



Call for Applications 2026 – Senior Tutor for International Services within the University Departments

Article 1 – Description

1. The University of Macerata hereby announces a merit-based selection process for the allocation of financial awards to capable and deserving students to carry out tutoring or informational orientation services, as well as integrative, preparatory, and remedial teaching activities in support of the student community.
2. The services aim to guide and support students throughout their academic journey, in a peer-to-peer framework, within the ambit of the services organised by the University's administrative offices and departments.
3. Participation in the selection process and possible inclusion in the final ranking list does not entail any obligation on the part of the University of Macerata to offer a contract. The University reserves the right not to proceed with the assignment if deemed unnecessary.

Article 2 – Rankings and Contracts

1. Applicants may request inclusion in the ranking list for the department in which they are enrolled.

| Department | Hours per contract | Available contracts | Gross compensation per contract |
|---|--------------------|---------------------|---------------------------------|
| Economics and Law | 400 | 1 | € 4,000.00 |
| Law | 400 | 1 | € 4,000.00 |
| Education, Cultural Heritage and Tourism | 400 | 1 | € 4,000.00 |
| Political Sciences, Communication and International Relations | 400 | 1 | € 4,000.00 |

2. The rankings will remain valid until the publication of the rankings for the 2027 call.
3. In exceptional cases, and only where a department's ranking list has been exhausted while its need for senior tutors remains unmet, the University may draw on other



rankings for unfilled positions. In such cases, scores and profile compatibility will be considered.

4. All university departments may, using their own funds, draw on the ranking lists for any additional needs that may arise during the academic year. Here too, the ranking score and profile compatibility will be taken into account.
5. As regards the call for senior tutors for the 2025-2026 academic year, the assignment can be undertaken only once. Therefore, recipients of the award from another ranking list cannot receive the award a second time.
6. All contracts and eventual extensions will be signed digitally, using a digital signature, electronic ID card or the IO app.

Article 3 – Eligibility Requirements

Students who meet the following eligibility criteria are admitted to participate in this selection process:

Registration Requirements

1. At the application deadline, candidates must be fully enrolled at the University of Macerata for the 2025/2026 academic year, as **full-time students in good standing**, in one of the following:
 - a. 1st or 2nd year of a Master’s degree (LM);
 - b. 4th or 5th year of a single-cycle Master’s degree;
 - c. 1st or 2nd year of the School of Specialisation in Legal Professions;
 - d. Doctoral programmes.
2. Students enrolled in two degree programmes, pursuant to Law no. 33/2022 may apply only for the programme for which they have opted to receive student benefits.

Merit Requirements

3. Eligibility based on merit will be verified using only the academic records registered in the University's ESSE3 system as indicated in the table below.

| Enrolment | Merit Criteria |
|--|---|
| 1st or 2nd year of a Master’s degree (LM); | Bachelor’s degree with a minimum grade of 80/110. |
| 4th/5th year Single-cycle Master’s | They must have satisfied the following 2 criteria: <ul style="list-style-type: none"> - At least 180 ECTS credits by 30/04/2026; |



| | |
|--|--|
| | - A weighted average grade of $\geq 24/30$ |
| 1st or 2nd year of the School of Specialisation in Legal Professions | Master's degree with a minimum grade of 80/110 |
| Doctoral students | Master's degree with a minimum grade of 80/110 |

Language Requirements

Knowledge of the following languages is strictly required:

4. ITALIAN: Minimum level A2 CEFR. If, during the assignment, the student demonstrates a lack of this level, the University reserves the right to terminate the contract immediately.
5. ENGLISH: Minimum level B2 CEFR. The level must be certified by a recognised international body. The certification must be properly declared in the application form, including date and issuing body. Only what is declared on the form will be taken into consideration.

Certification is not required for:

- Individuals who earned their qualification required for admission to university in an English-speaking country or in an English-medium institution;
- Individuals enrolled in or holding degrees from English-taught programmes;
- Students in LM-37 or LM-38 programmes who selected English in their study plan.

Article 4 – Grounds for Exclusion

Incompatibilities include:

- a) Being 35 or older at the deadline;
- b) Having completed all exams by 30/04/2026 except the final dissertation;
- c) Holding a degree equivalent to the one currently pursued;
- d) Part-time enrolment;
- e) Previous disciplinary measures.

Article 5 – Application and Deadline

1. Only online applications will be accepted, using the form located at <https://studenti.unimc.it>, in the section “iniziativa” within 20 days of the publication of the call. The date of publication is indicated in red lettering at the top of the call.



2. Applications submitted in any other fashion will not be accepted. All relevant qualifications and requirements must be declared in the application form. The University may verify the accuracy of declarations pursuant to Presidential Decree 445/2000.
3. Applicants must:
 - Clearly state any English B2 certification, with date and certifying authority;
 - Carefully complete the "questionnaire" section of the form.

Article 6 – Evaluation of Applications

1. After the deadline, a selection committee will evaluate applications and draw up the ranking lists as per Article 2.
2. The maximum score is 20 points, awarded as follows:
 - Up to 10 points for academic achievements;
 - Up to 10 points for additional qualifications.

Academic Achievements Score (max 10 points)

3. For students enrolled in the first year of a Master’s degree programme, the School of Specialisation in Legal Professions, or a doctoral programme:

| | |
|---|---|
| Degree mark of the qualification granting access to the current programme of enrolment | From 105 to 110: 5 points 110 with honours (cum laude): 7 points |
| Study activities carried out abroad (Erasmus+ Study and Traineeship, Magellano, MAECI curricular internships, thesis research mobility abroad, and internships in non-European countries) | Up to a maximum of 3 points |

For degrees earned abroad, the conversion formula established by the Ministry of University and Research (Annex 5 to Ministerial Decree of 20 May 2016, no. 313) will be applied. If the evaluation is not expressed on a numerical scale, a score may be assigned based on the individual degrees presented.

4. For students enrolled in the fourth year of single-cycle Master’s degree programmes who have obtained at least 180 ECTS credits:



| | |
|--|--|
| Average marks for exams taken as of 30 April 2026 | From 25 up to and including 29: 5 points Over 29 and up to 30: 7 points |
| Studies carried out abroad (Erasmus+ Study and Traineeship, Magellano, MAECI curricular internships, thesis research mobility abroad, and internships in non-European countries) (Erasmus+ Studio e Traineeship, | Up to a maximum of 3 points |

5. For students enrolled in the second year of a Master's degree programme or the fifth year of a single-cycle Master's degree programme, the following credits (ECTS) will be assessed, but only if the weighted average of these credits is equal to or greater than 25/30 as of 30 April 2026:

| | |
|--|--|
| 2nd year of Master's degree (LM) | From 20 to 30 ECTS: 5 points More than 30 ECTS: 7 points |
| 5th year of single-cycle Master's degree | From 200 to 230 ECTS: 5 points More than 230 ECTS: 7 points |
| Studies carried out abroad (Erasmus+ Study and Traineeship, Magellano, MAECI curricular internships, thesis research mobility abroad, and internships in non-European countries) | Up to a maximum of 3 points |

Additional Qualifications (max 10 points)

6. The scores for additional qualifications, up to a maximum of 10 points, will be assessed as outlined below.

| | |
|---|----------------|
| Relevant work/volunteer experience | Up to 5 points |
| Prior senior tutor experience at the University of Macerata | 2 points |
| Language certifications (other than English). Max 2 points. | 2 points |
| IT certification (e.g., ECDL/ICDL) | 1 point |

Tiebreaker



7. In case of equal scores, younger candidates will be ranked higher.

Article 7 – Service and Training

1. Each senior tutor may carry out up to 400 hours between approximately 30 June 2026 and 30 June 2027, under the supervision of the assigned office/department.
2. As part of the international services, the Senior International Tutors provide support for the internationalisation processes of the departments and the University. In particular, they assist with orientation, reception and information services for international students and incoming exchange students, whilst also supporting the Erasmus and internationalisation coordinators in their respective departments; they also provide administrative and back-office support, including in foreign languages, in relation to international services
3. The senior tutor must carry out assigned activities in person. In the event that the tutor must conduct part the work remotely, it must be carried out using the tutor's own technological devices.
4. All activity must be documented using an attendance log filled out by the tutor under the supervision of the department coordinator. A final report on activities and skills acquired during this period must also be submitted.
5. Recipients of the financial awards under this call are required to attend specific training sessions in order to be adequately informed about the activities associated with the role of University senior tutor and the procedures for carrying out their duties.
6. At the conclusion of the training activities, an open badge may be awarded to students serving as senior tutors, provided that:
 - the students have applied for this call for applications and are recipients of the financial award;
 - the students appointed to the role of senior tutor have attended at least 80% of the training course hours;
 - the students serving as senior tutors have completed at least 80% of the hours stipulated in the contract.

Article 8 – Compensation, Taxes and Insurance

1. Awards granted within the framework of this call are classified as incentive allowances per Law 170/2003. They are exempt from personal income tax. For social security, provisions of Art. 2, para. 26 and subsequent of Law 335/1995 apply (enrolment in the INPS separate scheme).
2. The University provides accident insurance during the period of service.

3. The gross hourly compensation payable for the work done by the senior tutor is set at €10.00, as specified in Article 2. The total compensation will be paid in a single instalment upon completion of the assignment, subject to certification by the head of the office/structure to which the senior tutor is assigned.

Article 9 – Disqualification and Contract Termination

The student will be disqualified from the ranking if:

- a) Student status at the University of Macerata is lost during the assignment;
- b) The candidate explicitly declines the post upon offer;
- c) The student fails to start the assignment due to reasons not related to health or serious impediments. Study-related reasons are excluded.

The University may immediately terminate the contract in the following cases:

- 1) for actions or behaviours that have caused disruption or harm to the functionality of the service to which the student is assigned;
- 2) in the event of participation in European mobility programmes or study stays abroad during the period of collaboration;
- 3) in the case of clear evidence of insufficient knowledge of the Italian language at the A2 level.

Article 10– Individual in Charge of the Procedure

The official responsible for the procedure is Lorella Ramadù-Mariani, who may be contacted for any information regarding this call at the following email address and phone number: lorella.ramadu@unimc.it, tel. 0733 258.6060. For further information, please contact Jessica Forò, j.foro@unimc.it tel. 0733 258.2662

Article 11 – Information Notice and Personal Data Processing

The University of Macerata will process the data provided in the application forms in accordance with the privacy notice dedicated to students, available at the following web address: <https://www.unimc.it/it/privacy-policy/informativa-studenti.pdf>.

Article 12- Public Notice of Selection Results

This call for applications and the related ranking lists are published on the University's official website at the following link: www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-studenti.



An English version of this call will also be published on the same website for the sole purpose of wider dissemination and publicity. The Italian version of the call remains the only legally binding document.

Issued in Macerata.

The Rector