



**EXPERIMENTAL AND SUPPORT PROJECTS FOR STUDENTS AND TO IMPROVE LEARNING - FOR A.Y
2018/2019**

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. 2018/2019 is issued.

Selection no.	University and project service	Need for
1	International Office and Student Service Office Buddy - Erasmus project	2 coordinating tutors (90 hours) 65 buddy tutors (25 hours)
2	International Office, Student Career Office and Student Service Office Buddy - International students project	1 coordinating tutor (90 hours) 15 buddy tutors (25 hours)
3	Student Service Office and Student Career Office Awakening operation project (Progetto Operazione Risveglio)	1 tutor (150 hours)
4	Student Service Office Prison Project	2 tutors (150 hours)
5	Student Service Office Guidance and Tutoring	1 tutor (250 hours)
6	Student Service Office Drop-out project	2 tutors (200 hours)
7	SAP-BSR service	1 tutor (250 hours)
8	Mentor-Up programme	1 tutor (250 hours)

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:

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

Students enrolled in second-cycle degree courses of the University of Padua **whose most recent degree has a degree classification of at least 95/110** and students enrolled in the last 2 years of a single-cycle degree course of the University of Padova.

Applications may also be submitted by **students enrolled or graduated during a.y. 2017/18** in a first-cycle degree provided they intend to complete their enrolment in a second-cycle degree by the deadlines set in the admission notices for a.y. 2018/19; in this case students shall promptly inform the tutoring service of their enrolment in a second-cycle degree by sending an email to: tutorato@unipd.it, otherwise they will be excluded from the merit list;

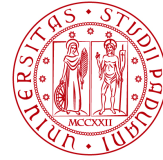
Knowledge of English is a mandatory requirement which will be assessed during the interview. Students who know other foreign languages (proved by an official certification, their knowledge will be assessed during the interview) will be prioritised in the merit list.

SELECTIONS no. 3 - no.4 - no.5 (Awakening operation project, Prison Project and Guidance and Tutoring Support):

Students enrolled in second-cycle degree courses of the University of Padova **whose most recent degree has a degree classification of at least 95/110** and students enrolled in the last 2 years of a single-cycle degree course of the University of Padova.

SELECTIONS no. 6 - no. 7 - no. 8 (Drop-out Project, tutor for SAP-BSR service, Mentor-UP programme)

Students enrolled in a second-cycle degree course of the School of Psychology **whose most recent degree has a degree classification of at least 95/110**.



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 and submitted from **14 June to 13.00 of 29 June 2018, exclusively** online using the **UNIWEB** service: <https://uniweb.unipd.it> (see the **INITIATIVES** option).

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 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

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 hons;
 - 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 enrolled in a single-cycle degree course, the merit factor at the date of 10 August 2017 is taken into consideration;
Assessment using the merit factor is carried out as per the following criteria:
 - 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.

Candidates will need to have a valid ID document.

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 Buddy - Erasmus project	5 July 2018 at 14.30
2	International Office, Student Career Office and Student Service Office Buddy - International students project	5 July 2018 at 14.30
3	Awakening operation project at Student Service Office	06 July 2018 at 9.30
4	Student Service Office Prison Project	5 July 2018 at 11.00
5	Guidance and Tutoring at Student Service Office	06 July 2018 at 11.00
6	Student Service Office Drop-out project	5 July 2018 at 14.30
7	SAP-BSR service	06 July 2018 at 14.30
8	Mentor-Up programme	05 July 2018 at 14.30

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.** Should more interviews be scheduled at the same time, candidates can inform the Assessment Commission of this so that they may be interviewed before or later than other participants at the date the interview is scheduled.

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/tutorato>. Merit lists shall be valid until 30 September 2019.

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. 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 tutors' tasks

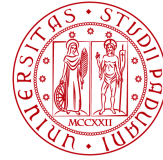
1. Buddy - Erasmus project

The aim of the project is to ensure support to students coming to Padua thanks to exchange programmes (Erasmus+ and bilateral agreements) thanks to the collaboration with "Buddy" tutors, i.e. specially trained students from the University of Padua. By working with the International Office and the Student Service Office and under the supervision of the two coordinating tutors, each Buddy tutor will be in charge of following a small group of international students helping them to settle in. Coordinating tutors will be tasked with training the Buddy tutors and monitor their activities.

2. Buddy - International students project

The aim of this project is to offer informative 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 the first paper work students need to do.

Following proper training, the Buddy Tutor will be tasked with being in charge of a small group of students from foreign countries who choose to study in Padua. Each Buddy tutor will be supervised by a coordinating tutor and will cooperate with the International Office and the Student Career Office.



3. Awakening operation project

The aim of the project is to help students behind with their exam but who could graduate soon by providing them with the tools and useful information to complete their studies. This is done by looking at the possibility of changing the university system they are enrolled in, changing course/abandoning their studies, etc.

By collaborating with the Student Career Office and the Student Service Office, tutors will be tasked with monitoring the careers of students "behind with their studies", aiding them in assessing the different options before them. Successful candidates will be contacted for a telephone interview. After the motivational interviews, the main academic and informative services will be involved.

4. University in prison project

The aim of the project is to provide administrative and academic support to students imprisoned in Padua's Penitentiary but enrolled in degree courses of the University of Padua, as per the memorandum of understanding signed with the Ministry of Justice. As part of an experimental phase, the support activities have been extended to the penitentiaries of Venice and Rovigo,

5. Tutor to support the Guidance and Tutoring Sector

The process selects a tutor who collaborates to all the different initiatives that the Student Service Office-Guidance and Tutoring implements to help high school students in choosing their university studies. Under the supervision of the Guidance and Tutoring staff, the tutor will be tasked with taking part in guidance and informative activities on degree courses and other teaching opportunities offered by the University of Padua.

6. 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 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)

7. Tutor and SAP-BSR support

A tutor who collaborates with the SAP-BSR service will be selected. Thanks to the collaboration of the students of Psychology, the project aims at preventing risky behaviours while fostering healthy habits connected to the psychophysical health of university students. 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.

8. 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.

Tutors will have to take part in programme management activities, assisting the Mentor-Up team.

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. All information on the training course will be made public together with the merit list on **16 July 2018** and will be published at: <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 a 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 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 7.8.1990, 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

Padua, 11th June 2018

The HEAD
Doct. Andrea Grapppeggia