



Call for Applications 2025 – 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 incentive grants 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 activity aims to guide and support students throughout their academic journey, in a peer-to-peer framework, with regard to 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 corresponding to the department to which they belong

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	4	€ 4.000,00
Political Science, Communication, and International Relations	400	1	€ 4.000,00
Humanities	400	1	€ 4.000,00

2. The rankings shall remain valid until the publication of the rankings for the 2026 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 structures 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.

Article 3 – Admission 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 2024/2025 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.

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

2. Eligibility based on merit will be verified using only the academic records registered in the University's ESSE3 system.

Enrolment	Merit Criteria
1st/2nd year Master's (LM)	Bachelor's degree with a minimum grade of 80/110
4th/5th year Single-cycle Master's	At least 180 ECTS credits by 30/04/2025 and a weighted average grade of $\geq 24/30$
School of Specialisation	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 and non-negotiable:

3. 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.
4. ENGLISH: Minimum level B2 CEFR, certified by a recognised international body. The certification must be properly declared in the application form, including date and issuing body.

Certification is not required for:

- Those who obtained access qualifications in English-speaking countries or English-medium institutions;
- Those 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 30/04/2025 except the final dissertation;
- c) Holding a degree equivalent to the one currently pursued;
- d) Part-time enrolment;
- e) Previous disciplinary actions.

Article 5 – Application and Deadline

1. Applications must be submitted within 20 days from the date of publication, as stated in the document header.
2. Only online applications via <https://studenti.unimc.it> under the "iniziativa" section will be accepted.
3. 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.
4. 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. Total score: 20 points
 - Up to 10 points for academic achievements;
 - Up to 10 points for additional qualifications.

Academic 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 (lode): 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 qualifications obtained abroad, the conversion formula established by the Ministry of University and Research (Annex 5 to Ministerial Decree of 20 May 2016, no. 313) shall be applied. If the evaluation is not expressed on a numerical scale, a score may be assigned based on the individual qualifications 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 2025	From 25 up to and including 29: 5 points Over 29 and up to 30: 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

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



25/30as of 30 April 2025:

2nd year of Master's degree (LM)	From 20 to 30 ECTS: 5 points 3 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
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

Additional Qualifications (max 10 points)

5. 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

Tiebreak

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

Article 7 – Service and Training Activities

- Each Senior Tutor may carry out up to 400 hours between approximately 30 June 2025 and 30 June 2026, under the supervision of the assigned office/department.
- The Senior Tutor role is primarily in-person; remote work must be carried out using the tutor's own technology if needed.



3. All activity must be documented using an attendance log, supervised by the department coordinator. A final report on activities and skills acquired during this period must also be submitted.
4. Candidates who are awarded the incentive grant 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.
5. At the conclusion of the training activities, an Open Badge may be awarded to students serving as Senior Tutors, provided that:
 - the students have responded to this call for applications and have been awarded the incentive grant;
 - 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, Tax and Insurance

1. Grants are classed 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 service period.
3. The gross hourly compensation payable for the collaboration of 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:

- b) Student status at the University of Macerata is lost during the assignment;
- c) The candidate explicitly declines the post upon offer;
- d) The student fails to start the activity 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 A2 level.

Article 10 – Official Responsible

The official responsible for the procedure is Dr. Brunella Paoli, who may be contacted for any information regarding this call at the following email address and phone number: brunella.paoli@unimc.it, tel. +39 0733 258 6004

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 – Publication

1. 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.
2. 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