

SELECTION NOTICE FOR THE AWARD OF GRANTS FOR INFORMATIVE-TEACHING TUTORING AT UNIVERSITY COURSES, RESERVED FOR DESERVING AND CAPABLE STUDENTS (Italian Law 170/2003) FOR THE ACADEMIC YEAR 2022/2023

ART. 1 GENERAL PROVISIONS

The following selection notice is published to establish a ranking for the award of informative-teaching tutoring grants at courses of the University, reserved for deserving and capable students (Italian Law 170 of 11 July 2003, art. 1 paragraph b) for the academic year 2022/2023.

Tutoring contracts may involve:

- a commitment of no more than 250 hours for students registered in a master's degree or single-cycle master's degree course;
- a commitment of no more than 100 hours for students registered in a PhD or a school of specialisation.

The required commitment and methods for providing tutoring grants are established according to the teaching and organisational requirements of the degree courses as established by the Representatives of the University Guidance and Tutoring Commission, after consulting the Chairpersons of the degree courses.

ART. 2 ADMISSIONS REQUIREMENTS

The selection is open to students registered in the following types of courses in the academic year 2021/22 and who intend to register for the academic year 2022/23 in:

- a) **Master's degree courses and/or single-cycle master's degree courses**, as indicated in the table shown below.
Students who are **registered in (or are to graduate from) a bachelor's degree course in the academic year 2021/22**, may also submit a conditional application, provided they intend to register in a master's degree course within the deadlines established by the admission notices for master's degrees for the academic year 2022/23; in this case, after enrolling in the master's degree, they should promptly forward their new student number and the course they are registered in to tutorato@unipd.it under penalty of exclusion from the ranking should they fail to do so;
- b) **PhD courses** (subject to the favourable opinion of the PhD course coordinator), or **schools of specialisation**, as indicated in the table below.

In any case, a degree/master's degree with grades of 95/110 or higher are required, if the degree is attained in Italy (the last qualification attained is taken into account).

Participation in the call notice is allowed only once per type of call and per qualification held (art. 8.8 Tutoring Regulations).

The table below specifies the qualifications candidate tutors are required to have in order to take part in the selection notice.

CALL NOTICE by UNIVERSITY SCHOOL	QUALIFICATIONS REQUIRED FOR TUTORS
1. AGRICULTURE AND VETERINARY MEDICINE	<p>Students registered in master's degree courses: BIOTECHNOLOGIES FOR FOOD SCIENCE FOOD AND HEALTH FOREST SCIENCE ITALIAN FOOD AND WINE AGRICULTURAL SCIENCE AND TECHNOLOGY FOOD SCIENCE AND TECHNOLOGY ANIMAL SCIENCES AND TECHNOLOGY LAND AND ENVIRONMENT SCIENCE AND TECHNOLOGY FORESTRY AND ENVIRONMENTAL SCIENCE SUSTAINABLE AGRICULTURE CHEMISTRY INDUSTRIAL CHEMISTRY MATHEMATICS PHYSICS MANAGEMENT ENGINEERING PRODUCT INNOVATION ENGINEERING MECHATRONIC ENGINEERING</p> <p>Students registered in single-cycle master's degree courses: VETERINARY MEDICINE (students registered in the academic year 2022-2023, attending the last two years)</p> <p>Students registered in PhD courses in: ANIMAL AND FOOD SCIENCE CROP SCIENCE LAND, ENVIRONMENT, RESOURCES AND HEALTH VETERINARY SCIENCE AND FOOD SAFETY BIOSCIENCES</p> <p>Students registered in a University PhD course in mathematical, physical, natural and engineering sciences, medical and biomedical sciences with an excellent preparation in the following subjects: mathematics, chemistry, physics.</p>
2. ECONOMICS AND POLITICAL SCIENCE <u>Economics</u>	<p>Students registered in master's degree courses: BUSINESS ADMINISTRATION LAW AND ECONOMICS ECONOMICS AND FINANCE ENTREPRENEURSHIP AND INNOVATION</p> <p>Students registered in the PhD course in: ECONOMICS AND MANAGEMENT</p>

<p>3. ECONOMICS AND POLITICAL SCIENCE <u>Political Science</u></p>	<p>Students registered in master's degree courses: EUROPEAN AND GLOBAL STUDIES HUMAN RIGHTS AND MULTI-LEVEL GOVERNANCE INNOVATION AND SOCIAL WORK INTERNATIONAL RELATIONS AND DIPLOMACY GOVERNMENT SCIENCES AND PUBLIC POLICIES</p> <p>Students registered in one of the following University PhD courses: INTERNATIONAL, PRIVATE AND LABOUR LAW; ECONOMICS AND MANAGEMENT; HUMAN RIGHTS, SOCIETY, AND MULTI-LEVEL GOVERNANCE; SOCIAL SCIENCES; STATISTICAL SCIENCES; HISTORICAL, GEOGRAPHICAL, ANTHROPOLOGICAL STUDIES</p>
<p>4. LAW</p>	<p>Students registered in single-cycle master's degree courses: LAW (students registered in the academic year 2022-2023, attending the last two years)</p> <p>Students registered in the PhD course in: LAW, provided they have a master's degree in Law (a master's degree from the University of Padua ensures priority but is not of exclusive value)</p> <p>Students registered with Schools of Specialisation: School of Specialisation for Legal Professions of which the University of Padua is the venue (a master's degree from the University of Padua ensures priority but is not of exclusive value)</p>
<p>5. ENGINEERING</p>	<p>Students registered in master's degree courses in:</p> <ul style="list-style-type: none"> - School of Engineering - School of Sciences <p>Students registered in the single-cycle master's degree course in: BUILDING ENGINEERING AND ARCHITECTURE (registered in the 2022-2023 academic year, attending the last two years)</p> <p>Students registered in PhD courses: University PhD courses and holders of one of the master's degrees of the School of Engineering or the School of Sciences</p>

<p>6. MEDICINE AND SURGERY</p> <p><u>Medicine:</u></p>	<p>Students registered in master's degree courses or single-cycle master's degree courses in: MEDICAL BIOTECHNOLOGIES MEDICINE AND SURGERY (students registered in the academic year 2022-2023, attending the last three years) DENTISTRY AND DENTAL PROSTHETICS (students registered in the academic year 2022-2023, attending the last three years) HEALTH PROFESSIONS OF PREVENTION SCIENCES HEALTH PROFESSIONS OF TECHNICAL SCIENCES (DIAGNOSTIC) PREVENTIVE AND ADAPTED PHYSICAL ACTIVITY NURSING AND MIDWIFERY HEALTH PROFESSIONS OF REHABILITATION SCIENCES</p> <p>Students registered in PhD programmes: Arterial hypertension and vascular biology Developmental medicine and health planning sciences Molecular Medicine Traslational Specialistic Medicine "G.B. Morgagni" Clinical and experimental oncology and immunology Biomedical Sciences Clinical and experimental sciences Medical, clinical and experimental sciences</p>
<p>7. MEDICINE AND SURGERY</p> <p><u>Pharmacy:</u></p>	<p>Students registered in master's degree courses: CHEMISTRY INDUSTRIAL CHEMISTRY PHYSICS MATHEMATICS</p> <p>Students registered in single-cycle master's degree courses: PHARMACY (registered in the academic year 2022-2023, attending the last two years) PHARMACEUTICAL CHEMISTRY AND TECHNOLOGY (students registered in the academic year 2022-2023, attending the last two years)</p> <p>Students registered in PhD programmes: University PhD course held in Padua and with a degree in: Pharmaceutical Chemistry and Technology, Pharmacy, Chemistry, Industrial Chemistry, Pharmaceutical Biotechnologies, Physics and Mathematics.</p>

<p>8. PSYCHOLOGY</p>	<p>Students registered in master's degree courses in: CLINICAL, SOCIAL AND INTERCULTURAL PSYCHOLOGY COGNITIVE NEUROSCIENCE AND CLINICAL NEUROPSYCHOLOGY NEUROSCIENCE AND NEUROPSYCHOLOGICAL REHABILITATION CLINICAL PSYCHOLOGY CLINICAL DEVELOPMENTAL PSYCHOLOGY CLINICAL DYNAMIC PSYCHOLOGY APPLIED COGNITIVE PSYCHOLOGY DEVELOPMENTAL AND EDUCATIONAL PSYCHOLOGY COMMUNITY PSYCHOLOGY PSYCHOLOGY OF COMMUNITY, WELLNESS PROMOTION, AND SOCIAL CHANGE SOCIAL, WORK AND COMMUNICATION PSYCHOLOGY EXPERIMENTAL PSYCHOLOGY AND COGNITIVE SCIENCES</p> <p>Students registered in the PhD course in: PSYCHOLOGICAL SCIENCES</p>
<p>9. HUMANITIES, SOCIAL SCIENCES AND CULTURAL STUDIES</p> <p><u>Literature and Sociology</u></p>	<p>Students registered in master's degree courses: CULTURAL ANTHROPOLOGY, ETHNOLOGY, ANTHROPOLOGICAL LINGUISTICS (inter-university) CULTURES, EDUCATION AND GLOBAL SOCIETY MODERN PHILOLOGY CLASSICAL LANGUAGES AND LITERATURES AND ANCIENT HISTORY EUROPEAN AND AMERICAN LANGUAGES AND LITERATURES MODERN LANGUAGES FOR INTERNATIONAL COMMUNICATION AND COOPERATION LINGUISTICS LOCAL DEVELOPMENT MANAGEMENT OF EDUCATIONAL SERVICES AND LIFE LONG EDUCATION MUSIC AND PERFORMING ARTS MUSICOLOGY AND MUSICAL HERITAGE PEDAGOGY CULTURAL PLURALISM, SOCIAL CHANGE AND MIGRATIONS ARCHAEOLOGICAL SCIENCES RELIGIOUS STUDIES THEATRE, FILM, TELEVISION AND MEDIA STUDIES LANDSCAPE STUDIES PHILOSOPHICAL SCIENCES HISTORICAL SCIENCES HISTORY OF ART COMMUNICATION STRATEGIES TECHNIQUES, HERITAGE, TERRITORIES OF INDUSTRY – TECHNIQUES, PATRIMONIE, TERRITOIRES DE L'INDUSTRIE TOURISM, CULTURAL HERITAGE, SUSTAINABILITY</p> <p>Students registered in PhD programmes: Philosophy Linguistic, philological and literary sciences History and criticism of art, music and performing Study and conservation of archaeological and architectural heritage History, Criticism and Conservation of Cultural Heritage Historical, geographical, historical-religious studies</p> <p>Students registered in specialisation courses: Archaeological Heritage Historical-Artistic Heritage</p>

10. HUMANITIES, SOCIAL SCIENCES AND CULTURAL STUDIES <u>Education and Training</u>	Students registered in master's degree courses: CULTURES, EDUCATION AND GLOBAL SOCIETY MANAGEMENT OF EDUCATIONAL SERVICES AND LIFE LONG EDUCATION PEDAGOGY Students registered in single-cycle master's degree course in: PRIMARY TEACHER EDUCATION (students registered in the academic year 2022-2023, attending the last two years) Students registered in the PhD course in PEDAGOGICAL, EDUCATION AND TRAINING SCIENCES
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<p>11. SCIENCES</p>	<p>Students registered in master's degree courses:</p> <p>ASTRONOMY ASTROPHYSICS AND COSMOLOGY (LM-17 - Physics & LM-58 - Universe sciences) EVOLUTIONARY BIOLOGY (LM-6 - Biology) MARINE BIOLOGY (LM-6 - Biology) MARINE BIOLOGY (LM-6 - Biology) MOLECULAR BIOLOGY (LM-6 - Biology) HEALTHCARE BIOLOGY (LM-6 - Biology) INDUSTRIAL BIOTECHNOLOGY (LM-8 - Industrial biotechnologies) CHEMISTRY (LM-54 - Chemical sciences) INDUSTRIAL CHEMISTRY (LM-71 - Science and technology of industrial chemistry) COMPUTER SCIENCE (LM-18 - Class of master's degrees in Computer science) CYBERSECURITY (LM-66 - Computer security) DATA SCIENCE (LM-91 - Methods and techniques for the information society) PHYSICS (LM-17 - Class of master's degrees in Physics) PHYSICS OF DATA (LM-17 - Class of master's degrees in Physics) GEOLOGY AND TECHNICAL GEOLOGY (LM-74 - Class of master's degrees in Geological sciences and technologies) ENVIRONMENTAL GEOLOGY AND EARTH DYNAMICS (LM-74 - Class of master's degrees in Geological sciences and technologies) GEOPHYSICS FOR NATURAL RISKS AND RESOURCES (LM-79 - Class of master's degrees in Geophysics) COMPUTER SCIENCE (LM-18 - Computer science) MATHEMATICS (LM-40 - Class of master's degrees in Mathematics) MATHEMATICS (LM-40 - Mathematics) MATERIALS SCIENCE (LM-53 - Materials science and engineering) STATISTICAL SCIENCES (LM-82 - Class of master's degrees in Statistical sciences) NATURAL SCIENCE (LM-60 - Class of master's degrees in Natural Science) ENVIRONMENTAL SUSTAINABILITY AND EDUCATION (LM-60 - Natural science) SUSTAINABLE SCIENCE AND TECHNOLOGIES FOR CIRCULAR ECONOMY (LM-71 - Class of master's degrees in Science and technology of industrial chemistry) MATHEMATICAL ENGINEERING (LM-44 - Mathematical and physical modelling for engineering) COMPUTER ENGINEERING (LM-32 - Computer engineering)</p> <p>Students registered in PhD programmes:</p> <p>--Students registered in the PhD courses of the University of Padua with a five-year degree, LS or LM or degree class in: Pharmaceutical chemistry and technology, Chemistry (LM-54 - Chemical sciences), Industrial Chemistry (LM-71 - Science and technology of industrial chemistry), Physics (LM-17 - Class of master's degrees in Physics), Astronomy (LM-58 - Universe sciences), Computer science (LM-18 - Class of master's degrees in Computer science, LM-66 - Computer security; LM-91 - Methods and techniques for the information society), Statistical sciences (LM-82 - Class of master's degrees in Statistical sciences), Materials science (LM-53 - Materials science and engineering) and Mathematics (LM-40 - Class of master's degrees in Mathematics).</p>
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ART. 3 SUBMISSION OF APPLICATIONS – TERMS AND METHODS

The application may be completed **exclusively** on-line via the **UNIWEB** service (<https://uniweb.unipd.it> under the section INITIATIVE from Thursday **28 April 2022 through to 11.59pm on 23 May 2022**.

Applications may be submitted for more than one tutoring call notice if the applicant is eligible. The Student Services Office must ensure that the sum of the hours of the contracts to be signed does not exceed the maximum number of permitted hours.

Any technical problems or particular situations that make it impossible to submit the application via the web must be reported via email to the Student Services Office using the address tutorato@unipd.it indicating the Surname and Name, Student Number, within the deadline for submission of the application (**11.59pm on 23 May 2022**).

Applications sent through the postal service or in any other manner will not be accepted.

ART. 4 EVALUATION CRITERIA AND SELECTION INTERVIEW

The selection is made on the basis of qualifications and a test. The maximum total score is **45**, allocated as follows:

- 15 points for qualifications (degree grade or merit coefficient)
- 30 points for the test/interview

The following criteria are established for qualifications:

I. For students who hold a Degree or Master's degree:

- a) **15 points:** final grade of 110/110 and distinction;
- b) **12 points:** final grade between 105/110 and 110/110
- c) **10 points:** final grade between 100/110 and 104/110
- d) **8 points:** final grade between 95/110 and 99/110

II. In the case of undergraduates (bachelor's degree course) or students registered in single-cycle master's degree courses, the merit coefficient as at 10 August 2021 is taken into account:

- a) **15 points:** if the coefficient belongs to the top 10% in the merit ranking of the degree course;
- b) **12 points:** if the coefficient belongs to the next 20% in the merit ranking of the degree course;
- c) **10 points:** if the coefficient belongs to the next 30% in the merit ranking of the degree course;
- d) **8 points:** if the coefficient belongs to the next 40% in the merit ranking of the degree course;

N.B. In the case of students with a degree attained abroad, the above points will be allocated automatically by assigning to the candidates the score corresponding to the average degree grade of participants in this call notice.

For the interview/test the score is equal to a minimum of **18 points** to a maximum of **30 points**.

The interview or test assesses whether the candidate holds any specific qualifications by subject, his or her motivation and whether or not the candidate has good relational skills. Knowledge of English may also be assessed during the interviews, as an additional specific requirement to identify tutors for international students. Candidates whose mother tongue is not Italian will be assessed to ensure they have an adequate knowledge of the Italian language.

ART. 5 TIMETABLE FOR SELECTION INTERVIEWS

The **SELECTION INTERVIEW** will take place in **VIDEO CALL** on the Zoom platform according to the following schedule, which may be consulted on the dedicated website: www.unipd.it/diventare-tutor.

Candidates will receive the link and instructions for the interview on the institutional e-mail address @studenti.unipd.it.

If a high number of students register, the Commission may decide to hold the interviews in several rounds that will continue after the first day.

CALL NOTICE by UNIVERSITY SCHOOL	Date of selection interview <i>As from</i>	from H
1. AGRICULTURE AND VETERINARY MEDICINE	Tuesday 7 June 2022	09.00am
2. ECONOMICS AND POLITICAL SCIENCE <u>Economics</u>	Monday 30 May 2022	09.00am
3. ECONOMICS AND POLITICAL SCIENCE <u>Political Science</u>	Wednesday 1 June 2022	09.00am
4. LAW	Tuesday 7 June 2022	10.00am
5. ENGINEERING and MATH.4.U Project	Thursday 26 May 2022	03.00pm
6. MEDICINE AND SURGERY <u>Medicine:</u>	Friday 27 May 2022	10.00am
7. MEDICINE AND SURGERY <u>Pharmacy:</u>	Wednesday 1 June 2022	10.00am
8. PSYCHOLOGY	Tuesday 7 June 2022	09.00am
9. HUMANITIES, SOCIAL SCIENCES AND CULTURAL STUDIES - <u>Literature and Sociology</u>	Tuesday 31 May 2022	02.30pm
10. HUMANITIES, SOCIAL SCIENCES AND CULTURAL STUDIES <u>Education and Training</u>	Tuesday 7 June 2022	02.00pm
11. SCIENCES	Friday 27 May 2022	09.00am

A valid identification document must be presented for the interview.

If the candidate does not connect to the website or is not available on the date and time agreed for the connection or fails to present a valid identification document, **he or she will be excluded from the selection process.**

The University declines all and any liability for technical problems that may prevent conducting the oral interview normally.

ART. 6 RANKINGS AND SIGNING OF THE CONTRACT

The final ranking is drawn up by an Evaluation Commission appointed by decree of the Rector.

Without prejudice to the collegiality of the opinions as a whole, the Commission may also have sub-commissions should this be necessary for specific purposes. The merit rankings, drawn up in decreasing order of the total points scored, will be published, once the selection phase has been completed, **no later than Friday 17 June 2022**, on the website: <http://www.unipd.it/diventare-tutor>

The rankings will be valid until 30 September 2023; said rankings may be used to sign tutoring contracts during the year, according to specific teaching requirements.

The contract for the award of the grant will be signed on the basis of the individual rankings by written invitation from the Student Services Office. Failure to present oneself, other than in the case of a serious and justified impediment, will result in loss of entitlement to the tutoring grant.

ART. 7 THE TUTOR'S ACTIVITIES

Tutors provide their organisational and teaching support to students of the courses coordinated by the University Schools.

More specifically, tutors will provide:

- **informative tutoring**: organisational support and actions to assist students to ensure that they actively participate in their educational process, acting as facilitators and mediators, above all in the case of freshmen, international students, dual career “student-athletes” and students with refugee status. They provide informative support in guidance initiatives addressed to future freshmen.

Only for the specific courses of the *Università in carcere* (University in Prison) project, a tutoring service is provided for students in prison, in order to provide study assistance, obtain teaching materials, book and collect books from the library;

- **teaching tutoring**: teaching support, assistance with studying and laboratory assistance in specific subjects on particularly critical exams, above all for first-year students.

Students who carry out these duties are also asked to attend monitoring meetings and training activities planned by their supervisors.

ART. 8 TRAINING

Tutoring is preceded by compulsory attendance of an intensive training course in September 2022.

Information on the training course will be published together with the selection ranking by **Friday 17 June 2022** on the dedicated website www.unipd.it/tutorato

Training is not compulsory for anyone who has been a tutor in previous years and has attended the course.

Tutors must confirm their attendance, before the start of the training, by sending an email to tutorato@unipd.it.

ART. 9 TUTOR'S REMUNERATION

The tutoring grant includes:

- a gross hourly fee of EUR 16.00 for the institute (EUR 12.97 gross for the grant holder - EUR 11.45 net for the grant holder) for students registered in master's degree courses;
- a gross hourly fee of EUR 20.00 for the institute (EUR 16.21 gross for the grant holder - EUR 14.34 net for the grant holder) for students registered in PhD schools and/or specialisation schools.

The amount is exempt from personal income tax (IRPEF) (art. 4 Italian Law 476/1984). The grant is subject to social security deductions at the rate provided by the applicable law. The tutor's remuneration is compatible with the award of a scholarship and with the activity of “part-time student collaborator”.

In accordance with the planned commitments, upon completion of their activities the selected tutors must send a report to the Student Services Office (tutorato@unipd.it) describing the activities carried out and an attendance register. Tutoring activities will be coordinated by the representatives of the University Guidance and Tutoring Commission.

The University reserves the right to monitor the progress of ongoing tutoring activities.

ART. 10 FINAL PROVISIONS

The University will fulfil the insurance obligations provided by the applicable laws.

The tutoring grant does not constitute an employment relationship nor does it imply any assessment for purposes of public competitions.

Pursuant to article 4 of Italian Law no. 241 of 7 August 1990 (New rules on administrative procedures and on the right of access to administrative documents) and subsequent amendments, the Director of the Student Services Office, Ms Alessandra Biscaro, will be appointed as the Person Responsible for the Administrative Procedure.

Selection candidates may exercise their right of access to the application documents in the manner provided by Italian Presidential Decree no. 184 of 12 April 2006 (Regulation governing access to administrative documents pursuant to Chapter V of Italian Law 241/90).

Personal data collected for the purposes set out in this notice is processed in compliance with the provisions of Regulation (EU) no. 679 of 27 April 2016 (General Data Protection Regulation, GDPR).

The "Data Controller" is the University of Padua, with registered office in Via 8 Febbraio, 2 - 35122 Padua. The full privacy policy is available from the Data Controller or on www.unipd.it/privacy.

N.B. This notice has been translated into English for information purposes only.

With regard to the handling and resolution of disputes, and for all legal effects, only the Italian version shall be considered valid.

For further information, please contact:

Student Services Office

Guidance and Tutoring Sector

Tel. 049.827 5044

e-mail: tutorato@unipd.it

THE RECTOR
Prof. Daniela Mapelli

Digitally signed pursuant to Italian Legislative Decree no. 82/2005