Utica Campus Ambassadors: call for volunteers

Student volunteers who link their campus with TIPCS research, events and learning offers. One academic year, renewable. Adults 18+.

TIPCS-VOL-2027-MAN · Call for applications, version 1.0, 8 November 2026

1. At a glance

Item	Detail
Programme	TIPCS Academy, volunteering: Utica Campus Ambassadors
Who	Students aged 18+, enrolled at a higher-education institution, who want to link their campus with TIPCS
Length and rhythm	One academic year, renewable by mutual agreement; a few hours a month, lighter in exam periods
Language	Arabic, French or English
Location	Your own campus, with online coordination; optional meetings in Monastir or Tunis
Application	Create or open your TIPCS account (/members/apply), then complete the short volunteer form
Deadline	Rolling, open all year
Age	Adults only, 18 and over
Status	Reference TIPCS-VOL-2027-MAN

2. Background and rationale

Students are among the main readers and future contributors of peace and conflict research, yet they often hear about fellowships, internships, courses and events late or not at all. Utica Campus Ambassadors is the TIPCS track, named after an ancient Phoenician city near Carthage, that places a volunteer student at each participating campus to pass information in both directions.

Ambassadors are volunteers and not employees, recruiters or spokespersons. TIPCS does not claim a partnership with any institution because it has ambassadors there: any institutional agreement is made separately, in writing, by the institution and TIPCS.

TIPCS follows shared good practice, including principles of United Nations Volunteers and the International Federation of Red Cross and Red Crescent Societies: volunteering is voluntary, complements staff, protects volunteers and recognises them.

3. Objectives and expected outcomes

Objectives for the volunteer and for TIPCS:

- For the ambassador: gain experience in organising, public speaking and project reporting.
- For the ambassador: build a network of peers across disciplines and campuses.
- For the ambassador: obtain an ambassador certificate and, where deserved, a reference.

- For TIPCS: clear, accurate information about its offers reaching students on campus.
- For TIPCS: student ideas and feedback on how its offers are designed.
- For campuses: lively, neutral, well-informed sessions that respect institutional rules.

4. Role description and work agenda

Each ambassador works for one academic year under a written plan agreed with the track coordinator. A faculty or staff member of the campus may act as an optional co-tutor, a role that advises the ambassador, makes introductions and takes no part in TIPCS selection.

- Organise one information session per term, in line with the rules of the institution and with any permission it requires.
- Relay calls for fellowships, internships and volunteering accurately, using TIPCS texts, and point readers to the TIPCS account page without promising outcomes.
- Collect, with consent, feedback from students on what is useful or unclear, and report it.
- Take part in a short online meeting each month with other ambassadors.
- Write a campus activity report at the end of each term and at year end.
- Respect neutrality: Utica sessions are not political, religious or commercial events.
- Use a session outline approved by the coordinator; do not improvise statements about TIPCS programmes, selection or outcomes.
- Where an institution requires authorisation for external organisations or student groups, follow its procedure and keep the written reply.

5. Time commitment and calendar

Expect around a few hours each month, concentrated around the information sessions, with no activity expected in exam weeks. Ambassadors may pause for study or personal reasons at any time. The year follows the calendar of your institution, so dates are adapted.

Ambassadors are chosen across disciplines and regions where possible, and none may be asked to cover costs that the programme cannot agree in writing.

Period	Activity	Output
Start of year	Onboarding briefing, plan agreed, introduction to co-tutor if any	Written plan
Term 1	Information session; monthly online meeting	Short term report
Term 2	Information session; relay of open calls	Short term report
Term 3	Information session; handover or renewal discussion	Campus activity report
End of year	Review with coordinator	Ambassador certificate; renewal if both agree

6. Eligibility

- Enrolled at a higher-education institution, with proof of enrolment on request.
- Ability to speak clearly to a group and to respect the rules of your institution.

- Adults only: you must be 18 or over on the day you apply. TIPCS does not accept applications from minors.
- Respect for the TIPCS code of conduct and safeguarding rules.
- No degree, nationality or prior volunteering experience is required unless stated above.

7. How to apply

Applying always starts with a TIPCS account. Create or open it at /members/apply, choose this track and complete the short form. You can apply at any time; applications are read as they arrive.

- Short motivation statement (up to 250 words, in Arabic, French or English).
- A short CV or a few lines on your experience.
- Your availability: days, hours and period, and any limits you wish us to respect.
- Proof of current enrolment (a student card or attestation, shown to the coordinator, not stored longer than needed).
- Optional: the name and role of a faculty or staff member willing to act as co-tutor, who must have agreed to be named.
- Privacy: TIPCS asks only for what the selection needs, uses it only for volunteering management, and keeps it for a limited period explained at sign-up. See section 13.

8. Selection and matching

Selection is matching, not competition. Two team members read each application against the criteria below; unsuccessful applicants are told why and may reapply.

- Step 1: eligibility check (age, account, form complete).
- Step 2: review, with a balance of institutions, disciplines and gender across ambassadors.
- Step 3: short call with the coordinator.
- Step 4: written offer of a first assignment, with the onboarding date [answer-time standard to be set by the programme lead].

Criterion	Weight
Motivation and understanding of TIPCS values	25
Campus engagement and networks	20
Communication and presentation	20
Reliability and realistic time plan	20
Understanding of neutrality and safeguarding	15
Total	100

9. Onboarding briefing

Nobody starts before the onboarding briefing, held regularly online or in Monastir or Tunis: values, conduct, safeguarding, data protection, health and safety, role limits, supervision and how to pause or stop. Each volunteer signs a short written volunteer agreement.

Ambassadors also learn how to run a short session: preparing a room request, writing an accurate summary, avoiding promises, and handling questions they cannot answer by referring them to TIPCS.

The short volunteer agreement states the parties, the role and its limits, hours, supervisor, agreed expenses, confidentiality, data, images and work products, conduct, how either side may end it, and that it is not an employment contract. Legal counsel reviews it.

10. Supervision and support

Every volunteer has a named supervisor, a TIPCS staff member or an experienced volunteer lead under staff responsibility, who sets the task, checks that it fits volunteering, is reachable during the assignment, gives feedback and signs off the hours. A check-in follows the first assignment and each term. The Academic Council, an advisory body, receives an annual summary but does not supervise volunteers.

The optional co-tutor is not a supervisor in the TIPCS sense; responsibility for the ambassador's TIPCS work stays with the track coordinator.

A complaint goes to the programme lead or, if the lead is concerned, to the President. A confidential concern may be sent to Contact@tipcs.org with the subject "CONFIDENTIAL – Concern", and is handled under the whistleblowing and complaints policy without retaliation.

11. Code of conduct

Every volunteer commits to the following.

- Act with respect, honesty and discretion towards participants, colleagues, partners and the public.
- Remain politically neutral and non-partisan when acting for TIPCS; do not use TIPCS activities for personal, party-political or commercial promotion.
- Respect Tunisian law and the dignity, culture and beliefs of everyone, and never discriminate.
- Accept no gifts or favours in connection with the role, and declare any conflict of interest.
- Do not speak to the media or sign for TIPCS unless authorised in writing.
- Use TIPCS names, logos and accounts only as the supervisor allows.
- Do not collect personal data from fellow students except through the TIPCS account page or a TIPCS form, and never create or use private lists of students.
- Do not set or accept targets, commissions or rewards for the number of applications or sign-ups, and never pressure anyone.
- Do not state or imply that TIPCS has an agreement with your institution, or that you speak for it.
- Breaches are handled fairly: the volunteer is heard, and outcomes range from guidance to ending the assignment.

12. Safeguarding

TIPCS applies zero tolerance to abuse, exploitation and harassment. Volunteers are adults, are themselves protected, and may raise concerns without retaliation. A safeguarding focal point, a named role, receives concerns in confidence and reports to the President.

- Volunteers are never left alone with a person under 18 or in a vulnerable situation, and are never in charge of them. Where an activity involves minors, led by TIPCS or a partner, a staff member or partner professional is always responsible.

- Photos and recordings are made only with informed written consent, under the photo-and-media-policy (draft). Volunteers do not photograph people under 18, and delete any image at the request of the person shown.
- On a disclosure, volunteers listen, do not promise secrecy, do not investigate, and report the same day.
- A short self-declaration of suitability is requested; where a role warrants it, TIPCS will consider further checks lawful in Tunisia.
- Ambassadors and their peers are adults, but some may be vulnerable. Ambassadors listen, do not investigate and refer concerns to the focal point.
- Where a safeguarding or safety concern arises, the focal point may suspend an assignment at once, pending a fair hearing.

13. Data protection

TIPCS handles volunteer and participant data under Law 2004-63. Its data-protection declaration is in progress; meanwhile TIPCS collects only what is necessary, limits access to the volunteer team, never shares data for marketing, and deletes application data after a retention period still to be fixed. Volunteers may ask to see, correct or delete their data via Contact@tipcs.org, use only approved channels for other people's data and report any loss at once.

Attendance lists for sessions are kept by TIPCS on its forms, with a clear privacy notice, and are not passed to the institution unless the law requires.

TIPCS asks for no sensitive data beyond what a volunteer chooses to give for accessibility or an emergency contact, kept apart. Any tool hosted abroad is checked against the transfer rules of Law 2004-63 first.

14. Recognition

Recognition is part of the standard. A volunteer who completes assignments receives, on request, a certificate stating track, dates, hours confirmed by the supervisor and tasks done, and may ask for a written reference. Public credit by name needs consent.

The certificate and reference are issued by TIPCS as a private non-profit organisation. They are not a diploma, a state-recognised qualification or a statement of skill level.

With consent, ambassadors may be named on the TIPCS site and invited to share experience in an optional end-of-year gathering.

15. Expenses, insurance and no replacement of staff

Volunteers do not receive a salary, fee or allowance. TIPCS reimburses an expense only if it was agreed in writing before it was incurred, is supported by a receipt, and falls within a category the programme can fund. [Rules and limits to be set by the Board with funders.]

Insurance: TIPCS intends to arrange cover for volunteers during assignments (accidents and civil liability); insurer, scope and conditions are to be confirmed. Until cover is confirmed in writing, only low-risk tasks are assigned.

No replacement of staff: volunteers complement TIPCS and never replace staff, researchers, interns or contracted professionals; a task normally done by a salaried or contracted person is not given to a volunteer to save cost.

16. Outputs, deliverables and indicators

Outputs are the sessions delivered and the reports, which also give TIPCS evidence about reach. No indicator measures applications generated, so that ambassadors are never driven by numbers.

Indicator	How it is measured	Target
Campuses with an active ambassador	Programme register	[to be set]
Information sessions delivered	Term reports	One per term per ambassador
Ambassadors completing the year	Register	[to be set]
Student feedback on clarity of information	Session feedback form	[to be set]
Reports received on time	Register	[to be set]

17. Monitoring, evaluation and risks

The programme lead reviews each term hours, assignments, feedback and any safeguarding or conduct concerns (anonymised); targets are set after the first cohort.

Risk	Mitigation
Ambassador seen as speaking for the institution	Written rule, briefing, script for introductions.
Pressure on peers to apply	No targets or rewards, accurate scripts, no promises.
Study overload	Light workload, pause at any time, exam-week break.
Safeguarding concern	Focal point, same-day reporting, written procedure, no retaliation.

18. Leaving, and what this call does not promise

You may pause or stop at any time, with notice so that work can be reassigned. TIPCS may also end an assignment, with reasons and a chance to reply.

TIPCS does not promise a visa, admission to any institution, a job, a fellowship, an internship, a place on a course, a diploma or certificate recognised by a state, or any language or skill level. Volunteering is not a condition of, nor a route to, any other TIPCS opportunity, and the selection for those opportunities remains independent.

19. Legal and regulatory framework (Tunisia)

General information in plain words, not legal advice. Check each text against its current official version; anything not listed is subject to applicable Tunisian rules, to be verified by counsel.

- Student data: attendance lists and feedback forms are collected on TIPCS forms only, with a privacy notice, and never shared with the institution unless the law requires it.

Text	What it means for this track
Decree-Law 2011-88 on associations	Volunteering is an activity of an association: statutes, governing bodies, transparent accounts and reporting apply. It does not make anyone a member or officer unless the statutes say so.

Text	What it means for this track
Code du travail (law 66-27)	Volunteering is not employment: no salary, no employer-style subordination, hours chosen by the volunteer. A role that starts to look like a job is stopped and replaced by a proper contract. Any specific volunteer status in Tunisian law is to be confirmed by counsel.
Code des obligations et des contrats; Law 2000-83 on electronic exchanges	The agreement is civil: clear purpose, genuine consent, lawful object, responsibility for harm caused. E-signature is used only if counsel confirms it.
Law 2004-63 on personal data	Stated purpose, consent, limited retention, rights of access and objection. The TIPCS declaration to the INPDP is in progress; check the current text, as a reform has been discussed.
Law 94-36 on literary and artistic property	Texts, slides, photographs and translations have authors; a person's image is not used without agreement. Uses are agreed in writing.
Law 2017-10 on reporting corruption	Good-faith reports of corruption are protected. TIPCS offers a confidential route (section 10).
Rules of the host institution	Each campus has its own rules on external activities. TIPCS follows them and claims no agreement with any institution; any partnership is a separate written act.
Laws 2017-58, 2016-61 and 2018-50	Violence against women, trafficking, racial discrimination: context for safeguarding. Volunteers refer warning signs to the focal point and do not investigate. Reporting duties to be confirmed.
Code de la sécurité sociale (law 60-30); insurance	Volunteers are not employees. Any social-security duty and the scope of accident and civil-liability cover are to be confirmed.

20. Related TIPCS policies

This call applies the following policies. Drafts are proposals for Board ratification, not yet in force.

- volunteering-policy (draft, for Board ratification): rules common to the four tracks.
- Safeguarding policy (ratified, v1.0, 25 Oct 2026).
- Whistleblowing and complaints policy (ratified, v1.0, 25 Oct 2026).
- Conflicts of interest policy (ratified, v1.0, 25 Oct 2026).
- photo-and-media-policy (draft, for Board ratification): images, recordings and work products.

21. Contact and frequently asked questions

Contact: Contact@tipcs.org, landline +216 73 553 915. Offices in Monastir (HBSSC, Hannibal Barca Student Social Centre) and Tunis.

- Do I need to be a student of a specific field? No, any discipline.
- Can I be an ambassador if my campus is not in Tunisia? Yes, if the track coordinator can support you in your time zone.
- Will this help me get a fellowship or internship? No; those calls are selected independently.
- Do I need the institution's permission? For sessions held on campus, yes, according to its own rules.
- Is the volunteer agreement an employment contract? No; it is a short civil agreement and creates no employment relationship.

- Can I volunteer from abroad or as a foreign national? Remote roles may be possible; residence rules are to be confirmed by counsel.

> Call for applications, version 1.0, 8 November 2026. Applications start from a TIPCS account at www.tipcs.org. TIPCS does not promise a job, a diploma, a visa or admission anywhere. Adults only (18+). General information, not legal advice: check the current official texts before relying on it.

FRANÇAIS : RÉSUMÉ

Ambassadeurs de campus Utica : appel à volontaires

Étudiants volontaires qui relient leur campus aux recherches, événements et offres d'apprentissage du TIPCS. Une année académique, renouvelable. Adultes de 18 ans et plus.

Utica, du nom d'une ancienne cité phénicienne proche de Carthage, place un étudiant volontaire dans chaque campus participant pour faire circuler l'information dans les deux sens. L'appel s'adresse aux étudiants de 18 ans et plus inscrits dans un établissement d'enseignement supérieur ; il est ouvert toute l'année et l'engagement dure une année académique, renouvelable d'un commun accord.

Les ambassadeurs sont des volontaires, ni employés, ni recruteurs, ni porte-parole. Ils organisent une séance d'information par trimestre dans le respect des règles de leur établissement, relaient avec exactitude les appels du TIPCS sans rien promettre, recueillent des retours avec consentement et rédigent un rapport. Le TIPCS ne prétend à aucun partenariat du seul fait d'avoir des ambassadeurs.

Pour candidater, il faut d'abord créer ou ouvrir un compte TIPCS (/members/apply), puis remplir un court formulaire et justifier de son inscription. Les critères pondérés couvrent la motivation, l'ancrage sur le campus, la communication, la fiabilité et la compréhension de la neutralité et de la protection. Aucun objectif chiffré, aucune commission ni récompense ne sont admis.

Les ambassadeurs ne collectent des données d'étudiants que par le compte ou les formulaires du TIPCS (loi 2004-63) et ne constituent aucune liste privée. Les frais ne sont remboursés que s'ils ont été convenus par écrit ; l'assurance reste à confirmer. Une attestation d'ambassadeur peut être délivrée ; le volontariat n'aide pas à obtenir une bourse ou un stage, dont la sélection est indépendante.

Le volontariat n'est pas un emploi : un accord de volontariat écrit, de nature civile, tient lieu de cadre, sans contrat de travail. Le cadre tunisien décrit dans l'appel comprend le décret-loi 2011-88 sur les associations, la loi 2004-63 sur les données personnelles (déclaration à l'INPDP en cours), la loi 94-36 sur la propriété littéraire et artistique (images et productions), la loi 2017-10 sur le signalement et la protection des lanceurs d'alerte, ainsi que les lois 2017-58, 2016-61 et 2018-50 comme contexte de protection et de non-discrimination. L'assurance des volontaires reste à confirmer. Il s'agit d'informations générales, non d'un avis juridique. Les politiques associées (volontariat, photos et médias) sont des projets soumis à la ratification du Conseil ; les politiques de protection, de signalement et de conflits d'intérêts sont en vigueur.

Le TIPCS ne promet ni visa, ni admission, ni emploi, ni bourse, ni stage, ni diplôme ou certificat reconnu par un État, ni niveau de langue ou de compétence ; le volontariat n'est ni une condition ni une voie d'accès à une autre offre du TIPCS. Contact : Contact@tipcs.org, +216 73 553 915.

> Appel à candidatures, version 1.0, 8 novembre 2026. Toute candidature part d'un compte TIPCS sur www.tipcs.org. Le TIPCS ne promet ni emploi, ni diplôme, ni visa, ni admission. Adultes uniquement (18 ans et plus). Information générale, non un avis juridique : vérifier les textes officiels en vigueur avant de s'y fier.

سفراء أوتيكا في الجامعات: نداء للتطوع

طلبة متطوعون يربطون جامعتهم ببحوث المعهد وفعالياته وعروضه التعلّمية. سنة جامعية قابلة للتجديد. لمن بلغ 18 سنة فأكثر.

أوتيكا، نسبةً إلى مدينة فينيقية قديمة قرب قرطاج، تضع طالباً متطوعاً في كل حرم جامعي مشارك لتمرير المعلومة في الاتجاهين. والنداء موجّه للطلبة الذين بلغوا 18 سنة فأكثر والمسجلين في مؤسسة للتعليم العالي، وهو مفتوح طوال السنة، والالتزام لسنة جامعية قابلة للتجديد بالتراضي.

السفراء متطوعون لا موظفون ولا مجنّدون ولا ناطقون رسميون. ينظّمون لقاءً إعلامياً كل ثلاثية وفق قواعد مؤسستهم، وينقلون نداءات المعهد بدقة دون وعود، ويجمعون الآراء بموافقة أصحابها، ويكتبون تقريراً. ولا يدّعي المعهد شراكة مع أي مؤسسة لمجرد وجود سفراء فيها.

للتقديم يُنشأ حساب في المعهد أو يُفتح (members/apply/) ثم تُملأ استمارة قصيرة ويُثبت التسجيل الجامعي. وتشمل المعايير الموزونة الدافعية، والحضور في الحرم الجامعي، والتواصل، والموثوقية، وفهم الحياد والحماية. ولا تُقبل أهداف عددية ولا عمولات ولا مكافآت.

لا يجمع السفراء معطيات الطلبة إلا عبر حساب المعهد أو استماراته (القانون الأساسي عدد 63 لسنة 2004) ولا ينشئون قوائم خاصة. ولا تُسدَّد النفقات إلا إذا اتُّفق عليها كتابياً، وتأمين المتطوعين قيد التأكيد. ويمكن تسليم شهادة سفير، والتطوع لا يساعد على نيل زمالة أو تربص لأن انتقاءهما مستقل.

التطوع ليس عملاً مأجوراً: فاتفاق التطوع الكتابي، وهو اتفاق مدني، هو الإطار ولا وجود لعقد شغل. ويشمل الإطار التونسي الوارد في النداء المرسوم عدد 88 لسنة 2011 المتعلق بتنظيم الجمعيات، والقانون الأساسي عدد 63 لسنة 2004 المتعلق بحماية المعطيات الشخصية (وتصريح المعهد لدى الهيئة الوطنية لحماية المعطيات الشخصية قيد الإنجاز)، والقانون عدد 36 لسنة 1994 المتعلق بالملكية الأدبية والفنية (الصور والإنتاجات)، والقانون عدد 10 لسنة 2017 المتعلق بالإبلاغ عن الفساد وحماية المبلّغين، والقوانين الأساسية عدد 58 لسنة 2017 و61 لسنة 2016 و50 لسنة 2018 بوصفها سياقاً للحماية وعدم التمييز. وتأمين المتطوعين قيد التأكيد. وهذه معلومات عامة وليست استشارة قانونية. والسياسات المرتبطة (التطوع، الصور والإعلام) مشاريع تُعرض على مصادقة المجلس، أما سياسات الحماية والإبلاغ وتضارب المصالح فهي سارية.

لا يعد المعهد بتأشيرة أو قبول أو وظيفة أو زمالة أو تربص أو شهادة تعترف بها دولة أو مستوى لغوياً أو مهارياً، والتطوع ليس شرطاً لأي فرصة أخرى في المعهد ولا طريقاً إليها. للتواصل: Contact@tipcs.org، الهاتف الثابت 915 553 73 216+.

نداء لتقديم الطلبات، الإصدار 1.0، 8 نوفمبر 2026. تبدأ كل طلبات التقدم من حساب لدى المعهد على www.tipcs.org. لا يَعِد المعهد بوظيفة ولا شهادة ولا تأشيرة ولا قبول. للبالغين فقط (18 سنة فأكثر). معلومات عامة وليست استشارة قانونية؛ يُرجى التثبت من النصوص الرسمية السارية قبل الاعتماد عليها.