



**CALL FOR SELECTION FOR THE AWARD OF GRANTS FOR INFORMATIVE-TEACHING TUTORING AT
UNIVERSITY PROGRAMMES, RESERVED FOR DESERVING AND CAPABLE STUDENTS (Italian Law
170/2003)
FOR THE ACADEMIC YEAR 2024/2025**

ART. 1 GENERAL PROVISIONS

The following call for selection is published to establish a ranking for the award of informative and teaching tutoring grants at University programmes, reserved for deserving and capable students (Italian Law 170 of 11 July 2003, art. 1 paragraph b) for the academic year 2024/2025.

Tutoring contracts may involve:

- a commitment of no more than 250 hours for students registered in a master's degree or single-cycle master's degree programme;
- a commitment of no more than 100 hours for students registered in a PhD or a specialisation school for the legal professions.

The required commitment and methods for providing tutoring grants are established according to the teaching and organisational requirements of the degree programmes as established by the Representatives of the University Guidance and Tutoring Commission, after consulting the degree programme coordinators.

ART. 2 ADMISSIONS REQUIREMENTS

Students enrolled for the 2023/24 academic year who intend to renew their enrolment for the 2024/25 academic year in the following types of courses, or students enrolled for the 2023-2024 academic year who intend to graduate by 31 December 2024, provided that they are enrolled at the University at the time of signing the contract, may participate in the selection:

:

- a) **Master's degree programmes and/or single-cycle master's degree programmes**, as indicated in the table shown below.

Students who are **registered in (or are to graduate from) a bachelor's degree programme in the academic year 2023/24**, may also submit a conditional application, provided they intend to register in a master's degree programme within the deadlines established by the calls for admission for master's degrees for the academic year 2024/25; in this case, after enrolling in the master's degree, they should promptly forward their new student number and the programme they are registered in to tutorato@unipd.it under penalty of exclusion from the ranking should they fail to do so;

- b) **PhD programmes** (subject to the favourable opinion of the PhD programme coordinator), or **specialisation schools for the legal professions**, as indicated in the table below.

In any case, a degree/master's degree with grades of 95/110 or higher are required, if the degree is attained in Italy (the last qualification attained is taken into account).

Participation in the call is allowed only once per type of call and per level of qualification held. The appointment may be renewed for a single year for tutors of master's degree programmes and five-year single-cycle master's degree

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programmes and for PhD students, for two consecutive years for tutors of six-year single-cycle degree programmes (art. 8.7 of Tutoring Regulations), provided that they are enrolled at the time of signing the contract.

The table below specifies the qualifications candidate tutors are required to have in order to take part in the selection notice.

CALL NOTICE by UNIVERSITY SCHOOL	QUALIFICATIONS REQUIRED FOR TUTORS
1. AGRARIA E MEDICINA VETERINARIA	<p>Students registered in master's degree programmes: BIOTECNOLOGIE PER L'ALIMENTAZIONE BIOTECHNOLOGIES FOR FOOD SCIENCE FOOD AND HEALTH FOREST SCIENCE - SCIENZE FORESTALI ITALIAN FOOD AND WINE - ALIMENTI E VINI D'ITALIA SCIENZE E TECNOLOGIE AGRARIE SCIENZE E TECNOLOGIE ALIMENTARI SCIENZE E TECNOLOGIE ANIMALI SCIENZE E TECNOLOGIE PER L'AMBIENTE E IL TERRITORIO SCIENZE FORESTALI E AMBIENTALI SUSTAINABLE AGRICULTURE CHIMICA CHIMICA INDUSTRIALE MATHEMATICS PHYSICS INGEGNERIA GESTIONALE INGEGNERIA DELL'INNOVAZIONE DEL PRODOTTO INGEGNERIA MECCATRONICA</p> <p>Students registered in single-cycle master's degree programmes: MEDICINA VETERINARIA (students registered in the academic year 2023-2024, attending the last two years)</p> <p>Students registered in PhD programmes in: ANIMAL AND FOOD SCIENCE CROP SCIENCE LAND, ENVIRONMENT, RESOURCES AND HEALTH SCIENZE VETERINARIE E SICUREZZA ALIMENTARE SCIENZE MATEMATICHE BIOSCIENZE</p> <p>Students registered in a University PhD programme in mathematical, physical, natural and engineering sciences, medical and biomedical sciences with an excellent preparation in the following subjects: mathematics, chemistry, physics.</p>

<p>2. ECONOMIA E SCIENZE POLITICHE <u>Economics</u></p>	<p>Students registered in master's degree programmes: ACCOUNTING, FINANCE AND BUSINESS CONSULTING APPLIED ECONOMICS BUSINESS ADMINISTRATION ECONOMIA E DIRITTO ECONOMICS AND FINANCE ENTREPRENEURSHIP AND INNOVATION MANAGEMENT FOR SUSTAINABLE FIRMS</p> <p>Students registered in the PhD programme in: ECONOMIA E MANAGEMENT</p>
<p>3. ECONOMIA E SCIENZE POLITICHE <u>Political Science</u></p>	<p>Students registered in master's degree programmes: EUROPEAN AND GLOBAL STUDIES HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE INNOVAZIONE E SERVIZIO SOCIALE RELAZIONI INTERNAZIONALI E DIPLOMAZIA SCIENZE DEL GOVERNO E POLITICHE PUBBLICHE</p> <p>Students registered in one of the following University PhD programmes: DIRITTO INTERNAZIONALE E PRIVATO E DEL LAVORO ECONOMIA E MANAGEMENT FILOSOFIA HUMAN RIGHTS, SOCIETY, AND MULTI-LEVEL GOVERNANCE SOCIAL SCIENCES SCIENZE STATISTICHE STUDI STORICI, GEOGRAFICI E ANTROPOLOGICI</p>
<p>4. GIURISPRUDENZA</p>	<p>Students registered in single-cycle master's degree programmes: GIURISPRUDENZA(students registered in the academic year 2024-2025, attending the last two years)</p> <p>Students registered in the PhD programme in: GIURISPRUDENZA, provided they have a master's degree in Law (a master's degree from the University of Padua ensures priority but is not of exclusive value)</p> <p>Students registered with Schools of Specialisation: Scuola di Specializzazione per le Professioni Legali of which the University of Padua is the venue (a master's degree from the University of Padua ensures priority but is not of exclusive value)</p>
<p>5. INGEGNERIA</p>	<p>Students registered in master's degree programmes in:</p> <ul style="list-style-type: none"> ○ Scuola di Ingegneria ○ Scuola di Scienze <p>Students registered in the single-cycle master's degree programme in: INGEGNERIA EDILE-ARCHITETTURA (students registered in the academic year 2024-2025, attending the last two years)</p> <p>Students registered in PhD programmes: University PhD programmes and holders of one of the master's degrees of the Scuola di Ingegneria or the Scuola di Scienze</p>

<p>6. MEDICINA E CHIRURGIA</p> <p><u>Medicine:</u></p>	<p>Students registered in master's degree programmes or single-cycle master's degree programmes in: MEDICAL BIOTECHNOLOGIES MEDICINA E CHIRURGIA (Padua) (students registered in the academic year 2024-2025, attending the last three years) MEDICINA E CHIRURGIA (Treviso) (students registered in the academic year 2024-2025, attending the last three years) MEDICINE AND SURGERY (students registered in the academic year 2024-2025, attending the last three years) ODONTOIATRIA E PROTESI DENTARIA (students registered in the academic year 2024-2025, attending the last three years) SCIENZE DELLE PROFESSIONI SANITARIE DELLA PREVENZIONE SCIENZE DELLE PROFESSIONI SANITARIE TECNICHE DIAGNOSTICHE SCIENZE E TECNICHE DELL'ATTIVITÀ MOTORIA PREVENTIVA E ADATTATA SCIENZE INFERMIERISTICHE E OSTETRICHE SCIENZE RIABILITATIVE DELLE PROFESSIONI SANITARIE</p> <p>Students registered in PhD programmes: IPERTENSIONE ARTERIOSA E BIOLOGIA VASCOLARE MEDICINA DELLO SVILUPPO E SCIENZE DELLA PROGRAMMAZIONE SANITARIA MEDICINA MOLECOLARE MEDICINA SPECIALISTICA TRASLAZIONALE "G.B. MORGAGNI" ONCOLOGIA CLINICA E SPERIMENTALE E IMMUNOLOGIA SCIENZE BIOMEDICHE SCIENZE CLINICHE E SPERIMENTALI SCIENZE MEDICHE, CLINICHE E SPERIMENTALI</p>
<p>7. MEDICINA E CHIRURGIA</p> <p><u>Pharmacy:</u></p>	<p>Students registered in master's degree programmes: CHIMICA CHIMICA INDUSTRIALE PHYSICS MATEMATICA PHARMACEUTICAL BIOTECHNOLOGIES</p> <p>Students registered in single-cycle master's degree programmes: FARMACIA (students registered in the academic year 2024-2025, attending the last two years) CHIMICA E TECNOLOGIA FARMACEUTICHE (CTF, students registered in the academic year 2024-2025, attending the last two years)</p> <p>Students registered in PhD programmes: University PhD programme held in Padua and with a degree in: CTF, Farmacia, Chimica, Chimica Industriale, Biotecnologie Farmaceutiche, Fisica and Matematica.</p>

<p>8. PSICOLOGIA</p>	<p>Students registered in master's degree programmes: CLINICAL, SOCIAL AND INTERCULTURAL PSYCHOLOGY COGNITIVE NEUROSCIENCE AND CLINICAL NEUROPSYCHOLOGY NEUROSCIENZE E RIABILITAZIONE NEUROPSICOLOGICA PSICOLOGIA CLINICA PSICOLOGIA CLINICA DELLO SVILUPPO PSICOLOGIA CLINICO-DINAMICA PSICOLOGIA COGNITIVA APPLICATA PSICOLOGIA DELLO SVILUPPO E DELL'EDUCAZIONE PSICOLOGIA DI COMUNITÀ PSICOLOGIA DI COMUNITÀ, DELLA PROMOZIONE DEL BENESSERE E DEL CAMBIAMENTO SOCIALE PSICOLOGIA SOCIALE, DEL LAVORO E DELLA COMUNICAZIONE PSICOLOGIA SPERIMENTALE E SCIENZE COGNITIVE</p> <p>Students registered in the PhD programme in: PSYCHOLOGICAL SCIENCES</p>
<p>9. SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE</p> <p><u>Literature and Sociology</u></p>	<p>Students registered in master's degree programmes: ANTROPOLOGIA CULTURALE, ETNOLOGIA, ETNOLINGUISTICA (Interuniversity) CULTURE, FORMAZIONE E SOCIETÀ GLOBALE FILOLOGIA MODERNA LETTERE CLASSICHE E STORIA ANTICA LINGUE E LETTERATURE EUROPEE E AMERICANE LINGUE MODERNE PER LA COMUNICAZIONE E LA COOPERAZIONE INTERNAZIONALE LINGUISTICA LOCAL DEVELOPMENT MUSICA E ARTI PERFORMATIVE MUSICOLOGIA E BENI MUSICALI PLURALISMO CULTURALE, MUTAMENTO SOCIALE E MIGRAZIONI SCIENZE ARCHEOLOGICHE SCIENZE DELLE RELIGIONI SCIENZE DELLO SPETTACOLO E PRODUZIONE MULTIMEDIALE SCIENZE PER IL PAESAGGIO SCIENZE FILOSOFICHE SCIENZE STORICHE STORIA DELL'ARTE STRATEGIE DI COMUNICAZIONE TECNICHE, PATRIMONIO, TERRITORI DELL'INDUSTRIA – TECHNIQUES, PATRIMONIE, TERRITOIRES DE L'INDUSTRIE TURISMO, CULTURA, SOSTENIBILITÀ</p> <p>Students registered in PhD programmes: FILOSOFIA SCIENZE LINGUISTICHE, FILOLOGICHE E LETTERARIE STORIA E CRITICA BENI ARTISTICI, MUSICALI E DELLO SPETTACOLO STUDIO E CONSERVAZIONE DEI BENI ARCHEOLOGICI E ARCHITETTONICI STORIA, CRITICA E CONSERVAZIONE DEI BENI CULTURALI STUDI STORICI, GEOGRAFICI, STORICO-RELIGIOSI</p>

<p>10.SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE</p> <p><u>Education and Training</u></p>	<p>Students registered in master's degree programmes: CULTURE, FORMAZIONE E SOCIETÀ GLOBALE MANAGEMENT DEI SERVIZI EDUCATIVI E FORMAZIONE CONTINUA PEDAGOGIA</p> <p>Students registered in single-cycle master's degree programme in: SCIENZE DELLA FORMAZIONE PRIMARIA (students registered in the academic year 2024-2025, attending the last two years)</p> <p>Students registered in the PhD programme in SCIENZE PEDAGOGICHE, DELL'EDUCAZIONE E DELLA FORMAZIONE</p>
<p>11. SCIENZE</p>	<p>Students registered in master's degree programmes at the Scuola di Scienze</p> <p>Students registered in master's degree programmes: MATHEMATICAL ENGINEERING COMPUTER ENGINEERING</p> <p>Students registered in PhD programmes: -- Enrolled in the PhD programmes of the University and holding a master's degree indicated in the previous point (a master's degree from the University of Padua ensures priority but is not of exclusive value)</p>

ART. 3 SUBMISSION OF APPLICATIONS – TERMS AND METHODS

The application should be completed **exclusively** on-line via the **UNIWEB** service (<https://uniweb.unipd.it> under the section INIZIATIVE [INITIATIVES]) as from **Tuesday 30 April 2024 through to 11.59 pm on Wednesday 22 May 2024.**

Applications may be submitted for more than one tutoring call notice if the applicant is eligible. The Student Services Office must ensure that the sum of the hours of the contracts to be signed does not exceed the maximum number of permitted hours.

Any technical problems or particular situations that make it impossible to submit the application via the web must be reported via email to the Student Services Office using the address tutorato@unipd.it indicating the Surname and Name, Student Number, within the deadline for submission of the application (**11.59 pm on 22 May 2024**).

Applications sent through the postal service or in any other manner will not be accepted.

ART. 4 EVALUATION CRITERIA AND SELECTION INTERVIEW

The selection is made on the basis of qualifications and a test. The maximum total score is **45**, allocated as follows:

- 15 points for qualifications (degree grade or merit coefficient)
- 30 points for the test/interview

The following criteria are established for qualifications:

- I. For students who hold a Degree or Master's degree:
 - a) **15 points:** final grade of 110/110 and distinction;
 - b) **12 points:** final grade between 105/110 and 110/110
 - c) **10 points:** final grade between 100/110 and 104/110
 - d) **8 points:** final grade between 95/110 and 99/110

II. In the case of undergraduates (bachelor's degree programme) or students registered in single-cycle master's degree programmes, the merit factor as at 10 August 2023 is taken into account:

- a) **15 points:** if the coefficient belongs to the top 10% in the merit ranking of the degree programme;
- b) **12 points:** if the coefficient belongs to the next 20% in the merit ranking of the degree programme;
- c) **10 points:** if the coefficient belongs to the next 30% in the merit ranking of the degree programme;
- d) **8 points:** if the coefficient belongs to the next 40% in the merit ranking of the degree programme;

N.B. **In the case of students with a degree attained abroad**, the above points will be allocated automatically by assigning to the candidates the score corresponding to the average degree grade of participants in this call notice.

For the interview/test the score is equal to a minimum of **18 points to a maximum of 30 points**.

The interview is considered passed with a mark of at least 18/30.

The interview or test assesses whether the candidate holds any specific qualifications by subject, his or her motivation and whether or not the candidate has good relational skills. Knowledge of English may also be assessed during the interviews, as an additional specific requirement to identify tutors for international students. Candidates whose mother tongue is not Italian will be assessed to ensure they have an adequate knowledge of the Italian language.

ART. 5 TIMETABLE FOR SELECTION INTERVIEWS

The **SELECTION INTERVIEW** will take place in VIDEO CALL on the Zoom platform according to the following schedule, which is published on the website: www.unipd.it/diventare-tutor.

Candidates will receive the link and instructions for the interview on the institutional e-mail address @studenti.unipd.it.

If a high number of students register, the Commission may decide to hold the interviews in several rounds that will continue after the first day.

CALL NOTICE by UNIVERSITY SCHOOL		<i>Date of selection interview As from</i>	<i>from H</i>
1.	AGRARIA E MEDICINA VETERINARIA	04 JUNE 2024	09.00 AM
2.	ECONOMIA E SCIENZE POLITICHE <u>Economics</u>	29 MAY 2024	09.30 AM
3.	ECONOMIA E SCIENZE POLITICHE <u>Political Science</u>	30 MAY 2024	09.30 AM
4.	GIURISPRUDENZA	3 JUNE 2024	10.00 AM
5.	INGEGNERIA and MATH.4.U Project	28 MAY 2024	09.00 AM
		30 MAY 2024	09.00 AM
		03 JUNE 2024	3.00 PM
		04 JUNE 2024	09.00 AM
		05 JUNE 2024	3.00 PM
6.	MEDICINA E CHIRURGIA <u>Medicine</u>	30 MAY 2024	10.00 AM
		03 JUNE 2024	10.00 AM
		06 JUNE 2024	10.00 AM
7.	MEDICINA E CHIRURGIA <u>Pharmacy</u>	4 JUNE 2024	09.30 AM
8.	PSICOLOGIA	29 MAY 2024	09.30 AM

9.	SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE <u>Literature and Sociology</u>	6 JUNE 2024	2.30 PM
10.	SCIENZE UMANE, SOCIALI E DEL PATRIMONIO CULTURALE <u>Education and Training</u>	29 MAY 2024	09.30 AM
11.	SCIENZE	28 MAY 2024 29 MAY 2024 30 MAY 2024 31 MAY 2024	09.00 AM 1.00 PM 10.00 AM 09.00 AM

A valid identification document must be presented for the interview.

If the candidate does not connect to the website or is not available on the date and time agreed for the connection or fails to present a valid identification document, **he or she will be excluded from the selection process.**

The University declines all and any liability for technical problems that may prevent conducting the oral interview normally.

ART. 6 RANKINGS AND SIGNING OF THE CONTRACT

The final ranking is drawn up by an Evaluation Commission appointed by decree of the Rector.

Without prejudice to the collegiality of the opinions as a whole, the Commission may also have sub-commissions should this be necessary for specific purposes. The merit rankings, drawn up in decreasing order of the total points scored, will be published, once the selection phase has been completed, **from Thursday 20 June 2024**, on the website: <http://www.unipd.it/diventare-tutor>.

The rankings will be valid **until 30 September 2025**; said rankings may be used to sign tutoring contracts during the year, according to specific teaching requirements.

The contract for the award of the grant will be signed on the basis of the individual rankings by written invitation from the Student Services Office. Failure to present oneself, other than in the case of a serious and justified impediment, will result in loss of entitlement to the tutoring grant.

ART. 7 THE TUTOR'S ACTIVITIES

Tutors provide their organisational and teaching support to students of the programmes coordinated by the Contact Persons in the University Schools.

More specifically, tutors will provide:

- **informative tutor**: organisational support and actions to assist students to ensure that they actively participate in their educational process, acting as facilitators and mediators, above all in the case of freshmen, international students, dual career "student-athletes" and students with refugee status. They provide informative support in guidance initiatives addressed to future freshmen.

Only for the specific programmes of the *Università in carcere* (University in Prison) project, a tutoring service is provided for students in prison, in order to provide study assistance, obtain teaching materials, book and collect books from the library;

- **teaching tutor**: teaching support, assistance with studying and laboratory assistance in specific subjects on particularly critical exams, above all for first-year students.

For the programmes involved in the *Università in carcere* (University in prison) project, educational tutoring and study assistance, including individual support, are provided. They are mainly carried out by PhD students and are offered to students in prison.

- **coordinating tutor**: each School/Area will identify one or more tutors who will be tasked with coordinating the group and being its spokesperson with the tutoring contact persons and the Student Service Office in the scheduled monitoring meetings, also in order to collect data on tutoring contacts (final group report).

The winners will be regularly invited to monitoring meetings and training activities scheduled by their supervisors.

ART. 8 TRAINING

The tutoring activity will be preceded by a face-to-face training course as follows:

Compulsory participation for a total of 8 hours, which will be remunerated with a separate payment, up to the maximum amount allowed for the contract (Master's Degree 250 hours, PhD students 100 hours):

- **4 hours:** "Presentation of tutoring activities": **Tuesday, 10 September 2024, 2.00 pm-6.00 pm**, ROOMS A and B Psicologia 3, Via Venezia, 14
- **4 hours: 2 modules of 2 hours each**, to be held during the week (from 11 to 20 September 2024), at a time chosen from several time slots available.

Optional attendance:

3-4 modules of 2 hours each, to be carried out by October, at a time chosen from several time slots available, without remuneration but with official certification.

Training is not compulsory for anyone who has been a tutor in previous years and has attended the course.

Tutors must confirm their attendance, before the start of the training, by sending an email to tutorato@unipd.it.

The tutors must also have attended the courses offered online by the University **on safety** and submit the relevant certificate: general safety (basic course) and specific safety (low-risk or high-risk depending on the activity to be carried out), as required by the current provisions on safety (D. Lgs [Legislative Decree] 81/2008 and Accordo Stato Regioni [State-Regions Agreement] 2011).

ART. 9 TUTOR'S REMUNERATION

The tutoring grant includes:

- a gross hourly fee of EUR 16.00 for the institute (EUR 12.97 gross for the grant holder - EUR 11.45 net for the grant holder) for students registered in master's degree programmes;
- a gross hourly fee of EUR 20.00 for the institute (EUR 16.21 gross for the grant holder - EUR 14.34 net for the grant holder) for students registered in PhD schools and/or in the specialisation school for the legal professions.

The amount is exempt from personal income tax (IRPEF) (art. 4 Italian Law 476/1984). The grant is subject to social security deductions at the rate provided by the applicable law. The tutor's remuneration is compatible with the award of a scholarship and with the activity of "part-time student collaborator".

In accordance with the planned commitments, upon completion of their activities the selected tutors must send a report to the Student Services Office (tutorato@unipd.it) describing the activities carried out and an attendance register. Tutoring activities will be coordinated by the representatives of the University Guidance and Tutoring Commission.

The University reserves the right to monitor the progress of ongoing tutoring activities.

ART. 10 FINAL PROVISIONS

The University will fulfil the insurance obligations provided by the applicable laws.

The tutoring grant does not constitute an employment relationship nor does it imply any assessment for purposes of public competitions.

Pursuant to article 4 of Italian Law no. 241 of 7 August 1990 (New rules on administrative procedures and on the right of access to administrative documents) and subsequent amendments, the Director of the Student Services Office, Ms Alessandra Biscaro, will be appointed as the Person Responsible for the Administrative Procedure.

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Selection candidates may exercise their right of access to the application documents in the manner provided by Italian Presidential Decree no. 184 of 12 April 2006 (Regulation governing access to administrative documents pursuant to Chapter V of Italian Law 241/90).

Personal data collected for the purposes set out in this notice is processed in compliance with the provisions of Regulation (EU) no. 679 of 27 April 2016 (General Data Protection Regulation, GDPR).

The "Data Controller" is the University of Padua, with registered office in Via 8 Febbraio, 2 - 35122 Padua. The full privacy policy is available from the Data Controller or on www.unipd.it/privacy.

N.B. This call for applications has been translated into English for information purposes only.

With regard to the handling and resolution of disputes, and for all legal effects, only the Italian version shall be considered valid.

For further information, please contact:

Student Services Office

Guidance and Tutoring Sector

Tel. 049.827 5044

e-mail: tutorato@unipd.it

THE RECTOR
Prof. Daniela Mapelli

Digitally signed pursuant to Italian Legislative Decree no.