



Direttore: Giuliana Giuseppina Carboni direzionedisea@uniss.it tel. +39 079 213011
Responsabile Amministrativo: Maria Silvia Carta scarta@uniss.it tel. +39 079 213008

PUBLIC NOTICE
**SELECTION FOR THE CREATION OF A RANKING LIST OF BUDDY STUDENTS FOR
TUTORING ACTIVITIES IN ORIENTATION AND ENHANCEMENT OF SERVICES FOR
INTERNATIONAL STUDENTS AT DiSea**

THE DIRECTOR

Having regard to the Statute of the University of Sassari, issued by Rectoral Decree no. 2845 of 07/12/2011, published in the Official Gazette no. 298 of 23/12/2011, and subsequent amendments and additions;

Having regard to Law 240/10 published in the Official Gazette no. 10 of 14 January 2011 on the reform of the university system;

Having regard to the Regulation for Administration, Finance and Accounting of the University of Sassari, approved by Rectoral Decree no. 1232 of 6 May 2014;

Having regard to Ministerial Decree of 22.10.2004, no. 270, published in the Official Gazette of 12/11/2004, concerning the teaching autonomy of universities;

Having regard to Legislative Decree no. 68 of 29.03.2012, containing provisions on the right to university education;

Having regard to Ministerial Decree no. 773 of 10-06-2024 "General guidelines for university planning 2024-2026" concerning MUR resources for the 2024-2026 period, and in particular Article 7 – Fund for youth support and student mobility – Scientific Degree Plan and Orientation and Tutoring Plans;

Having verified the financial coverage from the Department of Excellence 2023/2027 funds;

Recognizing the need to identify student figures for orientation tutoring and enhancement of services for international students at DiSea;

Having verified the absence of valid ranking lists;

HEREBY DECREES

Article 1 – Selection

A selection process is announced, based on qualifications and interview, to create a ranking list of students for Buddy tutoring activities, for a total of 400 hours. The aim is to support the reception, integration, and inclusion of international students enrolled in the Master's degree programs in Economics and Innovation Management for Sustainable Tourism for the academic year 2025/26.

Article 2 – Scope and Methods of the Activities

The Buddy tutor provides orientation, reception, and assistance to support prospective and enrolled international students at the Department of Economics and Business of the University of Sassari. The goal is to facilitate their academic journey from visa acquisition to graduation.

Activities may be carried out in person or remotely.

Tutoring contracts include a maximum commitment of 400 hours. Each tutor will maintain a personal attendance log. At the end of the activities, each tutor must submit a signed report of the activities carried out, countersigned by the Department Director.

Article 3 – Eligibility and General Admission Requirements

Applicants must:

1. Be regularly enrolled in the 1st or 2nd year of the Master's degree in Economics or Innovation Management for Sustainable Tourism at the University of Sassari.

Students with fixed-term or permanent employment contracts exceeding 6 months during the tutoring period are not eligible.

The activities under this notice are compatible with other student collaborations or part-time tutoring activities within the same calendar year at the University. However, if funded by the Youth Support Fund, the total annual compensation must not exceed €4,000.

Applicants found not to meet the requirements will be excluded or have their contract revoked.

Article 4 – Selection Committee and Evaluation Criteria

The selection will be conducted by a Committee appointed by the Department Director, composed of university staff and/or faculty, including a Chair and two subject matter experts (one acting as secretary).

The ranking will be based on a maximum of 100 points:

- up to 70 points for the interview (held entirely in English; minimum passing score: 42/70)
- up to 30 points for academic merit

In case of a tie, preference will be given to the most recently enrolled student.

Article 5 – Selection Process

The Committee will verify eligibility and notify admitted candidates via the email provided.

Academic merit will be assessed using the following formula:

$(\text{CFU earned} / \text{max CFU for the year}) \times \text{weighted average grade}$

The interview (in English) will assess motivation, communication/relational skills, knowledge of the tutoring context (student services, academic offerings), and English proficiency.

Interviews will begin at 10:00 AM on 20th of November 2025 by Microsoft TEAMS. The link will be announced by e-mail after the deadline of the call.

Candidates must bring valid Identification Document. Any changes to the date, time, or location will be published on the University website.

This notice serves as the official call for the interview.

Article 6 – Application and Deadline

Applications must be submitted exclusively online by 1:00 PM on November 14, 2025, via the following link: <https://forms.office.com/e/B2zHD7sDv?origin=lprLink>

Article 7 – Contract Duration and Compensation

Each tutor may work up to 400 hours within 12 months from contract signing, with a maximum of 6 hours per day.

The schedule will be defined by the DiSea delegate.

Students may work fewer hours and will be paid only for hours actually worked and documented. The hourly compensation is €10, exempt from IRPEF and IRAP, and subject to INPS separate management contributions (2/3 covered by the University).

To receive payment, students must submit a final report signed by themselves and the DiSea delegate, along with the attendance log.

The University provides insurance coverage as required by law.

This activity does not constitute an employment relationship and is not valid for public competition scoring.

Article 8 – Contract Termination

The contract will be terminated in the following cases:

- withdrawal from studies
- transfer to another university
- loss of student status due to graduation
- disciplinary sanctions more severe than a warning
- failure to perform duties

In such cases, compensation will be proportional to the work completed.

Students who provide false information will be removed from the ranking and must return any compensation received.

Article 9 – Data Protection

In accordance with Legislative Decree 196/2003, the University ensures the confidentiality of the information provided. Data will be processed solely for purposes related to the selection and contract management, as detailed in the privacy policy available at:

<https://www.uniss.it/informativa-privacy>

Article 10 – Responsible Officer

Pursuant to Law 241/90, Article 5, the responsible officer for this notice is Prof. Giuliana Giuseppina Carboni, Director of the Department of Economics and Business – University of Sassari, Via Muroni 25 – Sassari.

Language

The English version of the public notice has been drafted exclusively for publicity purposes. For call implementation, dispute resolution and for all legal purposes, only the Italian version is valid.

Signed by the Director (Prof. Giuliana Giuseppina Carboni)