



UNIVERSITÀ DEGLI STUDI DI TORINO
SCHOOL OF MANAGEMENT AND ECONOMICS
Corso Unione Sovietica 218/bis – 10134 Torino

Bachelor's Degree in Management dell'informazione e della comunicazione aziendale
Bachelor's Degree in Business & Management
Master's Degree in Business Administration

**CALL FOR APPLICATIONS FOR THE RECRUITMENT
OF STUDENTS FOR PART-TIME COLLABORATIONS
A.Y. 2019/2020**

Deadline to submit applications: 7th January 2020, 2.00 p.m.

ART. 1 – Notice of the Call for Applications

Notice is hereby given for the recruitment of students enrolled in their 2nd and 3rd year of the course of study in:

- **Management dell'informazione e della comunicazione aziendale**
- **Business & Management**

Or enrolled in the Master's Degree course in:

- **Business Administration** (Master's Degree)

in Turin at SAA, School of Management and Economics – Department of Management, to establish a ranking for the allocation of **part-time collaboration during the a. y. 2019/2020**.

The collaboration will pertain the following activities:

- 1) collaboration for the preparation and implementation of practical activities related to the education area;
- 2) collaboration activities for information services for students.

The abovementioned collaborations may have a duration of **50 hours, 100 hours, 150 hours and 200 hours** to be carried out by March 2021, from the effective starting date of the contract.

The number of the available collaborations is indicated in **Table A**.

All questions and request of clarifications related to the call must be sent by email to: didattica.saa@unito.it

ART. 2 – Recipients of the Call and Admission Criteria

Applicants must be enrolled in the following courses of study:

- **Management dell'informazione e della comunicazione aziendale** (Bachelor's Degree)
- **Business & Management** (Bachelor's Degree)
- **Business Administration** (Master's Degree)

of the School of Management and Economics – Department of Management, a. y. 2019/2020 under the following conditions:

- Enrolled in the second and third year of the Bachelor's Degree
- Enrolled in a Master's Degree

In order to participate at the selection, applicants must have passed their exams with a **weighted average not lower than 22/30** and to have already obtained the credits listed in table below:



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Enrolment year 2019/2020	Bachelor's Degree (Management dell'informazione e della comunicazione aziendale)	Bachelor's Degree (Business & Management)	Master's Degree (Business Administration)
1°	NOT-ELIGIBLE	NOT-ELIGIBLE	Bachelor's Degree
2°	24 credits	24 credits	40 credits
3°	48 credits	48 credits	80 credits
4°	90 credits		

For the ranking, only the exams passed in the a.y. 2018/2019 and registered by October 30th 2019 will be considered.

Students who in the 2019/2020 a.y. are beyond prescribed time for graduation ("fuori corso") are excluded from this call.

For the actual completion of the part-time collaboration, applicants should be **regularly enrolled** at the University of Turin for the academic year 2019/2020 to the courses of study in **Management dell'informazione e della comunicazione**, **Business management** (Bachelor's Degree), **Business Administration** (Master's Degree), School of Management and Economics - Department of Management.

Each student can be awarded only one part-time collaboration per academic year.

ART. 3 – Deadline for Submitting the Application

The Application form must be submitted **EXCLUSIVELY ON-LINE**, it is available in the links listed below and must be filled in **by January 2020, 2 p.m.**:

for Management dell'informazione e della comunicazione aziendale bachelor's degree:

<http://saa.campusnet.unito.it>

for Business & Management bachelor's degree:

www.business-management.unito.it

for Business Administration master's degree:

www.business-administration.unito.it

READ CAREFULLY THE INSTRUCTIONS BEFORE FILLING IN THE FORM

The student can submit **only one application** indicating 1 or 2 activities in order of preference.

In case of presentation of more than one application, only the first one will be considered.

Students who are not able to fill in the application form for technical reasons can write to: didattica.saa@unito.it

ART. 4 – Evaluation Committee and selection of the applications

The Evaluation Committees are established by the Director of the Department of Management and are composed of one professor of the courses of study, a SAA S.c. a r.l employee and a students' representative.

The committees will prepare a ranking graded on a 100-point scale based on the following criteria:



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CdL Bachelor's degree – Second, Third and First year beyond prescribed time (“fuori corso”)

- 1) Number of credits obtained and registered by 30 October 2019 compared to the number of years of registration up to a maximum of 50 points.
- 2) Weighted average of the grades registered by 30/10/2019: up to a maximum of 30 points.
- 3) The Committee can award max 20 points (out of 100 points) to be assigned to each candidate on the basis of the aptitude and qualification level for the requested sector.

CdL Master's degree – First year

- 1) 50 points for the Bachelor's degree obtained
- 2) Weighted average degree graded on a 30-point scale, up to a maximum of 30 points
- 3) The Committee can award max 20 points (out of 100 points) to be assigned to each candidate on the basis of the aptitude and qualification level for the requested sector.

CdL Master's degree – Second and First year beyond prescribed time (“fuori corso”)

- 1) Number of credits obtained and registered by 30 October 2019 compared to the number of years of registration up to a maximum of 50 points.
- 2) Weighted average of the marks registered by October 30th 2019, up to a maximum of 30 points
- 3) The Committee can award max 20 points (out of 100 points) to be assigned to each candidate on the basis of the aptitude and qualification level for the requested sector.

The Committee will publish, by **February 2020**, separate rankings for each activity and sector.

The rankings will be formulated on the basis of merit criteria already mentioned and indicated in **Table B**.

When parity occurs, the Committee will refer to the following additional requirements:

- 1) ISEE (Equivalent Economic Situation Indicator): priority will be given to students with lower ISEE
- 2) When ISEE is equal, priority will be given to the youngest candidate.

The rankings will be public and posted on the following websites:

- **Management dell'informazione e della comunicazione aziendale:** <http://saa.campusnet.unito.it>
“Studiare”, “Borse, premi e collaborazioni”
- **Business & Management:** www.business-management.unito.it -> “Studying”, “Scholarship, grants and study awards”
- **Business Administration:** www.business-administration.unito.it -> “Studying”, “Scholarship, grants and study awards”

Students will have 5 days starting from the date of publication to send any observation and request for clarifications to didattica.saa@unito.it.

Once the necessary checks have been carried out, the final rankings will be published in the School Register and on the study courses websites as indicated above, and they will be valid until the ranking of the new call will be published.



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The rankings, after approval by a specific decree of the Director, will be valid for the academic year 2019/2020 (March 2021).

In the event that the number of students in the ranking is lower than the number of part-time activities available to the Degree Program, the Department Council may deliberate or reopen the call for applications or call the candidates listed in similar rankings.

The School of Management and Economics authorizes a re-launch of unfinished collaborations, by renunciation or disqualification, provided that the working hours exceed one third of the total.

ART. 5 – Acceptance/renunciation of the collaboration

Students in the rankings will be called to start their activities in **February/March 2020 and finish their collaboration by March 2021**, after formal communication of the collaboration and corresponding acceptance by the applicant.

Winning candidates who will not sign the contract by the deadline set by the notice of the rankings will be automatically removed from the rankings, as renouncers without justified reason.

In the event of renunciation of the winners or interruption of the contract, for the remaining period of time (more than one third of the total), the call of the students in order of ranking will be carried out.

ART. 6 – Duties Related to the Collaboration

The student will have to:

1. promptly communicate via email the willingness to accept or renounce;
2. comply with the procedures to carry out the activities;
3. take care of the resources and tools supplied, while preserving their functionality and decor;
4. to contribute to an efficient use of the resources made available and to effectively deliver the services
5. respect the needs and times of the office in which he/she collaborates;
6. to maintain the necessary confidentiality and correctness with reference to what may become known due to the collaboration;
7. comply with the rules of the General Regulation on data protection (EU Regulation 679/2016), in case of data processing.

ART. 7 – Duration of the collaboration and payment

The collaborations will be in compliance with art. 6 of the rules for part-time collaboration (issued with D.R. n.73 of 08/10/2019), providing an hourly allowance of 9,00 euros, which cannot exceed a total amount of 200 hours per academic year per student and 3,500 euros per year.



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The students will receive their allowance upon declaration of collaboration made by the person in charge of the office in which students will carry out their activity. The compensation will be paid in two instalments: the first halfway through the collaboration (and after the deadline for the payment of the second instalment of the tuition fees to the course of study) and the second at the end of the activity.

For collaborations lasting 50 hours, a single payment will be made at the end of the activity and in any case after the deadline for the payment of the third instalment of the course enrolment fees.

If the student does not complete the expected number of hours, the allowance will be paid pro quota.

ART. 8 – Dissolution of the collaboration

The collaboration can be terminated at any time due to non-compliance or violation of the obligations of confidentiality stated in the Art. 6 of this call for applications.

The collaboration can be terminated also if the candidate loses his or her student status, for instance by quitting university or graduating (with the exception of those students who promptly enroll in a Master's Degree) or moving in a different University.

During the course of the collaboration, the student must be registered and in case of non-registration the collaboration is considered terminated.

ART. 9 – Type of collaboration and incompatibility

The collaboration is not considered as an employment relationship and it is not evaluated in any public competition. The collaboration is incompatible with simultaneous employment relationships of any nature with the University. The collaboration does not attribute credits (CFU) of any kind.

ART. 10 – Insurance coverage

The University provides to the students awarded the collaboration an insurance coverage for accidents and civil liability. Further information is available at <http://www.unito.it>: "Università e lavoro", "Opportunità ed esperienze di lavoro", "Per chi studia", "Collaborazioni a tempo parziale".

ART. 11 – Relative legislation and Processing of personal data

This call for applications is published in compliance with the "Regulations for granting students of part time collaborations" of the University, issued with Rectoral Decree no.73 of 08/01/2019.

The call is available on the websites of the courses of study at the following links:

for the Bachelor's Degree in **Management dell'informazione e della comunicazione aziendale**:



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<http://saa.campusnet.unito.it> - “Studiare”, “Borse, premi e collaborazioni”

for Bachelor's Degree in **Business & Management**:

www.business-management.unito.it

for the Master's Degree in **Business Administration**:

www.business-administration.unito.it

Personal data are processed in accordance with the [information on the processing of personal student data](#) according to art. 13 of the General Regulation on data protection (EU Regulation 679/2016), which is published on the University Portal in the Privacy section and attached to the Student Career Regulations.

SIGNED BY THE DIRECTOR
OF THE DEPARTMENT OF MANAGEMENT
Professor Francesca Culasso

Turin, 6th December 2019

This document is an unofficial translation of the Italian version.

The original document with the autograph signatures is available at the Teaching Office of SAA School of Management.