



IL RETTORE

- CONSIDERING** Law no. 240 of 30 December 2010, and in particular article 2, paragraph 2, letter g);
- CONSIDERING** Legislative Decree no. 19 of 27 January 2012 for improving the efficiency of universities and the consequent introduction of reward mechanisms in the distribution of public resources on the basis of previously defined criteria, also through the provision of a system of periodic accreditation of universities;
- CONSIDERING** Legislative Decree no. 68 of 29 March 2012, and in particular paragraph 11;
- CONSIDERING** Ministerial Decree no. 1154 of 14 October 2021 'Self-evaluation, assessment, initial and periodic accreditation of universities and courses of study';
- CONSIDERING** the Quality Policy approved by the Academic Senate on 14 May 2019 and by the Board of Governors on 27 May 2019;
- CONSIDERING** Ministerial Decree no. 987 of 12 December 2016, following which ANVUR, the Italian National Agency for the Evaluation of Universities and Research Institutes, published new "Guidelines for the periodic accreditation of Universities and programmes";
- CONSIDERING** the ANVUR document "Guidelines for the Quality Assurance System in Universities" approved by Resolution of the Governing Council no. 211 of 12 October 2022;
- CONSIDERING** the definitive Form for Periodic Accreditation of Universities and Courses of Study (AVA3), version approved by the ANVUR Governing Council on 8 September 2022;
- CONSIDERING** the Guidelines for the implementation of the University's QA System issued on 2 February 2016, as amended;
- CONSIDERING** the findings expressed by ANVUR in the Final Periodic Accreditation Report on the University and the Programmes regarding the participation of students in the bodies of the University Quality Assurance System approved by the ANVUR Governing Board on 8 March 2017;
- 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 electoral regulations, issued by Rector's Decree no. 12700 on 22 September 2003, as amended, and in particular article 25;
- CONSIDERING** the decisions taken by the Academic Senate in their meetings on 14 June 2016, 21 March 2017, and 4 April 2018;
- CONSIDERING** the call for applications for participation in the self-assessment activities of the Courses of Study and for participation in Joint Teaching-Student Committees issued

Documento informatico sottoscritto con firma digitale ai sensi del D.Lgs. n. 82/2005 e ss.mm.ii.



- CONSIDERING** by Rector's Decree no. 19446 of 13 October 2021, for the two-year period 2021/2023;
Rector's Decree no. 19523 of 29 November 2021 approving the voting and counting operations relating to the elections of student representatives for the two-year period 2021/2022 – 2022/2023 and the supplementary elections of student representatives on 28 February 2023 pursuant to Rectoral Decree no. 20002/2022;
- CONSIDERING** the call for applications for participation in the self-assessment activities of the Courses of Study and for participation in Joint Teaching-Student Committees limited to some Courses of Study issued by Rector's Decree no 20097, 22nd March 2023;
- CONSIDERING** Rector's Decrees no. 20097 of 22 March 2023 and no. 20140 of 21 April 2023 approving the documents and the ranking list containing the list of winners;
- CONSIDERING** Rector's Decree no. 20090 of 7 March 2023 approving the voting and counting operations relating the supplementary elections of student representatives for the academic biennium 2021/2022-2022/2023;
- CONSIDERING** Rector's Decree no. 19924 of 9 November 2022 appointing the Joint Teaching-Student Committees for the academic biennium 2021/2023 and Rector's Decree no... 20274 of 27 July 2023;
- WHEREAS** with regard to the following Course of Study:
- *Master's degree course in Hospitality and Tourism Management* the elected student, registered with ID number 1034502 (Joint Teaching-Students Committee), has graduated and therefore no longer holds student status;
- CONSIDERING** the need and urgency to ensure the presence of a student from each Course of Study at the University and within each Joint Teaching-Student Committee and each QA Group of the Courses of Study

DECREES

Art. 1 - 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 Joint Teaching-Student Committees.

For the period from the signing of the deed of commitment to 31st December 2023 the call for applications is for **1 contract**, as described in the following table:



	Course of Study	Number of places
Joint Teaching-Student Committees	Master's degree course in <i>Hospitality and Tourism Management</i>	<i>1 place</i>

The activities covered by this call will be carried out mainly in person and, in agreement with the Course Coordinator/President of the Joint Committee, may be carried out remotely. In case of remote activities students must have their own PC and an adequate internet connection. Connection and telephone costs are not reimbursable.

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.

Art. 2 - Application procedures

Applications may be submitted by students who are regularly enrolled in Master's degree courses in *Hospitality and Tourism Management* IULM University, by filling out the form available on the University website at www.iulm.it (in the section "Vivere in IULM – Collaborare con l'Università") and submitting it before **12 midday on 4 October 2023** together with the relevant documentation **in PDF format** to: presidio.qualita@iulm.it.

The following documents must be attached to the application:

- curriculum vitae;
- photocopy of valid ID document.

Art. 3 – 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 online in **October 2023** by the Chairpersons of the Joint Committees (or their delegates)

The interviews will be held online on the TEAMS platform. The dates and times of the interviews will be communicated to the candidates.

This call for applications constitutes an invitation for admission to the selection interview, after verification of the requirements by the University Offices.

Applicants must be available at the institutional IULM e-mail account (@studenti.iulm.it) specified in the application, on the day and time set for the interview. For the purpose of identification and under penalty of exclusion, each candidate must, before the interview begins, identify him/herself by showing the same identity document already submitted as an attachment to the application.

The candidate may be excluded if he/she has not indicated the IULM institutional e-mail address, if he/she is not connected, if he/she is unavailable on the day or at the time established, or if he/she does not show a valid identity document.

IULM University declines all responsibility in the event that technical reasons prevent regular procedures from being followed when carrying out the interview.

Documento informatico sottoscritto con firma digitale ai sensi del D.Lgs. n. 82/2005 e ss.mm.ii.



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).

At the end of the interviews a final ranking list will be drawn up comprising the basic score and the score awarded for the interview.

Art. 4 – Execution of duties

Duties will be carried out **from the signing of the deed of commitment to 31st December 2023** 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.

Art. 5 – Forfeiture

In the case of termination of student status (for example, in the event of **failure to complete enrolment, failure to renew enrolment for the following year, withdrawal from university studies, transfer to another university or attainment of the degree**), the contract will be terminated by the Joint Committees with the consequent obligation to notify the Chairperson of the Joint Teaching-Student Committee (for students belonging to the Joint Committees), 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 *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 case where students obtain their 1st level degree during the mandate - only for those who graduate in the July and November sessions - and then enrol, without interrupting their studies, in one of IULM University's Master's degree courses in the academic year following the one in which they obtained their 1st level degree, after hearing the Course Coordinator (or his/her delegate) for the QA Groups and the Chairperson of the Joint Committee (or his/her delegate) for the Joint Teaching-Student Committees, the contracts may be extended until the end of the calendar year to which they refer.

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.

Art. 6 – 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. **Activation of the IULM card is required for the payment of the remuneration.**

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.

If the collaboration starts during the year or ends prematurely, the remuneration shall be equal to the months of service actually served.

The payment will be made by the University Administration on receiving certification of the activity carried out, countersigned by the Coordinator of the course of study / Chairperson of the Joint Teaching-Student Committee 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.

Art. 7 - Incompatibility

L'attribuzione dei contratti di cui al presente bando non pregiudica l'assegnazione di altri benefici da parte dell'Ufficio per il Diritto allo Studio.

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 can 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.

Il Rettore

Prof. Gian Battista Canova



Firmato digitalmente da
Gian Battista Canova
Università IULM



JOINT TEACHING-STUDENT COMMITTEES
--

Number of contracts: 1

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 (400-700 words) to be submitted to the *Presidio della qualità*.

Start and end dates: from the date of signing the deed of commitment to 31 December 2023



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 23rd and 24th November 2021 and in the supplementary elections held on 28 February 2023	15 points
To have stood for election without being elected in the elections for student representatives held on 23rd and 24th November 2021 and in the supplementary elections held on 28 February 2023	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 71 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 1 October 2023	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 1 October 2023	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

Documento informatico sottoscritto con firma digitale ai sensi del D.Lgs. n. 82/2005 e ss.mm.ii.



	up to 40	0
Student "fuori corso"	---	0

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

Student category	CFU credits as of 1 October 2023	POINTS
Student enrolled in 2nd year	more than 36	4
	from 21 to 36	2
	up to 20	0
Student "fuori corso"	---	0



APPLICATION FORM AND SELF-CERTIFICATION OF REQUIREMENTS
(Art. 46 Presidential Decree no. 445 of 28th December 2000)

The undersigned		Student ID
Place of birth	Province	Date of birth
Resident in	Province	Name of street
Tel.	Cell	e-mail

Address to be used for these proceedings (if different from residence):

Street	
Town/City	
Tel.	

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

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;
- verification that the requirements for participation in the selection procedure are met and that there are no grounds for exclusion;
- management of the selection procedure, at all stages, including publication of results and rankings.

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

Documento informatico sottoscritto con firma digitale ai sensi del D.Lgs. n. 82/2005 e ss.mm.ii.



the following link: <https://privacy.microsoft.com/it-T/privacystatement#mainnoticetoendusersmodule>)

The data may also be communicated to the following recipients:

- authorised persons within the organisation of the Data Controller;
- competent authorities for the fulfilment of legal obligations, upon request;
- persons carrying out maintenance on the information system.

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 ORGANIZATIONS

The personal data provided will not in any way be transferred abroad either 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 the test will take place via live streaming, the images and voices of the candidates will not be recorded in any way, nor stored by the University and will not be disseminated in any way.

Personal data relating to personal details and data relating to rankings or records will be stored indefinitely, also for historical interest, in accordance with the archiving obligations laid down by current legislation (Presidential Decree no. 445/2000, Prime Ministerial Decree of 3 December 2013).

The documents containing the results and the rankings will be published on the University website for a maximum period of 3 months.

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 DATA SUBJECTS

You may exercise your rights in accordance with the provisions set out in articles 15, 16, 17, 18, 19, 20, 21, Oof Regulation (EU) 2016/679 by contacting the Data Controller or the the Data Protection Officer at privacy@iulm.it.

You 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 and deletion of your data, with the exception of those that must be retained by the University, the purpose limitation of your data, where one of the cases provided for in Article 18 of Regulation (EU) 2016/679 is applicable, as well as the right to object at any time to the processing of your data, and the portability of your data.

Without prejudice to any other administrative or jurisdictional appeal, should you believe that the processing of your data violates the provisions of Regulation (EU) 2016/679, pursuant to article 15 letter f) of the aforementioned Regulation (EU) 2016/679, you have the right to make a complaint to the Guarantor for the protection of personal data.

In the case of a request for data portability, the Data Controller will provide the personal data regarding the data subject from an automatic device in a structured format which is legible and in common use, without prejudice to paragraphs 3 and 4 of Article 20 of Regulation (EU) 2016/679.

APPLIES

Documento informatico sottoscritto con firma digitale ai sensi del D.Lgs. n. 82/2005 e ss.mm.ii.



to take part in the selection process for the following collaboration contract regarding the self-evaluation of the Degree Courses of IULM University for the two-year period 2021-2023:

- Joint Teaching-Student Committees

To this end, under their own responsibility, the undersigned, aware that untrue statements are punishable under the Penal Code and special laws on the subject, referred to in Presidential Decree no. 445 of 28th December 2000

DECLARES

to be enrolled for the academic year 2022/2023 in the:

- 1st year
- 2nd year
- 3rd year
- 1st year "*fuori corso*"
- of the 3-year degree course
- of the Master's degree course
- in _____
- to be a current student representative for _____
- to have stood but not been elected in the elections for student representatives of 23 and 24 November 2021 and the supplementary elections of 28 February 2023

For the purposes of assessing the application, the undersigned attaches his/her *curriculum vitae* to this application.

Milan,

(Applicant's signature)

NB: For self-certification purposes, a photocopy of a valid ID document must be attached

