



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Tutoring Activities

**Instructions for Using the New IT
System – MyGeBes Student**

MyGeBes Studente

<http://unipd.it/collaborazioni-studenti>



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INTRODUCTION

Tutoring activity with the University:

- **has a maximum duration of 250 hours per academic year** for students enrolled in master's or single-cycle master's degree programs, or **100 hours for PhD students**;
- **does not constitute employment** and it is **compatible with regional scholarships** and the **200-hour collaboration** program;
- The **gross hourly amount** for the activity corresponds to:
 - o €16.00 gross for the University = €12.97 gross for the recipient, approximately €11.45 net
 - o €20.00 gross for the University = €16.21 gross for the recipient, approximately €14.34 netThe amount is exempt from IRPEF (Art. 4 of Law 476/1984). The allowance is subject to the provisions of Art. 10-bis of Legislative Decree No. 446 of December 15, 1997, and, in terms of social security, to Art. 2, paragraphs 26 and following, of Law No. 335 of August 8, 1995, and subsequent amendments;
- **does not in any way constitute an employment relationship** and **is not considered for evaluation in public competitions**.

Payment is made via bank transfer to the **IBAN** entered in **UNIWEB**, which must be **in the name or co-named** to the student holding the contract. Entering the IBAN in UNIWEB is then compulsory and it is essential to receive the payment.

Upon acceptance of the proposal, an email will be sent with a copy of the contract signed by the University.

It is mandatory to **complete the safety training courses** (if not already completed) before starting the activities outlined in the contract (see safety information).

Payment for the activity cannot be processed until safety training is completed.

During the tutoring activity, the **carried out hours must be recorded** using the dedicated system. Each reporting period will be evaluated, and once the agreed hours are completed, the university will proceed with payment.

In the event of early termination of activities, **only the hours reported and positively evaluated will be eligible for payment**.

For contracts exceeding 100 hours, it is possible to **request payment in two installments** when signing the contract:

- the **first installment** after positive evaluation of the first 100 reported hours;
- the **second installment** upon completion of all activities.
Once the contract is signed, no further changes can be made.

After obtaining the degree (on the graduation date) or in the event of any other interruption or suspension of the academic career, it will no longer be possible to sign a contract for tutoring activities.

platform, which is connected to the **MyGeBes Studente** portal. The updated information will be visible the following day. Any **changes to personal data**, including the IBAN, must be made independently via the **Uniweb**

The management of tutoring activities is carried out through the University's IT system, which is accessed via Single Sign-On (SSO) authentication: <http://unipd.it/collaborazioni-studenti>

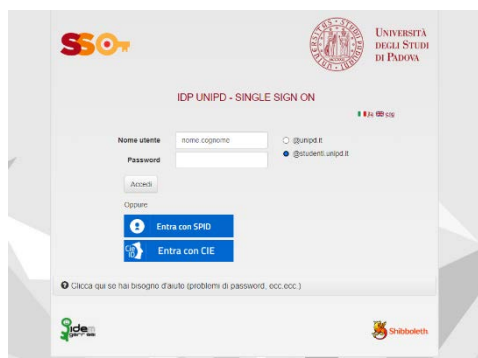
For further information, please contact: tutorato@unipd.it

Tutoring regulations and further information on the [dedicated page](#)

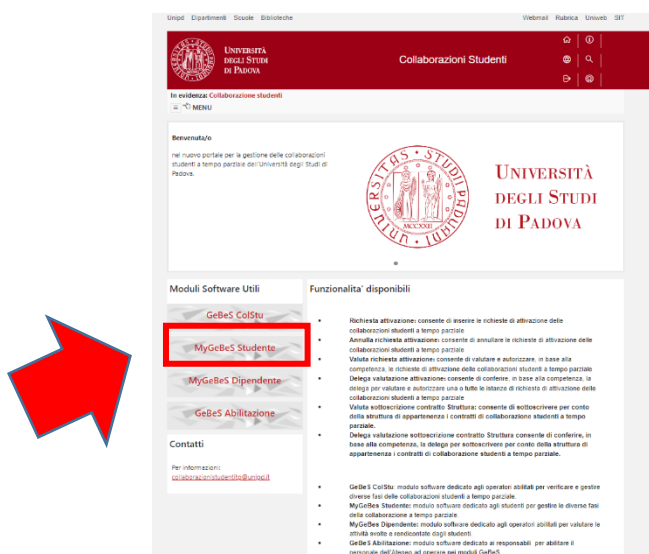
ACCESS

<http://unipd.it/collaborazioni-studenti>

After logging in using personal authentication via Single Sign-On (SSO), the main screen of the management system is as follows:

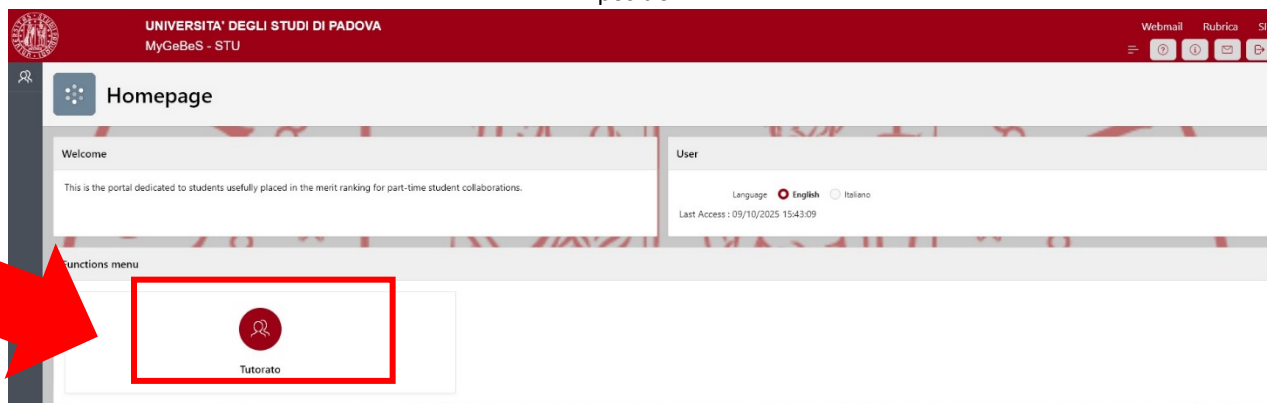


It will be necessary to access the MyGeBes Student software module.



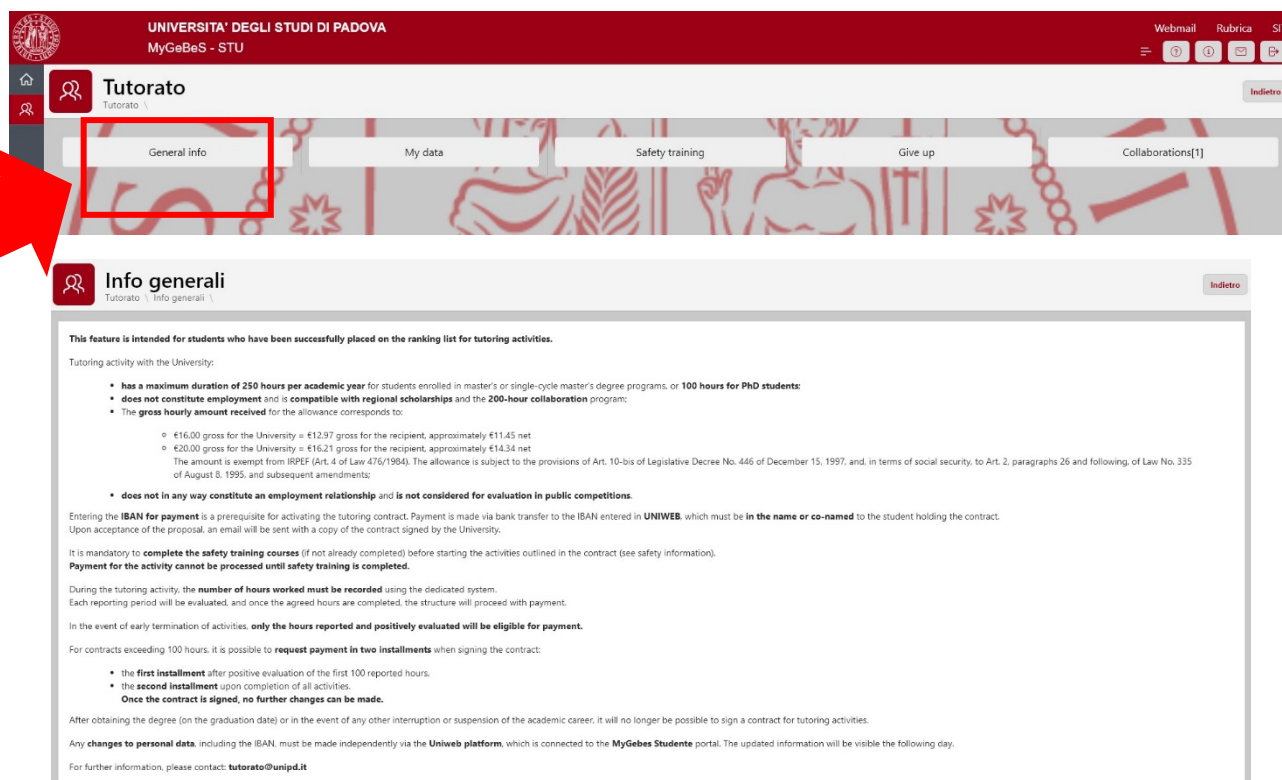
HOMEPAGE

Once in MyGeBes Student, click on Tutoring. The next page will display the menu options available for managing the position.



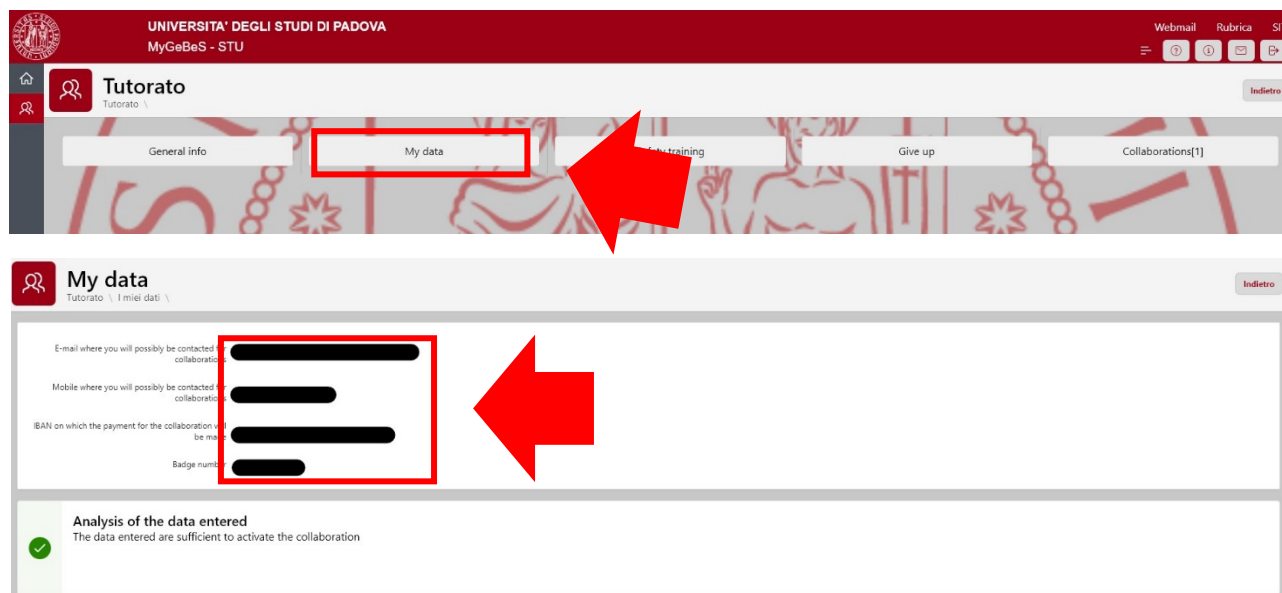
GENERAL INFO

In the “General Info” section, some useful details regarding tutoring are summarized.



MY DATA

The “My Data” section contains the student’s contact information and a summary of the entered data, allowing verification of whether the required information has been correctly completed and whether it is still possible to be contacted by the relevant offices for the activation of the tutoring contract.



UNIVERSITA' DEGLI STUDI DI PADOVA
MyGeBeS - STU

Tutorato

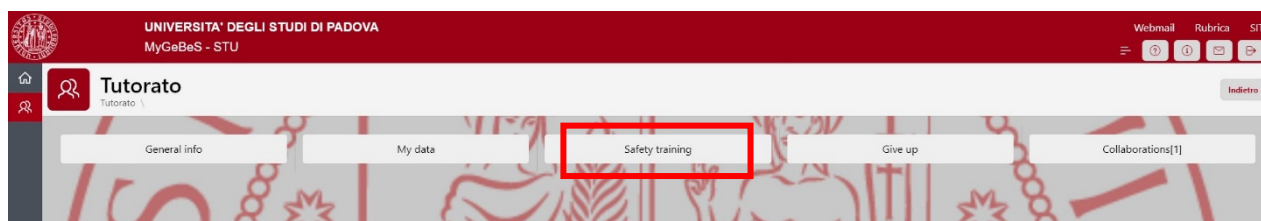
General info My data Safety training Give up Collaborations[1]

My data

E-mail where you will possibly be contacted for collaboration: [REDACTED]
Mobile where you will possibly be contacted for collaboration: [REDACTED]
IBAN on which the payment for the collaboration will be made: [REDACTED]
Badge number: [REDACTED]

Analysis of the data entered
The data entered are sufficient to activate the collaboration

SAFETY TRAINING



UNIVERSITA' DEGLI STUDI DI PADOVA
MyGeBeS - STU

Tutorato

General info My data Safety training Give up Collaborations[1]

In order to collaborate with University departments, it is mandatory to complete safety training courses (if not already completed).

Safety training, available online, must be completed before starting the activities outlined in the contract.

This section provides information and instructions to fulfill the training requirement.

The MyGeBes Student software module also displays which courses have already been completed (green dot) and which are still pending (red dot).



Course name [v]	Recognized	
Formazione generale dei lavoratori per la salute e la sicurezza nei luoghi di lavoro	No	●
Formazione specifica in materia di tutela della salute e della sicurezza dei lavoratori - "Classe di rischio basso" (online)	No	●
Formazione specifica in materia di tutela della salute e della sicurezza dei lavoratori impiegati nelle attività di laboratorio - "Classe di rischio alto" (online)	No	●

The training required for tutoring activities is available online on the University’s Moodle platform and consists of two parts:

- **General training – mandatory for all tutors;**
- **Specific training – low or high risk, depending on the type of activity.**

Reminder: you are required to complete the mandatory safety training, available online, before starting the activities outlined in your contract.

The training required for the tutoring activity is available online on the University's Moodle platform and consists of two parts:

- **General training** – mandatory for all tutors;
- **Specific training** – either low or high risk, depending on the type of activity.

To access the courses:

1. Go to: <https://elearning.unipd.it/formazione/>
2. Click on the SSO logo or on "Accedi" and log in with your institutional credentials.
3. Access the **Safety Area**.
4. Enroll in the following courses:

- **General training**
Course: formazione generale - general training

- **Specific training – Low Risk**
Course: attività a basso rischio per attività di tutorato presso gli uffici e/o laboratori informatici o didattici - low risk activities (for tutoring within offices and/or computer or teaching laboratories)

- **Specific training – High Risk**
Course: attività a alto rischio per attività di tutorato in laboratorio (e.g.: chimica, biologia, utilizzo macchinari, reagenti ecc) - high risk activities for tutoring activities in laboratories (e.g., chemistry, biology, use of machinery, reagents, etc.)

Upon completing the courses, your training status will be automatically updated within 24 to 48 hours.

NOTE:
Students who have already completed a general safety training course outside the University (in accordance with the State-Regions Agreement of December 2011) may be exempted from attending the University's general training course, subject to verification of the validity of their certificate. There is **no exemption** from the specific training.

The criteria for verifying the validity of a general training certificate obtained from other institutions/employers are available on the University's safety training web pages at:

<https://www.unipd.it/corsi-formazione-sicurezza> → corsi online → verifica attestati

If the certificate fully meets the specified criteria, it must be uploaded (after logging in with your institutional credentials) at:

www.unipd.it/sicurezza → Richieste riconoscimento attestati di formazione generale

Once the certificate has been evaluated, you will receive an email either confirming or rejecting the recognition.

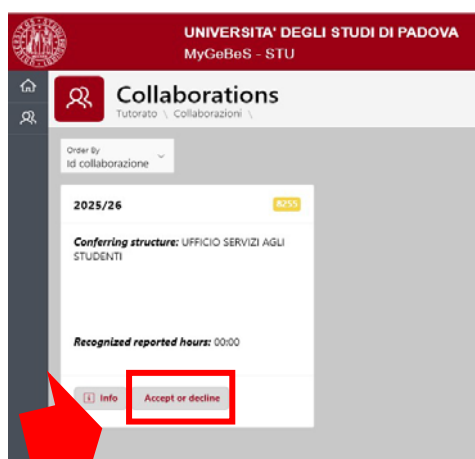
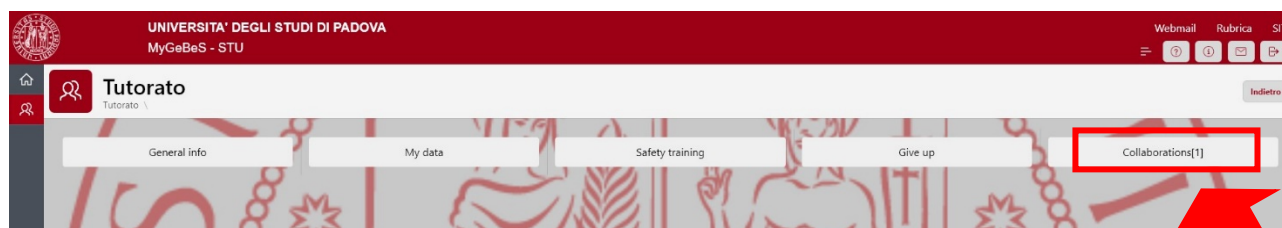
Your training status will be updated the day after you receive the confirmation email from the Safety Office.

Please note: payment for tutoring activities cannot be processed until your safety training is marked as complete.

COLLABORATION PROPOSAL

The student selected through the official university call will receive a summary email of the collaboration proposal, which can also be viewed within the IT system.

The student will have **4 days** to accept or decline the collaboration proposal and sign the contract.



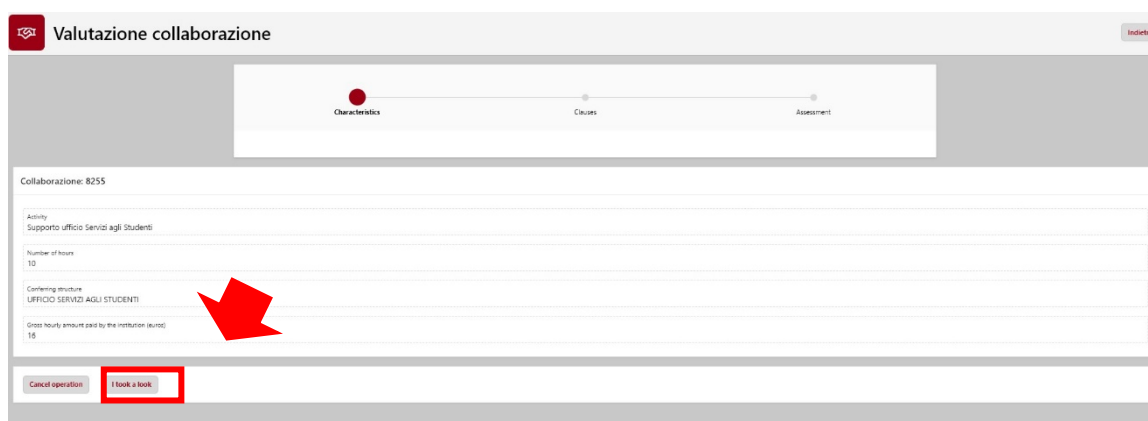
ACCEPTANCE OF THE COLLABORATION PROPOSAL

During the contract signing phase, for collaborations with a total workload exceeding 100 hours, it is possible to receive payment in 2 installments:

- **The first installment** following a positive evaluation of the reporting for the first 100 hours;
- **The second installment** at the end of the collaboration, after a positive evaluation of the activities carried out.

Once the contract is signed, no further changes can be made.

On this page, the contract details will be displayed again, and it is necessary to click **“I have acknowledged/I took a look”** to proceed.



Valutazione collaborazione

Indietro

Collaborazione: 8255

Activity: Supporto Ufficio Servizi agli Studenti

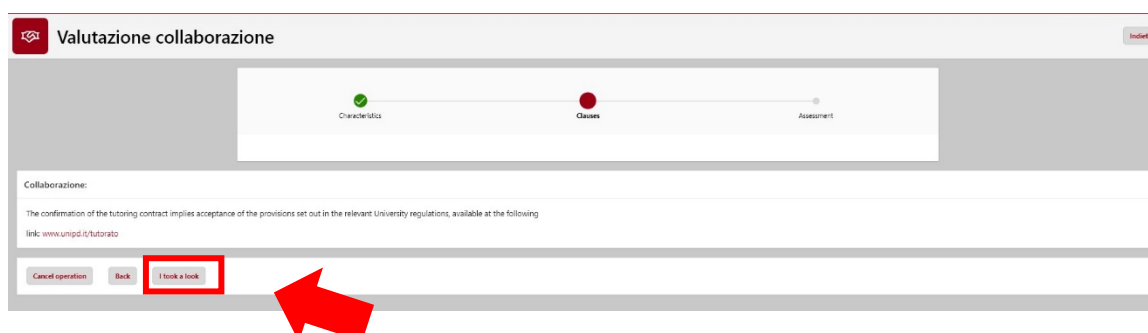
Number of hours: 10

Confirming structure: UFFICIO SERVIZI AGLI STUDENTI

Gross hourly amount paid by the institution (euro): 15

Cancel operation **I took a look**

On this page, the link to the tutoring regulations will be provided. It is necessary to click **“I have acknowledged/I took a look”** to proceed.



Valutazione collaborazione

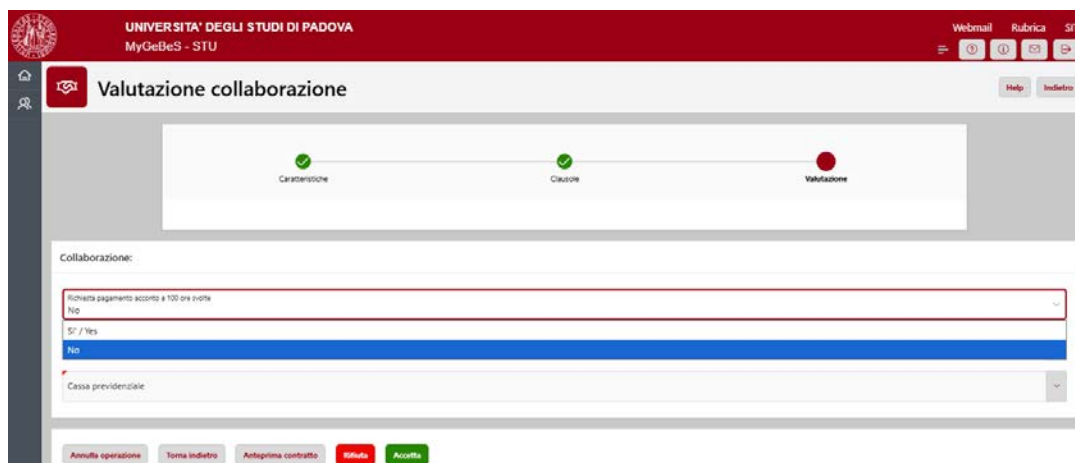
Indietro

Collaborazione:

The confirmation of the tutoring contract implies acceptance of the provisions set out in the relevant University regulations, available at the following link: www.unipd.it/tutorato

Cancel operation Back **I took a look**

On this page, you will be asked whether you prefer payment in two instalments: the first following a positive evaluation of the reporting for the first 100 hours, and the second at the end of the activities.



In this section, you will need to indicate whether you are already enrolled in the Gestione Separata and whether you are registered with any other pension fund (Cassa previdenziale).

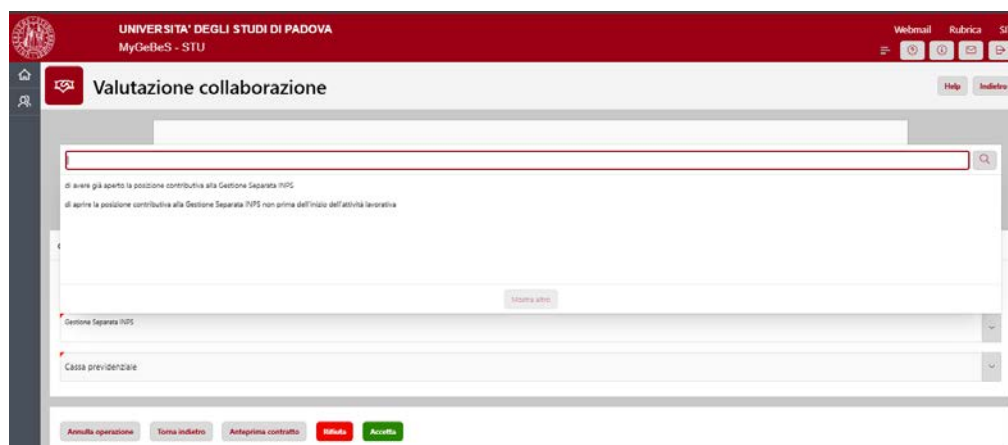
1. Gestione Separata INPS

If you have already opened a position with the Gestione Separata, there is no need to open it again. In this case, you must select the option **"di avere già aperto la posizione contributiva alla Gestione Separata INPS"**.

If you have not yet opened it, you must select the option **"di aprire la posizione contributiva alla Gestione Separata INPS non prima dell'inizio dell'attività lavorativa"**. You will then need to open it, after signing the contract, through the INPS online portal, specifying that it refers to **"parasubordinata"** activity.

The application for registration with the Gestione Separata must be submitted **exclusively online**, by visiting www.inps.it or by calling the toll-free number **803 164**.

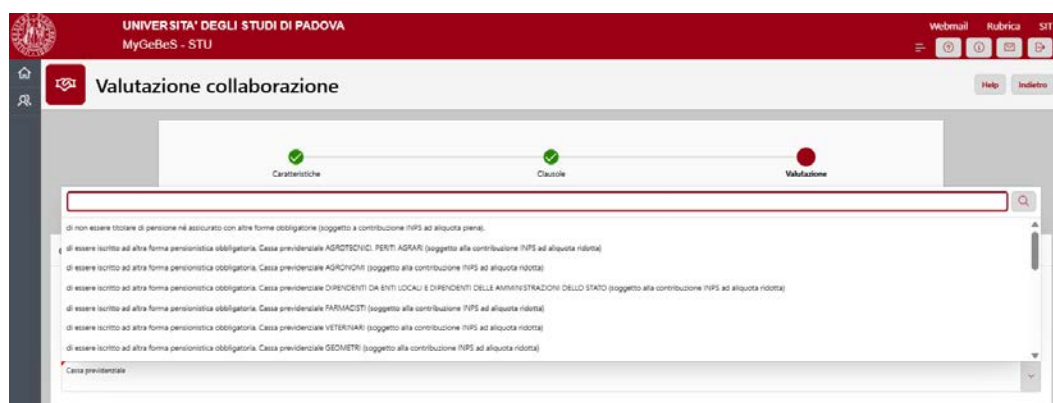
Please note that if you are already registered, **no further communication to INPS is required**.



2. Registration with another Pension Fund (Cassa previdenziale)

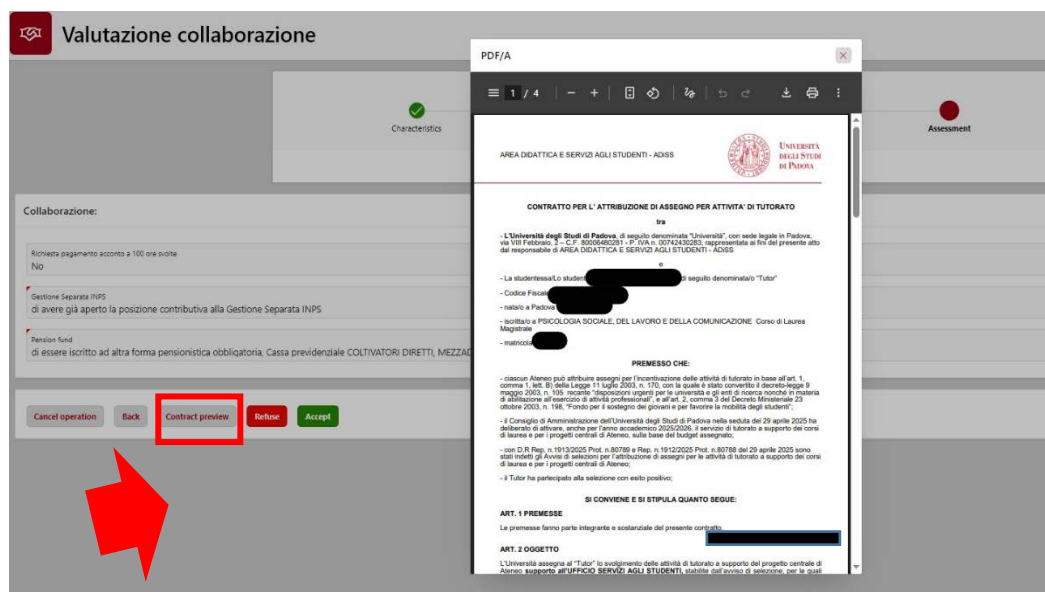
You must also indicate whether you are enrolled in any other pension funds (for example, professional associations or if you are a public or private employee).

If none of these cases apply, you must select the option **“di non essere titolare di pensione né assicurato con altre forme obbligatorie (soggetto a contribuzione INPS ad aliquota piena).”**

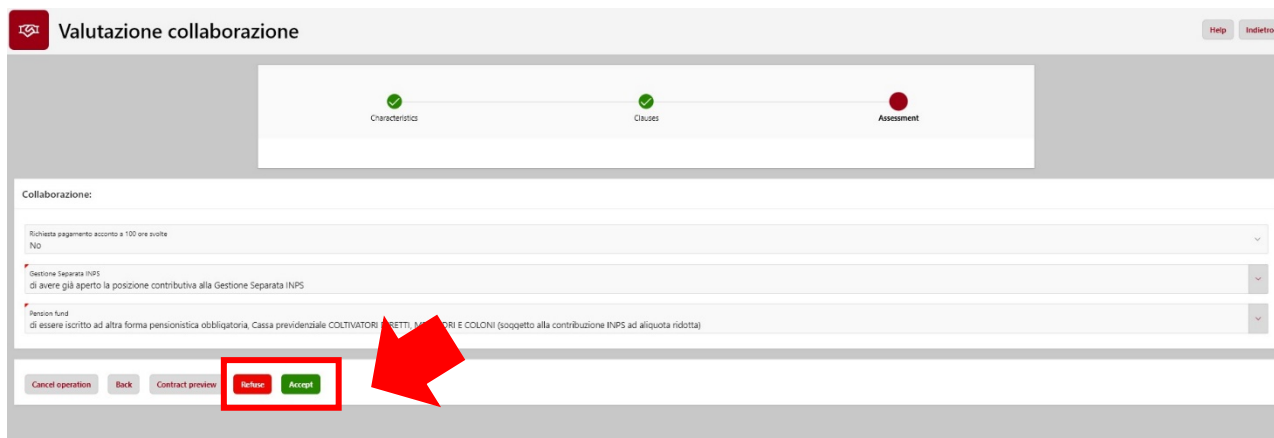


For any questions, please contact us at tutorato@unipd.it or call **049 827 5044-5008**

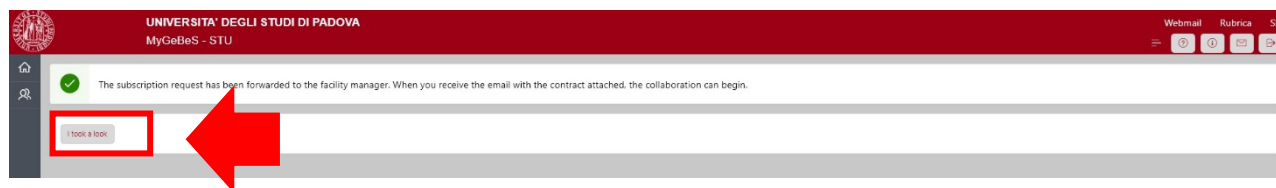
Before accepting the collaboration proposal, a preview of the contract is possible.



After reviewing the contract, it will be possible to **Accept** or **Decline/Refuse** the collaboration proposal.



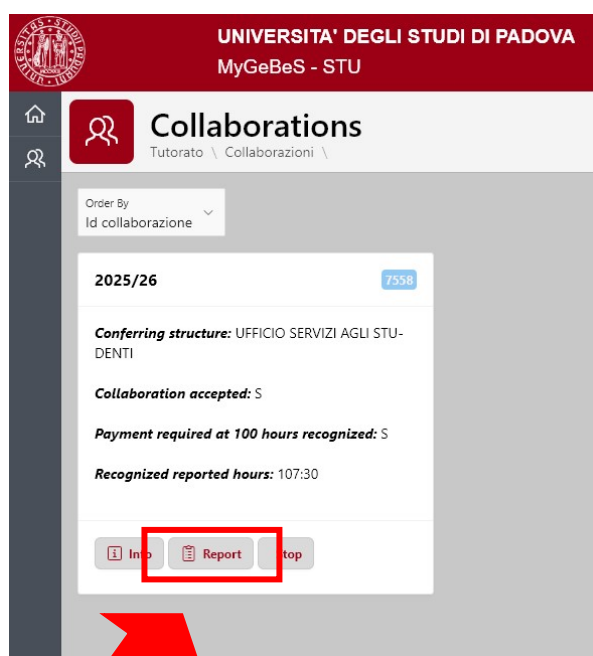
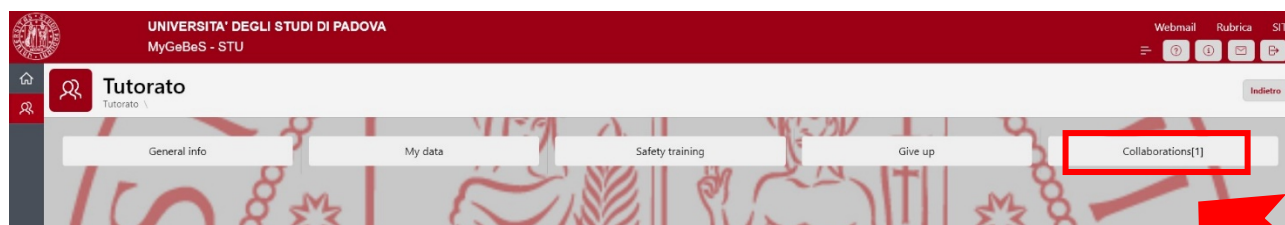
After accepting the contract, to complete the procedure it will be necessary to click “**I have acknowledged/I took a look**”.



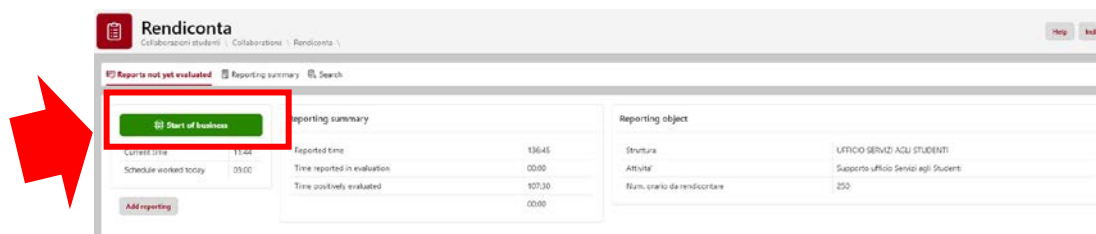
A copy of the contract will subsequently be sent you by email.

REPORTING

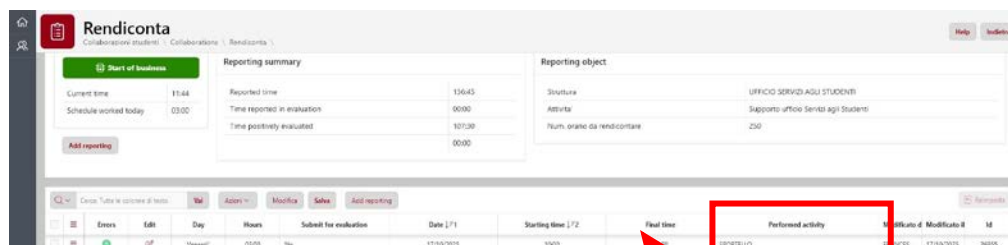
Once the collaboration has started, the student must record attendance and activities carried out using the forms provided for reporting.



It is possible to report the activity by clicking the green **“Start Activity/Start of business”** button, which generates a row in the table below that must then be updated.

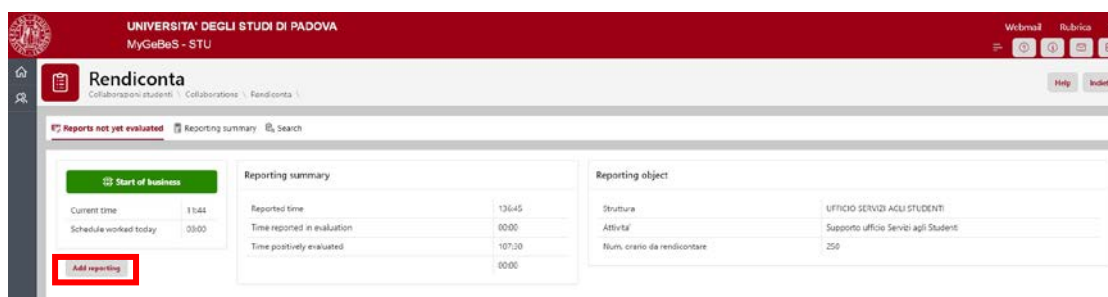
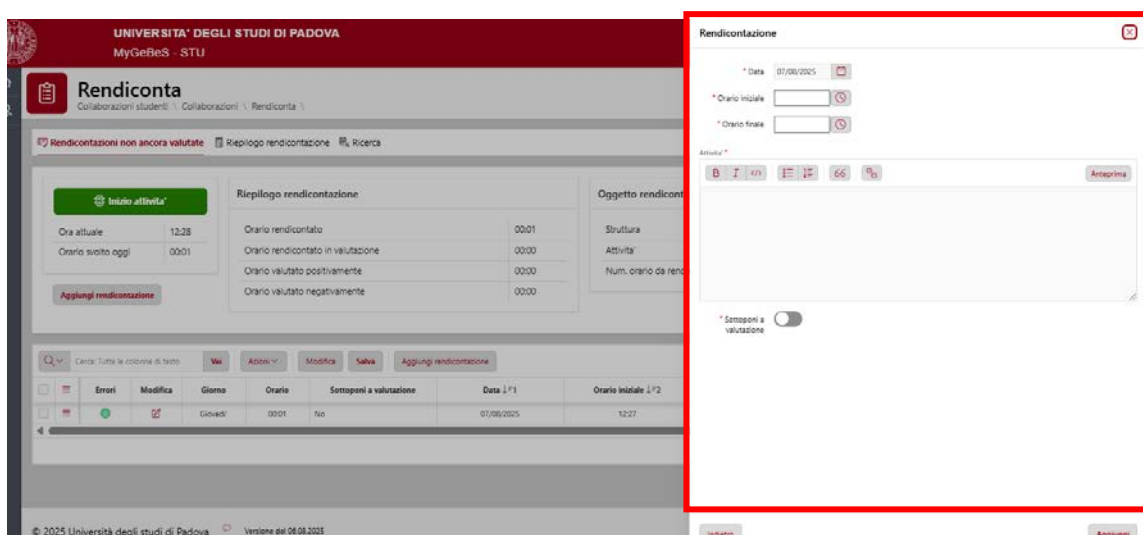


The description of the activity carried out must be entered.



Alternatively, by clicking the “Add Reporting” button, a new window (pop-up) will open where the required information must be entered and saved:

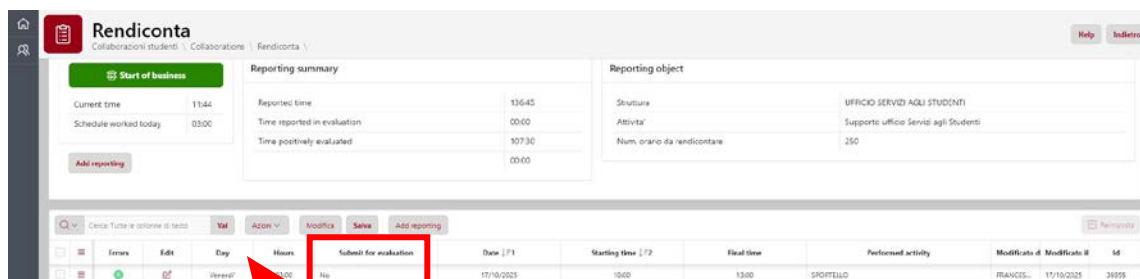
- Activity date
- Start time – End time
- Activity description

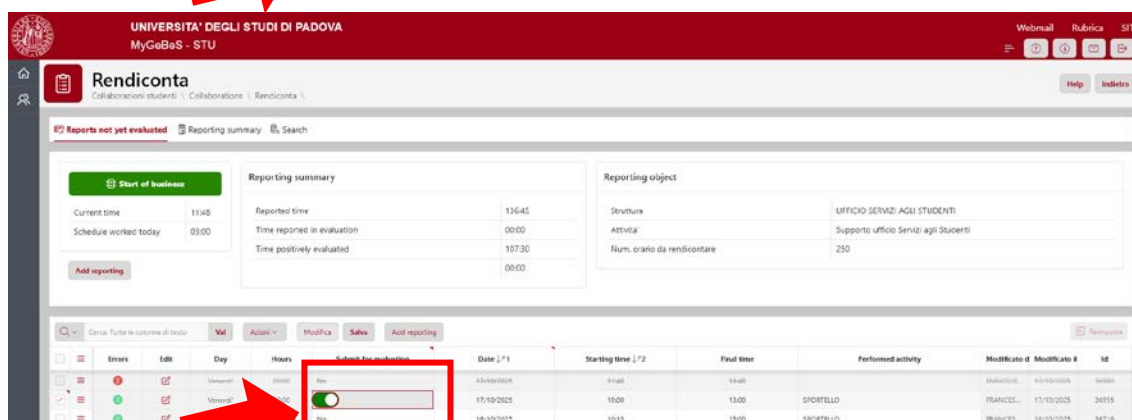
The system allows reporting a maximum of 9 hours per day, for a maximum of 36 hours per week. A break of at least 10 minutes is required every 6 hours.

To request payment for the reported hours, the reporting must be submitted for evaluation.,

It is sufficient to click **“No”** in the **“Submitted for evaluation”** column and a toggle will be activated to submit the hours for evaluation.

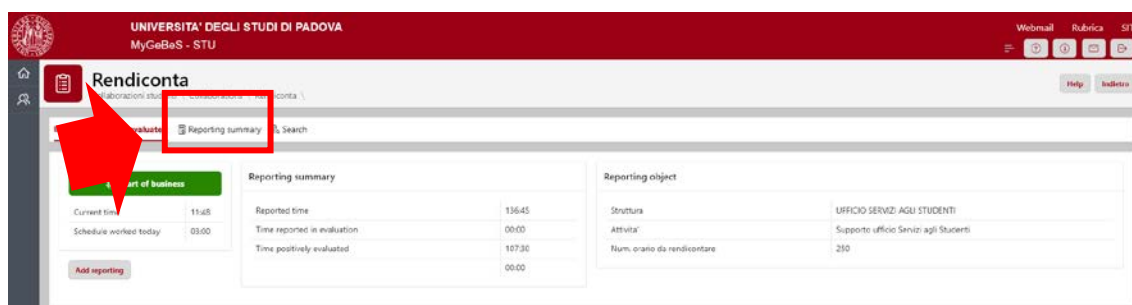


The screenshot shows the 'Rendiconta' interface. On the left, there's a 'Start of business' section with 'Current time' at 11:44 and 'Schedule worked today' at 03:00. Below it is an 'Add reporting' button. The main area is divided into 'Reporting summary' and 'Reporting object'. The 'Reporting summary' shows 'Reported time' as 136:45, 'Time reported in evaluation' as 00:00, and 'Time positively evaluated' as 107:30. The 'Reporting object' shows 'Struttura' as 'UFFICIO SERVIZI AGLI STUDENTI', 'Attività' as 'Supporto ufficio Servizi agli Studenti', and 'Num. orario da rendicontare' as 250. At the bottom, there's a table with columns: 'Errors', 'Edit', 'Day', 'Hours', 'Submitted for evaluation', 'Date', 'Starting time', 'Final time', 'Performed activity', 'Modified by', 'Modified at', and 'Id'. The 'Submitted for evaluation' column has a 'No' button highlighted by a red box, with a red arrow pointing to it.



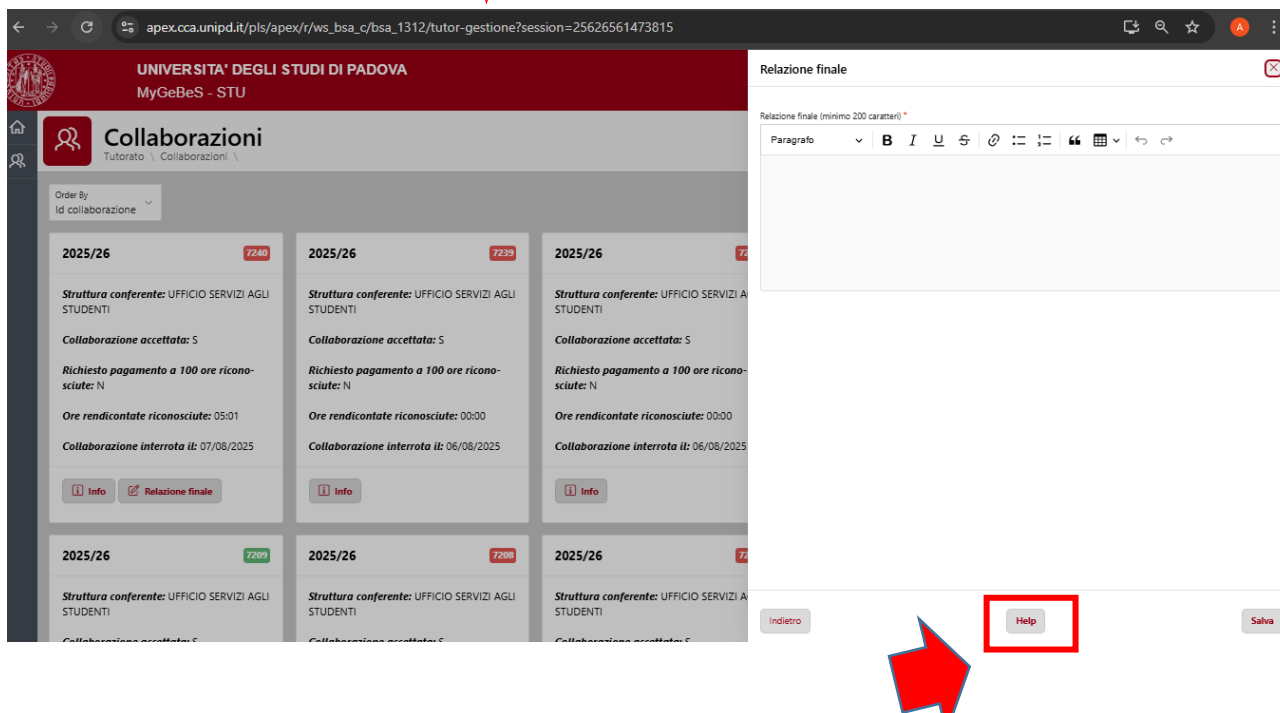
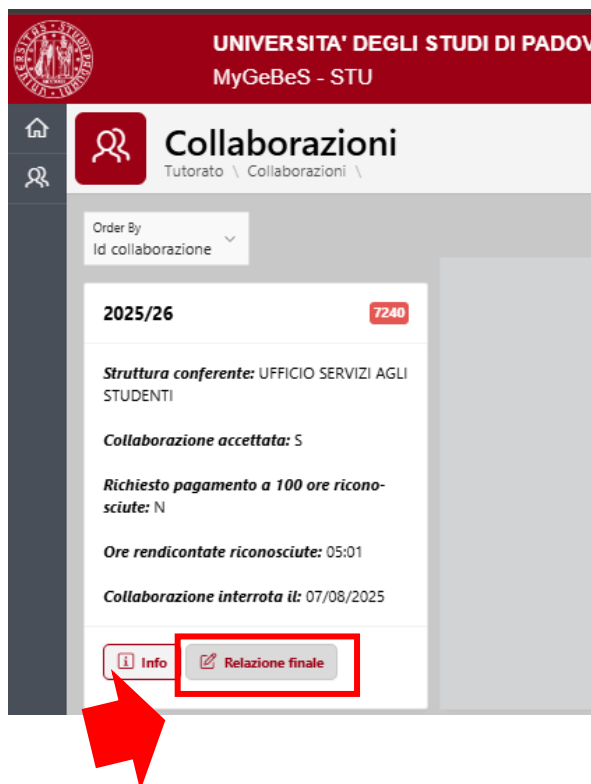
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The module also allows you to view a summary of the activities entered and reported.



The screenshot shows the 'Rendiconta' interface. On the left, there's a 'Start of business' section with 'Current time' at 11:45 and 'Schedule worked today' at 03:00. Below it is an 'Add reporting' button. The main area is divided into 'Reporting summary' and 'Reporting object'. The 'Reporting summary' shows 'Reported time' as 136:45, 'Time reported in evaluation' as 00:00, and 'Time positively evaluated' as 107:30. The 'Reporting object' shows 'Struttura' as 'UFFICIO SERVIZI AGLI STUDENTI', 'Attività' as 'Supporto ufficio Servizi agli Studenti', and 'Num. orario da rendicontare' as 250. At the bottom, there's a table with columns: 'Errors', 'Edit', 'Day', 'Hours', 'Submitted for evaluation', 'Date', 'Starting time', 'Final time', 'Performed activity', 'Modified by', 'Modified at', and 'Id'. The 'Reporting summary' tab is highlighted by a red box, with a red arrow pointing to it.

At the end of the hours assigned by the contract, it will be necessary to prepare a Final Report.



To complete the **Final Report**, it is necessary to follow the instructions provided in the **Help** button.

QUALITATIVE DESCRIPTION

- **Type of Activity Performed**
- **Type of Requests Received**
- **Type of Support/Intervention Provided**
- **Additional Support Activities**
- **Student Feedback**
(e.g., what they appreciated most, how many benefited, etc.)

DATA TO BE COLLECTED

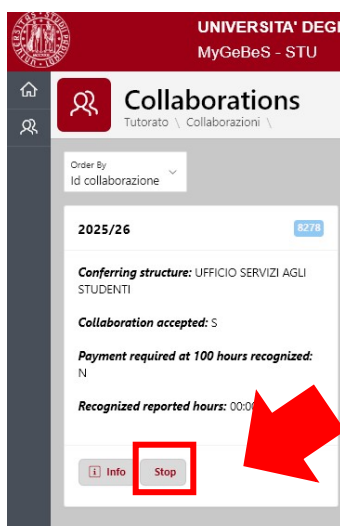
- *Only for study groups: indicate the number of students attending per group and total number*
- *Only for lab support: indicate the number of students attending per lab and total number*

OBSERVATIONS

- **Weak Points**
- **What Can Be Done to Improve**
- **How to Measure Satisfaction Levels**
- **Strengths**

EARLY TERMINATION

Once the collaboration has started, the student has the option to terminate the collaboration. In this case, only the hours that have been reported and positively evaluated will be recognized and paid.



Termination can only occur if the reported hours have been approved.

After reporting, it is necessary to complete the “Final Report” (see previous section).



WITHDRAWAL

The student has the option to permanently withdraw from the call for the activation of a tutoring contract with University departments.

In this case, their name will be permanently removed from the ranking list for the current year and cannot be reinstated.

