



**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.  
2018/2019 (LAW 170/2003)**

**Art. 1 General provisions**

The following selection announcement to draw up a merit list of capable and deserving students for informative and academic tutoring activities aimed at University of Padova degree courses (law 170 of 11.7.2003, art. 1, par. B) for a.y. 2018/2019 is issued.

Contracts to award allowances require:

- a maximum commitment of 250 hours for students enrolled in a second-cycle or single-cycle degree,
- a maximum commitment of 100 hours for students enrolled in PhD courses or specialisation schools.

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**

All students enrolled for a.y. 2017/18 (who intend to complete their enrolment for a.y. 2018/19) in the following courses are admitted to the selection:

- a) **second-cycle and/or single-cycle degree courses** listed in the table below. Conditional applications may be submitted by students **enrolled or graduated during a.y. 2017/18 in a first-cycle degree course**, provided they intend to finalize their application to a second-cycle degree course by the deadlines provided for in the admission notices for second-cycle degree courses for a.y. 2018/19. In this case students shall promptly notify the tutoring service of their enrolment to a second-cycle 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;

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

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
<p><b>1. AGRICULTURAL SCIENCES AND VETERINARY MEDICINE</b></p>	<p>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</p> <p><b>Students enrolled in the single-cycle degree course in:</b> VETERINARY MEDICINE (enrolled in the last two years)</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 <b>enrolled</b> in a <b>PhD course</b> of the University of Padua being held in Padua and with a degree in Physics, Chemistry, Mathematics, Engineering</p>
<p><b>2. ECONOMICS AND POLITICAL SCIENCE</b> <u>Area of Economics</u></p>	<p><b>Students enrolled in a second-cycle degree course in:</b> LAW and ECONOMICS INTERNATIONAL ECONOMICS ECONOMICS E FINANZA - ECONOMIA E FINANZA BUSINESS ADMINISTRATION – ECONOMIA E DIREZIONE AZIENDALE ENTERPRENEURSHIP AND INNOVATION</p> <p><b>- Students enrolled in the following PhD course:</b> Economics and Management</p>
<p><b>3. ECONOMICS and POLITICAL SCIENCE</b> <u>Area of Political Science</u></p>	<p><b>- Students enrolled in a second-cycle degree course in:</b> HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE INTERNATIONAL POLITICS AND DIPLOMACY INTERNATIONAL RELATIONS AND DIPLOMACY GOVERNMENT SCIENCES AND PUBLIC POLICIES SCIENCES OF SOCIAL WORK INNOVATION AND SOCIAL WORK EUROPEAN STUDIES EUROPEAN AND GLOBAL STUDIES</p> <p><b>- Students enrolled in the following PhD courses:</b> International law and private and labour law; Philosophy</p>
<p><b>4. LAW</b></p>	<p><b>Students enrolled in the single-cycle degree course in:</b> LAW (enrolled in the last 2 years)</p> <p><b>Students enrolled in the following PhD courses:</b> - Law provided they graduated from the School of Law of Padua</p> <p><b>Students enrolled in SPECIALISATION SCHOOLS:</b> courses of the Specialisation School to practise law established by the University of Padua, provided they graduated from the School of Law of Padua</p>



<p><b>5. ENGINEERING and</b>   <b>MATH.4.U* PROJECT</b></p>	<p><b>Students enrolled in a second-cycle 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          ELECTRICAL ENERGY ENGINEERING          TELECOMMUNICATIONS ENGINEERING          PRODUCT INNOVATION ENGINEERING          ELECTRONIC ENGINEERING          ENERGY ENGINEERING          ENGINEERING AND MANAGEMENT          COMPUTER ENGINEERING          MECHANICAL ENGINEERING          MECHATRONIC ENGINEERING          LAND AND ENVIRONMENT ENGINEERING          Mathematical Engineering - Ingegneria Matematica          MATHEMATICS          PHYSICS – FISICA          ASTRONOMY</p> <p><b>Students enrolled in the single-cycle degree course in:</b>          BUILDING ENGINEERING AND ARCHITECTURE (enrolled in the last 2 years)</p> <p><b>Students enrolled in the following PhD courses:</b>          University of Padova PhD courses and with a degree in Engineering, Mathematics, Physics, Astronomy</p>
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*\*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)          SCHOOL OF DENTISTRY (enrolled in the last two years)</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>
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<p><b>7. MEDICINE AND SURGERY</b>  <u>Area of Pharmacy:</u></p>	<p><b>Students enrolled in a second-cycle degree course in:</b>          CHEMISTRY          INDUSTRIAL CHEMISTRY          PHYSICS          MATHEMATICS</p> <p><b>Students enrolled in the following PhD courses:</b>          Students <b>enrolled</b> in a <b>PhD course</b> of the University of Padova 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 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 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          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          - Social Sciences: Interactions, Communication, Cultural Constructions</p> <p>- History and Criticism of artistic, musical and performing heritage</p> <p>- 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> <u>Area of Teacher education</u></p>	<p><b>Students enrolled in a second-cycle degree course in:</b> CULTURES, EDUCATION AND GLOBAL SOCIETY MANAGEMENT OF EDUCATIONAL SERVICES AND LIFE-LONG EDUCATION MANAGEMENT OF EDUCATIONAL SERVICES PEDAGOGICAL SCIENCES SOCIOLOGY LIFE-LONG EDUCATION SCIENCES</p> <p>Students enrolled in the single-cycle degree course in: PRIMARY TEACHER EDUCATION (enrolled in the last 2 years)</p> <p><b>Students enrolled in the following PhD courses:</b> - Pedagogical, Educational and Instructional Sciences - Social Sciences: Interactions, Communication, Cultural Constructions</p>
<p><b>11. SCIENCES</b></p>	<p><b>Students enrolled in a second-cycle degree course in:</b> ASTRONOMY CHEMISTRY INDUSTRIAL CHEMISTRY 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 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 from **14 June to 29 June 2018 exclusively** online using the **UNIWEB** service: <https://uniweb.unipd.it> (see the **INITIATIVES** option), **by 13.00 of 29 June 2018.**

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.

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 Last and First name, student ID number by the deadline set to submit applications, i.e. **by 13.00 of 29 June 2018.**

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

Candidates may opt for the remote interview via videoconference (e.g. Skype). This applies only to candidates who cannot attend the interview at the set date due to study or training reasons. These candidates must state their request in the online application and send their contact details, copy of a valid ID document and any documents proving their commitment that day due to study or training reasons. These documents must be sent only by email to: [tutorato@unipd.it](mailto:tutorato@unipd.it) by the application deadline, i.e. by 13.00 of 29 June 2018.

The candidate 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 **2 July 2018** at:

<http://www.unipd.it/diventare-tutor>



The Commission may contact the candidate to agree to a specific time to start the interview. For identification purposes, and under penalty of exclusion from the selection process, before the start of their interview candidates are required to identify themselves showing the same ID document already sent as an attachment to the application. 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 Padova shall accept no responsibility for any technical issues that may prevent the interview from taking place correctly.

**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 the candidate has a degree, the degree classification is taken into consideration and the candidate is awarded:
  - a) **15 points**: for degree classification of 110 with honours;
  - b) **12 points**: for degree classification between 105/110 and 110/110;
  - c) **10 points**: for degree classification between 100/110 and 104/110;
  - d) **8 points**: for degree classification between 95/110 and 99/110;
- II. In case of students about to graduate (first-cycle degree courses) or enrolled in a single-cycle degree course, the merit factor at the date of 10 August 2017 is taken into consideration and the candidate is awarded:
  - a) **15 points**: if the candidate is within the first 10% on the merit list of the degree course;
  - b) **12 points**: if the candidate is in the following 20% on the merit list of the degree course;
  - c) **10 points**: if the candidate is in the following 30% on the merit list of the degree course;
  - d) **8 points**: if the candidate 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, in addition to good interpersonal skills and their motivation.

**Art. 5 Selection interview schedule**

For all notices the **SELECTION INTERVIEW** will take place face-to-face 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.

NOTICE by UNIVERSITY SCHOOL	Face -to-face interview	Videoconference interview
		YES-NO
1. AGRICULTURAL SCIENCES AND VETERINARY MEDICINE	10 July at 09.00	YES
2. ECONOMICS AND POLITICAL SCIENCE <u>Area of Economics</u>	10 July at 09.30	YES
3. ECONOMICS AND POLITICAL SCIENCE <u>Area of Political Science</u>	5 July at 10.00	6 July at 08.30-9.30
4. LAW	10 July at 10.00	NO
5. ENGINEERING and MATH.4.U Project	10 July at 09.00	*10 July Only from 11.00 to 13.00
6. MEDICINE AND SURGERY <u>Area of Medicine</u> :	9 July at 10.00	NO
7. MEDICINE AND SURGERY <u>Area of Pharmacy</u> :	6 July at 09.00	NO
8. PSYCHOLOGY	10 July at 09.30	NO



9. HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE <u>Area of Humanities</u>	5 July at 14.30	NO
10. HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE <u>Area of Teacher education-Sociology</u>	10 July at 10.30	NO
11. SCIENCES	6 July at 09.00	6 July Starting from 14.00. Time to be decided

Candidates will need to have 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 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.

Merit lists drawn up in reverse order from the highest to the lowest overall score will be made public on **16 July 2018** and will be published at: <http://www.unipd.it/diventare-tutor>

Merit lists shall be valid until 30 September 2019; 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 **16 July 2018** and will be published at: [www.unipd.it/tutorato](http://www.unipd.it/tutorato)

#### **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 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; NI contributions shall be fully paid by the university.

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 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 7.8.1990, doct. Alessandra Biscaro, Head of the Student Service Office, is appointed person in charge of the administrative process.

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).

For further information, please contact:

***Student Service Office  
Guidance and Tutoring***

*Tel. 049.827 3965*

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

*Padua, 11<sup>th</sup> June 2018*

The HEAD  
Doct. Andrea Grappeggia