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University of Studies of Naples "Parthenope"  
Department of Law

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## Call for admission to SHORT INTENSIVE ACADEMIC COURSE (SIAC-2020)

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### TRANSPARENCY AND LEGALITY OF THE CIVIL SERVANT ACTIVITIES: LEGISLATIVE AND ECONOMIC OUTLINES FROM THE EU-ANTICORRUPTION EXPERIENCES

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21st September to 2nd October 2020



In collaboration with

Agencija za državnu službu Bosne i Hercegovine | Civil Service Agency of Bosnia and Herzegovina

Agencija za državnu službu FBiH | Civil Service Agency of Federation of BiH

Agencija za državnu upravu Republike Srpske | Civil Service Agency of Republic of Srpska

Pododjeljenje za ljudske resurse of Brčko Distric | Human Resources of Brčko Distric

With the support of

Direkcija za evropske/europske

integracije |

Directorate for European

Integration





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## Call for admission to SHORT INTENSIVE ACADEMIC COURSE (SIAC-2020)

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#### ART. 1 GENERAL INDICATIONS

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The Department of Law of the UNIVERSITY OF STUDIES OF NAPLES "PARTHENOPE" announces a public selection based on qualifications for admission to the Short Intensive Academic Course in "Transparency and legality of civil servant activities: legislative and economic outlines from the EU-anticorruption experiences "(henceforth SIAC 2020) to be held from 21st September to 2nd of October 2020 every Monday to Friday in Banja Luka (Bosnia and Herzegovina), presumably at the headquarters of the University of Banja Luka, or will take place with distance teaching systems, where the international and national provisions for the containment of the covid-19 pandemic in force at that time do not allow still the international movements and the conduct of classroom teaching activities.

The establishment and activation of the 1st edition of the Summer School - SIAC 2020 - is planned within the project "Stabilization and Integration Policies for the BiH Public Administration system – S.I.P.P.A.S." assigned and financed to University of Studies of Naples Parthenope, Department of Law, by the European Commission - Delegation of the European Union to Bosnia and Herzegovina, in accordance with Grant Contract n. 2018 / 402-867.

Director of the S.I.P.P.A.S. project is Prof. Alberto De Vita, Full Professor of Criminal Law in Parthenope University of Naples.

Course Coordinator of the S.I.P.P.A.S. Project and SIAC Director is Prof. Fabrizio Rippa, Teaching and Research Fellow of Criminal Law in *Parthenope* University of Naples.

In the framework of the general objective of the Project, namely to support the integration process of Bosnia and Herzegovina in the European Union through the harmonization of the local public system with European principles and policies, the SIAC 2020 has the specific objective of providing to the students an intensive preparation on the main themes that fall within the scientific disciplinary sectors of Legal Sciences and Economic and Statistical Sciences (specifically named in Italian university glossary as Area 12 and Area 13). While attending the course, the students will use the knowledge and skills achieved by their work, improving the levels of efficiency, transparency and cost-effectiveness of the local public service and contribute in spreading the culture of legality.

The participation to SIAC 2020 is free of charge and it will be open for participation up to 16 citizens and civil servants of Bosnia and Herzegovina. Participants must also possess a degree (or an equivalent qualification obtained abroad), which is better specified in the Art. 4 of this announcement. The participants could also receive a contribution to cover travel expenses and accommodation expenses while participating in the training sessions.

There is also the possibility of admitting 4 auditors to the course, who must have the same requirements as the other participants for access (as per art.4 of this announcement) but who will not be entitled to any reimbursement of expenses (as specified in art. 9 of this announcement), will not be able to take intermediate and final tests and will obtain a certificate of participation as auditors at the end of the course.

The lessons will be held only in English.



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## ART. 2 PURPOSES AND TRAINING OBJECTIVES

SIAC 2020 is one of the fundamental implementation tools of the biennial European Project "Stabilization and Integration Policies for the BiH Public Administration system- S.I.P.P.A.S." and, as such, shares its primary and general objective which is to guide Bosnia and Herzegovina in the path of harmonization and stabilization of internal public policy with European standards, thus favoring, at least with regard to this specific sector, the long and articulated path of accession of the country to the European Union.

The SIAC 2020 was planned with the specific purpose of allowing up to 16 civil servants of Bosnia and Herzegovina to implement their professional skills by attending an intensive training program designed to provide to its participants a broad-spectrum vision of the principles underlying the policies of implementation of the public administrative system and about the fight against corruption promoted more and more in the European panorama.

The purposes of this intensive training program is, in fact, twofold:

- Firstly, to match the objectives that, in the medium and long term, the Bosnian public system must aim to advance in its pre-accession path to the European Union.
- Secondly, a comparative exercise on some European experiences related to the reform of public administration and the fight against corruption and the most relevant national policy choices adopted by some Member States.

In this framework, the course will focus on the analysis of the corruptive phenomenon in the international context, in order to understand the reasons that led the European Union to ask the Member States and the countries in "pre-accession" the adoption and the implementation of increasingly stringent and repressive internal policies to combat corruption; and moreover, on the study of some European experiences (with a focus on the Italian one) on the prevention and repression of corruption and illegality in the Public Administration.

## ART. 3 CREDITS AND EDUCATIONAL QUALIFICATIONS AWARDED. PROGRAM AND DURATION OF THE COURSE

The SIAC 2020 is awarded 5 ECTS equal to 125 hours of total commitment per student, which includes 54 hours of lectures. Classes will be held exclusively in English.

There is a final assessment of profit evaluation.

The SIAC 2020 will take place in Banja Luka (Bosnia and Herzegovina), presumably at the headquarters of the University of Banja Luka, or will take place with distance teaching systems, where the international and national provisions for the containment of the covid-19 pandemic in force at that time do not allow still the international movements and the conduct of classroom teaching activities, from September 21st to October 2nd, 2020, with an estimated commitment of about 6 hours per 10 days.

The mandatory attendance of the course must not be less than 80% of the total hours planned and the release of the certificate of participation in the SIAC 2020 will be subordinated, in addition to qualified frequency of the course, to passing a final verification.

The presence of auditors must not be less than 80% of the lesson hours.

The teaching plan is divided into 6 training modules as described below:

	<b>SIAC 2020</b>
<b>Module 1</b>	"PUBLIC ADMINISTRATION AND RULE OF LAW": Elements of Public, International and European Law
<b>Module 2</b>	"PUBLIC ECONOMY AND PERFORMANCE OF THE PUBLIC ADMINISTRATION": Outlines of Public Economy, European Economic Policy, economic and organizational-business studies
<b>Module 3</b>	"THE ILLICIT PRACTICES IN THE PA": Features of Criminal Law and Administrative Criminal Law
<b>Module 4</b>	"INTERNAL ORGANIZATION OF PUBLIC ADMINISTRATION AND POLICIES TO PREVENT ILLEGAL



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	PRACTICES". Studies in the field of Criminal Law, Administrative Criminal Law, Labour Law and Criminal procedural Law
<b>Module 5</b>	"THE PUBLIC ADMINISTRATION SYSTEM IN ITALY AND IN BIH: A SHORT COMPARATIVE ANALYSIS". Studies in matter of International and European Law, EU studies, Public Law, Labour Law, Criminal Law and Administrative criminal Law, Criminal procedural law
<b>Module 6</b>	Final test, thesis or workshop

The hourly part of the overall commitment load of the SIAC 2020 will be the following:

Modules	Training activity (in h)	ECTS
<b>Module 1</b>	6	0,50
<b>Module 2</b>	12	1,00
<b>Module 3</b>	12	1,00
<b>Module 4</b>	12	1,00
<b>Module 5</b>	12	1,00
<b>Module 6</b>	6	0,50
	Tot. <b>60</b>	Tot. <b>5,00</b>

The studies covered by the SIAC program will mainly concern the following disciplinary sectors:

PRIVATE and PUBLIC LAW, ECONOMIC LAW, LABOUR LAW, CONSTITUTIONAL LAW, ADMINISTRATIVE LAW, INTERNATIONAL LAW, EU LAW, CRIMINAL PROCEDURAL LAW, CRIMINAL LAW, COMPARATIVE PUBLIC LAW, POLITICAL ECONOMY, ECONOMIC POLICY, BUSINESS ECONOMY, ECONOMY AND MANAGEMENT OF BUSINESSES, BUSINESS ORGANIZATION.

## ART. 4 ADMISSION REQUIREMENTS

Admissions are open to the citizens of Bosnia and Herzegovina, who fulfill by the deadline of the application, the following minimum conditions:

1. A candidate must currently hold a permanent position as a civil servant in a Public Administration at any level of government in Bosnia and Herzegovina.
2. A candidate must hold at least a Bachelor Degree obtained after a three-year program of study or an equivalent foreign qualification, as recognized by the respective Civil Service Agency, in accordance with its administration of employment.
3. A candidate must be an English language user at least to the Independent User B1 Level, according to the "Common European Framework of Reference for Languages" approved by the Council of Europe CEFR.
4. A candidate must not exceed the age of 45 years.

## ART. 5 LOCATION OF THE COURSE AND START OF THE TEACHING ACTIVITY

Location of the course and start of the teaching activity

The lessons will take place in Banja Luka (Bosnia and Herzegovina), presumably at the headquarters of the University of Banja Luka, or will take place with distance learning systems, where the international and national organizations for the containment of the pandemic from covid-19 controlled in international travel and the performance of teaching activities in the classroom were not yet accessible, starting from September 21 with an estimated commitment of 6 hours a day for 10 working days.



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## ART. 6 TEACHING

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The course director is Dr. Fabrizio Ripa as Courses Coordinator of the S.I.P.P.A.S. Project.

The professors from the University of Study of Naples *Parthenope* as well as professors from other universities and institutions, who are experts and specialist figures in the relevant scientific disciplines to be covered by SIAC training program, will conduct teaching.

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## ART .7 PROCEDURES AND TERMS FOR SUBMITTING APPLICATIONS

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The application of admission, filled in according to the form attached to this invitation, must be received by September 11, 2020, no later than 1.00 pm, by registered post or by hand delivery or courier, in a sealed envelope to one of the following address:

**University of Studies of Naples "Parthenope" c/o:**

- **Civil Service Agency of Bosnia and Herzegovina**  
(Trg Bosne i Hercegovine 1, 71000 Sarajevo, Bosnia and Herzegovina)  
**Agencija za državnu službu Bosne i Hercegovine**  
(Trg Bosne i Hercegovine 1, 71000 Sarajevo, Bosna i Hercegovina)

or

- **Civil Service Agency of Federation of BiH**  
**Agencija za državnu službu FBiH**  
(Kulovića 7, Sarajevo 71000 Bosnia ed Erzegovina)

or

- **Civil Service Agency of Republic of Srpska**  
**Agencija za državnu upravu Republike Srpske**  
(Vladike Platona bb 78000 Banja Luka)

or

- **Subdivision for human resources**  
**Pododjeljenje za ljudske resurse of Brčko Distric**  
(Bulevar Mira 1, 7610 Brcko District).

Each participant will send the application to the respective Civil Service Agency in accordance with his administration of employment.

Any application received after the deadline will be automatically rejected.

Applications sent by any other means (e.g. fax, email) or delivered to other addresses will be rejected.

The envelope, containing the application, must indicate externally the NAME, SURNAME and ADDRESS of the candidate and the following call reference of the course:

**"SHORT INTENSIVE ACADEMIC COURSE-SIAC 2020"**

and the sentence:

**"NOT TO BE OPENED BEFORE THE OPENING SESSION  
NE OTVARATI PRIJE SJEDNICE KOMISIJE"**

The application is considered complete only if the following documentation is included within the envelope:



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1.	<b>Application form filled and signed.</b>
2.	<b>Curriculum vitae in English (European cv Europass format template is mandatory - <a href="https://europass.cedefop.europa.eu/documents/curriculum-vitae">https://europass.cedefop.europa.eu/documents/curriculum-vitae</a>) signed by the candidate, completed with personal data, postal address, telephone numbers and e-mail address and skype contact.</b>
3.	<b>At least B1 level English language certificate or, alternatively, a coherent signed self- declaration of B1 English language knowledge <sup>1</sup>.</b>
4.	<b>A copy of a valid identity document or a valid passport that certifies the BiH citizenship.</b>
5.	<b>An employer commitment to authorize, in case of successful selection, the candidate to attend the course.</b>

Incomplete unsigned applications, those lacking the personal data and those that for whatever reason, will be delivered after the call's deadline or that do not comply with the procedure specified above will not be taken into consideration.

The following qualifications could be evaluated for selection if they are related to the subject of the course:

- other academic qualifications (Research Doctorate, Scholarships, Research Grants, Master degrees);
- post-graduate specialization courses, training courses, specialization;
- work and/or professional experiences, teaching and university experiences;
- knowledge of other foreign languages;
- professional qualifications.

The above elements should be attested by a signed self-declaration in English.

The Director of the courses will appoint a Commission, according the specification of art.7, to evaluate the applications. The Commission has the right to hold an interview to verify the declared competence levels or request the original/copies of documentations related to the self-declarations.

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## ART. 8 SELECTION AND ADMISSION CRITERIA

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The following seats are reserved at least to:

- 3 for candidates belonging to Institutions of Bosnia and Herzegovina;
- 3 for candidates belonging to Institutions in the Federation of BiH;
- 3 for candidates belonging to Institutions of Republic Srpska;
- 1 for candidates belonging to Institutions of Brčko District.

Candidates will be selected on the basis of the qualifications presented and possibly through an interview and the first 16 in the ranking will be considered students in all respects while the remaining 4 will be admitted to the course as auditors.

Applications will be examined by a Commission appointed by the SIAC Director, and which will be composed of:

- 1 member designated by the Delegation of the European Union to BiH;
- 1 member designated by Civil service agency of Bosnia and Herzegovina;
- 1 member designated by Civil service agency of Federation of BiH;
- 1 member designated by Civil Service Agency of Republic of Srpska.
- 2 members designated by the Parthenope University

For each of the reserved seats a separate graded list will be prepared according to the following specifications:

<b>Evaluation elements</b>	<b>Score</b>
Curriculum vitae, qualifications, training experiences and length of service	max 50
Current job position	max 40
Knowledge of English	max 10

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<sup>1</sup> Candidate with certification will be preferred. The level of the English proficiency could be tested during the evaluation process and in case of false declaration, the candidate will be excluded from the selection process.



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The weight element will be assigned coherently to the pertinence to the course fields. In the event of parity between two candidates, the younger candidate prevails followed by female gender.

At the end of the selection, the graded list will be approved with university decision and the list of the candidates admitted to the course will be published on the project website [www.sippas.eu](http://www.sippas.eu); analogous information should be available on the websites of the European Delegation of BiH (<http://europa.ba/>), of the Directorate for EU integration of BiH (<http://www.dei.gov.ba/>) and of the Civil Service Agencies (<http://www.ads.gov.ba>, <http://www.obuke.adsfbih.gov.ba>, <http://www.adsfbih.gov.ba>, <http://adu.vladars.net/>, <http://www.bdbih.gov.ba>) and on the *Parthenope* University website (<http://www.uniparthenope.it>)

All communications concerning the call and selection will be published on the project Website <http://www.sippas.eu>, personal message will not be sent to the candidates and no responsibility could be addressed to SIAC organization in case of missed/delay of updates on local institution websites.

In the event that, at the end of the admission procedures, there will be a residual availability of places, the application to the course may be accepted, in chronological order, subject to verification of the admission requirements.

## ART. 9 TRAVEL ALLOWANCES FOR PARTICIPANTS

In the event that the SIAC takes place in Banja Luka, and not through distance learning systems, it could cover travelling and accommodation costs up to **16 students** travelling far away from Sarajevo according the following table:

<b>Benefit</b>	<b>Distance</b>
No allowance	Less 30km
Daily refund of 0.30BAM per km traveled with own car or public transportation tickets The total allowance cannot exceed 450 BAM	Between 31km to 70km
One return travel for week, calculated as refund of 0.30BAM per km traveled with own car or public transportation tickets + accommodation in Banja Luka The total allowance cannot exceed 1150 BAM	More than 71 km

Distance is calculated on google maps from the headquarter of the SIAC to the place of work. In case of colleagues travelling from the same institution, the own car refund could be applied only to one of them.

The refund could be assigned:

- Up to 16 students *but auditors are not included*.
- Signing a self- declaration attesting that the cost was not paid from the employer institution.
- Signing the refund request and delivering it, to SIAC secretary, together with the original supporting documents related incurred cost.

The refund will be placed with a bank transfer on a bank account belonging to the student.

The accommodation could be refunded, as part of total allowance, if incurred from Monday to Friday (4 nights) of each week.

No allowance for meals will be distributed but some finger food and beverages will be available for the lesson pauses.

## ART. 10 WAIVER AND FORFEITURE OF THE COURSE

Those admitted to the course, who have not confirmed the participation within 5 days according to the instruction published on the project website <http://www.sippas.eu> , will forfeit their participation to the course. In case of above-mentioned situation, a waiting list will be prepared and announced based on the merit of the applicants.



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If an attendee of the course does not come to the course regularly or it is proven that he/she does not possess sufficient aptitude for carrying out the training project, he/she will not receive the certificate of attendance and completion of the course. He/she will not have the right to request the reimbursement of expenses incurred up to that point.

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## ART. 11 RESPONSIBLE FOR THE PROCEDURE

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For responsibilities that are not directly attributable to the Academic Board, the Head of the Procedure (pursuant to law 241/1990) is the Department of Jurisprudence of the *Parthenope* University of Naples.

More information on the SIAC 2020 can be taken from the project website <http://www.sippas.eu> or requests in English to the SIAC 2020 Secretariat at the email address [sippasproject@gmail.com](mailto:sippasproject@gmail.com).

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## ART. 12 PROCESSING OF PERSONAL DATA

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The personal data transmitted by the candidates with the application will be processed for the purpose of managing the selection procedure.

At any time, interested parties may exercise their rights according to the EU Regulation 2016/679 (hereafter "GDPR"). More information on this aspect could be required to the SIAC2020 Secretariat at the email address [sippasproject@gmail.com](mailto:sippasproject@gmail.com).





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Application form for selection and access to

**SHORT INTENSIVE ACADEMIC COURSE (SIAC-2020)**  
**“TRANSPARENCY AND LEGALITY OF THE CIVIL SERVANT ACTIVITIES:  
LEGISLATIVE AND ECONOMIC OUTLINES  
FROM THE EU-ANTICORRUPTION EXPERIENCES”**

21st September 2020- 2nd October 2020

<b>PERSONAL DATA</b>	
Name	Surname
date of birth	place of birth
Citizenship	
E-mail address	
Phone	
Skype	
<b>RESIDENCE</b>	
Address	
Postal code	City
<b>BACHELOR DEGREE</b> (at least a three-year program)	
Title of degree	specialization
<b>WORK POSITION</b>	
Civil servant <input type="checkbox"/> Yes <input type="checkbox"/> no <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	
Current work position	
Name of the Employer Public Administration	
Address of Employer Public Administration	
<p><i>The candidate requests to participate to the selection for the <b>Short Intensive Academic Course (SIAC -2020)</b> in “<b>Transparency and legality of the civil servant activities: legislative and economic outlines from the eu-anticorruption experiences</b>” organized by the Department of Law of the UNIVERSITY OF STUDIES OF NAPLES “<b>PARTHENOPE</b>” within the project "Stabilization and Integration Policies for the BiH Public Administration system – S.I.P.P.A.S." assigned and financed by the European Commission, <i>accepting the terms of reference of the call published on project website <a href="http://www.sippas.eu">http://www.sippas.eu</a>.</i></i></p>	



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**The candidate declares under his/her own responsibility that he/she is in possession of the following additional qualifications<sup>1</sup> (as following detailed), related to the subject of the course:**

Academic qualifications (Research Doctorate, Scholarships, Research Grants, Master degrees):

\_\_\_\_\_

\_\_\_\_\_

Post-graduate specialization courses, training courses, specialization:

\_\_\_\_\_

\_\_\_\_\_

Work and/or professional experiences, teaching and university experiences:

\_\_\_\_\_

\_\_\_\_\_

Knowledge of other foreign languages:

\_\_\_\_\_

\_\_\_\_\_

Professional qualifications:

\_\_\_\_\_

\_\_\_\_\_

The candidate authorizes the processing of his/her personal data according the EU Regulation 2016/679 (hereafter "GDPR").

**Candidate attaches the documents listed below:**

- Curriculum vitae in English (European cv Europass) signed by the candidate, completed with personal data, postal address, telephone numbers, e-mail address and skype contact;
- Copy of at least B1 level English language certificate       Signed self-declaration of B1 English knowledge;
- A copy of a valid identity document or valid passport with BiH citizenship;
- An employer commitment to authorize, in case of successful selection, the candidate to attend the course.

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

<sup>1</sup> Please write in English and in block letters, more lines could be added