



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. 2018/2019**

Deadline to submit applications: 11th January 2019, 11.00 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. 2018/2019**.

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 2020, from the effective starting date of the contract.

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

All questions and clarifications regarding this call can be sent by email to: didattica.saa@unito.it

ART. 2 – 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. 2018/2019 under the following conditions:

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



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- In order to apply to the call, it is necessary to have already obtained the credits listed in table below:

Enrollment year 2018/2019	Bachelor's Degree (Management dell'informazione e della comunicazione aziendale)	Bachelor's Degree (Business & Management)	Master's Degree (Business Administration)
1°	NON-ELIGIBLE	NON-ELIGIBLE	Bachelor's Degree
2°	24 credits	24 credits	40 credits
3°	48 credits		
4°	80 credits		

For the ranking, just the exams passed and registered by October 30th 2018 will be considered. Students who in the 2018-2019 a.y. are outside 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 2018/2019 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

Application forms must be submitted **EXCLUSIVELY** by filling out the online form available at the following links:

for Management dell'informazione e della comunicazione aziendale:

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

for Business & Management:

www.business-management.unito.it

for Business Administration:

www.business-administration.unito.it

Students enrolled in the first year of the Master's Degree in Business Administration coming from a different university have to send an email to the address didattica.saa@unito.it, specifying in the subject of the email “collaborazioni a tempo parziale – autocertificazione” and self-certifying the following information related to their Bachelor's Degree:

- Weighted average of the CFU obtained during the Bachelor's Degree;
- Number of years of enrollment (“in corso” and “fuori corso”);



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- The academic year of the Bachelor's Degree graduation.

Failure to self-certify or incomplete self-certification of the requested data will result in non-admission to the selection. The School will verify the veracity of self-certified data.

The peremptory deadline for the online application and the self-certification emails is 11th January 2019 at 11 p.m.

READ CAREFULLY THE INSTRUCTIONS FOR COMPILING THE MODULE.

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.

ART. 4 – The Selection Commission and Selection of the Applications

The Selection Commission is established by the Director of the Department of Management. It is composed of three professors of the courses of study, a SAA S.c.ar.l employee and a students' representative at the Boards of the course of studies.

The Commission will publish, by **February 2019**, separate rankings for each activity and sector.

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

When parity occurs, the Commission 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, posted on the notice Board and 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
- **Business Administration:** www.business-administration.unito.it

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 exceeds one third of the total.

ART. 5 – Calls and Duties Related to the Collaboration

Students in the rankings will be called to start their activities in **February/March 2019 and finish their collaboration by March 2020**, 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.



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The student will be required to:

- Respect the needs and timing of the courses of study with which they collaborate;
- Keep the necessary confidentiality and honesty with reference to information acquired in the framework of the collaboration.

ART. 6 – Duration of the collaboration and allowance

Collaborations will be in compliance with art. 11 of Legislative Decree 68/2012, providing an hourly allowance of 9.00 euros, which cannot exceed a total of 200 hours per academic year per student and 3 500 euros per year.

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 installments: the first halfway through the collaboration (and after the deadline for the payment of the second installment of the tuition fees to the course of study) and the second at the end of the activity.

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

ART. 7 – Dissolution of the collaboration

The collaboration can be terminated at any time due to non-compliance or violation of the obligations of confidentiality stated at Art. 5 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 promptly enrolling 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. 8 – Type of collaboration and incompatibility

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.

Students cannot sign the collaboration contract if they have already carried out a part-time collaboration at the University for a total of 200 hours for the same academic year (2018-2019) or if the limit of 3 500 euro per year has been reached.

If students have already collaborated with the University during the academic year 2018-2019, they will be able to complete the remaining hours until reaching the limit of 200 hours and 3 500 euros per year.



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ART. 9 – 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. 10 – Relevant legislation

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. 7038 of 04/12/2012.

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

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

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

for the Degree in Business & Management:

www.business-management.unito.it

for the Degree in Business Administration:

www.business-administration.unito.it

The processing of data will be regulated by the GDPR - European Regulation 2016/679 on the protection of personal data.

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

Torino, 17th December 2018

This document is in conformity with the original version.

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