

OBJECT:

Selective procedure for the allocation of incentive grants to capable and deserving students - Senior tutor for the general services of the University (Article 1, paragraph 1, letter b) of Legislative Decree no. 105/2003 converted with amendments into Law no. 170/2003 and subsequent Ministerial Decree no. 198/2003) - Budget 2019.

Art. 1

For the academic year 2018-2019, the University of Macerata calls for a selection based on qualifications and merit, reserved to capable and deserving students who are regularly enrolled at the University of Macerata as full-time students to perform various services in the different University administrations.

Among the services available, only international students (i.e. non-Italian citizens) enrolled in the 1st and 2nd years of the Master's degree courses offered in English may participate in the selection for the following services:

- international tutors for international welcome desk;
- tutors for English language courses in the Departments (Department of Political Science, Communication and International Relations, Department of Economics and Law and Department of Education, Cultural Heritage and Tourism).

Admission requirement for the selection is to have obtained a mark of at least 85/110 in the course of studies completed and functional to enrolment in the current course of study.

The collaboration referred to in this notice consists in carrying out orientation support and mentoring activities at the various structures of the Administration.

The general activities are distributed in accordance with the following table and must be guaranteed for the period approximately between July 1, 2019 and June 30, 2020 and with a minimum commitment of at least two days a week at the administrative structures listed below, depending on the needs of the individual structures:

Administrative structure	N. hours per contract	N. Contracts	Period of activity	Amount in € of each contract
<i>International tutor Welcome Desk</i>	205	2	from 1 July 2019 to 30 June 2020	2,521.50 €
<i>Tutors for the English language courses activated in the following departments</i>				
Department of Political Science, Communication and International Relations	120	1	from 1 July 2019 to 30 June 2020	1,476.00 €
Department of Economics and Law	120	1	from 1 July 2019 to 30 June 2020	1,476.00 €
Department of Education, Cultural Heritage and Tourism	120	1	from 1 July 2019 to 30 June 2020	1,476.00 €

Art. 2

Students satisfying the requirements of Article 1 may apply to participate in this selection only by filling out the form available in the reserved area at <https://studenti.unimc.it> under *Initiatives*, **no later than June 20, 2019**.

In order to participate in this selection, the candidates must be regularly enrolled by the deadline mentioned in the previous paragraph.

Students are not allowed to apply if:

- a) they are 35 years old or more by the closing date of the call for applications;
- b) they have previously obtained a degree of an equivalent level with respect to the course in which they are regularly enrolled;
- c) they are enrolled as part-time students;
- d) they have incurred in disciplinary actions.

In order to ensure the correct provision of the service, the grant object of this call is incompatible with the grant provided for the activity of Senior Tutor in the University Departments.

Art. 3

In the application, duly completed in the form described in the previous article and received before the deadline, the candidate must choose the service he/she intends to carry out as senior tutor; it is also recommended to fill in the "questionnaire" section described in the next paragraph, paying particular attention to the description of qualifications held, which are subject to further evaluation (point 4 of this article) and in particular to indicate: the exact name, the date of achievement, the mark obtained, the person who issued the qualification and all the information considered necessary for any verification by the University.

The rankings will be based on the following scores (up to a maximum of 20/20) distributed as follows: up to a maximum of 10/20 for qualifications related to the curriculum and up to a maximum of 10/20 for further qualifications.

1) for those enrolled in the first year of master's degrees:

final mark of the course of study that allowed access to the current course of enrolment

- | | |
|-------------------------------------|----------------|
| (a) 105 to 110 | 5 points |
| (b) 110 cum laude | 7 points |
| (c) study activity abroad (Erasmus) | up to 3 points |

For qualifications obtained abroad, the conversion formula defined by the Ministry of Education and Research will be applied; if the evaluation is not expressed in numerical scale, a score can be assigned by evaluating the individual qualification presented.

2) for students enrolled in the second year of master's degrees, the following CFU acquired provided that the weighted average is greater than/equal to 27/30 at the date of April 30, 2019:

2nd year LM

- | | |
|-------------------------------------|----------------|
| (a) 20 to 30 CFU | 5 points |
| (b) > 30 CFU | 7 points |
| (c) study activity abroad (Erasmus) | up to 3 points |

The CFU acquired and evaluated in this selection will be exclusively those resulting from the ESSE3 system on 30 April 2019.

(3) Other qualifications: up to a maximum of 10 points

- | | |
|--|----------------|
| - work experience or other activities (e.g. volunteering, etc.) relevant for the profile for which you compete | up to 5 points |
| - position as Senior tutor at the University of Macerata | 2 points |
| - language certification that certifies knowledge of a further foreign language (other than English) of at least level B2 or Italian language certification higher than level B1 | 2 points |
| - computer certification (ECDL) | 1 point |

The Commission will assign the above scores and draw up the lists of candidates for each service in accordance with Article 1 of this notice.

In case of equal score in the ranking, priority shall be given to younger students.

Art. 4

Students placed in the rankings will be called to carry out their activities, until all available places are filled in accordance with article 1 of this call.

Students will be disqualified from their position in the following cases:

- loss of student *status*;
- express renounce of the assignment at the time of the call;
- failure to start the activity of Senior Tutor not justified by proven health reasons or other serious reasons that prevent the start of the activity itself.

Reasons related to the study activity will not be considered serious reasons.

The student who, at the time of the call, has not regularly paid tuition fees (third installment for the a.y. 2018/2019) can carry out the activity only after having regularized the payment.

Art. 5

The activity provided by each Senior Tutor may not exceed the individual limit of n. 400 hours for the period included from July 1, 2019 to June 30, 2020 and must be carried out under the direction and coordination of the head of the organizational unit of reference; for the Senior Tutors providing tutoring activities in English language courses, the activity must be carried out under the direction and coordination of the organizational unit of the Department which, at the end of the service, formulates a judgment on the activity carried out by each student.

Art. 6

The activity of Senior Tutor can be terminated at any time for facts or behaviors that have caused disruption or prejudice to the functionality of the general service to which the student is assigned. In this case, no further application for participation in the selection procedure may be submitted for the following year and the student is accountable for any material damage caused to the University.

The relationship will not be established and will in any case be terminated if the student's status ceases.

Art. 7

The hourly fee for the collaboration is fixed at an indicative amount of € 12.30 gross of all charges to be borne by the administration: this amount is exempt from personal income tax.

The total fee is paid in a single payment once the service has been completed.

The University provides insurance cover against accidents.

Art. 8

The rankings will be published at the address: www.unimc.it/albo_online and are valid until 30 June 2020.

Art. 9

Candidates awarded with the grant are required to participate in a special training meeting organized by the Orientation and Study Right Office, in order to be adequately informed on the activities to be carried out.

Art. 10

The person in charge of the procedure referred to in this call for applications is Dr. Giorgia Canella, head of the Orientation and Study Right Office: tel. 0733.2584405 e-mail giorgia.canella@unimc.it.

Art. 11

Personal data transmitted by students are collected and processed by the University of Macerata in accordance with the current legislation on privacy for the sole purpose of managing the selection process and for the possible conclusion and management of the contract.

The provision of data is mandatory, under penalty of exclusion from the procedure.

This call for applications is published at www.unimc.it/albo_online and on the University's institutional website at www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-studenti.

Macerata,

The Director General
Dr. Mauro Giustozzi