ERFL	points2

Teaching experience (max 10 points)

A) For each year of work in the "School for Europe" of Parma	points2
B) For each year of work in the European Schools	points2
C) For each year of work in universities abroad	points2

ATA Personnel

QUALIFICATION ASSESSMENT TABLE (MAX 20 POINTS)

Educational qualifications for all professional categories (max 10 points)

1) ADMINISTRATIVE PERSONNEL (DIRECTOR OF GENERAL AND ADMINISTRATIVE SERVICES AND ADMINISTRATIVE ASSISTANTS)

A) Degree in jurisprudence, political, social and administrative sciences, economics and business	if major if three year	6 points 5 points
B) Degree in foreign languages	if major if three year	5 points 4 points
C) Degree in information technology	if major if three year	4 points 3 points
D) Any other degree	if major if three year	3 points 2 points
F) European Computer Driving Licence		4 points
E) Successful completion of the MFA competition for ATA personnel assigned to Italian educational institutions and enterprises and universities abroad		2 points

2) TECHNICAL ASSISTANT PERSONNEL

A) Degree in information technology	if major if three year	6 points 5 points
B) Degree in foreign languages	if major if three year	5 points 4 points
C) Any other degree	if major	4 points

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	if three year	3 points
F) European Computer Driving Licence		4 points
E) Successful completion of the MFA competition for ATA personnel assigned to Italian educational institutions and enterprises and universities abroad		4 points

3) *AUXILIARY SCHOOL PERSONNEL*

A) Degree in foreign languages	if major if three year	6 points 5 points
B) Any other degree	if major if three year	4 points 3 points
C) Any other grade 2 secondary teaching diploma		2 points

N.B. The points available are also awarded for academic qualifications with titles other than those specified, but that are deemed to be equivalent thereto.

**WORK EXPERIENCE AS ATA PERONNEL
FOR ALL PROFESSIONAL CATEGORIES (MAX 10 POINTS)**

A) For each year of work in the "School for Europe" of Parma	points.....1
B) For each year of work in the European Schools	points.....2
C) For each year of service in Italian educational institutions and enterprises and universities abroad	points.....2
D) For each year of service in Italy on open-ended contracts in the position applied for (a maximum of the last five years will be assessed)	points.....0.5