

## SELECTION ANNOUNCEMENT TO AWARD ALLOWANCES FOR INCLUSION TUTORS - FOR A.Y. 2019/2020

### ART. 1 WHAT IS AN INCLUSION TUTOR

A selection announcement to draw up a merit list to award allowances to inclusion tutors for the University of Padua in a.y. 2019/2020 is issued.

The University of Padua is aware of the considerations in the recent scientific literature stressing the need to provide specific support, even through *peer tutoring* activities, to promote investment in university education and ensure satisfactory studies for vulnerable students. At the same time, the University of Padua has decided to invest in an inclusive culture together with other universities in the Triveneto area and within the Coordination of Triveneto universities for Inclusion, to promote an inclusive studying environment.

The **collaboration of students** is therefore sought to provide university study support service and the inclusive participation of students with disabilities, learning disabilities and other vulnerabilities in the university life so that we may continue to build an inclusive and high quality university context for everyone. Inclusion tutors shall:

- establish a positive and supportive relationship by implementing customised interactions and promoting a positive attitude towards course subjects;
- promote effective study management strategies to foster higher independence and self-regulation in students while maximising their university progress and success;
- stimulate the inclination to take part in university life.

Finally, tutors will be working on activities aiming to promote welcoming first year students during their first weeks of lessons, helping them moving around, adapting textbooks and other teaching supports to alternative accessible formats, audio-video recordings support in lessons.

Students who carry out these tasks are also invited to:

- inform the Student Service Office - Inclusion of any barriers or obstacles which make it difficult for students, especially those with disabilities, learning difficulties and other forms of disability, to enjoy their right to study and to participate actively in the university life.
- carry out their tasks to support students in their studies and participation in university life in the most natural environments (classrooms, study rooms, and other contexts students are normally involved in);
- participate in activities to monitor university inclusion quality and planned supervisory activities.

### ART. 2 ADMISSION REQUIREMENTS

All students are encouraged to become inclusion tutors, especially if they are interested in carrying out support actions towards other students; if they are ready to share their positive attitude towards a discipline; and if they wish to actively participate in university life and contribute to improve its quality for everyone.

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 degree courses** of the University of Padua. 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/Master's 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 [inclusione.studenti@unipd.it](mailto:inclusione.studenti@unipd.it), otherwise they will be excluded from the merit list;



- b) **Single-cycle degree courses** (enrolled in the last two years of the course during a.y. 2019-2020)) of the University of Padova;
- c) **PhD courses**, (with the consent of the PhD Coordinator) or **specialisation schools** of the University of Padova. Students enrolled in (or graduating from) 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 [inclusionestudenti@unipd.it](mailto:inclusionestudenti@unipd.it), otherwise they will be excluded from the merit list;

**whose most recent degree earned or about to be earned has a degree classification of at least 95/110.**

Notwithstanding the requirements set in this notice, also the applications from students enrolled in universities of the Triveneto area (Coordination of Triveneto universities for Inclusion) different from the University of Padova will be taken into consideration.

### **Art. 3 SUBMITTING YOUR APPLICATION TO BECOME INCLUSION TUTOR**

The application must be filled in **exclusively online using the UNIWEB service ( 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 of hours allowed.

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: [inclusionestudenti@unipd.it](mailto:inclusionestudenti@unipd.it) stating Last and First name, student ID number by the deadline set to submit applications, i.e. **by 13.00 of 20th June 2019.**

Students interested in applying and enrolled at universities in the Triveneto area must submit:

- their application form, written in unstamped paper according to the instructions attached to this notice (see annex 1);
- Self-certification of enrolment at a university in the Triveneto area, including all exams passed by 10th August 2018;
- Copy of a valid ID document.

these documents must be sent by email to [inclusionestudenti@unipd.it](mailto:inclusionestudenti@unipd.it) by the deadline mentioned above.

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

In addition to submitting their application by the deadlines and following the indications in the notice, students who wish to become Inclusion Tutors must:

- attend a motivational interview to assess personal requirements. The interview is carried out by a Commission appointed by the Rector.
- attend a 20-hour training course to develop the skills necessary for the activities required.

### **ART. 4 MOTIVATIONAL INTERVIEW**

The purpose of the motivational interview is to analyse personal requirements (interest for support relationships towards other students, attitude towards disciplines, studying and participation to the university life, including people with vulnerabilities). The interview will be carried out by an expert in counselling and inclusion. At the end of the interview the candidate will be deemed eligible or not.



#### ART. 5 INTERVIEW SCHEDULE

The interview will take place without further notice in the classrooms of the School of Psychology in the Psico 2 building, via Venezia, 12/2– Padova, with the following schedule: **27th June, 1st and 3rd July** according to the schedule which will be published on **Monday 24th JUNE 2019** at: [www.unipd.it/diventare-tutor](http://www.unipd.it/diventare-tutor).

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 have already done the 20-hour training course in prior editions, they only need to do the interview. If the candidate meets the requirements, the student will be added to the list of eligible students for this service.

#### ART. 6 TRAINING COURSE

Before starting their tutoring activities, successful candidates will have to do a 20-hour mandatory intensive training course to develop their skills to carry out their activities (starting and maintaining support and customized relationships, developing effective and self-adjusting studying skills, promoting participation in the university life, using inclusive language and behaviours which foster the development of an inclusive community). The training activity will be carried out thanks to the collaboration of experts from the University Centre for Inclusion and disability; it will take place in September and a specific Open Badge will be issued following its completion. 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).

If a candidate does not attend the training meetings, they will not be added to the final merit list.

#### ART. 7 MERIT LISTS AND CONTRACT

The Rector appoints the Assessment Commission. It being understood the joint nature of the overall scores, for practical needs the Commission may decide to divide itself into subcommittees.

Following the interviews, the final merit lists of eligible students who at the end of the training course may be appointed as tutors for inclusion will be made public on **10th July 2019** and will be available at: [www.unipd.it/diventare-tutor](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. **Please note that this is an eligibility list, therefore it does not mean every candidate will be appointed as tutor.**

Allowances will be awarded based on the *academic curriculum* of the candidate and only after first meeting the student who requested this service. Before the contract ends, a report on the activity done must be submitted.

The Student Service Office will inform candidates in writing of when the contract to award the allowance will be drawn up. 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. 8 TUTORS' REMUNERATION

The collaboration is to last a maximum of 250 hours/year to be done in one or more 25-hour units. The hourly pay is of 16.00 € gross for the institution (€ 13.03 gross for the recipient) and it is exempted from IRPEF (art. 4 of law 476/1984).

The tutor remuneration is compatible with scholarships and with "part-time student collaboration" activities.

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.

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

#### Art. 9 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 12 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 more information**

**Student Service Office**

**Inclusion sector**

Via Portello 23 – 35129 Padova

Tel. 049/827 5038

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

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

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

THE RECTOR  
Prof. Rosario Rizzuto

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



**APPLICATION FORM FOR STUDENTS ENROLLED IN UNIVERSITIES IN THE TRIVENETO AREA (EXCLUDING THE UNIVERSITY OF PADOVA) TO AWARD ALLOWANCES FOR INCLUSION TUTORS, OPEN TO CAPABLE AND DESERVING STUDENTS, FOR A.Y. 2018/2019.**

TO THE RECTOR  
of the University of Padua  
C/o STUDENT SERVICE OFFICE

I, the undersigned, \_\_\_\_\_

Last and First name

Tax identification number (mandato) 

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born in \_\_\_\_\_ ( \_\_\_\_\_ ) on \_\_\_\_\_  
City/town Province

Resident in: Street \_\_\_\_\_, no. \_\_\_\_\_

Postcode \_\_\_\_\_ City/town \_\_\_\_\_ Province \_\_\_\_\_

Landline no. \_\_\_\_\_/\_\_\_\_\_

Mobile phone no. \_\_\_\_\_/\_\_\_\_\_

E-mail \_\_\_\_\_

ASK

To be admitted to the selection to award allowances for Inclusion TUTORS of the University of Padua for a.y. 2018/19

AND DECLARE

pursuant to art. 46 and 47 of Presidential Decree no. 445/2000

- to undertake to promptly notify any change in my place of residence or the address indicated in the application form;
- to be aware of and accept all the rules contained in the competition notice.

I herewith enclose:

1. Self-certification of enrolment at a university in the Triveneto area including the exams taken;
2. Copy of a valid ID document.

\_\_\_\_\_  
Place

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature