ITALIAN DECRETE No. 2030/2017 Ref. No. 180445

Year 2017 Tit.V Cl.1 File 2017-V/1.2

SUBJECT: Selection announcement to award allowances for tutoring activities dedicated to experimental projects and projects to support students with the aim of improving teaching - for the a.y. 2017/2018

THE DIRECTOR

Having regard to (Italian) law no. 170 dated 11.7.2003, in particular art.1 paragraph 1 lett.B;
Having regard to (Italian) Ministerial Decree no. 198 dated 23.10.2003, and, in particular, art.2;
Having regard to art.4 of the University of Padova Charter, issued with Regional Decree no. 3276 dated 16th December 2011 and amended by Regional Decree no. 2514 dated 5th September 2014;
Having regard to (Italian) Ministerial Decree no. 976 dated 29th December 2014 which assigned the funds for the 2016 financial year (Table 8) pursuant to (Italian) Ministerial Decree no. 198 dated 23.10.2003;
Taking due note of the Teaching Quality Guidelines approved during the meeting of the Academic Senate held on 7th April 2014;
Making reference to the 2017-19 Integrated Performance Plan, approved by the Board of Directors on 21/03/2017;
Making reference to the resolution of the Board of Directors dated 30th May 2017;
Taking due note that the organisation making the proposal has made sure that the decree is compliant with applicable legislation and University Regulations

HEREBY DECLARES

Art. 1 General provisions
The purpose of the following Selection Announcement is to create rankings relative to the allowances to be awarded for experimental and support projects for students with the aim of improving teaching for the a.y. 2017/2018

<table>
<thead>
<tr>
<th>Selection no.</th>
<th>University services and projects</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Servizio Relazioni Internazionali e Servizio Diritto allo Studio e Tutorato: Buddy Project - Erasmus</td>
<td>2 coordination tutors (150 hours) 60 buddy tutors (25 hours)</td>
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<tr>
<td>2</td>
<td>Servizio Relazioni Internazionali, Servizio Segreterie Studenti e Servizio Diritto allo Studio e Tutorato: Buddy Project - Foreign First Year Students</td>
<td>1 coordination tutor (150 hours) 9 buddy tutors (25 hours)</td>
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<tr>
<td>3</td>
<td>Servizio Diritto allo Studio e Tutorato: Operation Wake-Up Project</td>
<td>1 tutor (150 hours)</td>
</tr>
<tr>
<td>4</td>
<td>Servizio Segreterie Studenti e Servizio Diritto allo Studio e Tutorato: Culture and Welcome Project</td>
<td>2 coordination tutors (150 hours) 10 teaching tutors (50 hours)</td>
</tr>
<tr>
<td>5</td>
<td>Servizio Diritto allo Studio e Tutorato: Drop-out Project</td>
<td>1 tutor (200 hours)</td>
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<tr>
<td>6</td>
<td>Psychological Assistance and Risk-free Well-being Service</td>
<td>1 tutor (250 hours)</td>
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<tr>
<td>7</td>
<td>Mentor-UP Service</td>
<td>1 tutor (250 hours)</td>
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<tr>
<td>8</td>
<td>Orientation Service</td>
<td>1 tutor (250 hours)</td>
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</tbody>
</table>
Art. 2 Admission

The following individuals are allowed to take part in the selection process:

no.1 - no.2 (Buddy Project – Erasmus, Buddy Project - Foreign First Year Students):
students enrolled on a second cycle degree course at the University of Padova who received a final mark of at least 95/110 in their last degree, and those enrolled in the last two years of a single cycle degree course at the University of Padova.
Knowledge of English is a mandatory requirement which will be assessed during the interview stage. Knowledge of other foreign languages is also preferred (proven by certificates and assessed during the interview stage).

no.3 (Operation Wake-Up Project):
students enrolled on a second cycle degree course at the University of Padova who received a final mark of at least 95/110 in their last degree, and those enrolled in the last two years of a single cycle degree course at the University of Padova.

no.4 (Culture and Welcome Project): coordination tutor
students enrolled on a second cycle degree course at the University of Padova who received a final mark of at least 95/110 in their last degree, and those enrolled in the last two years of a single cycle degree course at the University of Padova.

no.4 (Culture and Welcome Project): teaching tutors
students enrolled on a second cycle degree course at the University of Padova in:
- CULTURAL ANTHROPOLOGY, ETHNOLOGY, ETHNOLINGUISTICS
- CULTURES, EDUCATION AND GLOBAL SOCIETY
- HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE
- EUROPEAN AND AMERICAN LANGUAGES AND LITERATURES
- Modern languages for the international communication and cooperation
- LOCAL DEVELOPMENT
who received a final mark of at least 95/110 in their last degree.

no. 5 - no. 6 - no. 7 (Drop-out Project, tutor for the Psychological Assistance and Risk-free Well-being Service, MentorUP Project)
students enrolled in second cycle degree courses in:
- COGNITIVE NEUROSCIENCE AND CLINICAL NEUROPSYCHOLOGY
- NEUROPSYCOLOGICAL NEUROSCIENCE AND REHABILITATION
- CLINICAL PSYCHOLOGY
- CLINICAL PSYCHOLOGY OF DEVELOPMENT
- CLINICAL DYNAMIC PSYCHOLOGY
- APPLIED COGNITIVE PSYCHOLOGY
- DEVELOPMENTAL AND EDUCATIONAL PSYCHOLOGY
- COMMUNITY PSYCHOLOGY
- PSYCHOLOGY OF COMMUNITY, WELLNESS PROMOTION AND SOCIAL CHANGE
- SOCIAL, WORK AND COMMUNICATION PSYCHOLOGY
- EXPERIMENTAL PSYCHOLOGY AND COGNITIVE SCIENCES
who received a final mark of at least 95/110 in their last degree.

no. 8 (tutor for the Orientation Service):
students enrolled on a second cycle degree course at the University of Padova who received a final mark of at least 95/110 in their last degree, and those enrolled in the last two years of a single cycle degree course at the University of Padova.

For all selection announcements, those interested must also confirm their availability for the entire period required for the tutoring activity, of which they will be informed during the interview stage. They must also confirm that they do not have any other commitments which may hinder their effective presence and availability inside the university.
Art. 3 Submitting applications: deadlines and procedures
Applicants must complete their applications between 19th June and 4th July, and only online using the UNIWEB service: https://uniweb.unipd.it (under the section INITIATIVES). It is possible to apply for more than one tutoring announcement as long as you meet the necessary requirements. It is the responsibility of the Servizio Diritto allo Studio e Tutorato to make sure that the total number of hours for the contracts to be entered into with the successful candidate does not exceed the maximum number of hours allowed.

Any technical problems stopping the application from being submitted online must be reported to staff at the Servizio Diritto allo Studio e Tutorato, using the following email address: Servizio.tutorato@unipd.it, indicating Surname, Name and ID Number, by the stated application deadline, meaning by 1pm on 4th July 2017.

Applications sent by post or using a different method from the one stated will not be accepted.

Art. 4 Assessment criteria and selection interview
The selection process is based on qualifications and a test. A maximum of 45 points are available, broken down as follows:
- 15 points for qualifications (degree marks or merit factor)
- 30 points for the test/interview

For qualifications, the following criteria have been defined:

I. For an Italian “Diploma di Laurea”, overall marks are taken into consideration:
   a) 15 points for 110/magna cum laude;
   b) 12 points for a mark between 105/110 and 110/110
   c) 10 points for a mark between 100/110 and 104/110
   d) 8 points for a mark between 95/110 and 99/110

II. If enrolled on a single cycle degree course, the merit factor as at 10th August 2016 will be taken into consideration:
   The merit function will be used to assign points, following the below criteria:
   a) 15 points: if the applicant is in the top 10% of their degree course merit ranking;
   b) 12 points: if the applicant is in the next 20% of their degree course merit ranking;
   c) 10 points: if the applicant is in the next 30% of their degree course merit ranking;
   d) 8 points: if the applicant is in the bottom 40% of their degree course merit ranking;

For the Interview/test, a minimum of 18 and a maximum of 30 points are available.
The purpose of the interview or test is to assess whether the applicant meets any specific requirements for the discipline in question, in addition to whether they have good communication skills and what their reasons are for applying.

Candidates must present a valid id document.

Art. 5 Selection interview timetable
The selection interviews will be held, without any further notice, in the Department of Psychology lecture halls, Building “Psico 2”, in via Venezia, 12/2 – Padua, with the following timetable:
Candidates must bring a valid ID document. If a candidate fails to turn up to the interview, it will be assumed that he/she is no longer interested.

Art. 6 Ranking and stipulating the contract
The Dean appoints an evaluation commission which, without prejudice to the collegial nature of its overall judgement, may organise sub-commissions for functional requirements.

The merit rankings, calculated according to overall points in descending order, obtained on the basis of the criteria referred to by points 1-2-3 of art.4, will be published on 20\textsuperscript{th} July 2017 and can be found on the following website: http://www.unipd.it/tutorato. The rankings will be valid until 30\textsuperscript{th} September 2018.

Contracts to award the allowances will be stipulated based on each ranking, by written invitation from the Servizio Diritto allo Studio e Tutorato. Failure to turn up will cause the individual to lose their right to the tutoring allowance, unless there were serious and justified circumstances which stopped them.

Art. 7 Planned objectives for each project falling under the responsibility of the tutor

1. Buddy Project – Erasmus
The purpose of this project is to guarantee support to students arriving on exchange programmes (Erasmus + bilateral agreements) through working together with “Buddy” tutors, who are specially trained students from the University of Padova. Working together with the Servizio Relazioni Internazionali and Servizio Diritto allo Studio e Tutorato, and under the supervision of two coordination tutors, each Buddy will have the task of following a small group of foreign students, helping them to orientate themselves in their new surroundings. Coordination Tutors are responsible for training the Buddies and supervising their activities.

2. Buddy Project - Foreign First Year Students
The aim of this project is to offer information and support during the initial welcome phase to foreign students who enrol on degree courses at the University, helping them to find their way around the main university buildings and the initial bureaucratic procedures. After receiving appropriate training, the Tutor Buddies will have the task of following a small group of foreign students who have chosen to study in Padua. Under the supervision of a coordination tutor, they will mainly work together with the Servizio Segreterie Studenti and the Servizio Relazioni Internazionali.

3. Operation Wake-Up Project
The purpose of this project is to provide students who are officially behind with their studies and who are only missing a few credits to be awarded their degree, with useful tools and information in order to continue their studies, weighing up the possibility to change their degree course structure, to transfer/quit or other options.
Working together with the Servizio Segreterie Studenti and the Servizio Diritto allo Studio e Tutorato, tutors will have the task of monitoring the progress of students who are officially behind with their studies, helping them to weigh up their different options. The students involved will be contacted over the phone. After motivational interviews, students will be put into contact with the main education and information services.

4. **Culture and Welcome Project - Language integration and education schemes for persons seeking international protection**

The purpose of this project, in close collaboration with the University’s language centre, is to help a group of around thirty individuals seeking international protection, known as “guest students”, to integrate into University life and the local area of Padua, providing them with the support necessary to improve their knowledge of Italian so that they can take a university exam of their choice (single course enrolment). This initiative is based on one-to-one training and will be carried out with the support of ten teaching tutors. Two tutors will be responsible for coordinating the teaching tutors and for liaising between them and the Servizio Diritto allo Studio e Tutorato.

5. **Drop-out Project**

With the aim of prevention and through a network of integrated services (Right to Education and Tutoring, Orientation, Disabilities and dyslexia, Psychological Assistance, Students’ Secretary Service), this project focuses on some of the causes that put the academic success of university students at risk. Starting by analysing the problems faced by students and capturing real life in real time, the tutors will have the task of promptly providing students with support and services, structured actions and ‘good practices’, as well as consolidating the integrated network of services (Department teaching and information and general student support services).

6. **Mentor-UP Project**

A tutor will be selected to take part in the Mentor-UP project, a mentoring initiative offered by the LINK Laboratory (Department of Psychology of Development and Socialization). By working together with Psychology students (involved as volunteers and as active and responsible citizens), the project aims to support schools and families in managing social hardship for minors who are at risk of marginalization and deviant behaviour.

7. **Tutor for the Psychological Assistance and Risk-free Well-being Service**

A tutor will be selected to work with the Psychological Assistance and Risk-free Well-being Service. By working together with Psychology students, the project aims to prevent ‘at risk’ behaviour, promoting healthy habits linked to the psychological and physical well-being of university students. Under the guidance of experts, the tutor will have the task of organising group activities to develop social abilities, as well as discussion groups on topics linked to well-being, online screening and prevention activities and activities and projects held at the ESU residences.

8. **Tutor to support the Orientation Service**

A tutor will be selected to work with the various initiatives offered by the Orientation Service with the aim of preparing secondary school students to choose a university course. Under the guidance of Orientation Service staff, the tutor will have the task of taking part in orientation activities and providing information on courses and on the other educational opportunities offered by the University of Padova.

The tutors will be busy at different times depending on the requirements of each specific project. For all projects, tutors’ activities will be monitored and supervised by the Servizio Diritto allo Studio e Tutorato, together with the specific individuals in charge.

**Art. 8 Training**

Tutoring activities will follow a compulsory, intensive training course. Information on the training course will be published together with the selection ranking, on 20th July 2017, and will be available on the following website: [http://www.unipd.it/tutorato](http://www.unipd.it/tutorato).
Art. 9 Payment for tutors
The tutor’s allowance is calculated as follows:
- a gross hourly rate of €16.00 (€13.14 gross to recipient) for students enrolled on a second cycle degree course,
- a gross hourly rate of €20.00 (€16.42 gross to recipient) for students completing a PhD and/or a specialisation.

This amount is exempt from "IRPEF", the Italian personal income tax (art. 4, Italian law no. 476/1984). The allowance is subject to social security contributions, using the rates provided for by applicable legislation; social security contributions are entirely payable by the University.

The tutors selected, in line with the planned commitments, must produce a report at the end of their activities which should include a description of the work carried out and a list of attendees. Tutoring activities will be coordinated by the individuals in charge of each Project.

The University reserves the right to carry out opportune checks on the progress of ongoing tutoring activities.

Art. 10 Final regulations
The University will fulfil all insurance obligations required by law.

Receiving an allowance for tutoring does not, in any way, represent employment and does not give rise to any form of assessment for the purposes of public selection processes.

Pursuant to art. 4 of (Italian) Law no. 241 dated 7.8.1990, Dott. Davide Fiorotto has been named as the person in charge of the administrative procedure, working for the Servizio Diritto allo Studio e Tutorato.

Candidates may exercise their right to access selection procedure documentation, in accordance with the procedure provided for by (Italian) Presidential Decree no.184 dated 12th April 2006 (Regulation governing access to administrative documents in compliance with chapter V of Italian Law no. 241/90).

For further information, please contact:

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Padua, 15/06/2017
THE DIRECTOR
Dott. Andrea Grappeggia