



POLITECNICO
MILANO 1863

AREA CAMPUS LIFE

The Director

CALL FOR APPLICATIONS FOR TUTORING OF STUDENTS 1ST SEMESTER OF A.Y. 2022/2023

- Having regard to Article 13 of Law 341/1990; Article 2, paragraph 4, of Prime Ministerial Decree of 9 April 2001; Article 1 of Law 170/2003; Article 11 of Legislative Decree 68/2012; Article 2 of Ministerial Decree 976 of 29 December 2014;
- Having regard to the General Regulations for students' part-time activities;
- Having regard to the Academic Senate's resolution of 18/07/2022;
- Having regard to the Board of Governors' resolution of 26/07/2022;
- Having checked the availability of funds in the budget;

D E C R E E S

ART. 1 PURPOSE

A competition is announced, based on qualifications, for students enrolled on a specialist degree course/master's degree course or single-cycle degree course, for the purpose of drawing up rankings of those qualified to provide tutoring, pursuant to Article 11 of Legislative Decree 68/2012.

ART. 2 RECIPIENTS

All students enrolled for the A.Y. 2022/23 in one of the following are entitled to participate in the selection process:

- a specialist degree course/master's degree course;
- a single-cycle degree course in which the student has achieved a number of credits ≥ 180

ART. 3 TERMS OF SUBMISSION

Applications to participate in the competition may be forwarded via the specific service activated in the customised online services: **“Submission of application for 150 hours collaboration/tutoring”**

From 01 September and up to 12.00 (Italian time) on 16 September 2022



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ART. 4. RANKINGS

Rankings will be automatically formulated based on the merit criteria required. Credits acquired and properly recorded during the applicant's' career up to the competition deadline (**16 September 2022**) will be taken into account. Study courses taken as extra will not be considered.

The rankings, divided by School and Campus, will be formulated based on the attribution of a score calculated using the following formula:

WEIGHTED AVERAGE X ECTS CREDITS RECORDED (at the competition deadline date)
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In the event of a tie, the higher place in the ranking will be given to the candidate in the more disadvantaged financial situation according to the ISEE [Equivalent Economic Situation Indicator] (or the equivalent ISEEU for those who do not have income in Italy) as per the student database at the deadline of this call for applications; if the student does not have an ISEE/ISEEU declaration, they will be attributed - for the purposes of this ranking only - the highest ISEE/ISEEU financial value indicated in table no. 1 of the Regulations on student fees. Should there still be a tie, the younger student will take precedence.

All those who reported a negative assessment for their activities in the previous year are excluded from the rankings.

Students may view their position in the provisional rankings by accessing **"Submission of application for 150 hours collaboration/tutoring"**, available in the Online Services, from **19 September 2022**.

Any requests for the rankings to be reviewed must be sent from the institutional email address to the mailbox collaborazioni150ore@polimi.it within ten days of the date of publication.

The Financial Aid Unit will assess the requests for a review and, if they are accepted, the rankings will be updated in final form within 30 days of the date of publication of the provisional rankings. It will then be possible to view the new position via the above-mentioned service.

If no requests for a review have been received at the end of 10 days from initial publication of the provisional rankings, these shall become final.



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ART. 5 AWARD OF THE APPOINTMENTS

The appointments of the students will be made in the period from October 2022/March 2023.

The positions will be awarded following the order of each ranking.

The positions which, due to their specific features, must be reserved for students with particular requirements (e.g. knowledge of a certain foreign language or of a specific type of software) may be awarded regardless of the rankings. In this regard, appointments may also be awarded as a priority to students resident in colleges and halls of residence of the Politecnico, as well as in public and/or private residences affiliated with the Politecnico.

Students will be automatically placed in the ranking of their School/Campus; however, they may, if they so wish, select another Campus as the location for their tutoring position.

If all students in a given ranking have been awarded a position and all of the positions available for the associated School/Campus have not been taken, students in rankings for other Schools/Campuses which no longer have positions available may be called upon for a tutoring position.

Should the next University Regulation for the assignment to students for positions of part-time collaborations come into force, the new rules will be applied – where possible – resarting, if necessary, een to the publication of a supplementary call.

ART. 6 NOTIFICATION

The successful students will be notified via an email sent to their university email address or by telephone. Students will be called upon to start the tutoring subject to their being formally awarded the appointment and it being, in turn, duly accepted by them.

Students may only refuse to accept a position once, whilst still maintaining their position in the ranking; a second refusal will result in their being removed from the ranking.

ART. 7 METHODS OF CARRYING OUT THE TUTORING AND ITS DURATION

Each tutor may only work in this position for a maximum of 150 hours per calendar year. Based on the specific requirements of the university departments, tutoring appointments may also be made for a lower number of hours.



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Tutoring sessions may be carried out either in person, in the areas used by the university for its activities, including the rooms of the colleges and residences referred to in Art. 5 above, or remotely.

The two alternatives - in-person and remote sessions - may also be combined to meet the specific requirements and needs of those involved.

Duties will be performed in accordance with the methods, and during the periods, set by the Department heads, who shall also be responsible for advising the Financial Aid/Unit/ *Servizio Diritto allo Studio* of any negative assessment of activities carried out by each student.

The activities referred to above do not in any way constitute an employment relationship, nor do they involve the students' integration in the organisation of the work of the university's administrative and teaching services or result in any kind of assessment for the purposes of public competitions.

Should any student's performance fail to meet the required quality standards, their contract will be terminated in accordance with the relevant clause in the contract itself.

Students who are appointed to a tutoring position may withdraw from said position by notifying the Head of Department.

In such cases, payment shall be proportional to the number of hours worked. Students who withdraw from their tutoring position for any reason will not be entitled to request the assignment of further tutoring sessions in order to complete their 150 hours.

Students will forfeit their position in the ranking in the following cases:

- a) if they withdraw from their studies or transfer to another university;
- b) if they complete their degree;
- c) if they incur any disciplinary sanctions more serious than a warning.

ART. 8 EXCLUSION

The university administration may, at any time, exclude the student from the tutoring activity should they prove not to be legitimately enrolled in their course of studies, or should they fail to observe and fulfil the duties arising from the collaboration relationship in question. Should the relationship be terminated before its due completion, the administration may engage new tutors from the respective merit-based ranking in order to complete the remaining hours.

Students who are appointed to a tutoring position may withdraw from said position by notifying the Head of Department. In such cases, payment shall be proportional to the number of hours worked.



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ART. 9 REMUNERATION

The hourly payment for the tutoring is fixed at €13.00 per hour; this amount is exempt from personal income tax (I.R.P.E.F.) and regional business tax (I.R.A.P.).

Students are entitled to receive this payment even if they are recipients of the Diritto allo Studio Scholarship.

The university provides insurance cover against accidents.

For each appointment, a single payment of the amount due will be made by the administration upon receipt of a declaration issued by the person responsible for overseeing the activity.

Should the next University Regulation for the assignment to students for positions of part-time collaborations come into force, the new rules will be applied – where possible – resarting, if necessary, even to the publication of a supplementary call.

ART. 10 PERSONAL DATA PROCESSING

With regard to the processing of personal data, in accordance with art. 13 of EU Regulation 2016/679 of 27 April 2016, please refer to the specific webpage on the university website <https://www.polimi.it/privacy>.

ART. 11 PERSON RESPONSIBLE FOR THE PROCEDURE

In accordance with the provisions of Art. 5 of Law 241 of 7 August 1990, the person responsible for the procedure covered by this call for applications is Dr. Gabriella Rega.

The Director
Dr. Chiara Bianca Pesenti

Signed digitally in accordance with the Digital Administration Code – Italian Legislative Decree 82/2005 as amended and supplemented, Art. 21, para.1.2

For information, please see: collaborazioni150ore@polimi.it

This Call is also translated into English for informational purposes only. For the resolution of any disputes and for all legal purposes, only the Italian version is valid and effective between parties.