PEER-TO-PEER CALL FOR APPLICATIONS ACADEMIC YEAR 2024/2025
RESERVED FOR STUDENTS ENROLLED IN THE 3rd YEAR OF BACHELOR'S DEGREE COURSES AND 1st YEAR OF MASTER'S DEGREE COURSES
FOR THE ACADEMIC YEAR 2023/2024

THE RECTOR

CONSIDERING Legislative Decree No. 68 of 29 March 2012;

CONSIDERING the Statute of Autonomy of IULM University (Libera Università di Lingue e Comunicazione IULM), published in the Gazzetta Ufficiale della Repubblica Italiana no. 59 on 12 March 1998, as amended;

CONSIDERING the University's Academic Regulations, issued by Rector's Decree no. 11738 on 18 September 2001, as amended;

CONSIDERING the resolution adopted by the Board of Directors at its meeting of 30 January 2024;

CONSIDERING the resolution adopted by the Academic Senate at its meeting of 16 April 2024;

HEREBY DECREES

Art. 1

This call for applications is for a total of **11 contracts** with a maximum duration of 130 hours per year, to be assigned to students enrolled for the academic year 2024/2025 in a **Master's degree course** at Università IULM. Students are required to meet the following **essential requirements:**

Recipients - type A

- must be regularly enrolled in the 3rd year of a Bachelor's degree course at Università IULM for the academic year 2023/2024, provided that the assignee confirms their enrolment on one of the Master's degree courses **prior** to signing the contract;
- must have acquired at least **114 CFUs** included in their study plan by **24 May 2024**.

or

- must be **conditionally** enrolled in the 1st year of a Master's degree course at Università IULM for the academic year 2024/2025 provided that the assignee confirms their enrolment **prior** to signing the contract;
- must have graduated with a Bachelor's degree from Università IULM with a final grade of at least **95/110**;

Recipients - type B

- must be regularly enrolled in the 1st year of a Master's degree course in English for the academic year 2023/2024, provided that the assignee confirms their renewal of enrolment for the 2nd year before **20 September 2024**;
- must have graduated with a Bachelor's degree from Università IULM with a final grade of at least **95/110**.

The following are considered **preferential requirements:**

- foreign citizenship or duly documented experience of period of study and/or work abroad;
- good interpersonal skills, if possible with a reference from a Professor of the University;
- previous experience in similar activities.

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Art. 2

The activities covered by this call for applications will be carried out in hybrid mode. For online activities, the student must possess their own PC and have an adequate internet connection. Connection and telephone costs are not refundable.

The activities covered by this contract will be as follows:

- front-office: to welcome newly enrolled students and provide them with organisational and/or administrative information at the Fresher's Desk;
- back-office: to be in touch with students through the institutional email address tutor@iulm.it (delegated access) and/or other digital communication tools provided by the Office; to prepare useful information materials for students;
- 1-to-1 or group meetings with freshers;
- to support students in the preparation of exams following instructions provided by the DiversaMente service;
- to collaborate with administrative offices and Faculties for the involvement of students in the activities of the University (conferences, guest lectures, events, etc.);
- to collaborate with the International Mobility and Recruitment Office for tutoring and orientation of international students;
- to participate in guidance and recruitment activities in Italy or abroad.

Art. 3

Duties will be carried out **from 17th July 2024 to 20th July 2025** and will cover both lesson periods and examination periods. Training hours are included in the duration of the contract. Working hours must be observed respecting the instructions set out 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 Orientation, 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 course is scheduled on-campus for **17 July 2024**.

In the event of negligence or failure to carry out the duties required, as verified by the Orientation, Tutoring and Counseling Office and/or by the Study Abroad and International Recruitment Office, the student may be relieved of their duties.

Art. 5

If the students no longer meets the requirement of enrolment which enabled them to participate in the call for applications (e.g. **failure to complete enrolment, failure to renew enrolment for the following academic year, renunciation of studies, transfer to another University**), the contract will be terminated with the consequent obligation to notify the Head of the Office concerned. Likewise, the students shall renounce the contract - entirely or partially - in case of prolonged absences (e.g. **period of study abroad or internship**), that do not allow them to carry out the assigned activities in a regular manner, unless the period of absence has been agreed on in writing directly with the Office in charge.

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Art. 6

The **net hourly rate** to be paid to students is set at **€11.00**. For the purposes of payment the **University card must be activated.** Payment will be made by the University Administration on completion of 50 hours of activities after receiving certification of the activities actually carried out countersigned by the person in charge of the service. **If the service is suspended and no subsequent period of service is authorised, no remuneration is due in relation to the period of collaboration not carried out.**

Only the hours effectively worked and properly accounted for will be remunerated.

Pursuant to art. 11, paragraph 3 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 contract. The assignment does not give rise to any obligation for health or pension insurance. The assignment will not lead to receiving any evaluation for the purposes of participation in public competitions.

Art. 7

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

The awarding of contracts for collaboration with the University services is without prejudice to the awarding of other benefits by the Fees, Contributions and Right to Study Office.

Art. 8

Applications, to be submitted by filling out the form available on the University website at www.iulm.com (section "Life in IULM"), must be sent to tutor@iulm.it **no later than 1st July 2024.**

According to the applications received, a basic ranking list will be drawn up. The basic score will be calculated according to the criteria set out in **Annex A** of this call for applications. The basic score will be published before the interviews.
The interviews will be held online on the platform TEAMS, **between 3rd and 5th July 2024.** This call for applications constitutes the official call to the selection interview, subject to verification of requirements by the University Offices.
The candidate must be available and have access to the IULM institutional email address (@studenti.iulm.it) provided in the application form, on the day and at the time fixed for the interview. For identification purposes and under penalty of exclusion, each candidate is required to prove identity before the beginning of the interview, showing the same ID document previously attached to their application.

The candidate may be excluded if they do not provide their IULM institutional email address; fail to connect; are not available on the scheduled day and time; cannot prove their identity with a valid ID document.
Under no circumstances will Università IULM be held responsible if technical issues make it impossible to carry out the interview correctly.

Before **2nd July 2024** each candidate will receive an email at their institutional address informing them of the date and time of their interview; the link required to take part in the interview will be included in the email.
Candidates will be awarded a minimum score of 0 points and a maximum score of 10 points for the interview.

Interviews will be carried out by a Committee: at the end of the meetings, a definitive merit-based ranking list will be drawn up, comprising the basic score and the points attributed for the interview.

In the event of a tied overall score, preference will be given to the student with the best average mark; in the event of a further tie, preference will be given to the oldest student.

The members of the Committee are:
Laura Gariboldi, Head of Student Services and Internal Communication;
Antonella Silva, Head of the Orientation, Tutoring and Counseling Office;
Davide Jabes, Member of the Tutoring Project;
Laura Teresa Fabiano, DiversaMente Officer.

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

Il Rettore
Prof. Gian Battista Canova

Firmato digitalmente da
Gian Battista Canova
Università IULM

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ANNEX A

BASE SCORE CALCULATION

STUDENTS ENROLLED IN THIRD YEAR OF BACHELOR'S DEGREE COURSES AND FIRST YEAR OF MASTER'S DEGREE COURSES FOR THE ACADEMIC YEAR 2023/2024

Recipients - type A

- must be regularly enrolled in the 3rd year of a Bachelor's degree course at Università IULM for the academic year 2023/2024, provided that the assignee confirms their enrolment on one of the Master's degree courses **prior** to signing the contract;
- must have acquired at least **114 CFUs** included in their study plan (by **May 24th, 2024**)

or

- must be **conditionally** enrolled in the 1st year of a Master's degree course at Università IULM for the academic year 2024/2025 provided that the assignee confirms their enrolment **prior** to signing the contract;
- must have graduated with a Bachelor's degree from Università IULM with a final grade of at least **95/110**;

INTERVIEW POINTS	0-10

POINTS BASED ON AVERAGE EXAM GRADE	
Average grade	**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 BASED ON FINAL BACHELOR'S DEGREE GRADE	
Bachelor's score	**Points**
from 107 to 110 cum laude	4
from 103 to 106	3
from 97 to 102	2
from 95 to 96	1
lower than 95	0

Student category	**CFUs as of 24 May 2024**	**Points**
Enrolled in the third year of a Bachelor's degree course for academic year 2023/2024	more than 120	2
	from 114 to 120	1
	up to 113	0

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ANNEX B

BASE SCORE CALCULATION
STUDENTS ENROLLED IN THE FIRST YEAR OF MASTER'S DEGREES FOR THE ACADEMIC YEAR 2023/2024

Recipients - type B

- must be regularly enrolled in the 1st year of a Master's degree course in English for the academic year 2023/2024, provided that the assignee confirms their renewal of enrolment for the 2nd year before **20 September 2024**;
- must have graduated with a Bachelor's degree from Università IULM with a final grade of at least **95/110**

INTERVIEW POINTS	0-10

POINTS BASED ON THE FINAL BACHELOR'S DEGREE GRADE ACCORDING TO THE FOLLOWING SCALE	
Bachelor's degree grade	**Points**
from 107 to 110 cum laude	4
from 103 to 106	3
from 97 to 102	2
from 95 to 96	1
lower than 95	0

POINTS BASED ON AVERAGE EXAM GRADE	
Average grade	**Points**
higher than 29	4
from 28 to 29	3.5
from 27 to 28	3
from 26 to 27	2.5
from 25 to 26	2
from 24 to 25	1.5
lower than 24	1

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To the Rector
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 _____ postal code _____

mobile _____, e-mail _____

nationality_____, tax code _____

Privacy policy for processing personal data collected from the data subject pursuant to article 13 Reg. (EU) 2016/679- GDPR

1. DATA PROCESSORS
The **data controller** is the Libera Università di Lingue e Comunicazione IULM, located in Via Carlo Bo, 1, Milan and represented by its *pro-tempore* legal representative.
In compliance with Articles 37-39 of Regulation (EU) 2016/79, the University has appointed a **Data Protection Officer (DPO)** 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 enrolment in the Libera Università di Lingue e Comunicazione IULM, the Data Controller. In order to allow the interview to take place via online streaming, in addition to personal data and contact details, the candidates' image and voice will also be processed using their webcam. The image and voice will not be recorded or broadcast in any way. Candidates will be asked to show their identity document during streaming for the sole purpose of allowing the University to recognise them.

3. PURPOSES OF PROCESSING AND LAWFUL BASIS
The personal data provided will be processed in accordance with the conditions of lawful basis pursuant to article 6, paragraph 1, letter b) of Regulation (EU) 2016/679 for the following purposes:
- online interview;
- identification of the candidate;
- management of applications and of the selection process;

- publication on the University portal of the merit-based ranking list, once procedures have been completed.

4. RECIPIENTS OR CATEGORIES OF RECIPIENTS OF DATA
The personal data will be communicated to the following recipients:

- **Microsoft Corporation**, the autonomous data controller, which will provide the Teams platform in order to allow the connection between the candidate and the University (privacy policy available at: https://privacy.microsoft.com/it-IT/privacystatement#mainnoticetoendusersmodule).

The data may also be communicated 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 (including IULM e-mails and web platform);
- internal structures of the University in charge of managing the selection procedures.

The subjects belonging to the above categories perform the function of authorised data processors, pursuant to article 29 of Regulation (EU) 2016/679, Data Processors, or operate completely independently as separate Data Controllers. The list of designated Data Processors is constantly updated and available from 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. PERIOD OF DATA STORAGE OR CRITERIA
The processing of data will be carried out both automatically and manually, using methods and tools designed to ensure maximum security and confidentiality, by persons specifically appointed for this purpose.
Since these data were already provided at the time of registration or enrolment, they will be stored indefinitely in accordance with art. 14 of the Decree of the Ministry of Education, University and Research, No. 45 of 8 February 2013 (Official Gazette No. 104 of 5 June 2013).
Given that the interview will take place online, under no circumstances shall the images and voices of candidates be recorded, stored or disseminated by the University.

7. NATURE OF THE CONFERMENT AND REFUSAL
The provision of personal data for the purposes set out in point 3 of this policy document is **necessary** in order to manage the activities described above in connection with the selection process. **Failure to agree to providing the personal data will make it impossible to manage all the activities referred to in point 3.**

8. RIGHTS OF THE DATA SUBJECT
You may exercise your rights in accordance with the provisions set out in 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 at any time to ask the Data Controller for access to your personal data and also to exercise your rights regarding rectification of your data.
Without prejudice to any other administrative and jurisdictional appeal, 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 the aforementined 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 to the provisions of paragraphs 3 and 4 of art. 20 of EU Reg. 2016/679.

HEREBY APPLIES

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 in the third year of Bachelor's degree programmes and the first year of Master's degree programmes for the academic year 2023/2024*.

In accordance with the requirements outlined above and being fully aware that untrue statements are punishable under the Penal Code as stipulated in Article 76 of Presidential Decree No. 445/2000, I hereby declare that:

I am enrolled in the academic year 2023/2024 in the third year of the Bachelor's degree programme in_____
I am enrolled in the academic year 2023/2024 in the first year of the Master's degree programme in _____
I am regularly / conditionally enrolled in the academic year 2024/2025 in the first year of the Master's degree programme in _____

Date, _____ _____
Signature

ATTACHMENTS:
- *curriculum vitae*;
- copy of valid ID.

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