



SELECTION ANNOUNCEMENT TO AWARD ALLOWANCES FOR INCLUSION TUTORS - FOR A.Y. 2018/2019

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. 2018/2019 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 from all degree courses** is therefore sought to provide university study support service and the inclusive participation of students with disabilities and learning difficulties in university life so that we may continue to build an inclusive and high quality university context for everyone.

The *inclusive peer tutor* will need to carry out the following tasks:

- establish a positive and supportive relationship with students who asked for the service by implementing customised interactions which take into account the characteristics and strengths of students requesting the service and promote a positive attitude towards course subjects,
- promote effective study management strategies to foster higher independence in students using this service while maximising their university progress and success;
- stimulate the inclination to take part in university life (by attending lessons, workshops, etc., establishing good and productive relationships with other students, teachers and persons in charge of inclusion and disabilities in the departments, etc.)
- use inclusive language and show attitude and behaviours which foster the development of a culture of inclusion, notifying us of any obstacles to take part in the university life.

Other tasks

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 students with disabilities, learning difficulties and other forms of disability, to enjoy their right to study,.
- carry out their tasks to support students in their studies and participation in university life in all sorts of contexts (classrooms, study rooms, and other contexts students are normally involved in);
- participate in activities to monitor university inclusion quality and planned supervisory actions;
- support inclusion activities at university to promote attention towards the people
- contribute to create networks to support Inclusion at the University of Padova.

ART. 2 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.

All students enrolled at the University of Padua for academic year 2017/2018 who wish to complete their enrolment for a.y. 2018/19 and who meet the merit and economic requirements below are welcome to participate in this selection.

Students who are enrolled in the following courses in a.y. 2017/2018 are not eligible:

- first year of first or single cycle degrees;
- students studying part-time



Economic requirements

All students with an Equivalent Economic Situation Indicator (**ISEE 2017 or 2018 for Benefits for the right to University studies**) calculated for benefits for the Right to University studies **lower than 70,000.00 euros** may submit their application. The calculation of the ISEE can be requested online directly to INPS or to a Tax Assistance Centre (Centro di Assistenza Fiscale or CAF) or other bodies in compliance with what self-certified in the Dichiarazione Sostitutiva Unica (DSU). Please note that ISEE statements are issued at least 15 working days after the DSU is submitted.

Foreign students whose family does not reside in Italy and foreign students residing in Italy whose family resides abroad, and who have an income lower than 6,500.00 euros need to submit a different certification (**ISEE PARIFICATO**).

Merit requirements

Students enrolled at the University of Padua for academic year 2017/2018 must have earned the following ECTS by 10 August 2017:

Enrolled in a.y. 2017/2018 in the FIRST-CYCLE DEGREE COURSES	ECTS (At the date of 10/08/2017)
in the second year	25
in the third year	80
in the further year	135

Enrolled in a.y. 2017/2018 in the SECOND-CYCLE DEGREE COURSES	ECTS (At the date of 10/08/2017)
in the first year	0
in the second year	30
in the further year	80

Enrolled in a.y. 2017/2018 in THE SINGLE-CYCLE DEGREE COURSES	ECTS (At the date of 10/08/2017)
in the second year	25
to the third year	80
in the fourth year	135
in the fifth year	190
in the sixth year	245

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) will be taken into consideration, provided they meet the same requirements.



ART. 3 HOW TO BECOME A TUTOR

Students enrolled at the University of Padua must fill in the application form from **14 June to 29 June 2018 exclusively** online using the **UNIWEB** system <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 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**.

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

- The application form, written in unstamped paper according to the instructions enclosed to this notice (see annex 1);
- ISEE 2017 or 2018 statement for benefits connected to the right to study;
- Self-certification of enrolment at a university in the Triveneto area, including all exams passed by 10 August 2017;
- Copy of a valid ID document.

these documents must be sent by email to tutorato@unipd.it by the deadline mentioned above. All documents requiring to be signed must be sent by uploading a scanned signed copy of the document.

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 disabilities). 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: **5 July, 6 July and 10 July** according to the schedule of those who are eligible which will be published on **2 July 2018** at: www.unipd.it/diventare-tutor.

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 candidates have already done the 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 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 divided by university Schools who at the end of the training course may be appointed as tutors for inclusion will be made public on **16 July 2018** and will be available at: 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. **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. The activity must be carried out in one or more 25-hour units. 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. 7 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 done in September and an Open Badge will be issued for it. 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>.

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

ART. 8 TUTORS' REMUNERATION

The collaboration is to last a maximum of 200 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, with "part-time student collaboration" activities and other types of tutoring.

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 7.8.1990, 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).

ART.10. PERSON IN CHARGE OF THE PROCEDURE and PRIVACY

Pursuant to art. 4 of Law no. 241/1990 and subsequent amendments, doct. ALESSANDRA BISCARO, Head of the Student Service Office, is appointed person in charge of the administrative process for the purpose of accessing the proceedings.

The parties undertake to abide by the General Data Protection Regulation [GDPR (UE) 2016/679] on the protection of any personal data possibly acquired and/or used to carry out the aforementioned activities.

N.B. The present notice 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 more information

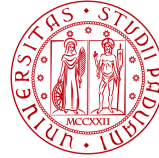
Student Service Office

Inclusion sector

Via Portello 23 – 35129 Padova

Tel. 049/827 5038

CENTRAL ADMINISTRATION
ACADEMIC DIVISION AND STUDENT SERVICES
STUDENT SERVICE OFFICE



**UNIVERSITÀ
DEGLI STUDI
DI PADOVA**

e-mail: tutorato@unipd.it

e-mail: inclusionestudenti@unipd.it

Rector's delegate for Inclusion and Disability

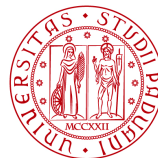
Prof.ssa Laura Nota

laura.nota@unipd.it

049 827 6464

Padua, 11th June 2018

The HEAD
Doct. Andrea Grappeggia



Annex 1

APPLICATION FORM to AWARD ALLOWANCES FOR INCLUSION TUTORS, OPEN TO CAPABLE AND DESERVING STUDENTS, FOR A.Y. 2018/2019

TO THE RECTOR
of the University of Padova
C/o 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 _____

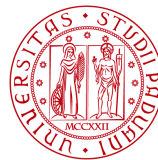
ASK

To be admitted to the selection to award allowances for Inclusion TUTORS of the University of Padova 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.



Furthermore, I declare to be aware that pursuant to and for the purposes of the legislation in place, the personal data collected will be treated, also by means of IT systems, only in the context of the procedure for which the present declaration is made.

I herewith enclose:

1. ISEE 2017 or 2018 statement for benefits connected to the right to study;
2. Self-certification of enrolment at a university in the Triveneto area including the exams taken (passed by 10 August 2017);
3. Copy of a valid ID document.

Place

Date

Signature