UNIVERSITÀ
DEGLI STUDI
DI PADOVA

CALL FOR SELECTION FOR THE AWARD OF GRANTS FOR TUTORING ACTIVITY DEDICATED TO EXPERIMENTAL AND SUPPORT PROJECTS FOR STUDENTS IN ORDER TO IMPROVE TEACHING FOR THE ACADEMIC YEAR 2023/2024

ART. 1 GENERAL PROVISIONS

The following Call for Selection is published for the preparation of several ranking lists for the award of grants for experimental and support projects for students in order to improve teaching for the academic year 2023/2024.

Selection no.	University Office and Projects Office	Application
1	**Project Buddy - Incoming** Projects and Mobility Office and Student Service Office	- 2 coordinating tutors (up to 150 hours each) - 7 buddy tutors (25 hours each) - 2 theme tutors (50 hours each) *Details of the activities under Art. 7*
2	**Project Buddy - Mobility: Educating for mobility** Projects and Mobility Office and Student Service Office	- 4 "Educating for mobility" tutors (150 hours each) *Details of the activities under Art. 7*
3	**Project Buddy - International students** Global Engagement Office and Student Service Office	3 coordinating tutors (120 hours each) up to 87 buddy tutors (40 hours each)
4	**Project Buddy - International PhD students** PhD and Postgraduate Studies Office and Student Service Office	1 coordinating tutor (35 hours) 9 buddy tutors (20 hours each)
5	*Università in carcere* [University in Prison] Project Student Service Office	3 coordinating tutors (up to a maximum of 250 hours each)
6	**Student Service Office Support**	8 tutors (250 hours each)
7	**Mentor-UP Programme**	1 tutor (250 hours)
8	**SAP** Service - O.U. Well-being without risks	2 tutors (250 hours each)
09	**SAP** Service - O.U. Psychological Consultation, Learning and Study, Psychological Assistance for Students	3 tutors (100 hours each)
10	**Educational Tutoring** Programme	40 tutors (up to about 125 hours each)

11	**Inclusion Tutors:** support with studying	One or more 25-hour modules for a minimum of 20 tutors
12	**Inclusion Tutors**: accompaniment and support for entrance tests and examinations	One or more 25-hour modules for a minimum of 20 tutors

ART. 2 ADMISSION

The selection is open to students registered in the degree/PhD programmes or Specialisation Schools specified below in the academic year 2022/23 and who intend to confirm their registration for the academic year 2023/24, or those who are registered in the academic year 2022/23 and expect to obtain their qualification by 31 December 2023, provided that they are registered at the University at the time of signing the contract (October 2023).

SELECTIONS no. 1, no. 2 and no. 3
(*Project Buddy-Incoming, Project Buddy Mobility and Project Buddy for International students*):

a) Students registered in master's degree programmes at the University of Padua with a **final graduation mark of 95/110 or higher,** if attained in Italy (the last degree attained is considered);
b) Students registered in the academic year 2023-2024 in the fourth year or higher of a single-cycle 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 2022/23** may also submit a conditional application, provided they intend to complete the registration in a master's degree programme within the deadlines specified in the call for admissions for master's degrees for the academic year 2023/24; in this case, after registering in the master's degree programme, they should promptly send to tutorato@unipd.it the new student ID and study programme in which they are registered, under penalty of exclusion from the ranking list 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 required for non-native speakers.

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

Students registered in **a PhD programme at the University of Padua with final graduation mark of 95/110 or higher**, if attained in Italy (the last degree attained is taken into account).

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 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 **final graduation mark of 95/110 or higher**, if attained in Italy (the last degree attained is taken into account);

- Students registered in the academic year 2023-2024 in the fourth year or higher of a single-cycle degree programme at the University of Padua;
- Students registered in a PhD programme with final graduation mark of 95/110 or higher, if attained in Italy (the last degree attained is taken into account).

SELECTION no. 6
(*Student Service Office Support*)
a) Students registered in master's degree programmes at the University of Padua with a **final graduation mark of 95/110 or higher,** if attained in Italy (the last degree attained is considered);
b) Students registered in the academic year 2023-2024 in the fourth year or higher of a single-cycle degree programme at the University of Padua;
Students who **have registered in (or graduate from) a bachelor's degree programme in the academic year 2022/23** may also submit a conditional application, provided they intend to complete the registration in a master's degree programme within the deadlines specified in the call for admissions for master's degrees for the academic year 2023/24; in this case, after registering in the master's degree programme, they should promptly send to tutorato@unipd.it the new student ID and study programme in which they are registered, under penalty of exclusion from the ranking list should they fail to do so.

SELECTION no. 7
(*Mentor-UP Programme*)
a) Students registered in master's degree programmes for the School of Psychology with a **final graduation mark of 95/110 or higher,** if attained in Italy (the last degree attained is considered);
b) students who **have registered in (or graduate from) a bachelor's degree programme of the School of Psychology in the academic year 2022/23** may also submit a conditional application, provided they intend to complete the registration in a master's degree programme of the School of Psychology within the deadlines specified in the calls for admissions for master's degrees in Psychology for the academic year 2023/24; in this case, after registering in the master's degree programme, they should promptly send to tutorato@unipd.it the new student ID and study programme in which they are registered, under penalty of exclusion from the ranking list should they fail to do so.

SELECTION no. 8
(*SAP Support - Operating Unit Well-being without risks*)
a) Students registered in master's degree programmes for the School of Psychology with a **final graduation mark of 95/110 or higher,** if attained in Italy (the last degree attained is considered);

SELECTION no. 9
(*SAP Support - Operating Units Psychological Consultation, Learning and Study, Psychological Assistance for Students*)
Students registered with Specialisation Schools of the School of Psychology in:
- Neuropsicologia (Neuropsychology)
- Psicologia clinica (Clinical psychology)
- Psicologia della salute (Healthcare psychology)
- Psicologia del ciclo di vita (Life cycle psychology)
with **final graduation mark of 95/110 or higher**, if attained in Italy (the last degree attained is taken into account);

SELECTION no. 10
(*Educational Tutoring Programme*)

a) Students registered in the master's degree programmes listed below with **final graduation mark of 95/110 or higher**, if attained in Italy:

LM-9: Biotechnologies for food science (Scuola di Agraria e Medicina Veterinaria (School of Agriculture and Veterinary Medicine))

LM-56: Economia e finanza (Economics and Finance)

LM-77: Economia e direzione aziendale (Business Administration)

LM-77: Imprenditorialità e innovazione (Entrepreneurship and Innovation)

LM-77: Economia e Diritto (Law and Economics)

LM-20: Ingegneria Aerospaziale (Aerospace Engineering)

LM-21: Bioingegneria (Bioengineering)

LM-22: Chemical and process engineering

LM-23: Ingegneria Civile (Civil Engineering)

LM-25: Control Systems Engineering

LM-26: Ingegneria della Sicurezza Civile e Industriale (Civil and Industrial Safety Engineering)

LM-27: ICT for Internet and Multimedia

LM-28: Ingegneria dell'Energia Elettrica (Electrical Energy Engineering)

LM-29: Electronic Engineering

LM-29: Ingegneria Elettronica

LM-30: Energy Engineering

LM-32: Computer Engineering

LM-33: Ingegneria Meccanica (Mechanical Engineering)

LM-35: Environmental Engineering

LM-44: Ingegneria matematica (Mathematical Engineering)

LM-53: Materials Engineering

LM-9: Biotecnologie farmaceutiche (Pharmaceutical biotechnologies) (Scuola di Medicina e Chirurgia (School of Medicine and Surgery))

LM-9: Medical biotechnologies (Scuola di Medicina e Chirurgia (School of Medicine and Surgery))

LM-6: Molecular Biology

LM-6: Biologia sanitaria (Healthcare Biology)

LM-6: Biologia Evoluzionistica (Evolutionary Biology)

LM-6: Marine Biology

LM-8: Biotecnologie Industriali (Industrial Biotechnologies) (Scuola di Scienze (School of Sciences))

LM-66: Cybersecurity

LM-82: Scienze statistiche (Statistical sciences)

LM-91: Data Science

LM-37: Lingue e letterature europee e americane (European and American languages and literatures)

LM-38: Lingue moderne per la comunicazione e la cooperazione internazionale (Modern languages for international communication and cooperation)

LM-39: Linguistica (Linguistics)

LM-50: Programmazione e gestione dei servizi educativi (Planning and management of educational services)

LM-57: Scienze dell'Educazione degli Adulti e della Formazione Continua (Adult Education and Lifelong Learning Sciences)

LM-85: Pedagogia (Pedagogy)

LM-88: Pluralismo Culturale, Mutamento Sociale e Migrazioni (Cultural pluralism, social change and migrations)

Students who are **registered in (or graduate from) a bachelor's degree programme in the academic year 2022/23** of the Schools of Agricultural Sciences and Veterinary Medicine, Engineering, Sciences, School of Economics and Political Science, and the School of Human and Social Sciences and Cultural Heritage may also submit a conditional application, provided they intend to register in one of the master's degree programmes listed in the previous point within the deadlines established by the calls for admissions for master's degrees for the academic year 2023/24; in this case, after registration in the master's degree, they should promptly forward their new student ID and the course they are registered in to tutorato@unipd.it under penalty of exclusion from the ranking list should they fail to do so;

b) Students registered in the academic year 2023-2024 attending the last two years of the single-cycle degree programmes in Scienze della Formazione Primaria e Giurisprudenza (Primary teacher education and Law) (Padua and Treviso campuses).

c) Students registered in the following **PhD courses with final graduation mark of 95/110 or higher**, if attained in Italy (the last degree attained is taken into account):
   - Ingegneria dell'informazione (Information engineering)
   - Industrial Engineering
   - Scienza e ingegneria dei materiali e delle nanostrutture (Science and engineering of materials and nanostructures)
   - Scienze dell'ingegneria civile, ambientale e dell'architettura (Sciences of civil, environmental and architectural engineering)
   - Giurisprudenza (Law)
   - Economia e management (Economics and management)
   - Diritto internazionale e privato e del lavoro (International, private and labour law)
   - Human rights, society, and multi-level governance
   - Social sciences
   - Scienze pedagogiche, dell'educazione e della formazione (Pedagogical, educational and instructional sciences)
   - Scienze linguistiche, filologiche e letterarie (Linguistic, philological and literary sciences)
   - Scienze statistiche (Statistical sciences)
   - Bioscienze (Biosciences)
   - Geosciences
   - Scienze molecolari (Molecular sciences)
   - Medicina Molecolare (Molecular medicine)

SELECTION no. 11 and no. 12
(Inclusion Tutors: support with studying and Inclusion Tutors: accompaniment and support for entrance tests and examinations)

a) Students registered in **master's degree programmes** at the University of Padua:
Students who are **registered in (or graduate from) a bachelor's degree programme in the academic year 2022/23** may also submit a conditional application, provided they intend to register in the master's degree programme within the deadlines established by the calls for admissions for master's degrees for the academic year 2023/24; in this case, after registration in the master's degree, they should promptly

forward their new student ID and the course they are registered in to **inclusione.studenti@unipd.it** under penalty of exclusion from the ranking list should they fail to do so;

b) Students registered in **single-cycle degree** programmes (students who have registered for the academic year 2023/24, 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) or **specialisation schools** of the University of Padua.

> whose last degree attained or currently being attained has grades equal to or above 95/110 if attained in Italy (the last degree attained is taken into account);
> 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 tutoring activity period advised during the interview, 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]) as from **Wednesday 3 May 2023 to the deadline of 11:59 pm on Monday 22 May 2023.**

Applications may be submitted for more than one tutoring call for applications if the applicant is eligible. The Student Service 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 Service Office using the address tutorato@unipd.it indicating the Surname and Name, Student ID, within the deadline for submission of the application (**11:59 pm on 22 May 2023**).

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 from 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 (final graduation mark or merit factor)
- 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 course) or students registered in single-cycle degree programmes, the merit factor as at 10 August 2021 is taken into account:

a) **15 points**: if the factor belongs to the top 10% in the merit ranking list of the degree programme;
b) **12 points**: if the factor belongs to the next 20% in the merit ranking list of the degree programme;
c) **10 points**: if the factor belongs to the next 30% in the merit ranking list of the degree programme;
d) **8 points**: if the factor belongs to the next 40% in the merit ranking list 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 final grade of participants in this call for applications.

For the interview/test the score is equal to a minimum of **18 points to a maximum of 30 points**.
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 Projects no. 11 and no. 12

To become an Inclusion Tutor, there are no selection interviews or ranking lists. All applicants for selections no. 11 and 12 who submit the requirements for the call for applications will be declared suitable following specific compulsory training which will take place on 14 and 15 September 2023.

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 may be consulted on the dedicated 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 Committee may decide to hold the interviews in several rounds that will continue after the first day.

Selection no.	Call for selection	Date of selection interview	As from from
1	Projects and Mobility Office and Student Service Office **Project Buddy - Incoming**	**Thursday 8 June**	**10.00**
2	Projects and Mobility Office and Student Service Office **Project Buddy - Mobility**	**Tuesday 6 June**	**10.00**
3	Global Engagement Office and Student Service Office **Project Buddy - International students**	**Tuesday 30 May**	**09.00**
4	PhD and Postgraduate Studies Office and Student Service Office **Project Buddy for International PhD students**	**Friday 26 May**	**09.30**
5	Student Service Office: *Università in carcere* **[University in Prison] Project**	**Monday 29 May**	**09.30**

6	Student Service Office: **support for the Guidance and Tutoring, Financial Benefits and Inclusion units**	**Tuesday 6 June**	**09.30**
7	**Mentor-UP Programme**	**Wednesday 7 June**	**10.00**
8	**SAP Support - Operating Unit Well-being without risks**	**Wednesday 31 May**	**16.00**
9	**SAP Service - O.U. Psychological Consultation, Learning and Study, Psychological Assistance for Students**	**Thursday 01 June**	**09.00**
10	**Educational Tutoring** Programme	**Wednesday 7 June**	**09.00**
11	Inclusion Tutors: support with studying	**Not envisaged**	
12	Inclusion Tutors: accompaniment and support for entrance tests and examinations	**Not envisaged**	

A valid identity 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 identity 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 Committee so that they may be held before or after with respect to the list of participants.

ART. 6 RANKING LIST AND SIGNING OF THE CONTRACT

Art. 6.1 Projects from no. 1 to no. 10
The final ranking list is drawn up by an Evaluation Committee appointed by decree of the Rector; without prejudice to the collegiality of the opinions as a whole, the Committee may also appoint sub-committees should this be necessary for specific purposes.
The merit ranking lists, drawn up in decreasing order of the total points scored, will be **published**, once the selection phase has been completed, **starting from Friday 16 June 2023**, on the website: http://www.unipd.it/diventare-tutor
The ranking lists will be valid until 30 September 2024.

Art. 6.2 Projects no. 11 and no. 12
The list of suitable applicants as inclusion tutors will be published after the training days **as from Friday 22 September 2023** and may be consulted on the website http://www.unipd.it/diventare-tutor ,

The contract for the award of the grant for all tutors will be signed on the basis of the individual ranking lists/list of suitable applicants by written invitation from the Student Service Office. Failure to attend, other than in the case of a serious and justified impediment, will result in loss of entitlement to the tutoring activity 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 various figures involved will receive specific training before the start of the activities (the training hours are excluded from the hour count).

- **Buddy Tutors** will have the task of helping exchange students to orient themselves in the new context and of providing support with administrative procedures. They will need to maintain contacts with them, answer their doubts, provide information on university life in Padua, on immigration procedures, on healthcare, accompanying them when necessary. Buddies will work with the Mobility unit of the Projects and the Mobility Office, under the supervision of two Coordinating Tutors.

- **Theme tutors** are Buddies to whom exchange students will not be specifically assigned, but will have the task of working together with Unipd and ESN to arrange face-to-face and online social events/activities, involving incoming students, Buddy Tutors and volunteers in the Buddy4YOUrope project. They may also be asked to provide cross-curricular support to all incoming exchange students on specific issues of general interest through various methods of communication and management.

- **Coordinating Tutors** are responsible for assigning exchange students to Buddies, according to the criteria established by the Projects and Mobility Office, coordinating the Buddy Tutors and volunteers in the Buddy4YOUrope project, monitoring their activities and drawing up a final report on what has been done during the year. Coordinating Tutors will also be asked to provide cross-curricular support to all incoming exchange students on specific issues of general interest through various methods of communication and management, and also to help improving the service with innovative proposals and by updating existing informative materials and creating new materials.

2. Project Buddy - Mobility: Educating for mobility

The selected tutors will be asked to support students registered at UNIPD in the various phases of outgoing mobility, starting from the formulation of the application for the calls for selection up to the procedures for returning from mobility. The tutors will work alongside the personnel in the Mobility unit, with some focusing on specific Schools/Departments and others operating at a central level with a focus on communication with new tools in addition to emails and official software and paying particular attention to international users. The activities will be organised throughout the academic year and will require direct contact with students - both face-to-face or in writing - arranging information meetings, updating communication tools to make them more effective and carrying out other support and guidance activities. This new figure aims to become a reference point for outgoing students to solve issues or doubts of a practical nature or to support with the various administrative procedures.

3. Project Buddy - International students

The aim of the project is to welcome and offer assistance to international students who register in courses 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 reference point for international freshmen in order to answer any doubts or queries they may have about life in the city, providing friendly support during their first period of stay in Padua.

After receiving special training, Buddies will contact the students assigned to them, answer their questions, offer support with 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 unit of the Global Engagement Office, under the supervision of the Coordinating Tutors.

The Coordinating Tutor is 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.

Buddies may also be involved in activities to support international students with international protection status, encouraging the cultural integration of international students at all times.

4. Project Buddy for International PhD students

The aim of the project is to welcome and offer assistance to international PhD 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 will become a reference point for the PhD student in order to answer any doubts or queries they may have with regard to the resources available to students (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 with administrative procedures, act as interface with offices if necessary and provide information on university life in Padua. Buddies will collaborate with the PhD programme unit.

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 Ufficio Dottorato e Post Lauream (PhD and Postgraduate 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 the prisons of Padua, Venice, Rovigo and Treviso, in line with the memorandum of understanding signed with the Italian Ministry of Justice. The Coordinating Tutors are responsible for coordinating the Teaching Tutors involved in the project, managing the administrative paperwork of each student in prison and subject to alternative imprisonment measures, updating the database with data relating to the university career of students, providing assistance with the pre-registration paperwork of candidate students and monitoring the procedures for the purchase and/or loan of books and requests for exams.

6. Tutors who support the Student Service 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 courses and other educational opportunities offered by the University;
- by providing support with 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, and provide 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.

7. Mentor-UP Programme

The Service-Learning and Mentor-UP mentoring programme of the Department of Developmental Psychology and Socialisation aims at supporting schools and families to deal with situations of social unease of minors at risk of marginalisation and who have behavioural problems, through collaboration with university students (involved as volunteers and active and responsible citizens).

The tutor participates - under the guidance of experts of the team - in managing the programme activities (preparation of documents for mentor selection interviews, contacts with schools, monitoring of journals and participation in the supervision of mentors) by assisting the Mentor-UP team.

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

The tutoring activity is addressed above all to students who are enrolled in bachelor's degree programmes and master's degree and single-cycle 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.

9. Graduate tutors to support SAP - Operating Units Psychological Consultation, Learning and Study, Psychological Assistance for Students

The tutors will work at the SAP Service in activities to help ensure the success of the educational action. This support includes psychological consultation for anyone facing psychological problems, even if these are of a transitory nature.

More specifically, the Tutor is responsible for the following activities:

-   providing support during the admission process to students who apply to the SAPs.
-   providing support and guidance during consultations
-   participation in individual or group psychological support activities/programmes
-   back office activities (user monitoring and reporting).

10. Educational Tutoring Programme

Educational Tutoring is a guidance and tutoring Programme that includes activities and meetings during specific Degree Courses at 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 course, and help them plan and establish their educational and professional project.

The selected tutors will act as student tutors in the Educational Tutoring activity, participating in the co-planning meetings relating to their reference context and conducting some of these in the classroom. Some of the selected tutors will also support the scientific and operational coordination of the Educational Tutoring programme and, according to their reference division, will provide their support to the management of the activities promoted by the Programme.

11. Inclusion Tutors: support with studying.

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. For this purpose, inclusion tutors providing support with studying will be required to

-   Support students with disabilities and learning difficulties through personalised forms of interaction, encouraging a positive attitude towards their study subjects

- 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 a collaborative and supportive attitude within teaching and socialisation contexts.

12. Inclusion Tutors: accompaniment and support for entrance tests and examinations.

With the aim of providing specialist support, including through peer tutoring, to encourage investments in university education and help students with disabilities and/or other forms of vulnerability to continue their studies in a satisfactory manner, Inclusion Tutors – providing accompaniment and support for entrance tests and examinations will be required to:

- Welcome freshmen in the early weeks of classes
- Help with transfers and moving about
- Act as reader and amanuensis in the entrance tests and during the exams.

ART. 8 TRAINING

The tutoring activity is preceded by <u>compulsory</u> attendance in an intensive specific training course for each Project, on the following dates:
<u>Project no. 1 Buddy - Incoming</u>: Tuesday 20 June 12:00 pm to 01:30 pm (online)
<u>Project no. Buddy - Mobility: Educating for Mobility</u>: Wednesday 19 July 10:00 am to 11:30 am (online)
<u>Project no. 3 Buddy for International Students</u>:
<u>Project no. 10 Educational Tutoring Programme</u>: Tuesday 12 September 2023 02:00 pm to 06:00 pm and 2 modules with a duration of 2 hours, to be held during the week from 13 to 22 September, at a number of different time slots available to be chosen from (face-to-face)
<u>Projects no. 11 and no. 12 Inclusion Tutors</u>: Thursday 14 and Friday 15 September 2023 (face-to-face training, compulsory for being included in the list of suitable applicants).
<u>For all the other Projects</u>: training will be provided by the heads of the individual reference offices and will be carried out at the beginning and during the activity, after the signing of the contract.

Information on the training course will also be published together with the selection ranking list, **as from Friday 16 June 2023 on the website** https://www.unipd.it/scadenze-informazioni-tutor.

Training is not compulsory for anyone who has been a tutor in previous years and has attended the course unit.
Tutors must confirm their attendance, before the start of the training, by sending an email to tutorato@unipd.it.

ART. 9 TUTORS' REMUNERATION

The tutoring activity 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 registered in a bachelor's 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 registered in a PhD programme.

The amount is exempt from personal income tax (IRPEF) (Art. 4 of Italian Law no. 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 Service Office (tutorato@unipd.it) describing the activities carried out and an attendance register. The tutoring activity 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 activity 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 Service 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 no. 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 Service Office
Guidance and Tutoring Activity Unit
Tel. 049.827 5044
e-mail: tutorato@unipd.it

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

82/2005