CALL FOR APPLICATIONS FOR THE AWARDING OF CONTRACTS FOR STUDENT COLLABORATION IN UNIVERSITY SERVICES - RESERVED FOR STUDENTS ENROLLED IN THE FIRST OR SECOND YEAR OR THE FIRST YEAR 'FUORI CORSO' OF MASTER'S DEGREE COURSES FOR THE ACADEMIC YEAR 2025/2026

THE RECTOR

Terms relating to persons which, in this notice as defined below, appear only in the masculine form refer indistinctly to persons of the female and male gender. Perfectly gender-identical wording has been waived in order to facilitate the readability of the text and to meet the need for simplicity of the text

CONSIDERING Law No. 390 of 2 December 1991 on the right to university studies and subsequent amendments;

CONSIDERING Legislative Decree No. 68 of 29 March 2012, and in particular Article 11 thereof;

CONSIDERING the Statute of Autonomy of the Libera Università di Lingue e Comunicazione IULM, published in the Official Gazette of the Italian Republic no. 59 of 12 March 1998 and subsequent amendments;

CONSIDERING the Academic Regulations of the University issued by Rector's Decree no. 11738 of 18 September 2001 and subsequent amendments;

CONSIDERING the Regulations for Student Collaboration in University Services issued by Rector's Decree No. 16419 of 25 February 2013, and subsequent amendments;

CONSIDERING The University Fees and Contributions Regulations for the academic year 2025/2026 for students enrolled in Bachelor's and Master's degree courses. Assignment of the ISEE contribution band, issued by Rectoral Decree no. 20978 of 3 December 2024;

CONSIDERING the resolutions adopted by the Board of Directors at their meeting held on 28 January 2026 concerning the budget allocation for part-time student activities;

REFERRING TO the conversion tables of foreign qualifications for the purposes of assessing candidates from foreign universities, contained in Annex 2 to Directorial Decree No. 645 of 15 May 2023

HEREBY DECREES

Art. 1 – Number of contracts and services

42 contracts, each lasting 150 hours, will be awarded to students enrolled in the **first or second year, or in the first year 'fuori corso' of Master's degree courses for the 2025/2026 academic year**, allocated as follows:

Offices	Number of contracts
Library	4
Career Service and Business Relations	8
Diversamente	3
Study Abroad and International Recruitment	4
Orientation, Tutoring and Counseling	6
Registrar's Office	6
International Language Centre (Students' Office)	2
Production & Video Sector	3
Events Office and Logistics	2
International Affairs and Ranking	2
Production Sector (for admissions tests and exams)	2
Total	**42**

Details of the service, procedures, language skills and requirements for carrying out the activities are specified **in Annex A.**

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In order to carry out the activities remotely, students must have their own PC and an adequate internet connection. Connection and telephone costs are not reimbursable.

Art. 2 - Requirements

The following are **compulsory** requirements:

- be duly enrolled **in the first or second year of the course in the current academic year (2025/2026)** and in any case in a year that is not subsequent to the first year 'fuori corso' beyond the normal duration of the course of study;
- **achievement of at least 2/5 of the university credits (CFU),** rounded down, provided for in the chosen study plan, obtained in the previous academic year (2024/2025).

Examinations that do not result in an actual mark but merely in a pass grade are not counted for this purpose.

Examinations not taken at the university as part of study abroad programmes (LLP/Erasmus) are only assessable, for purposes of number and average, if they are duly validated and registered.

Art. 3 – Remuneration

Remuneration is **€11.00 net per hour**. Payment is divided into 3 instalments of 50 hours each. **It is necessary to activate the Carta di Ateneo** in order to receive payment**.**

If the collaboration is interrupted and/or suspended by the University or in any case not completed, the remuneration due will be commensurate with the hours actually worked. The payment of the remuneration is made by the University Administration at the request of the Head of the Office.

The awarding of collaboration contracts for University services does not prejudice the allocation of other benefits by the Fees, Grants & Scholarships Office.

Art. 4 – Submission of application (deadlines and procedures)

The application must be submitted **by 8 p.m. on 10 March 2026.**
In the application, applicants may indicate in addition to the Office selected as their first choice, a second Office (as a second choice) that may be considered in the absence of other suitable candidates for the latter.

Applications **must be submitted** at the link: **https://pica.cineca.it/iulm/ in accordance with the following procedures:**
a) students accessing the PICA platform for the first time must register by clicking '**New Registration**' and entering the required data and the IULM institutional e-mail address (@studenti.iulm.it).
After entering the required data, click **'Register'** and the system will send an email to the e-mail address entered with instructions to confirm the registration;
b) those who already have a user account (created for participation in previous calls) can access without registering by entering only their username and password and selecting REPRISE or REFEREES.
If the user has the credentials but does not remember them, they must click on '**Forgotten credentials**' to receive an e-mail containing the password.

For technical problems relating to accessing the PICA platform and filling in the application form, please contact CINECA directly by clicking on the 'support' heading at the end of the page and describing the problem encountered.

Applicants must attach **compulsory** the following documents in PDF format:

- ***Curriculum vitae;***
- **for non-native Italian-speakers**, the presentation of certification of the level of knowledge of the Italian language and/or the passing of a university exam in Italian is required (according to the level required by each Office in **Annex A**). Failure to submit the certification and/or pass the exam in Italian will result in the student forfeiting the opportunity to carry out the collaboration assignment;
- **Italian students** are required to present certification of their level of knowledge of the English language and/or to pass a university exam in English (according to the level required by each Office in **Annex A**). Failure to submit the certification and/or pass the exam in Italian will result in the student forfeiting the opportunity to carry out the collaboration assignment;
- valid **Identity Card/Passport**;
- **Tax code**.

No other method of submitting the application is allowed. Until the deadline, it is possible to save the application in draft form. The date of submission of the application is certified by the system. After the deadline it will no longer be possible to send the application.

To submit the application you must:

- click on Presenta/Submit;
- at this point three methods for signing are proposed, the applicant must choose the third method**: Sign the document manually**;
- save the PDF file without modifying it;
- print the PDF file and sign it;
- scan the signed document and upload it to the system.

After completing and submitting the application, applicants will receive an email confirming that the application has been filed, which will include the application ID number.

The University will verify the truthfulness of the substitutive declarations and self-certifications, pursuant to Consolidation Act no. 445/2000.

Art. 5 – Duration and signing of the letter of commitment

Collaborations may not last more than 150 hours in one academic year nor less than 8 hours in total. Activities must take place within the normal working hours of the assigned office.

Within ten days of the publication of the ranking list, the successful candidates must sign the declaration of confidentiality and the letter of commitment containing all the particulars of the subject and procedures of the collaboration, as well as any further details that may be necessary to identify precisely the activity requested.

If the student withdraws or fails to complete the signing of the letter of commitment by the date indicated, the assignment shall be offered to the next student in the ranking.

For justified reasons (illness, temporary absence, etc.) the selected student may request to postpone the signing, without prejudice to the obligation to give due written notice to the Office in which they are carrying out the activity.

For the academic year 2025/2026, activities shall take place **from the signing of the letter of commitment until 30 April 2027.**

The collaboration does not lead to the recognition of university credits and does not contribute to determining the degree mark.

Art. 6 – Ranking

A ranking list is drawn up following the submission of applications.
To each candidate enrolled in the I year of Master's degree courses is assigned a score consisting of the sum of:

- the score obtained on the basis of the bachelor's degree grade as provided for in **Annex B**;
- the score calculated for the income band to which the student belongs, as provided for in **Annex B**;
- the score awarded by the Head of the Office (IULM) where the student **may have already worked** in the previous year according to the following scale: 0 points=unsatisfactory; 1 point=satisfactory; 2 points=good; 3 points=excellent.

To each candidate enrolled in the II year or in I year "fuori corso" of Master's degree courses is assigned a score consisting of the sum of:

- the score calculated on the average of the marks obtained in examinations passed by the student (whether part of their study plan or not) as part of their degree course in accordance with the provisions of **Annex B;**
- the score calculated for each *cum laude* grade as provided for in **Annex B;**
- the score calculated for the income band to which the student belongs, as provided for in **Annex B**;
- the score awarded by the Head of the Office (IULM) where the student **may have already worked** in the previous year according to the following scale: 0 points=unsatisfactory; 1 point=satisfactory; 2 points=good; 3 points=excellent.

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The ranking list will be published by **24 March 2026** (on the page "*Vivere in IULM ==collaborazione degli studenti*").

The assignment of collaboration activities will take place on the basis of the ranking and in accordance with the preferences indicated by the student in their application (1st and 2nd choice) until the available places provided for in the call for applications are exhausted. Students will be assigned to the chosen office in accordance with the following criteria:

a) **in the order of the ranking until the available places are exhausted, indicated by the student as their first choice.**
In the event of a tie, the student belonging to the lowest income bracket prevails, in accordance with the call for applications for each academic year; in the event of a further tie, the student with the highest total number of credits acquired; in the event of a further tie, the student with the best average; in the event of a further tie, the oldest student by age;

b) **in the event that some services are not assigned,** the service will be assigned in the order of the ranking to the students who indicated it as their second choice.
In the event of a tie, the student belonging to the lowest income bracket prevails, in accordance with the call for applications for each academic year; in the event of a further tie, the student with the highest total number of credits acquired; in the event of a further tie, the student with the best average; in the event of a further tie, the oldest student by age.

Any compliance in the data entered in the ranking list must be reported to the Institutional Affairs and PhD Office by writing to bandi@iulm.it **by 5 p.m. on 26 March 2026**, specifying: surname, first name and student ID number; **after this deadline, no additions or requests for changes will be accepted, nor any further compliance**.

Art. 7 – Forfeiture

If the winner loses their student status (e.g. non-renewal of enrolment for the following year, renouncement of studies, transfer to another university), they must notify the Institutional Affairs and PhD Office immediately and forfeit their contract. They must also renounce their contract, in whole or in part, if they are absent for long periods (study abroad or internship) and cannot therefore carry out their assigned activities on a regular basis, unless the period of absence has been agreed in writing with the Head of the Office.

Art. 8 – Incompatibility

Collaboration is incompatible with any other simultaneous paid training or research activity or with employment, including fixed-term employment, at Università IULM.

The following are not eligible for collaborations:

a) working students and students enrolled part-time;
b) students enrolling at the same time in two courses of study and designating the other university as their reference for accessing the benefits provided for by current legislation on the right to study, for the entire period of simultaneous enrolment on the two courses.

Art. 9 – Final provisions

For all matters not provided for in the call for applications, reference shall be made to the Regulations for Student Collaboration in University Services cited in the introduction and the provisions of the relevant legislation in force shall apply.

La Rettrice
Prof.ssa Valentina Garavaglia

Firmato digitalmente da
Valentina Garavaglia
Università IULM

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ANNEX A

LIBRARY
(for students enrolled on Master's degree courses)

Activities
- data entry and control on paper and electronic media, support operations for the receipt of books and magazines; office photocopying
- duplication of audio and video material
- surveillance, support and assistance with consultation on the premises

Activities are carried out in person

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- any previous experience in the field of archiving and/or in the IT field and in the consultation of databases and/or multimedia products

Language proficiency
- for international students a level of at least B2 in Italian is required
- a level of at least B1 in English

CAREER SERVICE AND BUSINESS RELATIONS
(for students enrolled on Master's degree courses)

Activities
- support in secretarial work (data entry, monitoring of internship files, data extraction)
- updating information material
- translations of texts
- support for communication of services to students and companies
- search for advertisements (internships and placements) and publication on the internal website
- company scouting
- market and trend analysis
- operational support during events organised by the office
- support for graphic design
- support for student reception and company requests

Activities are carried out in person

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- proficiency in the main Office package
- good communication skills
- good interpersonal relationship skills
- previous experience in similar activities
- good Excel skills

Language proficiency
- an advanced level of B2/C1 in English
- for international students a level of at least B2 in Italian is required

DIVERSAMENTE
(for students enrolled on Master's degree courses)

Activities
- accompaniment and support for students with disabilities, also remotely

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- support in office work, archiving, digital printing and preparation of accessible texts
- collaboration in the organisation of courses and events
- study support for students with SLD and disabilities, also remotely

Activities are carried out both in person and online

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- readiness to work flexible hours
- good interpersonal relationship skills
- previous experience in similar activities

Language proficiency
- for international students a level of at least B2 in Italian is required
- proficiency in a second foreign language

STUDY ABROAD AND INTERNATIONAL RECRUITMENT
(for students enrolled on Master's degree courses)

Activities
- information desk: information service for IULM students on study abroad opportunities and programmes
- support for administrative activities (data entry, archiving, support for management of mobility programmes)
- translations (calls, information and news for international students)
- collaboration in the production of information material
- collaboration and participation in the organisation of online information meetings on international programmes
- collaboration in online and in-person information and orientation activities (Open Days, webinars)
- welcoming and tutoring for enrolled international students and students on mobility programmes

Activities are mainly carried out in person, and occasionally online

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- aptitude for working with the public
- proficiency in the use of the Microsoft Office package (Word, Excel, PowerPoint)
- previous experience in similar activities (e.g. participation in Erasmus/Exchange, ESN exchange programmes)
- availability for weekly shifts and on-site presence during international student welcome periods (September and February)

Language proficiency
- excellent writing and speaking skills in English
- proficiency in a second foreign language
- a level of at least A2 in Italian is required for non-native speakers

ORIENTATION, TUTORING AND COUNSELING
(for students enrolled on Master's degree courses)

Activities
- participation in orientation activities (in-person/online) organised in collaboration with high schools, and student fairs and events throughout the country
- front-office, data entry and telephone support for the IULM InfoPoint service on a rota basis
- help in managing collective forms of communication such as chats, where participants exchange live messages
- monitoring the University's social pages to support the InfoPoint in exchanging answers to FAQs
- reception on a rota basis
- collaboration at University conferences and events (in person/online)

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- collaboration in the creation of social content
- initial and ongoing tutoring for all students

Activities are carried out both in person and online

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- readiness to work flexible hours
- proficiency in using the main streaming platforms (e.g. Teams, Zoom, Meet)
- good interpersonal relationship skills
- previous experience in similar activities
- willingness to travel throughout the country

Language proficiency
- a level of at least B2 in Italian is required for non-native speakers

REGISTRAR'S OFFICE
(for students enrolled on Master's degree courses)

Activities
- collaboration on Graduation Day
- returning phone calls (*)
- data entry and consultation (*)
- entering, checking and formatting text and data in files in network folders (*)
- document archiving and/or scanning (*)
- support on admission test days for Bachelor's and Master's degree courses
- collaboration for providing information and communications to students
- collaboration at University presentations
- support (in English) for foreign students
- searching for information and data via the Internet
- access to mailboxes (*)
- research, acquisition and/or verification of data in institutional databases with restricted access (Almalaurea, Statistical Observatory, etc.) (*)

(*) Activities requiring presence on the premises

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- proficiency in Microsoft Word, Microsoft Excel and Internet navigation tools
- readiness to work flexible hours, readiness to carry out activities continuously over several hours and several days
- aptitude for teamwork
- interpersonal skills and aptitude for working with the public
- previous experience in similar activities

Language proficiency
- excellent knowledge of English at level B2
- a level of at least B2 in Italian is required for non-native speakers

INTERNATIONAL LANGUAGE CENTRE (Students' Office)
(for students enrolled on Master's degree courses)

Activities
- support in secretarial activities, research and filing of documents, telephone calls, support for the administrative activities of the Student Services area and the Course Programming area
- collaboration with front-line staff for information and communications

- collaboration at University presentations
- reception activities and initial information for students enrolled on degree courses, support on the days of assessment tests for degree courses, language tests and online and in-person examinations.

Activities are carried out both in person and online

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- proficiency in Microsoft Word, Microsoft Excel and Internet navigation tools
- readiness to work flexible hours, readiness to carry out activities continuously over several hours and several days
- aptitude for teamwork
- interpersonal skills and aptitude for working with the public
- previous experience in similar activities

Language proficiency
- excellent knowledge of Italian (non-native speakers of Italian are required to pass the Italian language and culture exam, or provide certification of proficiency in Italian of at least level B2)
- proficiency in English (applicants must provide certification of at least level B2 or have passed a university English language exam of at least level B2 or the Oxford Placement Test - e.g. for Erasmus language proficiency - with at least level B2 in both skills. The completion of an international mobility project of at least six months' duration in an English-speaking destination will also be considered for this purpose)

PRODUCTION & VIDEO SECTOR
(for students enrolled on Master's degree courses)

Activities
- technical support for online ID checks for admission tests and ILC exams
- support on Microsoft Teams for troubleshooting student, teacher and technical-administrative staff accounts
- assistance to teachers in the classroom during lectures and graduation sessions
- assistance with video streaming during Graduation Days

Activities are carried out online

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- proficiency in using Excel and TEAMS
- readiness to work flexible hours
- readiness to carry out activities continuously over several hours and several days

Language proficiency
- native Italian speaker

EVENTS OFFICE AND LOGISTICS
(for students enrolled on Master's degree courses)

Activities
- support in administrative and secretarial activities related to University events
- on-site collaboration at University conferences, events and institutional functions (Graduation Day, Open Day)
- collaboration in the production of event support material and logistics

Activities are carried out in person

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- readiness to work flexible hours, including Saturdays
- proficiency in the main Office applications
- good interpersonal relationship skills
- previous experience in similar activities

Language proficiency
- excellent knowledge of English at level B2
- for international students a level of at least B2 in Italian is required

INTERNATIONAL AFFAIRS AND RANKING
(for students enrolled on Master's degree courses)

Activities
- support for administration and secretarial activities (preparation and archiving of digital documents, data entry, mailing)
- collaboration in searching for online information and information material
- assistance in the drafting of information materials

Activities are carried out both in person and online

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- proficiency in the main Office applications (Word, Excel, PowerPoint), Google workspace and Internet browsing tools
- readiness to work flexible hours
- readiness to carry out activities continuously over several hours and several days

Language proficiency
- excellent command of written and spoken English, equivalent to CEFR level C1

PRODUCTION SECTOR (for admissions tests and exams)
(for students enrolled on Master's degree courses)

Activities
- technical support for online ID checks for admission tests and ILC exams
- support on Microsoft Teams for troubleshooting student, teacher and technical-administrative staff accounts
- assistance to teachers in the classroom during lectures and graduation sessions
- assistance with video streaming during Graduation Days

Activities are carried out both in person and online

Start and end dates: from the awarding of the part-time contracts to 30 April 2027

Total duration and working hours: 150 hours per contract, spread over the academic year, as agreed with the Head of the service

Required skills and qualifications required to carry out the activities
- proficiency in using Excel and TEAMS
- readiness to work flexible hours
- readiness to carry out activities continuously over several hours and several days

Language proficiency
- native Italian speaker
- proficiency in English at a minimum B1 level

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ANNEX B

COMPULSORY REQUIREMENTS AND SCORE CALCULATION

The following are **compulsory** requirements:

- be duly enrolled **in the first or second year of the course in the current academic year (2025/2026)** and in any case in a year that is not subsequent to the first year 'fuori corso' beyond the normal duration of the course of study;
- **achievement of at least 2/5 of the university credits (CFU)**, rounded down, provided for in the chosen study plan, obtained in the previous academic year (2024/2025).

Examinations that do not result in an actual mark but merely in a pass grade are not counted for this purpose.

Examinations not taken at the university as part of study abroad programmes (LLP/Erasmus) are only assessable, for purposes of number and average, if they are duly validated and registered.

FOR ALL MASTER'S DEGREE COURSES	MINIMUM CREDITS
Students enrolled in 1st year	0 credits
Students enrolled in 2nd year	24 credits
Students enrolled in 1st year 'fuori corso'	48 credits

POINTS BASED ON THE BACHELOR'S DEGREE GRADE ACCORDING TO THE FOLLOWING SCALE (for students enrolled in 1st year of Master's degree courses)			
Degree grade	**Points**	**Degree grade**	**Points**
110/110 cum laude	8	from 91 to 95	4
from 106 to 110	7	from 86 to 90	3
from 101 to 105	6	from 76 to 85	2
from 96 to 100	5	from 66 to 75	1

POINTS FOR AVERAGE MARKS ACHIEVED IN EXAMINATIONS for each full mark above 22/30 - points for each mark cum laude (for students enrolled in the second year of Master's degree courses)							
Average	**Points**	**Average**	**Points**	**Average**	**Points**	**Average**	**Points**
23	1	**25**	3	**27**	5	**29**	7
24	2	**26**	4	**28**	6	**30**	8
Each "30 cum laude"			0.5				

POINTS BASED ON CONTRIBUTION BANDS ATTRIBUTED UPON ENROLMENT IN THE FIRST OR SECOND YEAR OF MASTER'S DEGREE COURSES FOR THE ACADEMIC YEAR 2025/2026	POINTS
FIRST CONTRIBUTION BAND (Students with ISEE up to €13,000.00) • Students with disabilities • Political refugee students • Stateless students • Students with MAECI scholarships (Ministry of Foreign Affairs) • Students from developing countries • Students with an 'ISEE parificato' up to €13,000.00 submitted for a Regional study grant application	4
SECOND CONTRIBUTION BAND (Students with ISEE from € 13,001.00 to €23,000.00)	3
THIRD CONTRIBUTION BAND (Students with ISEE from €23,001.00 to €33,000.00)	2
FOURTH CONTRIBUTION BAND (Students with ISEE from €33,001.00 to €43,000.00)	1
FIFTH CONTRIBUTION BAND (Students with ISEE over €43,000.00)	0

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