

**SELECTION ANNOUNCEMENT OPEN TO CAPABLE AND DESERVING STUDENTS TO AWARD  
ALLOWANCES FOR INFORMATIVE AND ACADEMIC TUTORING ACTIVITIES AIMED AT UNIVERSITY  
OF PADOVA DEGREE COURSES FOR A.Y. 2019/ 2020**

**(Law 170/2003)**

**Art. 1 General provisions**

The following selection announcement to draw up a merit list of capable and deserving students to award allowances for informative and academic tutoring activities aimed at University of Padua degree courses (law 170 of 11.7.2003, art. 1, par. B) for a.y. 2019/2020 is issued.

Contracts for tutoring activities may include:

- a maximum commitment of 250 hours for students enrolled in a Second-cycle/Master's or Single-cycle degree courses;
- a maximum commitment of 100 hours for students enrolled in a PhD course or specialisation school.

The commitment required and how the allowance is handed out depend on the teaching and organisational needs of degree courses as detected by the people appointed by the University Tutoring and Guidance Commission, after hearing the opinions of the Directors of the Degree courses.

**Art. 2 Admission**

Students enrolled for a.y. 2018/19 in one of the following types of courses and who wish to finalize their enrolment for a.y. 2019/20 may take part in this selection:

- a) **Second-cycle/Master's and/or Single-cycle degree courses** listed in the table below.  
Conditional applications may be submitted by students **enrolled in (o graduating from) a First-cycle/Bachelor's degree course in a.y. 2018/19**, provided they intend to finalize their application to a Second-cycle/Master's degree course by the deadlines provided for in the admission notices for second-cycle degree courses for a.y. 2019/20; In this case students shall promptly notify the university of their enrolment to a Second-cycle/Master's degree degree course by sending an email to [tutorato@unipd.it](mailto:tutorato@unipd.it), otherwise they will be excluded from the merit list;
- b) **PhD courses**, (with the consent of the PhD Coordinator) or **specialisation schools**, listed in the table below;  
Students **enrolled in a Second-cycle/Master's degree course in a.y. 2018/19** and who, having taken part in the selection process for a PhD course, are waiting for its merit list to be published, may submit their conditional application. The possible tutoring activity is subject to finalising the enrolment to the PhD course by the deadlines; in this case, following enrolment, students need to promptly notify the university of their enrolment by sending an email to [tutorato@unipd.it](mailto:tutorato@unipd.it), otherwise they will be excluded from the merit list;

**A final mark of the First-cycle/Second-cycle degree of at least 95/110 is required.** (the last qualification earned is taken into consideration);

The following table lists the qualifications candidates need to have in order to be admitted to the selection process.



NOTICE by UNIVERSITY SCHOOL	QUALIFICATION REQUIRED TO CARRY OUT TUTORING ACTIVITIES
<b>1. AGRICULTURAL SCIENCES AND VETERINARY MEDICINE</b>	<p><b>Students enrolled in a Second-cycle/Master's degree course in:</b>            BIOTECHNOLOGIES FOR FOOD SCIENCE            FOREST SCIENCE - SCIENZE FORESTALI            ITALIAN FOOD AND WINE - ALIMENTI E VINI D'ITALIA            AGRICULTURAL SCIENCES AND TECHNOLOGIES            FOOD SCIENCES AND TECHNOLOGIES            ANIMAL SCIENCES AND TECHNOLOGIES            LAND AND ENVIRONMENT SCIENCE AND TECHNOLOGY            FORESTRY AND ENVIRONMENTAL SCIENCES            SUSTAINABLE AGRICULTURE            CHEMISTRY            INDUSTRIAL CHEMISTRY            MATHEMATICS            PHYSICS            ENGINEERING AND MANAGEMENT            PRODUCT INNOVATION ENGINEERING            MECHATRONIC ENGINEERING</p> <p><b>Students enrolled in the following Single-cycle degree courses:</b>            VETERINARY MEDICINE (enrolled in the last two years of the course during a.y. 2019-2020)</p> <p><b>Students enrolled in the following PhD courses:</b>            Animal and Food Science            Crop Science            Land, environment, resources and health            Veterinary Sciences            Biosciences</p> <p>Students enrolled in PhD courses offered by the university in the area of hard sciences in Mathematics, Physics, Natural Sciences and Engineering, Medical and biomedical sciences with extensive preparation in the following subjects: Mathematics, Chemistry and Physics.</p>
<b>2. ECONOMICS AND POLITICAL SCIENCE</b> <u>Area of Economics</u>	<p><b>Students enrolled in a Second-cycle/Master's degree course in:</b>            LAW and ECONOMICS            ECONOMICS E FINANCE - ECONOMIA E FINANZA            BUSINESS ADMINISTRATION – ECONOMIA E DIREZIONE AZIENDALE            ENTREPRENEURSHIP AND INNOVATION</p> <p><b>Students enrolled in the following PhD courses:</b>            Economics and Management</p>
<b>3. ECONOMICS and POLITICAL SCIENCE</b> <u>Area of Political Science</u>	<p><b>Students enrolled in a Second-cycle/Master's degree course in:</b>            HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE            INTERNATIONAL RELATIONS AND DIPLOMACY            GOVERNMENT SCIENCES AND PUBLIC POLICIES            INNOVATION AND SOCIAL WORK            EUROPEAN AND GLOBAL STUDIES</p> <p><b>Students enrolled in the following PhD courses:</b>            International law and private and labour law;            Philosophy</p>



<b>4. LAW</b>	<p><b>Students enrolled in the following Single-cycle degree courses:</b> LAW (enrolled in the last two years of the course during a.y. 2019-2020)</p> <p><b>Students enrolled in the following PhD courses:</b> Law, provided they graduated from the School of Law of Padova</p> <p><b>Students enrolled in SPECIALISATION SCHOOLS:</b> School of Specialisation for Law established by the University of Padova, provided they graduated from the School of Law of Padova</p>
<b>5. ENGINEERING and MATH.4.U* PROJECT</b>	<p><b>Students enrolled in a Second-cycle/Master's degree course in:</b> BIOENGINEERING ENVIRONMENTAL ENGINEERING AEROSPACE ENGINEERING CHEMICAL AND INDUSTRIAL PROCESS ENGINEERING CIVIL ENGINEERING CLINICAL ENGINEERING (intra university, Trieste branch) CIVIL AND INDUSTRIAL SAFETY ENGINEERING MATERIALS ENGINEERING AUTOMATION ENGINEERING ELECTRICAL ENGINEERING PRODUCT INNOVATION ENGINEERING ELECTRONIC ENGINEERING ENERGY ENGINEERING ENGINEERING AND MANAGEMENT COMPUTER ENGINEERING MECHANICAL ENGINEERING MECHATRONIC ENGINEERING ICT FOR INTERNET AND MULTIMEDIA Mathematical Engineering - Ingegneria Matematica MATHEMATICS PHYSICS – FISICA PHYSICS OF DATA ASTRONOMY DATA SCIENCE</p> <p><b>Students enrolled in the following Single-cycle degree courses:</b> ARCHITECTURAL ENGINEERING - ARCHITECTURE (enrolled in the last two years of the course during a.y. 2019-2020)</p> <p><b>Students enrolled in the following PhD courses:</b> University of Padova PhD courses and with a Second-cycle/Master's degree in Engineering, Mathematics, Physics and Astronomy.</p>

*\*upon consent given by the relevant Departments of the degree courses of the School of Engineering*



<p><b>6. MEDICINE AND SURGERY</b> <u>Area of Medicine:</u></p>	<p><b>Students enrolled in second-cycle or single-cycle degree courses in:</b> MEDICAL BIOTECHNOLOGIES HEALTH PROFESSIONS OF PREVENTION SCIENCES HEALTH PROFESSIONS OF TECHNICAL SCIENCES (DIAGNOSTIC) PREVENTIVE AND ADAPTED PHYSICAL ACTIVITY NURSING AND MIDWIFERY SCIENCES HEALTH PROFESSIONS OF REHABILITATION SCIENCES MEDICINE AND SURGERY (enrolled in the last two years of the course during a.y. 2019-2020) SCHOOL OF DENTISTRY (enrolled in the last two years of the course during a.y. 2019-2020)</p> <p><b>Students enrolled in the following PhD courses:</b> Arterial Hypertension and Vascular Biology Developmental Medicine and Health Planning Sciences Molecular Medicine Translational Specialistic Medicine 'G.B. Morgagni' Clinical and Experimental Oncology and Immunology Biomedical sciences Clinical and Experimental Sciences Medical, clinical and experimental sciences</p>
<p><b>7. MEDICINE AND SURGERY</b> <u>Area of Pharmacy:</u></p>	<p><b>Students enrolled in a Second-cycle/Master's degree course in:</b> CHEMISTRY INDUSTRIAL CHEMISTRY PHYSICS MATHEMATICS</p> <p><b>Students enrolled in the following PhD courses:</b> Students enrolled in a PhD course of the University of Padua being held in Padua and with a degree in: CTF, Pharmacy, Chemistry, Industrial Chemistry, Pharmaceutical Biotechnologies, Physics and Mathematics.</p>
<p><b>8. PSYCHOLOGY</b></p>	<p><b>Students enrolled in a Second-cycle/Master's degree course in:</b> COGNITIVE NEUROSCIENCE AND CLINICAL NEUROPSYCHOLOGY NEUROSCIENCE AND NEUROPSYCHOLOGICAL REHABILITATION CLINICAL PSYCHOLOGY CLINICAL DEVELOPMENTAL PSYCHOLOGY CLINICAL DYNAMIC PSYCHOLOGY APPLIED COGNITIVE PSYCHOLOGY DEVELOPMENTAL AND EDUCATIONAL PSYCHOLOGY SOCIAL, WORK AND COMMUNICATION PSYCHOLOGY PSYCHOLOGY OF COMMUNITY PSYCHOLOGY OF COMMUNITY, WELLNESS PROMOTION, AND SOCIAL CHANGE COGNITIVE NEUROSCIENCE AND CLINICAL NEUROPSYCHOLOGY</p> <p><b>Students enrolled in the following PhD courses</b> Psychological Sciences</p>



<p><b>9. HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE</b> <u>Area of Humanities</u></p>	<p><b>Students enrolled in a Second-cycle/Master's degree course in:</b> CULTURAL ANTHROPOLOGY, ETHNOLOGY; ANTHROPOLOGICAL LINGUISTICS MODERN PHILOLOGY CLASSICAL LANGUAGES AND LITERATURES AND ANCIENT HISTORY EUROPEAN AND AMERICAN LANGUAGES AND LITERATURES MODERN LANGUAGES FOR INTERNATIONAL COMMUNICATION AND COOPERATION LINGUISTICS LOCAL DEVELOPMENT MUSIC AND PERFORMING ARTS MUSICOLOGY ARCHAEOLOGICAL SCIENCES RELIGIOUS STUDIES THEATRE, FILM, TELEVISION AND MEDIA STUDIES PHILOSOPHICAL SCIENCES HISTORICAL SCIENCES HISTORY OF ART STRATEGIES IN COMMUNICATION TECHNIQUES, HERITAGE, INDUSTRIAL LANDSCAPES</p> <p><b>Students enrolled in the following PhD courses:</b> Philosophy Linguistic, Philological and Literary Sciences - History and Criticism of artistic, musical and performing heritage  - History and preservation of archaeological and architectural heritage History, criticism and preservation of cultural heritage (<i>new course</i>) Historical, geographical, historical-religious studies</p> <p><b>Students enrolled in specialisation courses in:</b> Archaeological heritage Historical-artistic heritage</p>
<p><b>10. HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE</b> <b>Area of Teacher education- Sociology</b></p>	<p><b>Students enrolled in a Second-cycle/Master's degree course in:</b> CULTURES, EDUCATION AND GLOBAL SOCIETY MANAGEMENT OF EDUCATIONAL SERVICES AND LIFE-LONG EDUCATION</p> <p><b>Students enrolled in the single-cycle degree course in:</b> PRIMARY TEACHER EDUCATION (enrolled in the last two years of the course during a.y. 2019-2020)</p>
<p><b>11. SCIENCES</b></p>	<p><b>Students enrolled in a Second-cycle/Master's degree course in:</b> ASTRONOMY CHEMISTRY INDUSTRIAL CHEMISTRY PHYSICS PHYSICS COMPUTER SCIENCE MATHEMATICS MATERIALS SCIENCE STATISTICAL SCIENCES COMPUTER ENGINEERING</p> <p><b>Students enrolled in the following PhD courses:</b> - students enrolled in University of Padua PhD courses held in Padua and with a five-year degree, Second-cycle/Master's degree in Chemistry and pharmaceutical technologies, Chemistry, Industrial Chemistry, Physics, Astronomy, Computer Science, Statistical Sciences, Materials Science and Mathematics. - students enrolled in PhD courses in Statistical Sciences, Biosciences, Earth Sciences, Information Sciences and Engineering, PhD in Computer Science (partnered with Bologna).</p>

### Art. 3 - How to apply: deadlines and procedures

The application must be filled in **exclusively** online using the **UNIWEB** service (<https://uniweb.unipd.it> see the INITIATIVES option), from Wednesday 5th June 2019 **to 13.00 of 20th June 2019**.

If a candidate meets the requirements, they may submit their application for more than one tutoring notice. The Student Service Office will ensure that the sum of the hours in the contracts to be entered into is not higher than the maximum total number of hours allowed.

Candidates whose more recent qualification was awarded in a non-Italian (foreign) University must notify the University of Padova of this by sending an email to [tutorato@unipd.it](mailto:tutorato@unipd.it) stating their Full name, Student ID number, by the deadlines set to submit their application; once the relevant checks have been carried out, the Office shall add them to the selection process.

The Student Service Office must be notified of any technical issues preventing the candidate from filling in their application online by sending an email to: [tutorato@unipd.it](mailto:tutorato@unipd.it) stating Full name, student ID number by the deadline set to submit applications (**by 13.00 of 20th June 2019**).

### **Applications submitted by post or in any other way will not be accepted**

### Art. 4 Assessment criteria and selection interview

The selection is carried out based on qualifications and a test. The maximum score given to a candidate is **45** and it is divided as follows:

- 15 points for qualifications (degree classification or merit factor)
- 30 points for the test/interview

#### **The following criteria apply to qualifications:**

I. If a candidate has a First-cycle/Bachelor's or Second-cycle/Master's degree:

- a) **15 points:** in case of final mark of 110/110 with honours;
- b) **12 points:** in case of final mark between 105/110 and 110/110
- c) **10 points:** in case of final mark between 100/110 and 104/110
- d) **8 points:** in case of final mark between 95/110 and 99/110

II. In case of students about to graduate (First-cycle/Bachelor's degree courses) or enrolled in a Single-cycle degree course, the merit factor at the date of 10th August 2018 is taken into consideration and the candidate is awarded:

- a) **15 points:** if the merit factor is within the first 10% on the merit list of the degree course;
- b) **12 points:** if the merit factor is in the following 20% on the merit list of the degree course;
- c) **10 points:** if the merit factor is in the following 30% on the merit list of the degree course;
- d) **8 points:** if the merit factor is in the following 40% on the merit list of the degree course;

The score given **for the Interview/test** ranges from a minimum of **18 to a maximum of 30 points**.

The purpose of the interview or the test is to assess whether the candidate meets any specific disciplinary requisites, has good interpersonal skills and their motivation.

### **Videoconference interview**

In case of selections with this possibility and only and exclusively in the event the candidate cannot show up for their face-to-face interview due to study or training reasons on the date set, candidates may opt for a remote interview through videoconference (e.g. Skype). The need to have a videoconference interview must be stated both in the online enrolment application and by sending an email to [tutorato@unipd.it](mailto:tutorato@unipd.it) stating the candidate's contact details and attaching copy of a valid ID document and any documentation stating the commitment for study or training reasons, by the deadline set to submit the application.

The candidate requiring the remote interview/test must be available to connect from their personal account, which they communicated to the university, during the day of the interview which will be held as per the schedule published on **24th June 2019** at: [www.unipd.it/diventare-tutor](http://www.unipd.it/diventare-tutor)

The Commission may contact the candidate to agree to a specific time to start the remote interview.

For identification purposes, and under penalty of exclusion from the selection process, candidates are required to identify themselves showing the same ID document already emailed as an attachment to the relevant office.



Failure to confirm contact details, failure to connect or be reachable on the day and at the time agreed, or failure to show a valid ID document are reasons to exclude the candidate from the selection process. The University of Padua shall accept no responsibility for any technical issues that may prevent the interview from taking place correctly.

#### **Art. 5 Selection interview schedule**

The **SELECTION INTERVIEW** will take place without any further notice in the classrooms of the School of Psychology in the Psico 2 building, via Venezia, 12/2– Padova, with the following schedule.

Videoconference interviews are possible only for certain notices as follows.

<b>NOTICE by UNIVERSITY SCHOOL</b>	<b>Face-to-face interview</b>	<b>Videoconference interview</b>  <b>YES-NO</b>
1. AGRICULTURAL SCIENCES AND VETERINARY MEDICINE	03 July at 09.00	YES
2. ECONOMICS AND POLITICAL SCIENCE <u>Area of Economics</u>	2nd July at 09.30	YES
3. ECONOMICS AND POLITICAL SCIENCE <u>Area of Political Science</u>	28th June at 10.00	28th June at 13.00
4. LAW	2nd July at 10.00	NO
5. ENGINEERING and MATH.4.U Project	27th June at 09.00	YES
6. MEDICINE AND SURGERY <u>Area of Medicine:</u>	2nd July at 10.30	NO
7. MEDICINE AND SURGERY <u>Area of Pharmacy:</u>	1st July at 14.30	NO
8. PSYCHOLOGY	27th June at 09.00	NO
9. HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE <u>Area of Humanities</u>	2nd July at 14.30	NO
10. HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE <u>Area of Teacher education-Sociology</u>	2nd July at 10.00	NO
11. SCIENCES	1st July at 10.30	YES

Before their interview, candidates will need to show a valid ID document.

**If a candidate doesn't show up for their interview, they will be considered as withdrawn.**

#### **Art. 6 Merit lists and contract**

The merit list is drawn up by an Assessment Commission appointed by Rectorial decree. It being understood the joint nature of the overall scores, for practical needs the Commission may decide to divide itself into subcommittees.

Merit lists drawn up in reverse order from the highest to the lowest overall score will be made public on **10th July 2019** and will be published at : <http://www.unipd.it/diventare-tutor>

Merit lists shall be valid until 30th September 2020; the university may use them to enter into contracts for tutoring activities even during the year if specific academic needs arise.

The drawing up of the contract for the allowance will be done based on each merit list and by written notification sent by the Student Service Office - Guidance and Tutoring. If the candidate doesn't show up, unless they are prevented from doing so by serious and justified reasons, they will lose the right to the tutoring allowance.

#### **Art. 7 What tutors are required to do and their remuneration**

Tutors carry out academic and organisational support activities for students of the degree courses coordinated by the university schools.

More specifically, tutors are required to do:

- **informative tutoring activities:** organisational support and activities aimed at assisting students to get them to actively participate in their learning process. For this purpose, tutors act as facilitators and mediators. Only in the case of degree courses involved in the *University in jail* project, informative tutoring activities are carried out to support imprisoned students in their studies, in retrieving learning materials, booking and collecting books at the library;





- **academic and Math.4.U project tutoring:** carrying out academic support activities, supporting students, especially those in their first year, with their studies and lab assistance in specific and critical disciplinary areas.

#### Art. 8 Training

Before starting their tutoring activities, successful candidates will have to do a mandatory intensive training course. All information on the training course will be made public together with the merit list on **10 July 2019** and will be published at: [www.unipd.it/tutorato](http://www.unipd.it/tutorato)

This training is not mandatory for candidates who have already been tutors and attended it in the previous years.

Tutors must notify the university of having already attended the training before it starts by sending an email to [tutorato@unipd.it](mailto:tutorato@unipd.it).

#### Art. 9 Tutor remuneration

The tutoring allowance includes:

- hourly pay of 16.00 € gross for the institution (€ 13.03 gross for the recipient) for students enrolled in Second-cycle/Master's degree courses;
- hourly pay of 20.00 € gross for the institution (€ 16.28 gross for the recipient) for students enrolled in PhD and/or specialisation schools.

The amount is exempted from IRPEF (art. 4 of law 476/1984). The allowance is subject to National Insurance (NI) contributions and to the rate set by the regulations in place.

Within the commitments they have, the chosen tutors must write a report at the end of their experience in which they describe the activities they carried out and must submit a register of attendance. Tutoring activities will be coordinated by the people appointed by the Orientation and Tutoring Commission of the university.

The university reserves the right to appropriately monitor the tutoring activities being carried out.

#### Art. 10 Final provisions

The university will see to fulfil the insurance obligations required by the regulations in place.

Receiving a tutoring allowance does not in any way constitute an employment relationship and does not grant any consideration for the purpose of public competitions.

Pursuant to art. 4 of law 241 of 7th August 1990 (New norms on administrative procedures and right to access administrative documents) and subsequent amendments, Dr. Alessandra Biscaro, Head of the Student Service Office is appointed to oversee the administrative procedure.

Candidates may exercise their right to access the competition records following the procedures set forth by Presidential Decree no. 184 of 12th April 2006 (Regulation on accessing administrative documents in compliance with item V of law 241/90).

The personal data collected for the purposes outlined in this notice is treated in compliance with EU Regulation 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 Padova. The full text of the privacy statement is held by the data controller or it is available at [www.unipd.it/privacy](http://www.unipd.it/privacy)

*N.B. The present call is translated into English for informational purposes only.*

*Should any disputed arise and for all legal purposes, only the Italian version shall be considered valid.*

For further information, please contact:

**Student Service Office**

**Guidance and Tutoring**

Tel. 049.827 3965

e-mail: [tutorato@unipd.it](mailto:tutorato@unipd.it)

Padova, 29<sup>th</sup> may 2019

THE RECTOR  
Prof. Rosario Rizzuto

*Digitally signed pursuant to legislative decree 82/2005.*