PEER-TO-PEER CALL FOR APPLICATIONS A.Y. 2024/2025
RESERVED FOR STUDENTS ENROLLED ON THE 2ND YEAR OF THE BACHELOR'S DEGREE COURSE IN CORPORATE COMMUNICATION AND PUBLIC RELATIONS (ENGLISH CURRICULUM) FOR THE A.Y. 2023/2024

THE RECTOR

HAVING REGARD TO Legislative Decree No. 68 of 29 March 2012;

HAVING REGARD TO the Independent Statute of the Libera Università di Lingue e Comunicazione IULM published in Official Gazette No. 59 of 12 March 1998 and amendments;

HAVING REGARD TO the University Academic Regulations issued by Rectoral Decree No. 11738 of 18 September 2001 and amendments;

HAVING REGARD TO the resolution adopted by the Board of Directors at its meetings of 30 January 2024;

HAVING REGARD TO the resolution adopted by the Academic Senate at its meeting of 16 April 2024;

HEREBY DECREES

Art. 1

1 contract with a maximum duration of 130 hours per year is put out to tender, to be attributed to a student enrolled on the 2nd year of the Bachelor's degree course in Corporate Communication and Public Relations (English curriculum) at Università IULM. The student is required to meet the following **essential requirements:**

- be regularly enrolled on 2nd year of the Bachelor's degree course in Corporate Communication and Public Relations (English curriculum) for the academic year 2023/2024, provided that the assignee confirms her/his renewal of enrolment for her/his 3rd year before September **20th, 2024**;
- have acquired at least **65 credits** of those provided for in her/his study plan within **24th May 2024**.

The following are considered as **preferential requirements:**

- be an international citizen or have spent a period of study and/or work abroad which can be duly proved;
- interpersonal skills and good attitude towards interpersonal relations, possibly confirmed by a Professor of the University;
- previous experiences in similar activities.

Art. 2

The activities of the call for applications will be carried out in hybrid mode. For online activities, the student must possess her/his own PC and an adequate internet connection. Connection and telephone costs are not refundable.
The activities covered by this contract will be as follows:

- front-office: welcome newly enrolled students and provide them with organisational and/or administrative information at the Freshmen's Desk;

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- back-office: to be in touch with students through the institutional e-mail address tutor@iulm.it (delegate access) and/or other digital communication tools, as directed by the Office; to prepare useful information materials for students;
- 1-to-1 or group meetings with freshmen;
- support students in the preparation of exams on the recommendation of the Diversamente;
- collaboration with the International Mobility and Recruitment Office;
- collaboration with administrative offices and Faculties for the involvement of students in the activities of the University (conferences, guest lectures, events, etc.);
- participation in guidance and recruitment activities in Italy or abroad.

Art. 3

The activity will take place **from the 5th of July 2024 to the 20th of July 2025**. Training hours are included in the duration of the contract. Working hours must be observed respecting the indications provided for by the Orientation, Tutoring and Counseling Office and by the Study Abroad and International Recruitment Office, according to the particular needs of each degree course.

Art. 4

In addition to the initial intensive training, recurrent meetings with the Guidance, Tutoring and Counseling Office and with the Study Abroad and International Recruitment Office will be scheduled; the attendance of the student is **mandatory.** The initial training is scheduled on-campus by the 11th of July 2024.

In the event of negligence or failure to carry out the required tasks, detected by the Guidance, Tutoring and Counseling Office and/or by the Study Abroad and International Recruitment Office, the student may be dismissed from the assignment.

Art. 5

If the student loses the requirement of enrolment which enabled her/him to participate in the call for applications (e.g. **failure to complete the enrolment, failure to renew the enrolment for the following academic year, renunciation of studies, transfer to another University**), the student is dismissed from the assignment and she/he is required to notify the Responsible of the Office concerned. Likewise, the student shall renounce the contract - entirely or partially - in case of prolonged absences (e.g. **period of study abroad or internship**), not enabling her/him to duly carry out the required activities, unless the period of absence has been agreed on in writing, directly with the Office in charge.

Art. 6

The **net hourly rate** to be awarded to the student amounts to **€ 11.00**. For the purposes of payment, **the University card must be activated.** Every 50 hours of completed activities, the payment is made by the University Administration, after the person in charge of the service has certified the activities actually carried out. **Should the service be interrupted and should not be authorized the resumption of the activities in a future moment, no compensation is due in regard to the collaboration not provided.**
Only the hours effectively worked and properly accounted for will be paid off.

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Pursuant to art. 11, paragraph 3, Legislative Decree No. 68 of 29 March 2012, services required to the student for the collaborations are exempt from taxes and in no way constitutes an employment relationship.

The University arranges at its own expenses, if necessary, accident insurance for those students who have been assigned the contract. The assignment does not give rise to any obligations to take out health or retirement insurance. The assignment does not give rise to any assessment for the purposes of participation in public competitions.

Art. 7

The contracts referred to in this call for applications **are incompatible** with any other contemporary paid training activity, research, or with work services at Università IULM, including those on a temporary basis.

Contracts of collaboration with the University services does not conflict with any other benefit awarded by IULM tax office.

Art. 8

Applications, to be submitted by filling out the relevant form available on the University portal at www.iulm.com (section "Life in IULM"), must be sent at tutor@iulm.it **no later than the 18th of June 2024.**

According to the applications received, a basic ranking list will be created. The basic score will be calculated according to the criteria indicated in **Annex A** of this call for applications. The basic score will be published before the interviews.
The interviews will be held online through the platform TEAMS, **between the 19th and the 20th of June 2024.**
This call for applications constitutes the official convocation for acceptance to the selection interview, subject to verification by the Offices.
The candidate must be available and have access to her/his IULM institutional e-mail address (@studenti.iulm.it) as indicated in the form, on the day and in the time slot set for the interview. For identification purposes and under penalty of exclusion, each candidate is required to prove her/his identity before the beginning of the interview, showing the same ID previously attached to her/his application.

The candidate may be excluded if s/he did not indicate IULM institutional e-mail address, fails to show, is not available on the scheduled day and time, or cannot prove her/his identity with a valid ID.
Under no circumstances will Università IULM be held responsible for technical reasons preventing the regular course of the interview.

No later than the **18th of June 2024** each candidate will receive at her/his institutional e-mail address the date and time of convocation for the interview; the link required to take part in the interview will be included in the e-mail.
During the interview, a minimum score of 0 points and a maximum score of 10 points could be awarded to each candidate.

Interviews will be carried out by a Commission: at the end of the meetings, the merit-based definitive ranking list will be created, inclusive of the basic score and the points attributed for the interview. In the event of a tied overall score, the student with the best grade average is preferred; in the event of a further tie, the oldest student is preferred.

The Commission will be set up as follows:
Dott.ssa Antonella Silva, Head of Orientation, Tutoring and Counseling Office and member of the Tutoring Project;
Dott. Davide Jabes, Member of the Tutoring Project;
Dott.ssa Maria Castiglioni, Study Abroad and International Recruitment Officer.

The submission of the application constitutes acceptance of the call for applications .

Il Rettore
Prof. Gian Battista Canova

Firmato digitalmente da
Gian Battista Canova
Università IULM

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ANNEX A

ANNEX A - BASIC SCORE CALCULATION
STUDENTS ENROLLED ON THE 2ND YEAR OF THE BACHELOR'S DEGREE COURSE IN CORPORATE COMMUNICATION AND PUBLIC RELATIONS
(ENGLISH CURRICULUM)
FOR THE A.Y. 2023/2024

Recipients:

- must be regularly enrolled on the 2nd year of the Bachelor's degree course in Corporate Communication and Public Relations (English curriculum) for the academic year 2023/2024, provided that the assignee confirms her/his renewal of enrolment for her/his 3rd year before September 20th, 2024;
- - must have acquired at least **65 credits** of those provided for in his/her study plan (before May 24th, 2024).

INTERVIEW	ranging from 0 to 10 points

POINTS RELATED TO THE GRADE AVERAGE OBTAINED IN THE EXAMS	
Grade average	**Points**
above 29	4
between 28 and 29	3.5
between 27 and 28	3
between 26 and 27	2.5
between 25 and 26	2
between 24 and 25	1.5
below 24	1

POINTS RELATED TO THE NUMBER OF CREDITS ACQUIRED		
Student type	**Credits acquired until the 24h of May 2024**	**POINTS**
Enrolled in the 2nd year for the A.Y. 2023/2024	more than 80	2
	between 65 and 79	1
	up to 64	0

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To the Rector
of the Libera Università di
Lingue e Comunicazione IULM
Via Carlo Bo, 1
20143 Milan

I, the undersigned _____ Student ID _____born in _____ (Province _____) on _____ resident in _____ (Province _____) address _____ No._____ postal code _____ mobile _____, e-mail _____nationality _____, tax code _____

Policy for the processing of personal data collected from the person concerned pursuant to art. 13 of EU Reg. 2016/679 - GDPR

1. DATA PROCESSORS
The DATA **CONTROLLER** pursuant to articles 4 and 24 of EU Reg. 2016/679 is the **Libera Università di Lingue e Comunicazione IULM**, whose headquarters are located in Via Carlo Bo, 1 - 20143 Milan, in the person of its pro-tempore legal representative.
The University, in accordance with art. 37-39 Reg. EU 2016/679, appointed the **Data Protection Officer**, who can be contacted at the following e-mail address: dpo.iulm@dpoprofessionalservice.it.

2. DATA PROCESSED
Personal and contact data, listed in this document, have already been provided for at the time of registration to the Libera Università di Lingue e Comunicazione IULM, referred to as Data Controller. In order to allow the interview to take place remotely, the relevant images and the voice of the candidates will be part of the treatment, using the candidate's webcam. Under no circumstances, images and voices will not be recorded nor broadcast. The candidate will be required to show his/her ID for the sole purpose of allowing the University to recognise him/her.

3. PURPOSE AND LAWFULNESS OF THE TREATMENT
Personal data shall be processed lawfully, in compliance with the *provisions of art. 6, paragraph 1, letter b)* of EU Reg. 2016/679 for the following purposes:

- online interview;
- recognition process of the candidate;
- administrative management of the requests for participation and of the selection process;
- publication on the University portal of the merit-based ranking list, once the procedure has been completed.

4. DATA RECIPIENTS OR RECIPIENT CATEGORIES

The supplied personal data may be transferred to the following recipients:

- **Microsoft Corporation**, independent Data Controller, providing the platform **Teams** to allow the meeting between the candidate and the University (policy available at: https://privacy.microsoft.com/it-IT/privacystatement#mainnoticetoendusersmodule).

Likewise, the supplied data may be transferred to the following recipients:

- subjects providing services for the management of the information system and communication networks of the Libera Università di Lingue e Comunicazione IULM (IULM e-mails and web platform included);
- internal structures of the University in charge of managing the selection procedures.

Subjects belonging to the above-mentioned categories shall become the data processors pursuant to art. 29 of Reg. EU 2016/679, or shall operate in a completely autonomous way, as Data Controllers in their own right. The list of designated Data Processors is constantly updated and is available at the main office of the **Libera Università di Lingue e Comunicazione IULM**.

5. DATA TRANSFER TO THIRD COUNTRIES AND/OR INTERNATIONAL ORGANISATIONS
Personal data will not be transferred abroad within or outside the European Union.

6. STORAGE PERIOD OR CRITERIA
Data shall be processed automatically and/or manually, in a manner and with tools that ensure maximum security and confidentiality, by specifically appointed subjects.
Being these data already provided for at the time of registration or enrolment, these will be stored indefinitely with reference to art. 14, Decree of Ministry of Education, University and Research, No. 45 of 8 February 2013 (Official Gazette No. 104 of 5 June 2013).
Provided that the interview will take place online, under no circumstances shall the images and voices of candidates be recorded, stored by the University, nor broadcast.

7. PROVISION AND REFUSAL OF PERSONAL DATA
The provision of personal data for the purposes indicated in 3. of this information document is **necessary** in order to manage the activities concerning the selection described above. **Failure to provide personal data will make it impossible to provide the requested services for the purposes indicated in 3. of this information document.**

8. RIGHTS OF THE DATA SUBJECT
You shall be able to exercise your rights under articles 15, 16, 17, 18, 19, 20, 21 and 22 of EU Regulation 2016/679, by writing to the Data Controller, the Data Processor or the Data Protection Officer at the following address: privacy@iulm.it
You shall have the right to obtain, at any moment, from the Controller, access to your personal data, and their rectification.
Without prejudice for any other administrative and jurisdictional recourse, if you believe that the processing of your personal data violates the provisions of EU Reg. 2016/679, you have the right, pursuant to art. 15 letter f) of said EU Reg. 2016/679, to lodge a complaint with the Data Protection Authority and, pursuant to art. 6, paragraph 1, letter a) and to art. 9, paragraph 2, letter a), to revoke your consent to the processing at any time.
In case of a request for data portability, the Data Controller shall provide your personal data to you in a structured, commonly used and machine-readable format, without prejudice for the provisions of paragraphs 3 and 4 of art. 20 of EU Reg. 2016/679.

I HEREBY REQUIRE

to take part in the selection procedure for the awarding of one part-time contract as part of the *PEER-TO-PEER TUTORING PROJECT for the academic year 2024/2025 reserved for students enrolled on the 2nd year of the Bachelor's degree course in Corporate Communication and Public Relations (English Curriculum) for the academic year 2023/2024.*

To this end, being aware that, according to art. 76 of Presidential Decree 445/2000, false declarations and falsity in documents are punished according to the Penal Code, I declare:

- to be enrolled on the 2nd year of the Bachelor's degree course in *Corporate Communication and Public Relations (English curriculum)* for the academic year 2023/2024

Date, _____ _____
Signature

HEREBY ENCLOSED:
- *curriculum vitae*;
- copy of valid ID.

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