UNIVERSITÀ DEGLI STUDI DI PADOVA

CALL FOR SELECTION FOR THE AWARD OF GRANTS FOR TUTORING DEDICATED TO EXPERIMENTAL AND SUPPORT PROJECTS FOR STUDENTS IN ORDER TO IMPROVE TEACHING FOR THE ACADEMIC YEAR 2024/2025

ART. 1 GENERAL PROVISIONS

The following Selection Notice is published for the preparation of several rankings for the award of grants for experimental and support projects for students in order to improve teaching for the academic year 2024/2025.

Selection no.	University Office and Projects	Application
1	**Project Buddy - Incoming** Projects and Mobility Office and Student Services Office	4 coordination tutors (100 hours each) 7 buddy tutors (25 hours each) 2 "Mobility" tutors (100 hours each)
2	**Project Buddy – mobility: Educating for mobility** Projects and Mobility Office and Student Services Office	4 "Educating for mobility" tutors (150 hours each)
3	**Project Buddy - International students** Global Engagement Office and Student Services Office	Up to 3 coordination tutors (160 hours each) Up to 83 buddy tutors (40 hours each)
4	**Project Buddy - International PhD students** PhD Office and Student Services Office	Up to 10 buddy tutors (1 coordinating tutor for 35 hours and 9 buddy tutors for 20 hours each)
5	*Università in carcere* [University in Prison] Project Student Service Office	3 coordination tutors (up to 250 hours each)
6	**Student-athlete dual career project**	2 coordinating tutors (up to 100 hours each)
7	**Student Services Office**	8 tutors (250 hours each)
8	**Mentoring & Service Learning Project**	2 tutors (250 hours)
9	**SAP** Service - O.U. Well-being without risks	1 tutor (250 hours)
10	**Educational Tutoring** Programme	up to 30 tutors (up to about 100 hours each)
11	**Tutor for inclusion:** study assistance, guidance and support for entrance tests and exams	40 tutors (up to 250 hours each)

ART. 2 ADMISSION

Students enrolled for the academic year 2023/24 in degree or PhD programmes specified below and who intend to renew their enrolment for the academic year 2024/25, or students enrolled for the academic year 2023/2024 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:

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 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.

SELECTION no. 1
(*Project Buddy-Incoming*)**:**

a) Students registered in master's degree programmes at the University of Padua in the academic year 2023/24 with a **degree grade of 95/110 or higher**, if obtained in Italy (the last degree obtained is considered);
b) Students registered in the academic year 2024-2025 in the fourth year or higher of a single-cycle master's degree programme at the University of Padua;

The knowledge of English is compulsory and will be assessed during the interview. A knowledge of other foreign languages will be considered an advantage (proven by certification and assessed during the interview). For non-native Italian speakers, knowledge of the Italian language is compulsory and will be assessed during the interview.

SELECTION no. 2 and no. 3
(*Project Buddy Mobility and Project Buddy for International students*):

a) Students registered in master's degree programmes at the University of Padua with a **degree grade of 95/110 or higher,** if attained in Italy (the last degree obtained is considered);
b) Students registered in the academic year 2024-2025 in the fourth year or higher of a single-cycle master's degree programme at the University of Padua;
c) Students who **have registered in (or graduate from) a bachelor's degree programme in the academic year 2023/24** may also submit a conditional application, provided they intend to complete the registration 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 registering in the master's degree programme, they should promptly send to tutorato@unipd.it the new student ID number and degree programme in which they are registered, under penalty of exclusion from the ranking should they fail to do so.

The knowledge of English is compulsory and will be assessed during the interview. A knowledge of other foreign languages will be considered an advantage (proven by certification and assessed during the interview). A good knowledge of Italian is a compulsory requirement for non-native speakers.

SELECTION no. 4
(*Project Buddy International PhD students*)

Enrolled in the academic year 2023-2024 in the first or second year of **a PhD programme of the University of Padua** (or third in case of four-year duration) **with a master's degree grade equal to or greater than 95/110**, if obtained in Italy (the last degree obtained is considered).

The knowledge of <u>English is compulsory</u> and will be assessed during the interview. A knowledge of other foreign languages will be considered an advantage (proven by certification and assessed during the interview). <u>A very good knowledge of Italian</u> is required for non-native speakers.

SELECTION no. 5
(*Università in carcere* **[University in Prison]** *Project*)
- Students registered in master's degree programmes at the University of Padua with a **degree grade of 95/110 or higher**, if attained in Italy (the last degree obtained is considered);
- Students registered in the academic year 2024-2025 in the fourth year or higher of a single-cycle master's degree programme at the University of Padua;
- Students registered in a PhD programme with degree grade of 95/110 or higher, if attained in Italy (the last degree obtained is considered);

SELECTIONS no. 6 and no. 7
(Student-athlete dual career project; Support to the Student Services Office)
a) Students registered in master's degree programmes at the University of Padua with a **degree grade of 95/110 or higher,** if attained in Italy (the last degree obtained is considered);
b) Students registered in the academic year 2024-2025 in the fourth year or higher of a single-cycle master's degree programme at the University of Padua;
Students who **have registered in (or graduate from) a bachelor's degree programme in the academic year 2023/24** may also submit a conditional application, provided they intend to complete the registration 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 registering in the master's degree programme, they should promptly send to tutorato@unipd.it the new student ID number and degree programme in which they are registered, under penalty of exclusion from the ranking should they fail to do so.

SELECTION no. 8
(Mentoring & Service Learning)
a) Students registered in the master's degree programmes related to the Scuola di Psicologia with a **degree grade of 95/110 or higher**, if attained in Italy (the last degree obtained is considered);
b) students who **have registered in (or graduate from) a bachelor's degree programme of the Scuola di Psicologia in the academic year 2023/24** may also submit a conditional application, provided they intend to complete the registration in a master's degree programme of the Scuola di Psicologia within the deadlines established by the calls for admission for Psicologia master's degrees for the academic year 2024/25; in this case, after registering in the master's degree programme, they should promptly send to tutorato@unipd.it the new student number and degree programme in which they have registered, under penalty of exclusion from the ranking should they fail to do so.

SELECTION no. 9
(*SAP Support - Operating Unit Well-being without risks*)
a) Students registered in the master's degree programmes related to the Scuola di Psicologia with a **degree grade of 95/110 or higher**, if attained in Italy (the last degree obtained is considered);

SELECTION no. 10
(*Educational Tutoring Programme*)
a) Students registered in master's degree programmes listed below with a **degree grade of 95/110 or higher**, if

attained in Italy:

LM-9: Biotechnologies for food science (Scuola di Agraria e Medicina Veterinaria)

LM-20: Ingegneria Aerospaziale

LM-21: Bioingegneria

LM-22: Chemical and process engineering

LM-23: Ingegneria Civile

LM-25: Control Systems Engineering

LM-26: Ingegneria della Sicurezza Civile e Industriale

LM-27: ICT for Internet and Multimedia

LM-28: Ingegneria dell'Energia Elettrica

LM-29: Electronic Engineering

LM-30: Energy Engineering

LM-32: Computer Engineering

LM-33: Ingegneria Meccanica

LM-35: Environmental Engineering

LM-44: Ingegneria matematica

LM-53: Materials Engineering

LM-9: Pharmaceutical biotechnologies / Biotecnologie farmaceutiche (Scuola di Medicina e Chirurgia)

LM-9: Medical biotechnologies (Scuola di Medicina e Chirurgia)

LM-6: Molecular Biology

LM-6: Biologia sanitaria

LM-6: Biologia Evoluzionistica

LM-6: Marine Biology

LM-8: Biotecnologie Industriali

LM-66: Cybersecurity

LM-82: Scienze statistiche

LM-91: Data Science

LM-37: Lingue e letterature europee e americane

LM-38: Lingue moderne per la comunicazione e la cooperazione internazionale

LM-39: Linguistica

LM-50: Programmazione e gestione dei servizi educativi

LM-57: Scienze dell'Educazione degli Adulti e della Formazione Continua

LM-85: Pedagogia

LM-88: Pluralismo Culturale, Mutamento Sociale e Migrazioni

Students who have **registered in (or graduate from) a bachelor's degree programme in the academic year 2023/24** of the Scuole di Ingegneria, Scienze, Giurisprudenza e Scienze Umane, Sociali e del Patrimonio culturale, may also submit a conditional application, provided they intend to register in a master's degree programme indicated at the previous point within the deadlines established by the calls for admission for master's degree programmes for the academic year 2024/25; in this case, after registering in the master's degree programme, they should promptly forward their new student number and the degree programme in which they have registered to tutorato@unipd.it, under penalty of exclusion from the ranking should they fail to do so.

b)   Enrolled in the academic year 2024-2025 in the fourth year or higher of the single-cycle master's degree

programmes in Scienze della Formazione Primaria, Chimica e Tecnologia Farmaceutiche, Farmacia e Giurisprudenza (Padua and Treviso sites). Therefore, students currently in their third year may also participate, with participation conditional upon actual enrolment in the academic year 2024-2025.

c) Students registered in the following **PhD programmes with a degree grade of 95/110 or higher**, if attained in Italy (the last degree obtained is considered):
- Ingegneria dell'informazione
- Industrial Engeeenering
- Scienza e ingegneria dei materiali e delle nanostrutture
- Scienze dell'ingegneria civile, ambientale e dell'architettura
- Giurisprudenza
- Diritto internazionale e privato e del lavoro
- Human rights, society and multi-level governance
- Social Sciences
- Scienze pedagogiche, dell'educazione e della formazione
- Scienze linguistiche, filologiche e letterarie
- Scienze statistiche
- Bioscienze
- Geosciences
- Scienze molecolari
- Medicina Molecolare
- Scienze Farmacologiche – Pharmacological Sciences

SELECTION no. 11
(Tutor for Inclusion: study assistance, guidance and support for entrance tests and exams)
   a) Students registered in **master's degree** programmes of the University of Padua.
   Students who have **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 course within the deadlines established by the calls for admission for master's degrees for the academic year 2024/25; in this case, after registering in the master's degree, they should immediately forward their new student number and the course in which they have registered to **inclusione.studenti@unipd.it** under penalty of exclusion from the ranking should they fail to do so;
   b) Enrolled in **single-cycle master's degree** programmes (students who have registered for the academic year 2024/25, attending the fourth year or a higher one) with the University of Padua;
   c) **PhD** programmes (subject to the favourable opinion of the PhD Coordinator)

whose last degree attained or currently being attained has grades equal to or above than 95/110 if attained in Italy (the last degree obtained is considered). A good knowledge of Italian is required for non-native speakers.

For all calls for selection, those interested should also declare that they will be available for the entire period as advised during the interview (selections 1-10) or during the compulsory training (selection 11), and that they do not have commitments that may prevent their being present and on-call at the university.

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]) **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

Art. 4.1 Projects no. 1 to no. 10

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. Candidates whose mother tongue is not Italian will be assessed to ensure they have an adequate knowledge of the Italian language.

Art. 4.2 Project no. 11

There are no selection interviews and rankings to become an inclusion tutor. All those enrolled in selection no. 11 who meet the requirements of the call will be declared <u>eligible only following specific compulsory training </u>(see art. 8 Training).

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.

Selection no.	Selection notice	Date of selection interview	As from from H
1	Projects and Mobility Office and Student Services Office **Project Buddy - Incoming**	**30 MAY 2024**	**10.00 AM**
2	Projects and Mobility Office and Student Services Office **Project Buddy - Mobility**	**28 MAY 2024**	**10.00 AM**
3	Global Engagement Office and Student Services Office **Project Buddy - International students**	**04 JUNE 2024**	**09.00 AM**
4	PhD Office and Student Services Office **Project Buddy International PhD students**	**5 JUNE 2024**	**09.00 AM**
5	Student Services Office: *Università in carcere* **[University in Prison] Project**	**28 MAY 2024**	**10.00 AM**
6	Student Service Office **Student-athlete dual career project**	**31 May 2024**	**09.00 AM**
7	Student Services Office: **support for the Guidance and Tutoring, Financial Benefits and Inclusion sectors**	**30 MAY 2024**	**09.30 AM**

8	**Mentoring & Service Learning Project**	**05 JUNE 2024**	**10.00 AM**
9	**SAP Support - Operating Unit Well-being without risks**	**05 JUNE 2024**	**2.00 PM**
10	**Educational Tutoring** Programme	**03 JUNE 2024**	**09.30 AM**
11	**Tutor for inclusion**: study assistance, guidance and support for entrance tests and exams	**There is no interview.** Eligibility to perform the role of tutor for inclusion is obtained by attending a compulsory training course (see art. 4.2)	

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 of Padua declines all and any liability for technical problems that prevent conducting the oral interview normally. Interviews for several selections held on the same date should be notified to the Evaluation Commission so that they may be held before or after with respect to the list of participants.

ART. 6 RANKING AND SIGNING OF THE CONTRACT

Art. 6.1 Projects No. 1 to No. 10

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 appoint sub-commissions should this be necessary for specific purposes.
The merit rankings, drawn up in decreasing order of the total points attained, will be **published no later than Thursday 20 June 2024** on the website http://www.unipd.it/diventare-tutor
The rankings will be valid until 30 September 2025.

Art. 6.2 Project no. 11

The list of those eligible for inclusion will be made public after the compulsory training course, **starting on Thursday 27 June 2024** and can be viewed on the website http://www.unipd.it/diventare-tutor .

For all tutors, the contract for the award of the grant will be signed on the basis of the individual rankings/list of eligible persons 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 OBJECTIVES OF EACH OF THE PROJECTS AND DUTIES OF THE TUTORS

1.   **Project Buddy - Incoming**

The aim of the project is to provide support to incoming exchange students (Erasmus+, ARQUS, SEMP, COIMBRA, bilateral agreements and double degrees). The persons involved in the various roles will attend a special training course before starting the activities (training is excluded from the hours counted).

- **"Buddy" tutors** will be tasked with helping exchange students become acquainted with the new context, as well as providing support in administrative procedures starting just before arrival and throughout the semester. They will have to stay in touch with them, answer their questions, provide information about university life in Padua, immigration procedures, health care, provide support in case of need. Buddies will work with the Mobility sector of the Projects and the Mobility Office, under the supervision of two Coordinating Tutors.

- **"Mobility" tutors** will not be assigned to exchange students, but will provide assistance to all users by email or through Zoom appointments on various topics related to incoming mobility, in particular on all the procedures to be followed from the moment of nomination and until returning to the university of origin (e.g.: use of the mobility platform, use of Uniweb and Moodle, drawing up of a study plan on Uniweb, access to the canteen, etc.). The language used in written and oral communications with users shall be English. They must be present in the office at least one morning a week to collaborate with Mobility Sector staff. Interpersonal sensitivity, listening skills and the ability to understand the needs of students are required. The ability to work in a team is also required.

- **Coordinating Tutors** are responsible for assigning exchange students to Buddy tutors, according to the criteria established by the Projects and Mobility Office, coordinating the Buddy tutors and the volunteers of the Buddy4YOUrope project, monitoring their activities and drawing up a final report on what has been done during the year. They will also be tasked with collaborating with Unipd and ESN to carry out in-person and online social events/activities, involving incoming students, Buddy Tutors and volunteers from the "Buddy4YOUrope" project. Coordination tutors will also be tasked with providing comprehensive support to all students on matters of general interest using various communication and management methods. Additionally, they will play a role in enhancing the service through innovative suggestions, updating existing informational materials and developing new ones.

2. Buddy Project – Mobility: Educating for Mobility

The chosen tutors will be responsible for assisting UNIPD students throughout the various stages of outgoing mobility, from the application to the selection call procedures, and also with the procedures to be carried out upon their return from mobility. The tutors will support the staff of the Mobility sector, some focusing on certain Schools/Departments, others operating at a central level with a focus on communication with new tools in addition to official emails and software and special care for international students.

The activities will be organised throughout the academic year and will require direct contact with students - either in person or in writing - arranging information meetings, getting in touch with participants in the programmes, updating communication tools in a more effective manner and other support and guidance activities. This new figure aims to become a reference point for outgoing students to deal with the easiest and most practical doubts or to handle administrative procedures. The activity will be carried out mainly in the office at times to be agreed.

3. Project Buddy - International students

The aim of the project is to welcome and offer assistance to international students who register in programmes at the University, helping them find their way and quickly fit into the new academic and cultural environment. In addition to providing assistance with any paperwork that may be necessary such as registration, residence permit applications, accommodation searches and health care, the Buddy will become a point of reference for international freshmen in order to answer any doubts or queries they may have about life in the city, providing friendly support during the first period of their stay in Padua.

After receiving special training, the Buddies will contact the students assigned to them, answer their questions, offer support in administrative procedures, act as interface with offices if necessary and provide information on university life in Padua. Buddies will work with the Admissions and Welcome sector of the Global Engagement Office, under the supervision of the Coordinating Tutors. Buddies may also be involved in activities to support international students with international protection status.

The Coordinating Tutors are responsible for assigning international students to Buddies, according to criteria established by the Global Engagement Office, coordinating the Buddies, monitoring their activities and drawing up a final report on what has been done during the year. Coordination tutors will also be involved to support the Global Engagement Office in welcoming and promoting the cultural integration of international students.

4. Project Buddy International PhD students

The aim of the project is to welcome and offer assistance to international students who register in the PhD programmes of the University, helping them find their way and quickly fit into the new academic and cultural environment. In addition to providing assistance with any paperwork that may be necessary such as residence permit applications, opening of a separate INPS position and current account, finding accommodation and health care, the Buddy is also a point of reference for the PhD student with respect to any doubts or queries he or she may have with regard to the resources available to the student (e.g. research budget) or the life in the city.

After receiving special training, the Buddies will contact the PhD students assigned to them, answer their questions, offer support in administrative procedures, act as interface with offices if necessary and provide information on university life in Padua. The Buddies will work with the PhD Office.

Buddies may also be involved in activities to encourage the cultural integration of international PhD students such as the PhD Welcome Day.

The Coordinating Tutor is responsible for coordinating the Buddies, assigning the exchange students to the Buddies, according to criteria established by the PhD Office, monitoring their activities and drawing up a final report on what has been done during the year. The Coordinating Tutor will also be asked to help to improve the service with innovative proposals and by updating existing informative materials and creating new materials if possible.

5. *Università in carcere* (University in Prison) project

The aim of the project is to provide administrative and teaching support to students imprisoned in penitentiaries in Padua (and, if necessary, those in Venice, Rovigo and Treviso), in line with the memorandum of understanding signed with the Italian Ministry of Justice. The Coordinating Tutors shall coordinate the Teaching Tutors involved in the project, manage the administrative paperwork of each student in prison and subject to alternative imprisonment measures, update the database with data relating to the university career of students, provide assistance with the pre-registration paperwork of candidate students and monitor the procedures for the purchase and/or loan of books and requests for exams.

6. Student-athlete dual career project

As part of the Student-athlete dual career project, whose aim is to promote and support student-athletes with outstanding sporting abilities, the tutor will promote the Project outside and inside the university community, creating high-quality study environments for all. The Tutor also coordinates the other tutors involved in the Project, manages and monitors any problems that may occur, in order to help and encourage students to attain a higher qualification together with a successful sporting career.

7. Tutors who support the Student Services Office

The selected tutors are required to collaborate, as support to staff, on the different initiatives of the Office:

- by participating in guidance initiatives to help in the choice of university programmes and other educational opportunities offered by the University;
- by providing support in administrative procedures related to economic benefits, in order to promote and provide greater access to scholarships, grants and the numerous exemptions and incentives provided by the University as well as providing their support in organising and promoting summer courses;
- by providing support for the organisation of admission tests, personalised exams and services for students with disabilities, learning difficulties or other forms of vulnerability.

8. Mentoring & Service Learning

The Mentoring and Service Learning project implemented by the Department of Developmental Psychology and Socialisation aims to support the City of Padua to deal with situations of social hardship of minors at risk of marginalisation and elderly people at risk of isolation, through the collaboration of university students (involved as volunteers and active and responsible citizens).

The tutor, guided by the team, will be responsible for actively participating in project management tasks, including liaising with educational communities, engaging with the Municipality of Padua, monitoring logs, and contributing to the oversight of mentors.

9. Tutors who support the SAP - Operating Unit Well-being without risks (BSR)

Tutoring is addressed above all to students who are enrolled in bachelor's degree programmes and master's degree/single-cycle master's degree programmes. The Tutor cooperates with the SAP-BSR service in order to prevent behaviour at risk, encouraging healthy habits related to psychophysical well-being.

More specifically, the Tutor is responsible for the following activities:
- managing the organisational aspects of the service activities (booking classrooms, managing the registrations of experiential groups)
- back office activities (institutional e-mail management and data processing)
- reporting on the progress of the service and coordination with other SAP Operating Units in the SCUP (Clinical Psychological University Services)
- participation in prevention activities and dissemination of information on matters related to promoting well-being and reducing behaviours at risk, addressed to students of the University of Padua.

10. Educational Tutoring Programme

Educational Tutoring is a guidance and tutoring Programme that includes activities and meetings during specific programmes of the University of Padua. The purpose of the programme is to provide support to first-year students to help them fit into the university environment, strengthen specific cross-sectional skills that are particularly useful for the specific degree programme, and help them plan and establish their educational and professional project.

The selected tutors will fill the role of student tutor for the Educational Tutoring programme, participating in co-planning meetings for their context of reference and leading some of these in the classroom. Some tutors will support the scientific and operational coordination of the Educational Tutoring programme and, by area of reference, will provide their support to the management of the activities promoted by the Programme.

11. Tutor for inclusion: study assistance, guidance and support for entrance tests and exams.

The University aims to provide specialist support, even through peer tutoring, to encourage investments in university education and help students with disabilities and/or other forms of vulnerability continue their studies in a satisfactory manner; To this end, tutors will be required to:

- Help students with reduced mobility to reach classes, canteens, meeting places

- Play the role of reader and writer in entrance exams and during examinations
- Support students with disabilities and learning difficulties through personalised forms of interaction, encouraging a positive attitude towards the subjects studied
- Stimulate the use of effective study management strategies and methods, in order to encourage greater levels of autonomy and maximise their academic progress and success by encouraging the propensity to participate in university life
- Promote collaborative and supportive attitudes within educational and social contexts

ART. 8 TRAINING

Art. 8.1 Projects no. 1 to no. 10

Tutoring will be preceded by <u>compulsory</u> participation in a Project-specific intensive training course on the following dates:

Project no. 1 Buddy - Incoming: Tuesday, 25 June 12:00 - 1:30 pm (online);
Project no. 2 Buddy - Mobility: Educating for Mobility: Tuesday, 23 July 3-4.30 pm (online);
Project no. 3 Buddy International Students: Tuesday, 2 July (online; the exact time will be communicated to the winners together with the link);

Projects No. 4, No. 5, No. 6, No. 7, No. 8, No. 9: Buddy International PhD students, University in prison, Student-athlete dual career, Student Services Office, Mentoring & Service Learning and SAP BSR: the training will be carried out by the heads of the individual reference offices at the beginning and during the course of the activities, after signing the contract.

Project no. 10 Educational Tutoring Programme: Tuesday, 10 September 2024, from 2.00 p.m. to 6.00 p.m. and 2 modules of 2 hours, to be held in the week from 11 to 20 September at a time chosen from several time slots available (in person). Students will be allowed to complete the training for the role by participating in some additional optional modules;

Information on the training courses (Projects No. 1, No. 2, No. 3, and No. 10) will also be published together with the selection rankings, **starting on Thursday, 20 June 2024, and will be available on the website** https://www.unipd.it/scadenze-informazioni-tutor.

Training is <u>not</u> 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 the address from which they have received the invitation to the training course.

Art. 8.2 Project No. 11: Tutor for inclusion:

Compulsory training for inclusion in the list of eligible candidates, in person: **20 June (afternoon) and 21 June (morning)**, after filling in an online form to be completed in about 2 hours. **Detailed information will be disclosed by email to participants by 31 May 2024.** For those who have already been tutors for inclusion in previous years and have already attended the course, training is not compulsory but it is recommended.

ART. 9 TUTOR'S REMUNERATION

The tutoring grant is paid on an hourly basis and is equal to:
- EUR 16.00 gross (EUR 12.97 gross for the grant holder - EUR 11.45 net for the grant holder) for students enrolled in a degree programme or master's degree programme,
- EUR 20.00 gross (EUR 16.21 gross for the grant holder - EUR 14.34 net for the grant holder) for students enrolled in a PhD programme.

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.

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 will be coordinated by the project representatives.

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.

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 complete privacy policy is available from the Data Controller or on www.unipd.it/privacy.

N.B. This call 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

<div align="right">

THE RECTOR
Prof. Daniela Mapelli
Digitally signed pursuant to Italian Legislative Decree no.

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82/2005