
**CALL FOR APPLICATIONS OPEN TO CAPABLE AND DESERVING STUDENTS TO AWARD
ALLOWANCES FOR INFORMATIVE AND ACADEMIC TUTORING ACTIVITIES AIMED AT THE
UNIVERSITY OF PADUA'S DEGREE PROGRAMMES FOR A.Y. 2021/2022
(Law 170/2003)**

Art. 1 General provisions

The following call for applications to draw up a ranking list of capable and deserving students to be awarded allowances for informative and academic tutoring activities aimed at the University of Padua's degree programmes (law 170 of 11.7.2003, art. 1, par. B) for a.y. 2021/2022 is issued.

Contracts for tutoring activities may include:

- a maximum commitment of 250 hours for students enrolled in a Master's or Single-cycle degree programme;
- a maximum commitment of 100 hours for students enrolled in a PhD programme or Specialisation school.

The commitment required and how the allowance is handed out depend on the teaching and organisational needs of degree programmes, as detected by the people appointed by the University Tutoring and Guidance Commission, after hearing the opinions of the Degree programme Coordinators.

Art. 2 Admission

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 and/or Single-cycle degree programmes** listed in the table below.
Conditional applications may be submitted by students **enrolled in (or 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 tutorato@unipd.it, otherwise they will be excluded from the ranking list;
- b) **PhD programmes**, (with the consent of the PhD programme Coordinator) or **Specialisation schools** listed in the table below.

In any case, a Bachelor's/ Master's degree final graduation mark not lower than 95/110, if obtained in Italy (the last degree obtained is considered);

Participation in the call for applications is admitted only once per type of call and per qualification possessed (art. 8.8 Tutoring Regulations).

The following table lists the qualifications applicants need to have in order to be admitted to the selection process.

CALL BY UNIVERSITY SCHOOL	QUALIFICATION REQUIRED TO CARRY OUT TUTORING ACTIVITIES
1. AGRICULTURE AND VETERINARY MEDICINE	<p>Students enrolled in a Master's degree programme in: BIOTECNOLOGIE PER L'ALIMENTAZIONE FOREST SCIENCE - SCIENZE FORESTALI ITALIAN FOOD AND WINE - ALIMENTI E VINI D'ITALIA SCIENZE E TECNOLOGIE AGRARIE SCIENZE E TECNOLOGIE ALIMENTARI SCIENZE E TECNOLOGIE ANIMALI SCIENZE E TECNOLOGIE PER L'AMBIENTE E IL TERRITORIO SCIENZE FORESTALI E AMBIENTALI SUSTAINABLE AGRICULTURE CHIMICA CHIMICA INDUSTRIALE MATEMATICA PHYSICS INGEGNERIA GESTIONALE INGEGNERIA DELL'INNOVAZIONE DEL PRODOTTO INGEGNERIA MECCATRONICA</p> <p>Students enrolled in a Single-cycle degree programme in: MEDICINA VETERINARIA (enrolled in the last two years of the programme during a.y. 2021-2022)</p> <p>Students enrolled in the following PhD programmes: ANIMAL AND FOOD SCIENCE CROP SCIENCE LAND, ENVIRONMENT, RESOURCES AND HEALTH SCIENZE VETERINARIE BIOSCIENZE</p> <p>Students enrolled in a PhD programme offered by the university in the area of hard sciences in Mathematics, Physics, Natural Sciences and Engineering, Medical and biomedical sciences with extensive preparation in the following subjects: Mathematics, Chemistry and Physics.</p>
2. ECONOMICS AND POLITICAL SCIENCE <u>Area of Economics</u>	<p>Students enrolled in a Master's degree programme in: BUSINESS ADMINISTRATION ECONOMIA E DIRITTO ECONOMICS E FINANCE ENTREPRENEURSHIP AND INNOVATION</p> <p>Students enrolled in the following PhD programme: ECONOMICS AND MANAGEMENT</p>
3. ECONOMICS AND POLITICAL SCIENCE <u>Area of Political Science</u>	<p>Students enrolled in a Master's degree programme in: EUROPEAN AND GLOBAL STUDIES HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE INNOVAZIONE E SERVIZIO SOCIALE RELAZIONI INTERNAZIONALI E DIPLOMAZIA SCIENZE DEL GOVERNO E POLITICHE PUBBLICHE</p>

4. LAW	<p>Students enrolled in the Single-cycle degree programme in: GIURISPRUDENZA (enrolled in the last two years of the programme during a.y. 2021-2022)</p> <p>Students enrolled in the following PhD programme: GIURISPRUDENZA, provided they graduated in Law (the achievement of a Master's degree at the University of Padua has priority but not exclusive value)</p> <p>Students enrolled in Specialisation schools: Specialisation School for Law established by the University of Padua (the achievement of a Master's degree at the University of Padua has priority but not exclusive value)</p>
5. ENGINEERING and MATH.4.U* PROJECT	<p>Students enrolled in a Master's degree programme:</p> <ul style="list-style-type: none"> - of the School of Engineering - of the School of Science <p>Students enrolled in the following Single-cycle degree programme: INGEGNERIA EDILE-ARCHITETTURA (enrolled in the last two years of the programme during a.y. 2021-2022)</p> <p>Students enrolled in the following PhD programmes: PhD programmes at the University of Padua and in possession of one of the Master's degrees from the School of Engineering or the School of Science</p>

**upon consent given by the relevant Departments of the degree programmes of the School of Engineering*

<p>6. MEDICINE AND SURGERY</p> <p><u>Area of Medicine:</u></p>	<p>Students enrolled in Master's or single-cycle degree programmes in: MEDICAL BIOTECHNOLOGIES MEDICINA E CHIRURGIA (enrolled in the last three years of the programme during a.y. 2021-2022) ODONTOIATRIA E PROTESI DENTARIA (enrolled in the last three years of the programme during a.y. 2021-2023) SCIENZE DELLE PROFESSIONI SANITARIE DELLA PREVENZIONE SCIENZE DELLE PROFESSIONI SANITARIE TECNICHE DIAGNOSTICHE SCIENZE E TECNICHE DELL'ATTIVITÀ MOTORIA PREVENTIVA E ADATTATA SCIENZE INFERMIERISTICHE E OSTETRICHE SCIENZE RIABILITATIVE DELLE PROFESSIONI SANITARIE</p> <p>Students enrolled in the following PhD programmes: Ipertensione arteriosa e biologia vascolare Medicina dello sviluppo e scienze della programmazione sanitaria Medicina molecolare Medicina specialistica traslazionale "G.B. Morgagni" Oncologia clinica e sperimentale e immunologia Scienze biomediche Scienze cliniche e sperimentali Scienze mediche, cliniche e sperimentali</p>
<p>7. MEDICINE AND SURGERY</p> <p><u>Area of Pharmacy:</u></p>	<p>Students enrolled in a Master's degree programme in: CHIMICA CHIMICA INDUSTRIALE PHYSICS MATEMATICA</p> <p>Students enrolled in the following PhD programmes: Students enrolled in a PhD programme of the University of Padua being held in Padua and with a degree in: CTF, Farmacia, Chimica, Chimica Industriale, Biotecnologie Farmaceutiche, Fisica and Matematica.</p>

8. PSYCHOLOGY	<p>Students enrolled in a Master's degree programme in: CLINICAL, SOCIAL AND INTERCULTURAL PSYCHOLOGY COGNITIVE NEUROSCIENCE AND CLINICAL NEUROPSYCHOLOGY NEUROSCIENZE E RIABILITAZIONE NEUROPSICOLOGICA PSICOLOGIA CLINICA PSICOLOGIA CLINICA DELLO SVILUPPO PSICOLOGIA CLINICO-DINAMICA PSICOLOGIA COGNITIVA APPLICATA PSICOLOGIA DELLO SVILUPPO E DELL'EDUCAZIONE PSICOLOGIA DI COMUNITÀ PSICOLOGIA DI COMUNITÀ, DELLA PROMOZIONE DEL BENESSERE E DEL CAMBIAMENTO SOCIALE PSICOLOGIA SOCIALE, DEL LAVORO E DELLA COMUNICAZIONE PSICOLOGIA SPERIMENTALE E SCIENZE COGNITIVE</p> <p>Students enrolled in the following PhD programme: PSYCHOLOGICAL SCIENCES</p>
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<p>9. HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE</p> <p><u>Area of Humanities and Sociology</u></p>	<p>Students enrolled in a Master's degree programme in: ANTROPOLOGIA CULTURALE, ETNOLOGIA, ETNOLINGUISTICA (intra University) CULTURE, FORMAZIONE E SOCIETÀ' GLOBALE FILOLOGIA MODERNA LETTERE CLASSICHE E STORIA ANTICA LINGUE E LETTERATURE EUROPEE E AMERICANE LINGUE MODERNE PER LA COMUNICAZIONE E LA COOPERAZIONE INTERNAZIONALE LINGUISTICA LOCAL DEVELOPMENT MANAGEMENT DEI SERVIZI EDUCATIVI E FORMAZIONE CONTINUA MUSICA E ARTI PERFORMATIVE MUSICOLOGIA E BENI MUSICALI PEDAGOGIA PLURALISMO CULTURALE, MUTAMENTO SOCIALE E MIGRAZIONI SCIENZE ARCHEOLOGICHE SCIENZE DELLE RELIGIONI SCIENZE DELLO SPETTACOLO E PRODUZIONE MULTIMEDIALE SCIENZE PER IL PAESAGGIO SCIENZE FILOSOFICHE SCIENZE STORICHE STORIA DELL'ARTE STRATEGIE DI COMUNICAZIONE TECNICHE, PATRIMONIO, TERRITORI DELL'INDUSTRIA – TECHNIQUES, PATRIMONIE, TERRITOIRES DE L'INDUSTRIE TURISMO, CULTURA, SOSTENIBILITÀ'</p> <p>Students enrolled in the following PhD programmes: Filosofia Scienze linguistiche, filologiche e letterarie Storia e critica beni artistici, musicali e dello spettacolo Studio e conservazione dei beni archeologici e architettonici Storia, Critica e Conservazione dei Beni Culturali (<i>new degree programme</i>) Studi storici, geografici, storico-religiosi;</p> <p>Students enrolled in Specialisation School programmes in: Beni Archeologici Beni Storico-Artistici</p>
<p>10. HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE</p> <p><u>Area of Teacher education</u></p>	<p>Students enrolled in a Master's degree programme in: CULTURE, FORMAZIONE E SOCIETÀ' GLOBALE MANAGEMENT DEI SERVIZI EDUCATIVI E FORMAZIONE CONTINUA PEDAGOGIA</p> <p>Students enrolled in the Single-cycle degree programme in: SCIENZE DELLA FORMAZIONE PRIMARIA (enrolled in the last two years of the programme during a.y. 2020-2021)</p> <p>Students enrolled in the following PhD programme SCIENZE PEDAGOGICHE, DELL'EDUCAZIONE E DELLA FORMAZIONE</p>

11. SCIENCES	<p><i>Students enrolled in a Master's degree programme in:</i></p> <p> ASTRONOMIA ASTROPHYSICS AND COSMOLOGY BIOLOGIA EVOLUZIONISTICA BIOLOGIA MARINA MARINE BIOLOGY MOLECULAR BIOLOGY BIOLOGIA SANITARIA BIOTECNOLOGIE INDUSTRIALI CHIMICA CHIMICA INDUSTRIALE CYBERSECURITY DATA SCIENCE FISICA PHYSICS PHYSICS OF DATA GEOLOGIA E GEOLOGIA TECNICA GEOLOGIA AMBIENTALE E DINAMICA DELLA TERRA GEOPHYSICS FOR NATURAL RISKS AND RESOURCES INFORMATICA COMPUTER SCIENCE MATEMATICA SCIENZA DEI MATERIALI SCIENZE STATISTICHE SCIENZE DELLA NATURA SUSTAINABLE CHEMISTRY AND TECHNOLOGIES FOR CIRCULAR ECONOMY INGEGNERIA INFORMATICA </p> <p><i>Students enrolled in the following PhD programmes:</i></p> <p> <i>- students enrolled in PhD programmes of the University of Padua being held in Padua and with a five-year degree, Second-cycle/Master's degree in Chimica e tecnologia farmaceutica, Chimica, Chimica Industriale, Fisica, Astronomia, Informatica, Scienze Statistiche, Scienza dei Materiali and Matematica.</i> <i>- students enrolled in a PhD programme in Scienze Statistiche, Bioscienze, Geosciences, Scienza and Ingegneria dell'Informazione, PhD in Informatica (partnered with Bologna).</i> </p>
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Art. 3 - How to apply: deadlines and procedures

The application must be filled in **exclusively** online using the **UNIWEB** service (<https://uniweb.unipd.it>, see the INITIATIVES option), from **Monday 24 May 2021 by 23.59 on Monday 21 June 2021**.

If an applicant meets the requirements, they may submit their application for more than one tutoring call. 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 their Full name, Student ID number, by the deadline set to submit applications (**by 23.59 on 21 June 2021**).

Applications submitted by post or in ways other than the one specified 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 (final graduation mark or merit factor)
- 30 points for the test/interview

The following criteria apply to qualifications:

I. If a candidate has a Bachelor's or Master's degree:

- a) **15 points**: in case of final graduation mark equal to 110/110 with honours;
- b) **12 points**: in case of final graduation mark between 105/110 and 110/110
- c) **10 points**: in case of final graduation mark between 100/110 and 104/110
- d) **8 points**: in case of final graduation mark between 95/110 and 99/110

II. In case of students about to graduate (Bachelor's degree programmes) or enrolled in a Single-cycle degree programme, the merit factor at the date of 10 August 2019 is taken into consideration and the candidate is awarded:

- a) **15 points**: if the merit factor is within the first 10% on the merit list of the degree programme;
- b) **12 points**: if the merit factor is in the following 20% on the merit list of the degree programme;
- c) **10 points**: if the merit factor is in the following 30% on the merit list of the degree programme;
- d) **8 points**: if the merit factor is in the following 40% on the merit list of the degree programme;

NB: For students whose degree has been obtained abroad will be automatically awarded the points according to table I, by assigning the average final graduation mark of the participants in this call for applications.

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, has good interpersonal skills and their motivation. During the interviews, knowledge of the English language may also be assessed, as an additional specific requirement to identify tutors who can interact with international students. Candidates whose native language is not Italian will be verified as having an adequate knowledge of the Italian language.

Art. 5 Selection interview schedule

The **SELECTION INTERVIEW** will take place through VIDEOCONFERENCE on Zoom platform, with the following schedule. 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.

CALL BY UNIVERSITY SCHOOL	Selection interview date	Starting from
1. AGRICULTURE AND VETERINARY MEDICINE	Monday 5 July	09.00
2. ECONOMICS AND POLITICAL SCIENCE <u>Area of Economics</u>	Wednesday 30 June	09.30

3. ECONOMICS AND POLITICAL SCIENCE <u>Area of Political Science</u>	Thursday 1 July	09.00
4. LAW	Tuesday 29 June	10.00
5. ENGINEERING and MATH.4.U Project	Monday 28 June	09.00
6. MEDICINE AND SURGERY <u>Area of Medicine:</u>	Monday 28 June	10.00
7. MEDICINE AND SURGERY <u>Area of Pharmacy:</u>	Thursday 1 July	09.00
8. PSYCHOLOGY	Tuesday 29 June	09.00
9. HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE - <u>Area of Humanities and Sociology</u>	Tuesday 6 July	14.30
10. HUMAN AND SOCIAL SCIENCES AND CULTURAL HERITAGE - <u>Area of Teacher education</u>	Friday 2 July	09.30
11. SCIENCES	Wednesday 30 June	09.00

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 selection procedure**. The University of Padua denies all responsibility in the event of technical issues preventing the oral interview from being conducted regularly.

Art. 6 Ranking lists and contract

The ranking list is drawn up by an Assessment Commission appointed by Rectorial decree.

It being understood the joint nature of the overall scores, for practical needs the Commission may decide to divide itself into subcommittees. Ranking lists, drawn up in reverse order from the highest to the lowest overall score, will be made public **from Tuesday 13 July 2021** and will be published at www.unipd.it/en/study-support

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.

The contract for the allowance will be drawn up based on each ranking list and by written notification sent by the Student Service Office - Guidance and Tutoring. 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. 7 Tutor's activities and remuneration

Tutors carry out academic and organisational support activities for students of the degree programmes coordinated by the Schools of the University of Padua.

More specifically, tutors are required to carry out:

- **informative tutoring activities:** organisational support and activities aimed at assisting students to actively participate in their learning process. For this purpose, tutors act as facilitators and mediators, with particular attention to first-year and international students, to refugee students and with double career student-athlete, and provide information support in orientation initiatives for prospective students. Only in the case of degree programmes involved in the

University in jail project, informative tutoring activities are carried out to support imprisoned students in their studies, in retrieving learning materials, and in booking and collecting books at the library;

- **academic tutoring activities:** 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 ranking list from Tuesday **13 July 2021** and will be published at: www.unipd.it/en/study-support
This training is not mandatory for candidates who have already been tutors and attended it in the previous years. Tutors must notify the university of having already attended the training before it starts by sending an email to tutorato@unipd.it.

Art. 9 Tutor remuneration

The tutoring allowance includes:

- hourly pay of € 16.00 gross for the institution (€ 13.03 gross for the recipient, € 11.54 net for the recipient) for students enrolled in Master's degree programmes;
- hourly pay of € 20.00 gross for the institution (€ 16.28 gross for the recipient, € 14.42 net for the recipient) for students enrolled in PhD programmes 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.

Within the commitments they have, at the end of their experience the chosen tutors must provide a report at the Student Service Office (tutorato@unipd.it), 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 Orientation and 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 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

Guidance and Tutoring

Tel. no. +39 049.827 5044

e-mail: tutorato@unipd.it

THE RECTOR

Prof. Rosario Rizzuto

Digitally signed pursuant to Italian legislative decree 82/2005