

**SELECTION ANNOUNCEMENT TO AWARD ALLOWANCES FOR TUTORING ACTIVITIES AIMED AT  
EXPERIMENTAL AND SUPPORT PROJECTS FOR STUDENTS AND TO IMPROVE LEARNING FOR  
A.Y. 2019/2020**

**Art. 1 General provisions**

The following Selection announcement to award allowances for tutoring activities aimed at experimental and support projects for students and to improve learning for A.Y. 2019/2020 is issued.

Selection no.	University and project service	Need for
1	International Office and Student Service Office <b>Buddy - Erasmus project</b>	2 coordinating tutors (150 hours) 70 buddy tutors (25 hours)
2	International Office, Student Service Office <b>Buddy - International students project</b>	1 coordinating tutor (150 hours) 20 buddy tutors (25 hours)
3	Student Service Office <b>Guidance and Tutoring and Economic benefits</b>	2 tutors (250 hours)
4	Student Service Office <b>Drop-out project</b>	2 tutors (200 hours)
5	SAP-BSR service	1 tutor (250 hours)
6	<b>Mentor-Up</b> programme	1 tutor (250 hours)
7	<b>Educational Tutoring</b> programme	4 tutors (100 hours)

**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:

**SELECTIONS no. 1 and no. 2 (Buddy-Erasmus Project, Buddy International Students project):**

- Students enrolled in a Second-cycle/Master's degree course of the University of Padova with a **final mark not lower than 95/110** (the last qualification earned is taken into consideration);
- Enrolled in a.y. 2019-2020 in the last two years of a Single-cycle degree course of the University of Padova;
- 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.

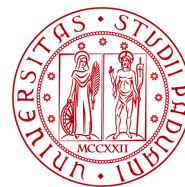
Knowledge of English is a mandatory requirement which will be assessed during the interview. Students who know other foreign languages (with an official certification and their knowledge will be assessed during the interview) will be prioritised in the merit list. Candidates who are not Italian mother-tongue need to have a good knowledge of Italian.

**SELECTION no.3 (Support for Guidance-Tutoring and Economic benefits Sectors)**

- Students enrolled in a Second-cycle/Master's degree course of the University of Padova with a **final mark not lower than 95/110** (the last qualification earned is taken into consideration);
- Enrolled in a.y. 2019-2020 in the last two years of a Single-cycle degree course of the University of Padova;

**SELECTIONS no. 4 - no. 5 - no. 6 (Drop-out Project, tutor for SAP-BSR service, Mentor-UP programme)**

Students enrolled in a Second-cycle/Master's degree course of the School of Psychology with a **final mark not lower than 95/110** (the last qualification earned is taken into consideration);



**SELECTION no.07 (Educational Tutoring programme)**

Students enrolled in a Second-cycle/Master's degree courses of the School of Engineering, the School of Sciences and the School of Human and social sciences and cultural heritage with a **final mark not lower than 95/110** (the last qualification earned is taken into consideration);

In all selection announcements candidates are requested to state their availability for the whole period of the tutoring activity communicated during the interview and to be free from commitments which may prevent them from being reachable and available within the university.

**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 their Full name, Student ID number, by the deadlines set to submit their application (**13.00 of 20th June 2019**).

**Applications submitted by post or in any other forms 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:

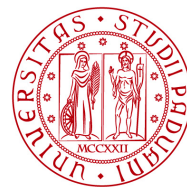
- a) **15 points:** in case of final mark of 110/110 with hon;
- b) **12 points:** in case of final mark between 105/110 and 110/110
- c) **10 points:** in case of final mark between 100/110 and 104/110
- d) **8 points:** in case of final mark between 95/110 and 99/110

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.



#### 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.

Selection no.	Selection notice	Interview date
1	International Office and Student Service Office <b>Buddy - Erasmus project</b>	3rd July at 09.30
2	International Office, Student Service Office <b>Buddy - International students project</b>	3rd July at 09.30
3	<b>Guidance and Tutoring and Economic Benefits</b> at Student Service Office	27th June 2019 at 09.30
4	Student Service Office <b>Drop-out project</b>	27th June 2019 at 15.00
5	SAP-BSR service	3rd July 2019 at 15.00
6	Mentor-Up programme	27th June 2019 at 10.00
7	<b>Educational Tutoring</b> programme	27th June 2019 at 10.00

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.**

Should candidates need to do interviews for more than one selection all on the same date, they need to inform the Assessment Commission so that their interview may take place before or after other candidates.

#### 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 30 September 2020.

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 Objectives of each project and tutor's tasks

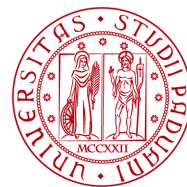
##### 1. Buddy - Erasmus project

The aim of the project is to ensure support to students coming to Padova thanks to exchange programmes (Erasmus+, bilateral agreements and double qualifications) thanks to the collaboration with "Buddy" tutors, i.e. students from the University of Padova who will be in charge of supervising their colleagues from the exchange programmes, helping them to settle in.

Following proper training, the Buddy Tutor will be tasked with contacting the students assigned to them, answer to any questions they may have, support them during the enrolment process, take them to the relevant offices in case of need, give them information on the university life in Padova. Buddy tutors will collaborate with the Mobility sector of the International Office, under the supervision of a Coordinating tutor.

Coordinating tutors are in charge of seeing to assigning exchange students to the Buddy tutors following the criteria established by the International Office, coordinating Buddy tutors, monitoring their activities and write a final report on the work done during the year.

Exchange students shall not be assigned to Coordinating tutors.



## **2. Buddy - International students project**

The aim of this project is to offer support during the first stages of welcoming international students who enrol in degree courses of the University of Padua, helping them to understand what the different university structures do and assisting them with their first paper work (enrolment, residence permit, accommodation, etc.)

Following proper training, the Buddy Tutor will be tasked with contacting the students assigned to them, answer to any questions they may have, support them during the enrolment process, take them to the relevant offices in case of need, give them information on the university life in Padua. Buddy tutors will collaborate with the Welcome sector of the International Office, under the supervision of a Coordinating tutor.

Coordinating tutors are in charge of seeing to assigning students to the Buddy tutors following the criteria established by the International Office, coordinating Buddy tutors, monitoring their activities and write a final report on the work done during the year.

## **3. Guidance-Tutoring and Economic benefits support tutors**

The selected tutors will be asked to collaborate in the different initiatives the Guidance and Tutoring sector of the Student Service Office carries out as part of their support to students in choosing their university study courses, orientation initiative and other training opportunities offered by the University. Tutors will work with the Economic benefits sector supporting it in the administrative procedures connected with economic benefits, but also promoting and making scholarships, awards and the several existing exemptions and incentives offered by the university more accessible.

## **4. Drop-out project**

Thanks to a preventive approach and a network of integrated services (Student Service Office - Guidance and Tutoring and Inclusion sectors, SAP, Student Career Office), the project aims to address some of the reasons why university students are not successful in their university studies. Tutors will start by analysing the issues faced by students and looking at the situation in real time, then will provide immediate support and services to enrolled students, a series of organized actions and 'good practices' in addition to consolidating the network of integrated services (academic and informative tutoring of the Schools and general support services to students).

## **5. Tutor and SAP-BSR support**

A tutor who collaborates with the SAP-BSR service will be selected. Thanks to the collaboration of the university students of Psychology, the project aims at preventing risky behaviours while fostering healthy habits connected to psychophysical health. Under the guidance of experts, tutors will be in charge of organizing group activities to develop social skills, discussion groups on topics connected to wealth, online screening and prevention activities, activities and projects at ESU residences.

## **6. Mentor-Up programme**

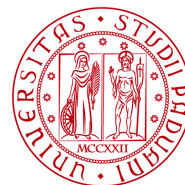
The Mentor-Up mentoring programme, a *service-learning* initiative of the Department of Psychology of Development and Socialisation, aims to support school and families when dealing with misery situations affecting minors who risk becoming social outcasts and deviant. The programme benefits from the collaboration of university students involved as volunteers and as active and responsible citizens.

Under the supervision of a team of experts, the tutor shall take part in programme management activities (preparing documents for selection interviews of mentors, being in contact with schools, monitoring journals and taking part in mentor supervision activities), working with the Mentor-UP team.

## **7. Educational Tutoring programme**

Educational Tutoring is an orientation and tutoring meeting and activity programme promoted by the Department of Information Engineering and it is implemented in some degree courses of the University of Padua. The programme aims to support students in their first years of studies in order to help them integrate in the university world, foster cross-skills they may have which are useful for their specific degree course, aiding them in designing and defining their educational and professional programme.

Selected tutors will support the scientific coordination of the Educational Tutoring and will help managing the activities promoted by the programme in the different areas they have been assigned to.



Tutors will be involved in different periods depending on the needs of the specific project. The Student Service Office - Guidance and Tutoring in collaboration with specifically appointed people will monitor and supervise tutors' activities in all projects.

#### **Art. 8 Training**

Before starting their tutoring activities, successful candidates will have to do a mandatory intensive training course. Il information on the training course will be made public together with the merit list on **10th 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 hourly pay for tutoring allowance is of € 16.00 gross (€ 13.03 gross for the recipient).

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 to head the projects.

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 7 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 and 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.*