PUBLIC CALL
FOR THE ALLOCATION OF ASSIGNMENTS FOR ADDITIONAL TEACHING ACTIVITIES

THE HEAD OF DEPARTMENT
of the School for International Education
Ca’ Foscar University of Venice

WHEREAS the University General Regulations of Ca’ Foscar University of Venice;
WHEREAS Presidential Decree No 382 of 11.7.1980;
WHEREAS Decree Law No 165 of 30.03.2001, and specifically Article 7, para. 6;
WHEREAS Law No 133 of 06.08.2008, and specifically Article 46;
WHEREAS Law No 240 of 30.12.2010, and specifically Article 23;
WHEREAS the University Teaching Regulations;
WHEREAS the Ethical and Conduct Code of this University issued by Rector’s Decree No 1116 of 5/11/2019;
WHEREAS the University Conduct Code for sexual harassment;
WHEREAS the Personal Data Protection Regulations of Ca’ Foscar University issued by Rector’s Decree No 190 of 22/02/2021;
WHEREAS the Regulations of the Courses of Study;
WHEREAS the University General Regulations for the assignment, self-certification, and assessment of teaching and service tasks to students on behalf of lecturers and researchers pursuant to Article 6 of Law No 240/2010 issued by Rector’s Decree No 977 of 14/11/2011 and subsequent amendments and integrations (hereinafter referred to as Regulations);
WHEREAS the Regulations ruling non-institutional assignments of the management, administrative staff, and Expert Language Collaborators (CEL) issued by Rector’s Decree N. 965 of 22/12/2017;
WHEREAS the Inter-ministerial Decree No 313 of 21 July 2011;
WHEREAS Resolution of the Board of Directors No 112 of 7 October 2011;
WHEREAS the teaching programme for the academic year 2023/2024 as approved by the Board of the School for International Education on May 31, 2023;
WHEREAS the need to hire specific professionals for the performance of additional teaching activities;
HAVING ASSESSED the financial coverage for the academic year 2023/2024 for the posts of this call.

INFORMS

Article 1
Subject of the Call

This public call is intended for the allocation of additional teaching activities for the academic year 2023/2024 as specified in the table attached (annex n.1).

Deadline for applications: mandatory time-limit at 21:00 (CET) of 27/06/2023.

The teaching activities of this call are intended for the Foundation year; this programme is a propaedeutic year designed to prepare international students for undergraduate studies at an Italian university, especially for those students who do not have 12 years of schooling, required for entry to an Italian university.

The preparatory year will be dedicated to completing the formal entry qualification, and at the same time to get acquainted with the Italian academic, cultural and social environment.
More information on the Foundation year are available at the web page
https://www.unive.it/pag/34804/?L=1

Only teaching activities FOY39, FOY40, FOY41 e FOY42 will be taught in Italian; all the others
will be taught in English, therefore when applying for an English-taught activity, candidates
must declare in their CV their level of knowledge of the English language, and any certification
obtained for it.

Each teaching activity will be activated subject to the presence of attending students. The
professionals awarded the teaching assignment should verify the attendance of students by the end of
the first week after the beginning of the course.
In case the minimum number of students required is not met, the additional teaching activity will not be
activated, and the activities performed by the awarded party will be paid proportionally, in any case,
this payment will not exceed 20% of the salary stated in this call.

The program of lectures is reported below (please note, this program might be subject to slight
changes):
I\textsuperscript{st} semester: Ottobre 2023 – December 2024
II\textsuperscript{nd} semester: January – June 2024
N.B.: the II\textsuperscript{nd} semester will be organised in two periods, I\textsuperscript{st} period January through March, II\textsuperscript{nd} period
April to June; the detailed teaching calendar of the II\textsuperscript{nd} semester will be published later on.

Article 2
Recipients and Incompatibility

The recipients of this call are:
\begin{itemize}
\item a) Teaching staff members and Researchers (full and associate Professors, University Researchers,
assistants subject to availability, three-year full Professors, and three-year Researchers)
employed by the Ca' Foscari University of Venice (subject to authorisation of the competent
authorities, if belonging to a different Department) or, by other Italian Universities (subject to
compliance with the requirements for external posts, as set out by their Universities); the allocation
of assignments to Professors and Researchers in any capacity not related to the reference
University, is subject to authorisation of the latter and self-certification of the teaching hours
currently agreed on.
\item b) other Italian and foreign subjects meeting the scientific and professional requirements, including
also:
\begin{itemize}
\item employees of University institutions, having performed documented research activities, including
research fellows;
\item graduated technicians who meet the requirements provided under Article 50 of Presidential
Decree No 382/80, with at least 3 years of teaching experience, subject to authorisation by the
competent structures.
\end{itemize}
\end{itemize}
Pursuant to the Regulations on teaching assignments as specified in this call, without prejudice to
other incompatibilities laid down by law, the assignments cannot be allocated to:
\begin{itemize}
\item subjects which are family members or relatives - up to the fourth degree - of the Rector, the
General Director, a member of the Board of Directors, or a Professor of the contracting
structure;
\item full Professors currently employed for a mandate, an office, or a task among those defined
under Article 13 of Presidential Decree No 382 of 11.07.1980, and subsequent amendments
and integrations;
\item grant-holders of the reference University or other Italian Universities as specified under Article
1 of Law 398 of 30.11.1989;
\item subjects enrolled in Ph.D. programmes of the reference University or other Universities;
\item students enrolled in the educational structure that issued the call.
\end{itemize}
The requirements for the allocation of the assignment should be fulfilled upon the expiration date of
this call.

Article 3
Application procedures

The applicants shall submit their application to the selection procedure by following the online
procedure at the following link:
The application shall be filled online by the above mandatory deadline. Please note: the applicant shall complete all required fields and attach relevant documents. After this step, the applicant will receive a personal alpha-numeric code at the e-mail address provided in the application. By the above-mentioned deadline, applicants can use this alpha-numeric code to access the application, change the information provided in the application, and replace attached files. The link to the application page will no longer be active to change or fill the form after the deadline set out by the call.

Any applications submitted in ways other than the online application form and online attachments are not eligible for the selection process.

Any further information on the application procedure is available by reaching the School Office calling the number 04102347360, or sending an email to cfsie@unive.it.

Applicants shall attach the following documents to the application request:

1. Scanned copy of a valid identity document
2. Blind Curriculum Vitae in European format (PDF/A) (unsigned copy) - file size less than 1 MB (the form is available for download at https://www.unive.it/bandidocenzacfsie without personal data (i.e., personal contacts, tax code, mobile number, and picture), with academic training and scientific publications (the Committee may request the submission of the original publications) and any other information relevant for the purposes of comparison among applicants. Please note: The CV attached to the application request, completed on the form as indicated above in Italian OR in English, must resume all information of interest for the call, and must respect the following indication:
   - page number: max 3, plus a list of publications and a table of the previous teaching tasks performed by the candidate; CV, publication list and table of teaching tasks must be merged in a single pdf file to be uploaded in the online application system under “curriculum”.
   - the selection of publications must state a choice of 5 titles – already printed or accepted for publication – that are most significant for the selection. The publication list must indicate the number of pages, publishing place, date, details on the contribution of the candidate in case of co-authoring. The Selection Committee might request the candidate to submit original publications, or the letter of acceptance of the publisher;
   - the teaching tasks table must include only teaching assignments already concluded, and significant for the selection; each teaching task must be completed with the name of the institution awarding the teaching assignment, academic or school year, title of the activity, programme (Ba, MA, other) number of teaching hours or dates of the activity.

The Committee might not take into consideration any CV that is not written as above indicated.

3. Original printed and Signed copy (handwritten signature) of the same Curriculum Vitae.
4. draft syllabus in English, drawn up according to the course description at https://www.unive.it/pag/34804/. The draft syllabus must contain a detailed structure of the teaching activity (topics, organisation along the weeks, sources of reference) and an hypothesis on assessment and evaluation methods (e.g. written, oral, mixed, mid term test, self-assessment etc), always keeping in mind the peculiarity of the programme and of the target students, and of the teaching method, that could include dual teaching.

as for those applying for a contract:

5. Unsigned Statement for the assignment of offices at Ca’ Foscari University of Venice (PDF/A format) with file size less than 1 MB (the form is available for download at https://www.unive.it/bandidocenzacfsie
6. Original printed and Signed copy (handwritten signature) of the Statement.

PLEASE NOTE: the submission of 2 copies of the Curriculum Vitae and the Statement as requested above under 2, 3, 4 and 5, complies with the Privacy Regulations. In case of contract awarding, the unsigned copy of said documents will be published online at http://www.consultentipubblici.gov.it/

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1 Except for FOY39, FOY40, FOY41 and FOY42, that can be written in Italian.
and in the University website, under the “Transparency” section [https://www.unive.it/titolari-incarichi/] pursuant to Article 53 of Decree Law No 165/2001;

**in case of staff members (professors and researchers) already employed within Ca’ Foscari University:**

7. Copy of the authorisation by the Department they are currently working in, or copy of the submitted request, as well as a statement containing information on the workload for the academic year 2023/2024;

**in case of staff members (general director, managers, technical-administrative staff, Foreign Language Assistant-CEL) already employed within Ca’ Foscari University**

8. Copy of the authorization as required by articles 8, 10 and 11 of the University Regulation “Disciplina degli incarichi extraistituzionali del personale dirigente, tecnico amministrativo e CEL” or copy of the submitted request;

**as for subjects employed in other offices of the Public Administration**

9. Copy of a statement of compliance with the obligations related to the performance of extra work assignments as provided by the administration they belong to, of which under Article 53 of Decree Law No 165/2001 and subsequent amendments. Please note that pursuant to Article 7, para. 2 of the Regulations, the University is entitled to ratify a contract and award the assignment to employees of the Public Administrations, subject to issue of an authorisation by the Administration pursuant to the applicable law.

**as for Extra-EU applicants**

10. Copy of the residence permit

Applicants shall provide their contact details (address for communications, phone number, mobile number, and e-mail) in the application form.

The University Administration shall not be considered liable for any loss or dissemination of information caused by the incorrect communication of the applicants' address or, by late communication of changes in the address specified in the form, or for any inconvenience related to the post office, or third parties, unforeseeable cases, or force majeure.

The information provided in the form will be used to formalise the job assignment for short-listed candidates. For this reason, any changes shall be notified via mail to the School (cfsie@unive.it).

### Article 4
**Assessment and Assignment**

A specific Selection Committee appointed under Article 3, para. 7 of the Regulations will carry out the assessment procedure; the Committee aims to verify the scientific and professional competencies of the applicants. The Committee will short-list the applicants according to their scientific and professional competencies by providing adequate reasons for this decision in the assessment document.

The assessment will cover the scientific-disciplinary sector related to the educational activity in question, and to the specific type of educational assignment; following the definition of the assessment criteria, the Committee will evaluate:

- previous research activities;
- work experience in the field of education and, specifically, related to the above educational tasks performed within the University;
- publications and other academic and scientific degrees;
- all information contained in the resumé
- the draft syllabus.
The Committee will:

- define the assessment criteria and parameters;
- verify the requirements of applicants;
- assess and compare the short-listed applicants;
- identify eligible candidates, assess the best candidate among the applicants, and list the final results with the score in decreasing order;
- propose the jobs to the applicants. This proposal will be submitted to the Board of the School for approval, at the first meeting of the Board.

In the case of certified equal professional and scientific competencies, precedence is given to University Professors and Researchers of the reference disciplinary and scientific sector.

In case of similar qualifications, preference will be given to the applicants in possession of Ph.D., medical specialisation, or equivalent certifications obtained abroad, as well as the scientific qualification defined under Article 16 of Law No 240/2010, without prejudice to those employed by the University as full Professors.

In the case of equal qualifications and competencies, preference will be given to the younger applicant.

After the assessment procedure, the Committee will expressly state the name of the successful candidate and draft a ranking to be approved by the Department/Structure Board which will resolve the allocation of the assignments; said list will be valid up to the end of the academic year specified in this call; the School may use it in case of future needs.

After the draft of the first ranking and short-listing, the list may be used again within the academic year of reference specified in this call. In case the candidate refuses the job, the candidate short-listed immediately after on the list will take their position. In this case, the candidate who has refused will remain on the list for future short-listing of the same list.

Following the resolution of the School Board which approves the merit ranking and the allocation of the assignments, the winners will receive a written notification of the assignment by e-mail.

The list and the assignments will be published online on the University website https://www.unive.it/bandidocenzacfsie by 30 days from the approval of the list on behalf of the Board of the School. The above publication constitutes formal notification.

The University reserves its right not to ratify a contract/assign the job specified in the call if new assessments and changes occurred in the requirements required to apply for the assignment and/or related to the allocated financial budget for the academic year 2023/2024.

Further information on the assessment procedure, on the ratification of contracts and on the formalisation of teaching assignments allocated to universities employees are available at the School Office (contact person Anna Colombini - tel 0412347360 fax 041 234 7565 e-mail:cfsie@unive.it).

Article 5
Contract Ratification

Based on Article 4 of the Regulations, employees of Italian universities will receive a teaching assignment contract conferred by the Board of the School; non-University subjects will receive a private-law contract of self-employment.

The assignment of a contract, for valuable consideration, to University Professors or Researchers of Ca’ Foscari University may be carried out provided that the candidate complies with the obligatory teaching tasks set out in the provisions of the University General Regulations for the assignment, self-certification, and assessment of teaching and service tasks to students on behalf of lecturers and researchers pursuant to Article 6 of Law No 240/2010 issued by Regional Decree No 977 of 14/11/2011 and subsequent amendments and integrations; The payment of the salary is, therefore, subject to the completion of the verifications thereof.

In any case, the assignment of University full-time Researchers contracts will be subject to compensation based on the provisions defined under Article 4 of the Regulations only for working
hours exceeding the total of 350 hours for full-time Researchers, 200 hours for associate Researchers (fixed time), in line with the provisions of the University General Regulations for the assignment, self-certification, and assessment of teaching and service tasks to students on behalf of lecturers and researchers pursuant to Article 6, para. 7 of Law 240/2010.

Given the type of assignment and related commitment requested to the candidate, the private-law contracts ratified to allocate the teaching assignment will be collaboration contracts, excluding the subjects having personal VAT No.

The contracts can be ratified with employees from other Public Administrations, as envisaged by Article 53 of Decree Law No 165/2001 and subsequent amendments and integrations and, in any case, by complying with the regulations on extra work assignments as set out by the Administration currently employing the candidate.

The foregoing shall be without prejudice to the laws ruling on the allocation of remunerated posts to public employees with a full-time contract.

Based on Article 9 of the Regulations, the maximum duration of the awarded contract is one academic year and can be renewed each year for a total of five years, if necessary, provided that the financial coverage is ensured, and a positive assessment of the job performance is submitted.

Upon the ratification of the contract, the Professor might be required to sign the original paper document or the electronic document by means of digital signature. Successful candidates shall verify that they possess an adequate device to create a digital signature in line with the standards set out by AGID-Agenzia per l’Italia Digitale (Agency for Digital Italy) (https://www.agid.gov.it/it/piattaforme/firma-elettronica-qualificata/prestatori-di-servizi-fiduciani-attivi-in-italia) and, if this is not the case, to equip them with said device and signature in time.

Over the whole duration of their contract, the Contract Holders undertake not to carry out activities that may result in a conflict of interests with their teaching assignment or be harmful to the University.

As for the termination of the contract, the provisions stated under Article 10 of the Regulations, this call, the applicable law, and the contractual terms apply.

Extra-EU citizens applicants:

Extra-EU applicants residing in Italy:
the ratification of teaching contracts is subject to the possession of a residence card/residence permit for long-term EC residents or a residence permit enabling self-employment in Italy for the whole duration of the teaching contract. A copy of the said document shall be attached when applying for the call to perform all legal verifications and obligations.

Extra-EU applicants not residing in Italy:
After signing the contract and before the beginning of the lessons, the contract holder must produce documents certifying the obtaining of the residence permit for foreign citizens according to the procedure for a regular entry into Italy for job reasons. Otherwise the contract will be automatically dissolved by the University which will be able to proceed with the designation of another eligible candidate according with the ranking drawn up by the Commission and approved by the School.

Article 6
Obligations of Contract Holders

Contract Holders shall ensure the performance of all the activities related to the job assignment as described below:
- teaching hours as specified in the School teaching programme for the academic year 2023/2024 (see attached table);
- office hours – at least 2 hours per week during the activity;
- compilation of the teaching register;
- learning assessment tests.

All the above duties must be performed according to the guidelines provided by the School and in cooperation with the programme Teaching Committee.

Successful applicants are, henceforth, required to consent to the planning and organisation of their teachings in terms of location, timetable, teaching hours, and management of the lesson register, as
defined by the University.
The Contract Holder shall define the syllabus, in agreement with the Board of the specific Study course and published by the Contract Holder in the relevant web section (Syllabus teachings - https://www.unive.it/data/insegnamento/XXXXXXXXXXX=), by 15 days from the ratification of the contract.

The Contract Holder shall also publish the learning resources — video-lessons, handouts, and links for further study, self-assessment tests, if any, etc.— on the University e-learning platform https://moodle.unive.it/ and use the technological resources to carry out the lessons if required by the University.

The remuneration will be paid after the expiration of the contract and following the verification of the regular performance of all contractual obligations of the Contract Holder.
According to any indications and requests on behalf of the competent teaching structure, Contract Holders are required to modify the organisational aspects of the assignment contracted to them (see Article 1).

The Contract Holder shall comply with the contractual obligations for full Professor as defined under the University Regulations, where applicable, and the Ethical and Conduct Codes against sexual harassment of the Ca' Foscari University of Venice, and shall notify the University, at least 30 days in advance, in case of early termination of the contract for just cause.

The Contract Holder undertakes to post their curriculum vitae in European format and any information related to their teaching assignment (e.g., teaching schedule) on the University website according to the indications and procedures provided by the Secretary Office of the Department/Structure.

The Contract Holder also undertakes to submit the contract, duly signed, to the Secretary Office of the School before the starting date envisaged in the contract. Any changes to this term shall be expressly agreed upon with the Secretary Office of the Department/Structure.

The gross salary for the teaching assignment, as provided in the teaching assignments reported in the call, is defined by Resolution of the Board of Directors No 112 of 7 October 2011.

Article 7
Processing of personal information

The Ca' Foscari University of Venice (Dorsoduro n. 3246, 30123 Venice, PEC (certified mail) protocollo@pec.unive.it). Data controller, will process the personal information provided by the candidates, or otherwise acquired by the University, only for the selection procedure, in compliance with applicable EU and national regulations (EU Regulation 2016/679/EC and 196/2003). The provision of said data is required to assess the applicants’ requirements and certifications. For further information please read the policy privacy available for download at https://www.unive.it/informativacandidatiselezione. For any doubt, advice or request, please contact the Data Protection Officer at the following email address: dpo@unive.it.

The additional teaching activities held by the Contract Holders may be video recorded and subsequently made available online for students according to the indications provided by the University.

Article 8
Reference

For matters not envisaged by this call, please refer to the provisions of the University Regulations and the general provisions set out by law, if applicable.
The use of both masculine and feminine genders to refer to the recipients of this call shall be intended as referred to both genders and was only used to simplify the text.

DISCLAIMER: The English version is a translation of the original in Italian for information purposes only. In case of a discrepancy, the Italian original will prevail.

the Head of the School for International Education
Francesca Magni

Endorsed by THE HEAD OF THE ADMINISTRATIVE PROCEDURE
<table>
<thead>
<tr>
<th>Teaching activity</th>
<th>Code</th>
<th>Title</th>
<th>groups</th>
<th>semester</th>
<th>hours</th>
<th>Gross remuneration</th>
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<td><strong>Foundation Year – track Economics and management</strong></td>
<td>FOY02</td>
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<td>3</td>
<td>I°</td>
<td>84</td>
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<td>FOY26</td>
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<td></td>
<td>FOY27</td>
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<td></td>
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<td></td>
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<td>Introduction to classics</td>
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Please note: for some teaching activities there will be more than one groups, as indicated in the table under “groups”. Any application for one of the multi-group activities is valid for all the groups under the same activity code; successful candidates for one of these activity will be offered the assignment for one or more groups, according to the overall calendar and availability.