



## CALL FOR SELECTION OF GROUP TUTORS - A.Y. 2024-2025

Università Cattolica del Sacro Cuore invites students and graduates of the **Faculty of POLITICAL AND SOCIAL SCIENCES** courses in **Communication Management/COMMA** and **International Relations and Public Affairs/IRGA** to apply to carry out **activities of Group Tutoring** for students of the same courses.

### Requirements

- A. maximum age limit: 30 years;
- B. bachelor degree qualification in **POLITICAL AND SOCIAL SCIENCES** from Università Cattolica, Milan;
- C. master degree qualification or enrolment in master degree from Università Cattolica, Milan;
- D. good knowledge of the Italian language.

### Duration of the assignment

1 September 2024 - 31 August 2025

### Commitment

Up to a maximum of 350 hours; the number of hours may vary depending on the number of students assigned.

### Typology of activity

Welcoming incoming new students for undergraduate, graduate and integrated degree programmes; accompanying them during their university career (planning examinations, organising study, identifying an effective study method), intercepting students in difficulty and planning remedial activities with undergraduate students; cooperation in orientation initiatives.

The activities must be guaranteed according to the indications provided by the tutoring office, in relation to the specific needs of individual degree programmes.

### Training

Group Tutors must compulsorily participate in the initial training activity scheduled starting from 4 September 2024. The training will be delivered exclusively in Italian.

### Remuneration

21 Euro/hour gross of withholding taxes.



### Forms and submission application

From 2 May 2024 to 3 June 2024, the documentation can be found at [www.unicatt.it/tutorato](http://www.unicatt.it/tutorato) and should be sent to the Tutoring office, in pdf, at [bandi.tutordigruppo-mi@unicatt.it](mailto:bandi.tutordigruppo-mi@unicatt.it)

### Selection

A selection committee, appointed by the Faculty Council, will analyse the applications received and make an initial selection with the aim of ensuring that the candidates are representative of the various degree programmes and in the light of the following criteria:

- *curriculum studiorum* (qualification obtained, grade, study plan, profile if applicable, possible enrolment in PhD programme);
- *curriculum vitae*.

Only pre-selected candidates will undergo an aptitude and motivational interview, to be held by the end of June 2024.

The final ranking will be drawn up on the basis of the following points:

- up to a maximum of 40 points out of 100 for CV and CS
- up to a maximum of 60 points out of 100 for the interview

The list of successful candidates and the assignment of tasks will be communicated by e-mail. The minutes of the selection will be available in the Tutoring office.

In the event of inability or failure to perform the required tasks, the Group Tutor will be declared disqualified.

*Pursuant to articles 13 and 14 of the European Regulation 2016/679 on "protection of persons individuals with with regard the processing of personal data" ('GDPR'), the data provided by candidates will be collected at the Orientation and Tutoring office of Università Cattolica del Sacro Cuore - Largo Francesco Vito, 1 - 00168 Rome and processed for the purpose of managing the selection procedure and the possible contractualisation process (information on processing available at: <https://www.unicatt.it/privacy-informativa-per-presentazione-candidature-cv-online>).*

*From 1st November 2011, Università Cattolica has adopted its own Code of Ethics, drawn up with the intention of bringing up to date and further enhance the feeling of belonging of each member of the University, but also to strengthen fundamental principles and values, defining more functional rules to guarantee the effectiveness and the transparency of the entire University. The Code of Ethics is available in hard copy at the Faculty Deans' Offices, the university associations and student movements and, in electronic format, on the official UCSC website and on the I-Catt page.*

For further information:

#### **TUTORING OFFICE**

[bandi.tutordigruppo-mi@unicatt.it](mailto:bandi.tutordigruppo-mi@unicatt.it)

May 2024