



POLITECNICO
MILANO 1863

CAMPUS LIFE AREA

The Director

**SELECTION ANNOUNCEMENT FOR SCHOOL OF DESIGN PEER-TO-PEER
TUTORING ACTIVITIES - A.Y. 2023/2024 - II SEMESTER**

HAVING REGARD TO Art. 2 para. 4 of the Italian Prime Ministerial Decree of 9 April 2001;

HAVING REGARD TO Art. 11 of Italian Legislative Decree No 68/2012;

HAVING REGARD TO the current university regulations on the matter;

HAVING REGARD TO the Academic Senate's resolution of 18/12/2023;

HAVING REGARD TO the Board of Governors' resolution of 19/12/2023;

HAVING ACKNOWLEDGED the availability of funds from the School of Design,

HEREBY DECREES

ART. 1 PURPOSE

A selection competition reserved for students enrolled in a Laurea triennale (equivalent to Bachelor of Science) programme at the School of Design is announced for the definition of rankings of those eligible for peer-to-peer tutoring activities.

ART. 2 TYPES OF ACTIVITY

The student tutor will be responsible for:

- providing guidance to students on the practical organisation of their studies (study plans, teaching organisation, etc.) and the support facilities offered by Politecnico;
- being a point of reference for students on Laurea programmes with regard to any problems relating to the teaching or the way assessment tests are conducted;



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- supporting students who find some difficulties and therefore need to fill limited basic gaps by providing help with clarifications and solving exercises (no explanation of programme content).

ART. 3 ADDRESSEES

Participation to the selection is open to all students who, for the 2023/2024 A.Y., are enrolled in a School of Design Laurea triennale programme and have obtained, as of 31 October, at least 50 ECTS with a weighted average of marks \geq 25 (according to the ECTS obtained).

ART. 4 SUBMISSION DEADLINES

The application for participation must be submitted via the appropriate **function available from Online Services** (section 'Richieste di ammissione' > 'Ammissione a procedure di selezione')

from 9 January and no later than 12:00 (Italian time) on 24 January 2024

ART. 5 RANKINGS

The rankings will be defined by assigning a score following the formula:

<p style="text-align: center;">WEIGHT AVERAGE OF MARKS x REGISTERED ECTS (as of 31 October 2023)</p>

The ECTS relate only to actual exams duly registered in the academic career by the announcement deadline (**24 January 2024**), ie excluding exams to be validated from a previous academic career, additional exams, traineeship-type exams and exams relating to the final exam (or similar).

In the event of an equal score, candidates in the most disadvantaged economic situation according to their ISEE (Equivalent Economic Situation Indicator) or ISEEU parificato (for those who have no income in Italy) certificate resulting from the student database on the deadline of the Selection Announcement will take precedence in the ranking; in the absence of such ISEE/ISEEU certificate, students will be assigned, for the sole purposes of this ranking, the highest ISEE/ISEEU economic value as indicated in Table 1 of the Regulations on student contributions.

In the event the scores are still equal the candidate who is younger in age will prevail.



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Students can view their position on the provisional ranking list by accessing the **'Submission of application for 200 hours/tutoring collaboration'** service, available in the online services, from **29 January 2024**.

ART. 6 ASSIGNMENT OF TASKS

Tasks will be assigned following the order of the ranking list.

Collaborations which need to be carried out by students with special requirements (eg passing specific exams, language skills, etc.) in order to be really effective and helpful may be assigned by way of derogation from the ranking order.

The ranking will be valid until the selection list for the following School of Design Peer-to-Peer Tutoring Announcement is published.

ART. 7 CONVENTION

The convocation takes place by e-mail sent to the institutional mailbox, by telephone contact or by videocall.

Each student may only start his/her activity after the contract formalising the assignment has been signed and registered.

The student may renounce an assignment, while keeping his/her position on the ranking list, only once; a second renouncement results in disqualification from the ranking list.

ART. 8 COLLABORATION MODALITIES AND DURATION

Each collaboration may not exceed 200 hours per calendar year. Similarly, in the case of multiple collaborations, the student's total commitment may not exceed 200 hours per calendar year.

On the basis of specific needs, collaborative assignments may be activated for a lower number of hours

Politecnico di Milano only provides accident insurance cover.

Collaborations must be carried out within the spaces used by the University for its activities. They may also take place in external locations, provided they are authorised in advance for carrying out the activities and under the direct coordination of internal staff. They can also take place in 'remote' mode.



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The two modes ('face-to-face' and 'remote') may also alternate, based on specific needs and requirements.

Service performance modalities and period are established by the Head of the School or by any contact person he/she may have indicated, who is also responsible for informing the Diritto allo Studio service of any negative assessment of the activity carried out by each student.

The above activities do not in any way constitute an employment relationship nor do they entail the integration of students into the work organisation of the University's administrative and teaching services or give rise to any assessment in the context of public competitions.

In the case the collaboration is not in line with the required quality, the contract will be terminated in accordance with the relevant clause therein.

Assigned students may terminate their collaboration by giving at least 5 working days' notice to the Head of the School or his/her contact person.

In the above cases, remuneration will be proportional to the hours worked. Students who interrupt their collaboration for any reason will not be entitled to apply for further assignments to complete the 200 hours.

The student lapses from the ranking list in the following cases:

- a) withdrawing from studies or transfer to another university;
- b) obtaining a degree;
- c) disciplinary measures beyond a warning.

ART. 9 EXCLUSION

The university Administration may, at any time, exclude a student from the activity in cases where he/she is not in good standing with regard to enrolment in the study programme or in cases of non-compliance with the duties arising from the collaboration relationship in question. If the collaboration is interrupted before its completion, the university Administration may activate new collaborations for the remaining hours, using the relevant ranking list.

ART. 10 REMUNERATION

The hourly remuneration for cooperation is set at €14.00.

The remuneration received is compatible with receiving the 'Borsa per il Diritto allo Studio Universitario'.

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For each collaboration, the remuneration is paid in the form of a lump sum by the University Administration upon a certificate issued by the person entrusted with the supervision of the activity.

ART. 11 PROCESSING OF PERSONAL DATA

With regard to the processing of personal data, pursuant to art. 13 of EU Regulation 2016/679 of 27 April 2016, please refer to the content in the specific University web page <https://www.polimi.it/privacy>.

ART. 11 ADMINISTRATIVE OFFICER

In accordance with the provisions of art. 5 of Italian Law No 241 of 7 August 1990, 241, the person in charge of the procedure referred to herein is Dr. Gabriella Rega.

The Director
Dr Chiara Bianca Pesenti

Document signed digitally in accordance with current legislation

For more information: tutorato-design@polimi.it

This Announcement is also translated into English for dissemination purposes only. For the settlement of any disputes and for all legal purposes, only the Italian version applies.