



# UNIVERSITY OF TURIN

Departments of:

**Foreign Languages, Literatures and Modern Cultures**

**Philosophy and Education Science**

**Historical Studies**

**Humanities**

Repertorio n. 10/2017

Prot. n. 2017-UNTOLIN-0000477 DEL 3/08/2017

**PUBLIC NOTICE CODE 01/2017/POLO**

**DATE EXPANSION 11/09/2017**

**PUBLIC NOTICE REGARDING A QUALIFICATION-BASED SELECTION PROCEDURE AIMED AT CREATING A REGISTER OF COLLABORATORS WHO, AS INDEPENDENT CONTRACTORS, WILL BE ASSIGNED FREELANCE ACTIVITIES RELATED TO HIGHLY-QUALIFIED TRANSLATION AND/OR PROOFREADING OF TEXTS FROM/INTO FOREIGN LANGUAGES CONCERNING RESEARCH ACTIVITIES AND ACADEMIC WORK IN GENERAL.**

## *THE HEADS OF DEPARTMENTS*

*[redacted]*

## *D E C R E E*

### **Art. 1 – Principles and duration**

The University of Turin issues this public notice regarding a qualification-based selection procedure aimed at creating a register of collaborators who, as independent contractors, will be assigned freelance activities related to highly-qualified translation and/or proofreading of texts from/into foreign languages concerning research activities and academic work in general (e.g. scientific publications, conference reports, calls for research proposals, third mission practices, etc.).

The register of selected collaborators will last 2 years from the date of publication on the official websites of the Department of Philosophy and Education Science, the Department of Foreign Languages, Literatures and Modern Cultures, the Department of Historical Studies and the Department of Humanities, belonging to the Human Sciences Secretariat of the University of Turin. After 2 years and prior to verification of eligibility of in-house experts, the University of Turin reserves the right to reopen the deadline for application in order to update the register, thus deleting previously-selected applicants who are not interested in receiving any more assignments and adding further potential applicants.

Furthermore, the University of Turin reserves the right to adopt any appropriate measure in order to bring the effectiveness of the register into compliance with the current legislation over the aforementioned 2-year time span.

### **Art. 2 – Rules governing the use of the register**

Selected applicants included in the register will be invited to enter into an independent contractor agreement according to the aforementioned criteria, whose terms and duration may vary depending



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on the specific needs of the teaching and/or research staff member requesting the collaborator, the research activities and the nature of academic work in general.

Contracts will be drawn up whenever there is the need for a new collaborator, as requested by a teaching and/or research staff member affiliated to one of the Departments belonging to the Human Sciences Secretariat. The contract will be awarded in accordance with the following criteria:

- compliance with the type of assignment requested (translation/proofreading);
- suitable competence and skills for the activity, as described and motivated by a teaching and/or research staff member requesting the collaborator.

In case of similar competences and skills, collaborators will be appointed according to a turnover system.

## **Art. 3 – Nature of the assignment, remuneration and operational details**

*[redacted]*

Each translation/proofreading assignment will be remunerated as follows:

- Translation from Euro 35,00 to Euro 55,00 gross (per standard page of 1,800 characters, including spaces, or a proportionally-arranged corresponding amount for translation of documents involving languages that do not comply with the standard page) depending on the complexity of the assignment (e.g. language combination) requested.

- Proofreading from Euro 15.00 to Euro 40,00 gross (per standard page of 1,800 characters, including spaces, or a proportionally-arranged corresponding amount for proofreading of documents involving languages that do not comply with the standard page) depending on the complexity of the assignment (e.g. language combination) requested.

Absent the standard page (or proportionally-arranged corresponding amount), a flat fee will be determined according to the indications provided by the teaching and/or research staff member requesting the assignment.

All aforementioned remuneration is gross of deductions borne by the recipient.

*[redacted]*

## **Art. 4 – Admission requirements**

On pain of exclusion, admission requirements are as follows:



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- hold an MA degree, i.e. “Laurea quadriennale” (before D.M. 509/99), “Laurea specialistica” (D.M. 509/99) or “Laurea magistrale” (D.M. 270/04), or an equivalent degree awarded by a foreign university (in the latter case, if the applicant does not possess an “Equivalence certificate” issued by the Italian Ministry of Education, Universities and Research (MIUR), s/he must obtain it from the examining board), and, in addition,

- provide evidence of highly-qualified experience certified by published works (ISBN- or ISSN-supplied publications, etc.) or third party documentation (invoices, testimonials, etc.) from which it is clearly inferable that the applicant has translated/proofread at least 100 standard pages or carried out translation/proofreading assignments closely linked to one or more scientific disciplinary sectors (SDS) pertinent to the Human Sciences Secretariat (see *Annex C*).

The following qualifications may also be assessed:

- post-graduate university degrees in one or more scientific disciplinary sectors (SDS) pertinent to the Human Sciences Secretariat.

*[redacted]*

## **Art. 6 – Application procedures and deadlines**

All applicants must enter their applications no later than September 11<sup>th</sup> 2017. Applications must be drafted on unstamped paper and addressed to the Heads of the Department of Philosophy and Education Science, the Department of Foreign Languages, Literatures and Modern Cultures, the Department of Historical Studies and the Department of Humanities.

Applications must be entered in one of the following ways:

a) hand-delivered to Sezione Contratti al Personale e Missioni Polo SUM, Via Verdi 25, 3<sup>o</sup> piano, Monday thru Friday from 10.00 AM to 12.00 AM; (Excluding 7/8 to 20/8 for closing structure)

b) via certified e-mail (PEC), by sending an e-mail message from a personal certified e-mail address to [linguedip@pec.unito.it](mailto:linguedip@pec.unito.it); the e-mail message must contain the application (filled-in and signed) and any other .pdf attachments required, including a scanned copy of a valid identity document (the e-mail object must include: “selezione pubblica cod. 01/2017/POLO);

c) via registered mail with acknowledgement of receipt to the following address: Università degli Studi di Torino, Sezione Contratti al Personale e Missioni Polo SUM, Via Verdi 25, 3<sup>o</sup> Piano, 10124 Torino.



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Whether the applicant opts for hand-delivery or registered mail, a label on the envelope containing the application and other related documents must state her/his personal data and the following object: “Selezione pubblica cod. 01/2017/POLO”.

Applications must be edited according to the attached template (*Annex A*).

[omissis]

[redacted]

Despite being sent within the deadline (the postmark serving as proof), applications that do not reach the Sezione Contratti al Personale e Missioni Polo SUM by 12.00 AM of the 10<sup>th</sup> day following the application deadline will not be accepted.

On pain of exclusion, applicants, under their sole responsibility, must also declare the following:

[redacted]

- a) holding the credentials listed under Art. 4 of this public notice;
- b) availability to carry out translation and/or proofreading activities;
- c) specification of mother tongue and other source/target languages to be considered for inclusion in the register;
- d) indication of the scientific disciplinary sectors (SDS) of competence pertinent to the Human Sciences Secretariat (maximum 5, see *Annex C*).

[redacted]

The application must include the following:

- 1) self-declaration affidavit (*Annex B*) under Art. 19, 46 and 47 of DPR 28 December 2000 445, in compliance with *Annex A* as for the requirements under Art. 4 of this public notice and the “curriculum vitae”;
- 2) curriculum vitae;
- 3) copy of a valid identity document;
- 4) if applicable, “Equivalence certificate” for degrees awarded by foreign universities issued by the Italian Ministry of Education, Universities and Research (MIUR).

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**Art. 7 – Conduct of procedure**

The register will be created after the evaluation of applicants by a 5-member examining board (including the president), jointly named by the Heads of the Departments belonging to the Human Sciences Secretariat.

The examining board may award each applicant a maximum of 100 points, distributed as follows:

- academic career: maximum 30
- work experience: maximum 60
- post-graduate university degrees in one or more scientific disciplinary sectors (SDS) pertinent to the Human Sciences Secretariat: maximum 10

Each applicant must be awarded a minimum of 80 points in order to be included in the register.

*[redacted]*