

Summary of the call application

Scope

The University's Quality Assurance System (QA) provides for the participation of students. Their main role is to collaborate in analysing data and information in order to detect critical points and formulate proposals for improvements in the study programmes.

To this end, students are expected to participate in the QA Groups for the Courses of Study and in the *Commissioni Paritetiche* (Joint Teaching-Student Committees).

For the period from January 2020 to December 2021 the call for applications is for a total of **30 contracts** as described in the following table:

	Courses of study	Number of places
QA Groups for Courses of Study	Degree courses in: <ul style="list-style-type: none"> - <i>Arts, Media and Cultural Events</i> - <i>Communication, Media and Advertising</i> - <i>Interpreting and Communication</i> - <i>Tourism, Management and Territory</i> 	4 places (1 for each course of study)
	Degree courses in: <ul style="list-style-type: none"> - <i>Corporate Communication and Public Relations</i> 	2 places (1 for each course programme)
	Master's degree courses in: <ul style="list-style-type: none"> - <i>Art, Valorization Strategies and the Market</i> - <i>Strategic Communication</i> 	2 places (1 for each course of study)
	Master's degree courses in: <ul style="list-style-type: none"> - <i>Marketing and Communication</i> - <i>Television, Cinema and New Media</i> - <i>Specialised Translation and Conference Interpreting</i> 	8 places (1 for each course)
	Master's degree course in <i>Hospitality and Tourism Management</i> : <ul style="list-style-type: none"> - programme in Italy - programme abroad (Grenoble, UCF) 	2 places (1 for each course programme)
Joint Teaching-Student Committees	Degree courses in: <ul style="list-style-type: none"> - <i>Arts, Media and Cultural Events</i> - <i>Corporate Communication and Public Relations</i> - <i>Communication, Media and Advertising</i> - <i>Interpreting and Communication</i> - <i>Tourism, Management and Territory</i> 	5 places (1 for each course of study)
	Master's degree courses in: <ul style="list-style-type: none"> - <i>Art, Valorization Strategies and the Market</i> - <i>Hospitality and Tourism Management</i> - <i>Marketing and Communication</i> - <i>Strategic communication</i> - <i>Television, Cinema and New Media</i> 	5 places (1 for each course of study)
	Master's degree course in <i>Specialised Translation and Conference Interpreting</i>	2 places (1 for each course programme)

The students selected will become members of the **QA Groups for the courses of study** or the **Faculty Joint Teaching-Student Committees**, with the assignment being made on the basis of the course of study in which they are enrolled.

Further information regarding the activities and characteristics of the duties are specified in Annex A of this call.

At least 5 hours of initial training on the topics of Quality and Evaluation will be provided by the *Nucleo di Valutazione* (Independent Evaluation Unit) and the *Presidio della Qualità* (unit responsible for the internal QA system), which the selected students **are obliged to attend**. The training hours are included in the duration of the contract. Details of the main duties to be carried out will be provided during the training course, also in agreement with the student representatives.

Application procedures

Applications may be submitted by students who are regularly enrolled in 3-year degree courses and Master's degree courses at IULM University.

Applications must be made using the form available on the University website at www.iulm.it, which must be handed in to the Ufficio Affari Istituzionali - Via Carlo Bo, 1 Milan (Monday to Friday 9.30 a.m. to 12.00 noon and 2.00 p.m. to 4.30 p.m.), no later than 4.30 p.m. on 8 January 2020.

If it is not possible to present the application in person, candidates may send their application in PDF format together with the related documentation to: affari.generali@iulm.it (a confirmation of receipt will be issued).

The following documents must be attached to the application:

- curriculum vitae;
- photocopy of a valid ID document.

Selection procedure

Selection will be made on the basis of rankings determined by the scoring method described in Annex B.

The interviews, which candidates are obliged to attend (failure to attend will result in exclusion from the rankings), will be held in January 2020 by, respectively, the Coordinators for the courses of study (or their delegates) for the QA Groups, and by the Chairpersons of the Joint Committees (or their delegates) for the Joint Teaching-Student Committees.

The dates of the interviews will be announced on the website.

If candidates are unable to attend the interview at the University, they may submit a duly substantiated request to carry out the interview through digital means.

In the event of the renunciation or the exclusion of a candidate, the contract may be awarded to the first eligible candidate in the rankings (for the remaining hours).

Execution of duties

Duties will be carried out from the signing of the deed of commitment to 31st December 2021 and will cover both lesson periods and examination periods.

Students must guarantee availability regarding times in accordance with the instructions received from the Coordinator of the course of study/Chairperson of the Joint Teaching-Student Committee, also in relation to the specific requirements of the individual degree courses.

The students selected will participate in the QA process for the courses of study and will be called upon to carry out data analyses and support activities for the preparation of documents. In addition, the students will be required to gather observations and suggestions from students following the related course of study, also through twice-yearly meetings organized for sharing and exchanging ideas.

At the end of the period of service, prior to the expiry of the contract, students must write a short report (between 400 and 700 words) to be sent to the following address: presidio.qualita@iulm.it.

Forfeiture

In the case of termination of student status (for example, in the case of **withdrawal from university studies, transfer to another university or attainment of the degree**), the contract will be terminated by the Joint Committees or by the QA Groups with the consequent obligation to notify the Chairperson of the Joint Teaching-Student Committee (for students belonging to the Joint Committees), or the Coordinator of the course of study (for students belonging to the QA Groups) and the *Presidio della Qualità*.

Likewise, students are required to renounce the contract in the event of prolonged absences (e.g. **periods of study abroad or internships**) that do not allow them to carry out the assigned activities in a regular manner, unless agreed in writing directly with the QA Management Group and with the *Presidio della Qualità* (for students belonging to the QA Groups), and with the Chairperson of the Joint Committee (for students belonging to the Joint Committees).

In the event of failure to perform the duties required, as verified by the *Presidio della Qualità*, the QA Group or the Joint Committees, the students may be relieved of their duties.

Method of payment

The amount to be paid to students is set at **€ 360.00 net** per year for a fixed total of 40 hours.

The payment will be made in two annual instalments by the University Administration on receiving certification of the activity carried out, countersigned by the Coordinator of the course of study / President of the Joint Teaching-Student Committee and by the Director of the Teaching Support Department using the forms provided by the University.

Pursuant to art. 11, paragraph III, of Legislative Decree no. 68 of 29 March 2012, the service requested from the student shall be tax-exempt and does not in any way constitute a permanent employment contract.

The University, if necessary and at its own expense, will provide for insurance against accidents for the students who have been assigned the contracts. The position does not give rise to any obligation for health or pension insurance. The work will not lead to receiving any evaluation for the purposes of participation in public competitive examinations.

Incompatibility

The awarding of the contracts referred to in this call is without prejudice to the awarding of other benefits by the Right to Study Office.

The contracts referred to in this call are incompatible with participation in the activities of the *Presidio della Qualità*, the Independent Evaluation Unit, the Academic Senate and the Board of Governors.

The remuneration deriving from the contracts referred to in this call cannot be combined with the benefits referred to in art. 12, paragraph III of the Prime Ministerial Decree of 9 April 2001 (University scholarships and scholarships to promote special projects for international mobility for study or training purposes, also regarding eligibility for the Master's degree thesis) announced by IULM University.

QA GROUPS FOR COURSES OF STUDY

Number of contracts: 18

Description of duties:

Students will join the QA Group in accordance with the Course of Study on which they are enrolled.

As members of the QA Group the students must:

- collaborate with the teachers in the related QA Group in the analysis of data, indicators and information for the self-evaluation of the Course of Study;
- collaborate in the preparation of the *SUA-CdS* document, the *Scheda di monitoraggio annuale* document and the *Riesame ciclico* report;
- gather observations and suggestions from the students on the course of study, also by organizing two specific meetings during the year (in cooperation with the students on the Joint Teaching-Student Committees and the student representatives);
- on completion of their contract, write a short report (500-800 words) to be submitted to the *Presidio della qualità*.

Start and end dates: from January 2020 to December 2021

JOINT TEACHING-STUDENT COMMITTEES
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Number of contracts: 12

Description of duties:

Students will join the Joint Teaching-Student Committee for the Faculty of the Course of Study on which they are enrolled.

As members of the Joint Committee, the students must:

- collaborate with the teaching members of the Committee in the analysis of data, indicators and information for the evaluation of the Course of Study, with particular reference to the results of the survey of students' opinions on teaching activities;
- collaborate in the preparation of the Annual Report;
- gather observations and suggestions from the students on the course of study, also by organizing two specific meetings during the year (in cooperation with the students in the QA Groups for the courses of study, and the student representatives);
- on completion of their contract, write a short report (500-800 words) to be submitted to the *Presidio della qualità*.

Start and end dates: from January 2020 to December 2021

ANNEX B – CALCULATION OF SCORE

The score to be used for the drawing up of the rankings is obtained from the sum of the following components:

FOR ALL CATEGORIES OF STUDENTS

Evaluation interview (obligatory)	from 0 to 10 points
To have been elected as student representatives on the Faculty Boards in the elections for student representatives held on 14th November 2019 or in subsequent supplementary elections	15 points
To have stood for election without being elected in the elections for student representatives held on 14th November 2019 or in subsequent supplementary elections	10 points

STUDENTS ENROLLED IN FIRST YEAR OF DEGREE COURSES

Diploma mark	Points
100 or 100 cum laude	8
from 91 to 99	6
from 81 to 90	4
from 1 to 80	2
up to 70	0

STUDENTS ENROLLED IN FIRST YEAR OF MASTER'S DEGREE COURSES

Degree mark	Points
110 or 110 cum laude	8
from 100 to 109	6
from 90 to 99	4
from 80 to 89	2
up to 79	0

STUDENTS ENROLLED POST-FIRST YEAR IN DEGREE COURSES AND MASTER'S DEGREE COURSES

Average mark as of 31 December 2019	Points
over 29	4
more than 26 up to and including 29	3
more than 23 up to and including 26	2
more than 20 up to and including 23	1
up to and including 20	0

STUDENTS ENROLLED IN POST-FIRST YEAR DEGREE COURSES

Student category	CFU credits as of 31 December 2019	POINTS
Student enrolled in 2nd year	more than 36	4
	from 21 to 36	2
	up to 20	0
Student enrolled in 3rd year	more than 72	4
	from 41 to 72	2
	up to 40	0
Student "fuori corso"	---	0

STUDENTS ENROLLED IN POST-FIRST YEAR MASTER'S DEGREE COURSES

Student category	CFU credits as of 31 December 2019	POINTS
Student enrolled in 2nd year	more than 36	4
	from 21 to 36	2
	up to 20	0
Student "fuori corso"	---	0