

CALL FOR APPLICATIONS TO AWARD ALLOWANCES FOR INCLUSION TUTORS FOR A.Y. 2021/2022

ART. 1 WHAT IS AN INCLUSION TUTOR

A call for applications to draw up a ranking list to award allowances to inclusion tutors for the University of Padua in a.y. 2021/2022 is issued.

- The University of Padua aims to
 - provide **specialized support**, even through peer tutoring activities, to promote investment in university education and ensure satisfactory studies for vulnerable students;
 - 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 inclusive participation** of students with disabilities, learning disabilities and other vulnerabilities **in university life**, so to continue to pursue an inclusive and high quality university environment 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 achievements, and boosting their participation in university life;
 - promote **welcoming** first-year students during their first weeks of lessons;
 - helping students **moving around**;
 - adapting textbooks and other teaching materials to **alternative accessible formats**;
 - providing support in **audio-video recordings** of lessons.

Students who carry out these tasks are also invited to:

- inform the Student Service Office - Inclusion Unit 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 education and to participate actively in 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 areas students are normally involved in);
- participate in activities to monitor quality of both university inclusion 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. 2020/21 in one of the following types of degree programmes and who wish to finalize their enrolment for a.y. 2021/22 may take part in this selection:

- a) **Master's degree programmes** of the University of Padua. Conditional applications may be submitted by **students enrolled in (o graduating from) a Bachelor's degree programme in a.y. 2020/21**, provided they intend to finalize their enrolment in a Master's degree programme before the closing dates for applications

provided for in the call for applications for Master's degree programmes for a.y. 2021/22. In this case, students shall promptly notify the university of their enrolment in a Master's degree programme, by sending an email to inclusionestudenti@unipd.it, otherwise they will be excluded from the ranking list;

- b) **Single-cycle degree programmes** (enrolled in the fourth year or above during a.y. 2021-2022) of the University of Padua;
- c) **PhD programmes**, (with the consent of the PhD Coordinator) or **Specialisation schools** of the University of Padua.

whose most recent degree earned or about to be earned has a final graduation mark not lower than 95/110, if obtained in Italy, (the last qualification earned is taken into consideration).

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

Art. 3 APPLICATION TO BECOME AN INCLUSION TUTOR

The application must be filled in online using the **UNIWEB** service (<https://uniweb.unipd.it>, see the **INITIATIVES** option), starting **from Monday 24 May 2021 to Monday 21 June 2021**.

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 who have already obtained a Bachelor's degree in the academic year 2020-2021 and are waiting to enrol in a Master's degree programme must send an e-mail to tutorato@unipd.it indicating their Surname, First Name and Student ID Number by the deadlines set for applications. 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 stating Full name, Student ID number by the closing date for applications, that is **by 23.59 of 21 June 2021**.

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 call (see Annex 1);
- self-certification of enrolment at a university in the Triveneto area, including all examinations passed by 10 August 2020;
- copy of a valid ID document.

these documents must be sent by email to tutorato@unipd.it by the deadline mentioned above.

Applications submitted by post or in ways other than the one specified will not be accepted.

In addition to submitting their application by the deadlines and following the instructions in the call, students who wish to become inclusion tutors must:

- attend a motivational interview to assess their 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 in support relationships towards other students, attitude towards disciplines, studying and participation to 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 SELECTION INTERVIEW SCHEDULE

The **SELECTION INTERVIEW** will take place through VIDEOCONFERENCE on Zoom platform **on 28 and 29 June, and on 2 and 6 July 2021**, according to the schedule that will be published on **Friday 25 June 2021** on the webpage: www.unipd.it/en/study-support.

Candidates will receive the interview arrangements and the link at their institutional email address @studenti.unipd.it. In the event of a large number of participants, the Commission may divide the interviews into one or more rounds following the first one.

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

Failure to connect, unavailability on the day or time set for the connection, or failure to produce a valid identification document **are grounds for exclusion from the selective procedure**. The University of Padua denies all responsibility in the event of technical issues preventing the oral interview from being conducted regularly.

If the students have already attended the 20-hour training seminar in previous years, they are only required to attend the motivational interview. In the event that the requirements are confirmed, the candidates will be included in the list of students who can be entrusted with the 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 the activities required (starting and maintaining support and customized relationships, developing effective and self-adjusting studying skills, promoting participation in university life, using inclusive language and behaviour 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 ranking list from **Tuesday 13 July 2020** and will be published at: www.unipd.it/en/study-support

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

ART. 7 RANKING 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 lists of eligible students who, at the end of the training course, may be appointed as inclusion tutors will be made public from **Tuesday 13 July 2020** and will be available at: www.unipd.it/diventare-tutor.

Ranking lists shall be valid until 30 September 2022. 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 does not 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 - € 11.54 net for the recipient) for students enrolled in a Master's degree programme, € 20.00 gross for the institution (€ 16,28 gross for the recipient – 14.42 net for the recipient) for students enrolled in a PhD programme, 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, at the end of their experience the chosen tutors must write a report, 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 recruitment competitions.

Pursuant to art. 4 of law 241 of 7 August 1990 (New rules 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 Italian Presidential Decree no. 184 of 12 April 2006 (Regulations on accessing administrative documents in compliance with item V of law 241/90).

The personal data collected for the purposes outlined in this call for applications is processed in compliance with EU Regulation no. 679, dated 27 April 2016, (General Data Protection Regulation, GDPR).

The ‘data controller’ is the University of Padua, registered office in Via 8 Febbraio, 2 - 35122 Padova. The full text of the privacy policy statement is held by the data controller or it is available at www.unipd.it/privacy.

NB The present call for applications is translated into English for informational purposes only.

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

For further information, please contact:

Student Service Office

Inclusion Unit

Via Portello 23 – 35129 Padova

Tel. no. +39 049/827 5038

e-mail: tutorato@unipd.it

e-mail: inclusioni.studenti@unipd.it

THE RECTOR

Prof. Rosario Rizzuto

Digitally signed pursuant to Italian legislative decree 82/2005 82/2005

APPLICATION FORM OPEN TO CAPABLE AND DESERVING STUDENTS ENROLLED AT UNIVERSITIES IN THE TRIVENETO AREA (EXCLUDING THE UNIVERSITY OF PADUA) TO AWARD ALLOWANCES FOR INCLUSION TUTORS FOR A.Y. 2021/2022

TO THE RECTOR
of the University of Padua
STUDENT SERVICE OFFICE

I, the undersigned, _____

Last and First name

tax identification number (mandatory) _____ gender ☐ M ☐ F

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. 2021/22

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 call for applications.

I herewith enclose:

1. self-certification of enrolment at a university in the Triveneto area including the examinations taken;
2. copy of a valid ID document.

Place

Date

Signature