

**CALL FOR APPLICATIONS TO AWARD ALLOWANCES FOR TUTORING ACTIVITIES
AIMED AT EXPERIMENTAL AND SUPPORT PROJECTS
FOR STUDENTS AND TO IMPROVE LEARNING FOR A.Y. 2021/2022**

Art. 1 General provisions

The following call for applications to draw up ranking lists to award allowances for tutoring activities aimed at experimental and support projects for students and to improve learning for A.Y. 2021/2022 is issued.

Selection no.	University Office and projects	Need for
1	Projects and Mobility Office and Student Service Office Buddy - Erasmus project	2 coordinating tutors (150 hours) until 60 buddy tutors (25 hours)
2	Global Engagement Office and Student Service Office Buddy - International students project	2 coordinating tutors (150 hours) until 60 buddy tutors (25 hours)
3	Student Service Office: Drop-out project	1 tutor (200 hours)
4	SAP Service – Benessere senza rischio unit (Welfare without Risk)	1 tutor (250 hours)
5	Student Service Office: Units Orientamento e tutorato and Benefici Economici (Guidance and Tutoring Units and Financial Benefits)	2 tutors (250 hours)
6	Educational Tutoring programme	6 tutors (60 hours)
7	PhDs and post-lauream Office and Student Service Office Buddy – International PhDs project	10 tutors (30 hours)

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:

SELECTIONS no. 1 and no. 2 (Buddy - Erasmus project, Buddy - International students project):

- Students enrolled in a **Master's degree programme** of the University of Padua with a **final graduation mark not lower than 95/110**, if obtained in Italy ((the last qualification earned is taken into consideration);
- Students enrolled in a.y. 2021-2022 in the fourth year of above of a Single-cycle degree programme 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 tutorato@unipd.it, otherwise they will be excluded from the ranking list.

Knowledge of English is a mandatory requirement which will be assessed during the interview. Students who know other foreign languages (holding an official certification and whose knowledge will be assessed during the interview) will be prioritised in the ranking list. Candidates whose native language is not Italian need to have a good knowledge of Italian.

SELECTIONS no. 3 and no. 4 (Drop-out project and SAP Support)

- a) Students enrolled in a Master's degree programme of the School of Psychology with a **final graduation mark not lower than 95/110**, if obtained in Italy (the last qualification earned is taken into consideration);

SELECTION no.5 (Units Orientamento e tutorato and Benefici Economici)

- a) Students enrolled in a Master's degree programme of the University of Padua with a **final graduation mark not lower than 95/110**, if obtained in Italy (the last qualification earned is taken into consideration);
- b) Students enrolled in a.y. 2021-2022 in the fourth year of above of a Single-cycle degree programme of the University of Padua.
- c) Students enrolled in a PhD programme of the University of Padua with a **final graduation mark not lower than 95/110**, if obtained in Italy (the last degree obtained is considered);

SELECTION no. 6 (Educational Tutoring programme)

- a) Students enrolled in a Master's degree programme of the School of Engineering, the School of Science and the School of Human, Social and Cultural Heritage Sciences with a **final graduation mark not lower than 95/110**, if obtained in Italy (the last qualification earned is taken into consideration);
- b) Conditional applications may be submitted by **students enrolled in (o graduating from) a Bachelor's degree programme** of the School of Engineering, the School of Science, the School of Economics and Political Science and the School of Human, Social and Cultural Heritage Sciences **in a.y. 2020/21**, provided they intend to finalize their enrolment in a Master's degree programme of the School of Engineering, the School of Science, the School of Economics and Political Science and the School of Human, Social and Cultural Heritage Sciences 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 to a Master's degree programme by sending an email to tutorato@unipd.it, otherwise they will be excluded from the ranking list.
- c) Students enrolled in a.y. 2021-2022 in the last two years of a Single-cycle degree programme in Scienze della Formazione Primaria or Giurisprudenza (Padua and Treviso Campus);
- d) Students enrolled in one of the following **PhD programmes with a final graduation mark not lower than 95/110**, if obtained in Italy (the last qualification earned is taken into consideration);
- Ingegneria dell'informazione
 - Ingegneria industriale
 - Scienza e ingegneria dei materiali e delle nanostrutture
 - Scienze dell'ingegneria civile, ambientale e dell'architettura
 - Filosofia
 - Scienze pedagogiche, dell'educazione e della formazione
 - Scienze linguistiche, filologiche e letterarie
 - Scienze statistiche
 - Giurisprudenza
 - Economia e management.

SELECTION no. 7 (Buddy - International PhDs)

Students enrolled in one of the following **PhD programmes with a final graduation mark not lower than 95/110**, if obtained in Italy (the last qualification earned is taken into consideration);

Knowledge of English is a mandatory requirement which will be assessed during the interview. Students who know other foreign languages (holding an official certification and whose knowledge will be assessed during the interview) will be prioritised in the ranking list. Candidates whose native language is not Italian need to have a good knowledge of Italian.

In all call for applications 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 **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 a candidate 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 Full name, Student ID number by the deadline set to submit applications (**by 23.59 of 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 a Master's degree:

- a) **15 points:** in case of final graduation mark of 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 programme) or enrolled in a Single-cycle degree programme, the merit factor at the date of 10 August 2020 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. 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.

Selection no.	University Office and projects	Selection interview date	Starting from
1	Projects and Mobility Office and Student Service Office Buddy - Erasmus project	Thursday 1 July	09.30
2	Global Engagement Office and Student Service Office Buddy - International students project	Tuesday 6 July	09.00
3	Student Service Office: Drop-out project	Monday 5 July	09.00
4	SAP Service – Benessere senza rischio unit (Welfare without Risk)	Monday 28 June	17.00
5	Student Service Office: Units Orientamento e tutorato and Benefici Economici (Guidance and Tutoring Units and Financial Benefits)	Thursday 1 July	09.00
6	Educational Tutoring programme	Tuesday 29 June	09.30
7	PhDs and post-lauream Office and Student Service Office Buddy – International PhDs project	Wednesday 7 July	09.30

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.

Interviews for several selections to be held on the same date will have to be reported to the Assessment Commission, which will decide whether to prioritise them in or queue them up to the list of participants.

Art. 6 Ranking list 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 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 Objectives of each project and tutor's tasks

1. Buddy - Erasmus project

The aim of the project is to ensure support to incoming students under exchange programmes (Erasmus+, ARQUS, SEMP, COIMBRA, bilateral agreements and double degree programmes). The project benefits from the collaboration of "Buddy" tutors, i.e. students from the University of Padua in charge of supervising their colleagues from the exchange programmes, helping them to settle in, following a group of students or providing support on specific issues.

Following proper training, the Buddy Tutor will be tasked with contacting the students assigned to them, answer to any questions they may have, support them in the administrative procedures, take them to the relevant offices in case of need, give them information on the university life in Padua. Buddy tutors will collaborate with the Mobility Unit of the Projects and Mobility Office, under the supervision of two Coordinating tutors.

Coordinating tutors are in charge of assigning exchange students to the Buddy tutors, according to the criteria established by the Projects and Mobility Office, coordinating Buddy tutors, monitoring their activities and drawing up a final report on the work done during the year. The Coordinating Tutors will also be asked to contribute to the improvement of the service with innovative proposals and the updating of existing information materials and the creation of new ones.

2. Buddy - International students project

The aim of this project is to offer support during the first stages of welcoming international students who enrol in degree programmes of the University of Padua, helping them to orient themselves and to insert themselves quickly in the new academic and cultural context. In addition to providing support for the necessary paperwork such as registration, application for a residence permit, search for accommodation and health care, the Buddy will become a reference point for international freshmen for any doubts or requests related to life in the city, a friendly support throughout the first year of enrolment.

Following proper training, the Buddy Tutor will be tasked with contacting the students assigned to them, answer to any questions they may have, support them during the enrolment procedure, take them to the relevant offices in case of need, give them information on the university life in Padua. Buddy tutors will collaborate with the Admissions and Welcome Unit of the Global Engagement Office, under the supervision of two Coordinating tutors.

Coordinating tutors are in charge of assigning students to the Buddy tutors, according to the criteria established by the Global Engagement Office, coordinating Buddy tutors, monitoring their activities and writing a final report on the work done during the year.

Buddies may also be involved in the implementation of activities aimed at promoting the cultural integration of international students to be carried out on an ongoing basis.

3. Drop-out project

Thanks to a preventive approach and a network of integrated services (Student Service Office, SCUP, Student Office, academic offices), 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 they will provide immediate support and services to enrolled 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).

4. SAP Support – Benessere senza rischio unit (Welfare without Risk)

Tutoring activities are mainly aimed at students enrolled in three-year degree programmes and single-cycle master's degree programmes. The Tutor collaborates with the SAP-BSR service in order to prevent risky behaviours, promoting healthy habits related to psychophysical well-being.

Specifically, the Tutor deals with the following activities:

- management of the organisational aspects of the service's activities (booking classrooms, managing enrolments for experiential groups)
- back-office activities (institutional e-mail management and data processing)
- reporting on the progress of the service and coordination with the other PAS Operational Units of the UPCS
- participation in prevention activities and dissemination of information on issues related to the promotion of well-being and the reduction of risk behaviours addressed to the students of the University of Padova.

5. Units Orientamento e tutorato and Benefici economic (Guidance and tutoring and Financial Benefits units)

The selected tutors will be called upon to collaborate in the various initiatives of the Student Service Office: for the Guidance and Tutoring Unit, participating in orientation initiatives to support the choice of university courses and other educational opportunities offered by the University, for the Financial Benefits Unit to provide support in administrative procedures related to economic benefits, to promote and make more accessible scholarships, awards and the many exemptions and incentives provided by the University.

6. Educational Tutoring programme

Educational Tutoring is an orientation and tutoring meeting and activity programme implemented in some degree programmes of the University of Padua. The programme aims to support students in their first year of studies in order to help them integrate in the university world, foster cross-skills they may have which are useful for their specific degree programme, aiding them in designing and defining their educational and professional programme.

Selected tutors will support the scientific coordination of the Educational Tutoring and will help managing the activities promoted by the programme in the different areas they have been assigned to.

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.

7. Buddy - International PhD Project

The aim of the project is to offer welcome and assistance to international doctoral students enrolling in the University's PhD Programmes, helping them to orientate themselves and integrate rapidly into their new academic and cultural environment. In addition to providing support for the necessary bureaucratic formalities such as applying for a residence permit, opening a separate INPS position and bank account, finding accommodation and health care, the Buddy will become a point of reference for any doubts or queries relating to the life of the PhD student, the resources available to him/her (e.g. research budget), as well as life in the city.

After receiving special training, the Buddies will have to contact the doctoral candidates assigned to them, answer their questions, offer support in administrative procedures, interface with the relevant offices in case of need and provide information on university life in Padua. The Buddies will collaborate with the PhD unit.

The Buddies may also be involved in activities aimed at promoting the cultural integration of international PhD students, such as the PhD Welcome Day.

The Coordination Tutor is in charge of coordinating the Buddies, monitoring their activities and drawing up a final report on what has been done during the year.

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 **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:

- € 16.00 gross for the institution (€ 13.03 gross for the recipient, € 11.54 net for the recipient) for students enrolled in a Bachelor's or 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.

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 each project.

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 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