



**POLITECNICO**  
MILANO 1863

## **AREA CAMPUS LIFE**

The Director

### **CALL FOR APPLICATIONS FOR PEER-TO-PEER TUTORING ACTIVITIES FOR THE SCHOOL OF ENGINEERING - A.Y. 2022/2023 – 1 SEMESTER**

**HAVING REGARD TO** art. 2, paragraph 4, of the Prime Ministerial Decree of 9 April 2001;

**HAVING REGARD TO** art. 11 of Legislative Decree no. 68/2012;

**HAVING REGARD TO** the current university regulations on the matter;

**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 VERIFIED** the availability of the School of Engineering's funds,

### **DECREES**

#### **ART. 1 PURPOSE**

A selection competition is hereby organised for students enrolled in a three-year Laurea (equivalent to Bachelor of Science) course at the School of Engineering, aimed at drawing up the rankings of those eligible to provide peer-to-peer tutoring activities.

#### **ART. 2 TYPE OF ACTIVITIES**

Student tutors will have the task of:

- providing guidance to students with regard to the practical organisation of their studies (structuring their study plan, organising their teaching, etc.) and the support structures offered by the Politecnico;
- being a contact person for the students of the degree courses with regard to any problems they may have with the teaching of their courses or the ways in which the assessment tests are administered;



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- giving support to students who are having difficulties with the course and therefore need to bridge certain (limited) gaps in their basic knowledge, providing help with clarifications and resolutions for exercises (with no explanations regarding the content of the courses).

### **ART. 3 RECIPIENTS**

The call for applications is open to all students enrolled in a three-year Laurea (equivalent to Bachelor of Science) course at the School of Engineering for the A.Y. 2022/2023 who have, as of **10 August**, acquired at least 50 ECTSs, with a weighted average calculated according to a number of ECTSs that is  $\geq 25$ .

### **ART. 4 TERMS OF SUBMISSION**

Applications for participation must be submitted through the dedicated **function available on the Online Services** (in the “Richieste di ammissione>Ammissione a procedure di selezione” [“Admission requests > Admission to selection procedures”] section):

**From 29 August and up to 12.00 (Italian time) on 20 September 2022**

### **ART. 5 RANKINGS**

The rankings, separated according to School and Campus, will be formulated based on the attribution of a score determined by the following formula:

<b>WEIGHTED AVERAGE x ECTSs RECORDED (as of 10 August 2022)</b>
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Extra taught courses will not be taken into consideration.

If multiple candidates achieve the same score, 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 without 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 the tie persist even after this measure, the younger student will take precedence.



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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 **23 September 2022**.

#### **ART. 6 AWARD OF THE APPOINTMENTS**

The positions will be awarded following the order of each ranking. Students will automatically be inserted into the ranking of their School/Campus; however, they may, if they so wish, select another Campus as the location for their collaboration.

Collaborations which - in order to be truly effective and helpful - must involve students in possession of particular requirements (e.g. having passed specific exams, knowledge of a certain language, etc.) may be assigned outside of the order of the ranking, as an exception.

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 collaboration.

The rankings will remain active until the rankings relating to the next Call for applications for peer-to-peer tutoring activities for the School of Engineering have been published.

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. 7 NOTIFICATION**

The successful students will be notified by way of an email sent to their university email address, a telephone call, or even a video call. Students may only start this collaboration subject to it being formally assigned to them and, 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.



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#### **ART. 8 METHODS OF CARRYING OUT THE COLLABORATION AND ITS DURATION**

Each tutor may only work in this position for a maximum of 150 hours per calendar year. According to specific requirements, tutoring positions for a lower number of hours may be activated.

Tutoring sessions may be carried out either in person, in the spaces 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 in any way necessary to meet the specific requirements and needs of those involved.

The methods and period of provision of this service are established by the Head of School or any contact persons whom they may have nominated, who are also responsible for notifying the Financial Aid Service of any negative evaluations received regarding the tutoring activity of each student involved.

The activities referred to above do not in any way constitute a subordinate working 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 included in the contract itself.

Students who receive a tutoring position may withdraw from said position by notifying the Head of School or their contact person, if appointed.

In such cases, the payment owed to the student 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 positions in order to complete their allotted 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. 9 EXCLUSION**

The university administration may, at any time, exclude the student from the tutoring activity should they prove not to be properly enrolled in their course of studies, or should they fail to observe and fulfil the duties deriving from the



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collaboration relationship in question. Should the service relationship be terminated before its due completion, the administration may engage new collaborators from the respective merit-based ranking in order to complete the remaining hours.

#### **ART. 10 REMUNERATION**

The hourly payment for this tutoring service 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 coverage in the event of accidents.

For each collaboration, 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, een to the publication of a supplementary call.

#### **ART. 11 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. 12 PERSON RESPONSIBLE FOR THE PROCEDURE**

In accordance with the provisions of Art. 5 of the Law of 7 August 1990, no. 241, 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*



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For more information, please contact: [tutorato-ingegneria@polimi.it](mailto:tutorato-ingegneria@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