



CALL FOR APPLICATIONS FOR THE AWARDING OF ACADEMIC TUTORING CONTRACTS FOR THE 2026/2027 ACADEMIC YEAR

(Law No. 341 of 19 November 1990 - Reform of University Academic Programs - Article 13 Tutoring)

National Collective Bargaining Agreement for Non-Employee Personnel in Private Universities of 10 November 2015

For the purposes of the awarding of annual academic tutoring contracts at Luiss University for the 2026/2027 academic year, candidates are invited to send their CV and cover letter to tutorato@luiss.it by and no later than 1 p.m. on 2 July 2026 (e-mail receipt time).

It will be possible to apply for a maximum of two (2) teaching areas, indicated below, **which must be indicated in the subject of the email.**

Teaching Areas

1. Mathematics Area
2. Mathematics and Mathematical Methods for Finance ITA/ENG
3. Mathematics and Calculus Area ITA/ENG
4. Mathematical-Financial Area ITA/ENG
5. Statistical and Econometric Area ITA/ENG
6. Political Economy Area ITA/ENG
7. Microeconomics and Macroeconomics Area ITA/ENG
8. Corporate Finance and Financial Markets Area ITA/ENG
9. Business Economics and Accounting Area
10. Sociology and Political Theory Area
11. Civil Law Area
12. Private Law Area (Private Law and Roman Law)
13. Marketing & Data Analysis Area ITA/ENG
14. Criminal Law and Criminal Procedure Area
15. Civil Procedural Law Area
16. Commercial Law Area
17. Constitutional Law Area
18. International Law Area (Public and Private) ITA/ENG
19. EU Law Area ITA/ENG
20. Labour Law Area
21. Administrative Law Area
22. Tax Law Area
23. Digital Area ITA/ENG
24. Global Law Area
25. Academic Tutor for Students with Disabilities



In some of the above-mentioned areas, more than one position may be assigned, up to a maximum of thirty (34) available positions, depending on the University's needs.

The Tutoring Office verifies the requirements specified in the call for applications, any potential conflicts of interest, and the candidate's suitability and availability for the role of academic tutor.

Candidate selection is carried out by the competent Teaching Area Leaders, based on subject relevance, through the evaluation of CVs and, if necessary, a subsequent interview.

If the outcome is positive, the Tutoring Office will proceed with the formalization of the candidate's contract.

The position of academic tutor cannot be held by a Luiss university tutor or a Luiss academic program manager.

Indispensable requirements

Candidates must meet the following requirements:

- hold a master's degree, a four-year bachelor's degree (old system) or a single-cycle degree in law, political science, economics, computer engineering or management engineering, physics, mathematics, or any other higher level academic qualification consistent with the academic field for which the candidate is competing, obtained at an Italian or European university or at a university whose qualification is recognized as equivalent;
- have excellent knowledge of the English language;
- be eligible to enjoy their civil and political rights;
- have no criminal convictions or criminal proceedings pending against them;
- not be subject to preventive measures;
- have / not have another occasional self-employment relationship or client-coordinated contract for services with the University, and in particular:
 - not be a retired public or private sector worker;
 - not be related, by blood or marriage up to the fourth degree inclusive, to any of the persons referred to in Article 18(1)(b) and (c) of Law No. 240/2010;
 - not have an actual or potential conflict of interest with Luiss University (e.g. individuals from outside the University who carry out teaching or tutoring activities in private training centers/bodies/companies that could lead to a conflict of interest with Luiss University cannot be appointed as academic tutors);
 - not have been stripped of their position or dismissed from their job with a public authority and not have been removed from any other public-sector employment job on grounds of having obtained it by submitting false documents;



- meet the above-mentioned requirements at the expiry of the deadline for the submission of applications laid down in the call for applications;
- have read the call for applications as well as the privacy notice on the processing of personal data pursuant to Article 13 of Regulation (EU) 2016/679 concerning the data provided, which are collected by Luiss University for the purposes of managing the selection procedure and are also, as the case may be, processed following the awarding of the contract for purposes inherent in managing the relationship itself including fulfilling the publication obligations under Article 15 of Legislative Decree No. 33/2013.

Preferred requirements

- PhD in one of the subjects or discipline fields covered by the call for applications.
- First-level and second-level university master, LL/M in one of the subjects or discipline fields covered by the call for applications.
- Second bachelor's degree, master's degree or single-cycle degree obtained in one of the subjects or discipline fields covered by the call for applications.
- Academic publications in the teaching area for which the application is submitted.
- Previous academic tutoring or university tutoring experience at Luiss University.
- Qualification entitling the holder to engage in professional activity or work in one of the academic fields covered by the call for applications (e.g. lawyer, accountant, auditor, etc.).
- Documented work experience gained in one of the academic fields covered by the call for application.
- Teaching-academic experience in the teaching area for which the application is submitted.

A candidate's knowledge of Luiss University, in terms of how teaching and services work here, will also be a positive.

Luiss University reserves the right to seek further applications, subject to giving adequate notice online, to supplement those received in response to this present call for applications. Participation in this selection procedure does not entail any obligation for the University or any right for the candidate to enter into any contract or to award/be awarded any type of contract. The sole purpose of this selection procedure is to identify suitable individuals to whom the University may decide to turn for the performance of tutoring activities.

The gross remuneration payable in respect of the position of academic tutor is set at:

- EUR 3,750 gross per year for the position of academic tutor (annual contract, 5 hours per week).

The position of academic tutor implies acceptance to perform all the following activities:



- participation in training activities and preparatory courses prior to taking up the position, as well as in subsequent updating sessions, according to the directives given by the Tutoring Office;
- participation in at least 80% of the training provided in-person and online by the University, for the purpose of carrying out the tutor's duties throughout the duration of the contract;
- individual in-person face-to-face meetings with students, offering support both through individual clarification of the lecturer's explanations and lectures, and by reviewing and verifying the level of learning;
- carrying out online Exam Workout activities (virtual classrooms dedicated to exam preparation and assessment of learning levels);
- recording of podcasts (Exam Radio);
- participation in activities and initiatives to support the most fragile students (e.g. SLD, disabled, socio-economically disadvantaged, etc.) in organizing their studies in order to improve their attendance and enable them to catch up;
- participation in the activities that will be devised and developed in the 2026/2027 academic year in accordance with the teaching and educational support methods and techniques that will be established by the Head of the Service and/or the Coordinator of the Academic Tutoring Service on the basis of the University's needs and teaching innovation processes;
- remaining up-to-date on the educational and other opportunities offered by Luiss, and assistance in accessing the University's services;
- participation in-person and remotely in coordination meetings with the Head of the Service and all the other tutors and Luiss staff involved in the planned actions;
- readiness, at the request of the Head of the Service and/or the Schools, to engage in all activities not previously planned, for which the presence - including online - of one or more academic tutors is required;
- compilation and constant updating of documentation relating to the performance of the tutor's duties, in accordance with the instructions provided by the Head of the Service (e.g. diary of activities and contacts with students, etc.).