DD/2026/027

SUBJECT: **Assessment procedure for the award of 25 student assistant posts, pursuant to Article 11 of Legislative Decree No. 68/2012**
ANNOUNCEMENT OF SELECTION PROCEDURE (*ref. code Sinapsi/ICS/01-2026*)

THE DIRECTOR
of the SInAPSi University Centre at the University of Naples Federico II,

HAVING REGARD the current University Statutes;

HAVING REGARD the current Regulations governing the operation of the SInAPSi University Centre – *Services for the Active and Participatory Inclusion of Students*;

HAVING REGARD the Regulations governing the award of contracts for forms of collaboration pursuant to Article 11 of Legislative Decree No. 68/2012 relating to the activities and services provided by the University, issued by Rector's Decree No. 2994 of 15 September 2015;

HAVING REGARD TO the Executive Committee Resolution No. 6 of 10 March 2026, authorising, within the framework of *the 'Buddy Programme &* Community', the launch of a procedure for the award of 25 student collaboration posts, pursuant to Article 11 of Legislative Decree No. 68/2012;

HAVING ASCERTAINED that the necessary funding is available;

HAVING REGARD TO Law No. 190/2012, as amended and supplemented, concerning "Provisions for the prevention and suppression of corruption and illegality in public administration";

HAVING REGARD the University's current Three-Year Plan for the Prevention of Corruption and Transparency;

HAVING REGARD the National Code of Conduct for Public Servants, issued by Presidential Decree No. 62/2013, and the University's Code of Conduct;

DECREES

Art. 1 – Launch of the procedure
A public selection process is hereby launched for the 2025/2026 academic year, as part of *the "Buddy Programme &* Community" project, for the award of 25 (twenty-five) targeted student placements (peer-to-peer support) [ref. code Sinapsi/ICS/01-2026].

Art. 2 – Key details
The positions are distributed amongst the following Departments:
- 12 Buddies at the Department of Architecture (DIARC);
- 11 Buddies at the Department of Civil, Construction and Environmental Engineering (DICEA);
- 2 Buddies (PhD) at the Department of Pharmacy.

Art. 3 – Responsibilities
For the purposes of this procedure, Dr Carlo PARIBUONO, Head of the Executive Secretariat of the SInAPSi Centre, is appointed as the Procedure Manager.

Naples, 22 June 2026

The Director
of the SInAPSi
University Centre
Prof. Maria Francesca FREDA

MARIA
FRANCESCA
FREDA UNIVERSITY
OF NAPLES
FEDERICO II

UNIVERSITÀ DEGLI STUDI DI NAPOLI FEDERICO II

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CALL FOR APPLICATIONS FOR THE AWARD OF 25 STUDENT ASSISTANTSHIPS TO BE CARRIED OUT AT THE UNIVERSITY-WIDE SInAPSi CENTRE – Academic Year 2025/2026 (*Article 11 of Legislative Decree No. 68/2012*) [ref. code: Sinapsi/ICS/01-2026]

Art. 1 – Purpose of the selection process

As part of the *"Buddy Programme &* Community" project, a selection process is hereby announced for the award of 25 (twenty-five) targeted placements (peer-to-peer support), reserved exclusively for students and PhDs candidates – both national and international – at the University of Naples Federico II who are enrolled for the 2025/2026 academic year on courses offered by the following Departments:

- Type A: 12 Buddies, reserved for students enrolled on degree programmes within the Department of Architecture – DIARC.
- Type B: 11 Buddies , reserved for students enrolled on degree programmes under the Department of Civil, Construction and Environmental Engineering (DICEA).
- Type C: 2 Buddies, reserved exclusively for students enrolled on PhD programmes within the Department of Pharmacy.

The programme, which aims to support the academic life of international students in the aforementioned departments, may take place at any of the University's campuses and involves the following activities:

- *practical induction*: guidance on campuses, in offices, on digital services and regarding administrative procedures;
- *support with academic life*: understanding expectations, managing coursework, using online platforms, and collaborative study;
- *social integration support*: taking part in cultural initiatives, city tours and community-building events;
- *informal cultural mediation*: interpreting the implicit customs, practices and norms of the academic and social environment;
- *identifying any distress*: recognising difficulties and referring them promptly to the relevant services where necessary;
- *participation in the Buddy training course*.

These collaborations do not in any way constitute an employment relationship with the University of Naples Federico II and do not give rise to social security or welfare benefits, nor are they taken into account for the purposes of public sector recruitment competitions.

Art. 2 – Eligibility criteria

The selection process is open to national and international students and PhD candidates enrolled for the 2025/2026 academic year on the courses referred to in Art. 1 who:

- are enrolled in at least their second year and are no more than one year behind schedule;
- have not been behind in their studies or had to repeat a year more than once during their entire academic career;
- have earned at least 2/5 of the credits required by the previous year's study plan or the minimum number of CFU set by their respective departments;
- for PhD students, they must not be recipients of a scholarship.

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Furthermore, a specific mandatory requirement is a certified level of English (Cambridge ESOL, PET/FCE, IELTS, ETS, TOEFL, etc.).
The following are not eligible to apply:

- students who have already undertaken placements (general or specialised) at the University of Naples Federico II;
- student representatives on the Departmental Councils referred to in Article 1.

Article 3 – Selection procedure

Candidates will be selected on the basis of documented qualifications and certificates attached to the application form, with particular reference to the Curriculum Vitae, training courses, international experience (e.g. Erasmus and mobility programmes) and the Cover Letter. The Selection Committee will draw up a final ranking by awarding a maximum of 80 points, divided across the following main assessment areas:

1. Academic background and experience – up to 50 points

The candidate's academic and training background, international and intercultural experiences, voluntary work, open badges and peer-support activities will be assessed, along with any relevant certifications. Particular importance will be attached to experiences consistent with the objectives of the Buddy programme and with supporting the integration of international students.

2. Language skills – up to 20 points

The assessment of language skills will take into account the official certificates submitted by the candidate. A progressively higher score will be awarded to candidates holding certificates (Cambridge ESOL, PET/FCE, IELTS, ETS, TOEFL, etc.) in English at a higher level.
Certificates in other foreign languages, including Italian, will also be viewed favourably for international candidates.

3. An additional 10 points for the Cover Letter

Cover Letter must be written in English and must clearly and in detail (max. 400 words) explain:

- the reasons why the candidate wishes to take part in the Buddy Programme;
- their interpersonal and communication skills and the contexts in which these were acquired.

The ranking list will be drawn up based on the total score obtained across the three main areas indicated above. In the event of a tie, the younger candidate will be given priority.

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Summary table of scores:

Main section	*Assessment criteria*	*Maximum score*
1. Curriculum Vitae: academic background and experience gained	Quality of academic background (calculation of the percentage of credits earned and average mark), additional training, international and voluntary experience, and peer-support activities.	50 points
2. Language skills	Certified level of English, other certified languages (including Italian for international students).	20 points
3. Cover Letter (in English)	Reasons for applying for the Buddy role, interpersonal and communication skills possessed, and the contexts in which they were acquired.	10 points
	TOTAL	80 points

Art. 4 – Duration and remuneration

The contract is for 200 hours and ends on 31 October 2027.

The hourly rate for the collaboration is €7.23 per hour, amounting to a total of €1,446.00, and is tax-exempt up to a limit of €3,500.00 per year.

The payment will be made in a single instalment by the SInAPSi Centre at the end of the collaboration, upon presentation of a specific certificate confirming the satisfactory completion of the activities set out in the Programme and signed by the Scientific Director.

Upon completion of the programme, participants may be awarded an *Open Badge* recognising the transferable skills acquired.

Any student who, following the submission of their application to participate, obtains their degree or ceases to be a student or PhD candidate, shall forfeit their entitlement to the benefit and shall be paid the remuneration due for the hours actually worked.

Art. 5 – Submission of applications

Applications, drawn up in accordance with the template set out in Annex A, must be received no later than **12:00** on **13 July 2026**.

Candidates must submit their application exclusively via Certified Email (PEC), of which they are the personal account holders, to the following PEC address:sinapsi@pec.unina.it , excluding any other means, with the subject line stating "Application for Student Collaboration Competition, Sinapsi/ICS/01-2026 (Type A *or* B *or* C), surname and first name".

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Fax: 081/25.37852

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VAT number: 00876220633

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Please note that no signature (handwritten or digital) is required on the application or on any declarations referred to in Annex B, nor must a copy of an identity document be attached, as the application and the declarations themselves are submitted electronically via certified email (PEC) and are therefore, pursuant to Article 65, paragraph 1, letter c-bis) of Legislative Decree No. 82/2005, as amended and supplemented, it is valid pursuant to Article 38 of Presidential Decree No. 445/2000, as amended and supplemented and is equivalent, as provided for in Article 65(2) of Legislative Decree No 82/2005, as amended, to a declaration bearing a handwritten signature affixed in the presence of the official responsible for the procedure.
In the body of the certified email (PEC), the candidate must provide at least the following details: surname and first name, standard email address and telephone number. The application form and supporting documentation must be attached to the certified email (PEC).
The Centre accepts no liability whatsoever for any technical problems arising during the transmission of the PEC.
In the application, the candidate must declare, on their own responsibility, in accordance with Articles 46 and 47 of Presidential Decree No. 445/2000, as amended, and being aware of the criminal penalties set out in Articles 75 and 76 of the same Presidential Decree in the event of untruthful statements, or the creation or use of false documents, the following:

- surname and first name, date and place of birth, tax code and nationality;
- place of residence, telephone number and certified email (PEC) address, for communications relating to this call for applications, if different from the one from which the application was sent;
- to undertake to notify any changes to their certified email (PEC) address. The following

documents must be attached to the application:

- curriculum vitae;
- cover letter;
- proof of English language proficiency;
- university transcript showing exams taken and number of credits earned;
- any additional qualifications attesting to the experience and skills acquired.

The Centre reserves the right to carry out appropriate checks on the accuracy of all documents submitted by candidates. False statements and the submission of forged documents are punishable under the Criminal Code and relevant special legislation, in addition to any further liabilities. The Centre accepts no liability arising from inaccurate information provided by the candidate or from any technical or IT issues in the submission of the application, or from the failure to notify or late notification of a change to the certified email (PEC) address for all communications relating to this procedure.

Art. 6 – Selection Panel

The Selection Panel, appointed by the Director of the Centre, will be composed as follows:

- three experts selected from among the academic and technical-administrative staff of the University of Naples Federico II, one of whom will act as Chair;
- the Head of Accounting at the Centre or another official, who will act as Secretary and minute-taker.

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Art. 7 – Ranking list and allocation

The Committee will draw up the ranking list based on academic background and experience, language certificates and an assessment of the cover letter. Positions will be awarded to the candidates who have achieved the highest scores. In the event of a tie, the younger candidate will be given priority. The Committee's decision is final.
Any positions that remain available due to candidates withdrawing will be awarded to the next eligible candidates in order of merit on the ranking list.

Art. 8 – Acceptance of the position

Within a strict deadline of 10 days from the date of receipt of the certified email (PEC) notifying them of the award of the position, successful candidates must submit, on pain of forfeiture, to the SInAPSi Centre – again via certified email (PEC) – a declaration of acceptance of the position in accordance with the conditions set out in the competition notice.
They must also submit a declaration certifying, under their own responsibility:

a) surname and first name;
b) date and place of birth;
c) place of residence;
d) nationality;
e) proof of enrolment on a degree programme or PhD programme.

Students must complete the specific training module organised by the SInAPSi Centre, which is a mandatory prerequisite for participation before the collaboration begins; failure to do so will result in exclusion. The start date of the training module will be communicated via a certified email (PEC).

Art. 9 – Obligations and termination

The student is required to carry out the duties covered by the collaboration with diligence and punctuality, in accordance with the instructions given by the Head of the Department at which they are working.
The Centre shall terminate the contract, paying remuneration only for the hours actually worked, should any of the following circumstances arise:

a) repeated failure by the candidate to report to the assigned facility on the day agreed with the Facility Manager for the start of the work, without a written and documented reason;
b) unjustified or undocumented absences;
c) serious misconduct and/or negligence in the performance of the work;
d) failure to attend training sessions and monthly monitoring activities organised by the SInAPSi Centre's Buddy Programme coordinators.

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Article 10 – Anti-corruption and Transparency

This contract is subject to the following provisions:

- Law No. 190 of 6 November 2012, as amended and supplemented (containing provisions for the prevention and suppression of corruption and illegal activities within the public administration);
- The University's three-year anti-corruption prevention plan (approved by the Board of Directors by resolution No. 83 of 31 January 2019;
- Codes of Conduct for public servants and University staff (available on the University's website at http://www.unina.it/personale/pta/codicecomportamento and http://www.unina.it/personale/trasparenza/altri/.

Art. 11 – Processing of personal data

Personal data provided by participants will be processed, in accordance with EU Regulation 2016/679 (GDPR) and Legislative Decree No. 196 of 30 June 2003, as amended and supplemented, in paper form and via computerised procedures exclusively for the purposes of managing the selection process and the allocation and management of collaborations.

Art. 12 – Data Controller

The Data Controller for this call for applications is Dr Carlo PARIBUONO, Head of the Executive Secretariat of the Sinapsi University Centre, email:amministrazione.sinapsi@unina.it , telephone: 081/2537888.

Naples, 22 June 2026

The Director of the Sinapsi
University Centre
Prof. Maria Francesca FREDA

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ANNEX A

APPLICATION FORM

To the Director of the SInAPSi University
Centre at the University of Naples Federico II
PEC: *sinapsi@pec.unina.it*

The undersigned

SURNAME			
FIRST NAME			
TAX CODE		**GENDER (F/M)**	
PLACE OF BIRTH		**COUNTRY**	
DATE OF BIRTH			
NATIONALITY			
RESIDENT IN		**POST CODE**	
COUNTRY			
STREET		**No.**	
TELEPHONE			
MOBILE			
EMAIL			
Certified Email			
TAX ADDRESS *if different from your place of residence*			

APPLIES

- to take part in the open selection process for the award of 25 (twenty-five) student placements, as part of the 'Buddy Programme & Community', ref. no.: **SINAPSI/ICS/01-2026**:

○ **TYPE A** *Department of Architecture*	○ **TYPE B** *Department of Civil, Construction and Environmental Engineering*	○ **TYPE C** *Department of Pharmacy*

Pursuant to Articles 46 and 47 of Presidential Decree No. 445/2000 and being aware of the criminal penalties for making false statements or submitting forged documents, as set out in Article 76 of Presidential Decree No. 445/2000, I hereby declare on my own responsibility that:

if a student:

- for the 2025/2026 academic year, I am duly enrolled on the following degree programme in:

  _____

  with student number: _____

if a PhD student:

- for the academic year 2025/2026, I am duly enrolled on the following PhD programme in:

  _____

  with student number: _____

  - has obtained: ☐ Bachelor's degree ☐ Postgraduate Degree ☐ Master's Degree in:

  _____

  on _____ at the University _____

and who also:

- has certified knowledge of the English language;
- has never benefited from the opportunity referred to in this selection process during their university career;
- is not currently in receipt of a scholarship or a specialist training contract;
- is not enrolled in the first year and is not more than one year behind schedule;
- has not been behind in their studies or repeated a year more than once during their entire academic career;
- has earned at least 2/5 of the credits required by the previous year's study plan or the minimum number of credits defined by their Department;
- is not a student representative on their Department's Council;
- undertakes to promptly notify the University of any changes to the telephone numbers, email addresses and certified email (PEC) addresses provided above.
- The IBAN is as follows *(must be an Italian account or card held solely or jointly in the candidate's name)*:

(27 digits)

I	T																									
COUNTRY		CIN EU		CIN IT	ABI					CAB					Account No. (MUST BE 12 DIGITS)											

(Example: IT 12 A 12345 12345 000123456789)

The following documents are attached to this application:

- curriculum vitae (academic and educational background), dated and signed;
- cover letter (in English);
- certificate of English language proficiency;
- university transcript showing examinations taken;
- documentation proving possession of any other qualifications held that are deemed relevant to the selection process, or a corresponding declaration in lieu of certification, pursuant to Article 46 of Presidential Decree No. 445/2000, drawn up in accordance with Annex B to this call for applications.

Furthermore,

- I hereby undertake to attend the specific training module organised by the SInAPSi, which constitutes a mandatory entry requirement prior to the commencement of the collaboration, failing which the applicant will be excluded.

  I declare that I have read the privacy notice provided by the University of Naples Federico II, pursuant to Article 13 of Regulation (EU) 2016/679.
- I give consent, pursuant to Article 6(1)(a) of Regulation (EU) 2016/679, with regard to the processing of data falling within the special categories referred to in Article 9 of the EU Regulation, as well as data relating to criminal convictions and offences or related security measures as referred to in Article 10 of the same Regulation.

Date _____

Signature

Signature omitted – Sent via certified email (PEC) in accordance with Legislative Decree 82/2005 – CAD

Privacy Notice pursuant to Article 13 of Regulation (EU) 2016/679 laying down rules on the processing of personal data.

The personal data collected will be processed in accordance with the provisions of Regulation (EU) 2016/679, Legislative Decree No. 196 of 30 June 2003, as amended and supplemented (Personal Data Protection Code) as well as the current Regulations of the University of Naples Federico II on the processing of personal data. Such data will be processed for the purposes of the present procedure for which they are provided and will be used exclusively for that purpose and, in any event, within the scope of the institutional activities of the University of Naples Federico II.

The data controller is the University of Naples Federico II, whose legal representative is the Rector pro tempore. Exclusively for matters relating to processing that does not comply with the aforementioned legislation, you may send a communication to the Data Controller at the following email addresses:ateneo@unina.it or certified email (PEC):ateneo@pec.unina.it . The same communication must be sent, for information purposes, to the Data Protection Officer (DPO) of this University at the following addresses:rpd@unina.it or certified email (PEC) atrpd@pec.unina.it .

For any other enquiries relating to the procedure in question, please contact the Sinapsi University Centre of the University of Naples Federico II at the following contact details:sinapsi@unina.it ,sinapsi@pec.unina.it .

Data subjects are entitled to the rights set out in Articles 15–22, 77 and 79 of Regulation (EU) 2016/679.

Full details on the processing of personal data can be found at the following link: https://www.unina.it/it/ateneo/statuto-e-normativa/privacy

ANNEX B

SELF-DECLARATION IN LIEU OF CERTIFICATION / AFFIDAVIT

(Articles 46 and 47 of Presidential Decree No. 445 of 28 December 2000)

I, the undersigned

SURNAME			
FIRST NAME			
TAX CODE		**GENDER (F/M)**	
PLACE OF BIRTH		**COUNTRY**	
DATE OF BIRTH			
NATIONALITY			
RESIDENT IN		**POST CODE**	
COUNTRY			
STREET		**No.**	
TELEPHONE			
MOBILE			
EMAIL			
Certified Email			
TAX ADDRESS *if different from your place of residence*			

I am aware of the criminal penalties provided for under Article 76 of Presidential Decree No. 445/2000, in the event of false or misleading statements in relation to my application to participate in the open selection process for the award of 25 (twenty-five) student placements as part of *the 'Buddy Programme &* Community', ref. no.: **SINAPSI/ICS/01-2026**,

DECLARE

that I hold the following qualifications (to be listed with the name of the issuing body, the date of award, and details relating to the award of the qualification, e.g. final mark, etc.):

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

FURTHER DECLARE

that the following documents attached to the application are true copies of the respective originals: _____

1)

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

Date _____

Signature

Signature omitted – Submitted via certified email (PEC) in accordance with Legislative Decree 82/2005 – CAD