



ALMA MATER STUDIORUM – UNIVERSITY OF BOLOGNA

CALL FOR APPLICATIONS NO. 4

**CALL FOR APPLICATIONS FOR NO 4 GRANTS FOR THE PROVISION OF
TUTORIAL SERVICES AT ENGINEERING-ARCHITECTURE EDUCATION
SERVICES FOR ACTIVITIES OF THE
DEPARTMENT OF INDUSTRIAL ENGINEERING
(Bologna campus)**

(Established with Executive Provision Prot. n. 033819 del 15/11/2023

Rep. 7087/2023

CLOSING DATE FOR APPLICATIONS: 01/12/2023 at 1 pm

Text and legal disclaimer

This English translation has been created for information purposes. In the event of legal issues or claims, only the Italian version of this “Call of applications” will be taken into account.

ART.1 – GRANTS FOR THE PROVISION OF TUTORIAL SERVICES

In accordance with the University Regulations on grants for the provision of tutorial services and pursuant to art. 1, letter b) of Law 170/2003, a competitive selection procedure has been announced for the allocation of **4** grants for the provision of tutorial services covering **250** hours, support activities for the Degree Programs of the Department of Industrial Engineering:

<i>Corsi di Studio</i>
Ingegneria gestionale L
Ingegneria gestionale LM
Ingegneria gestionale L/LM
Ingegneria Meccanica L

The activities covered are:

- Orientation initiatives, through participation in university, department or degree programmes events, and the activation of help desks, including virtual ones, for the front-office;
- Support to the Degree Programme for the annual review, through the monitoring of aggregate data relating to the students' careers (attendance, exams, credits, etc);
- Support to the Coordinator in identifying and supporting students who encounter difficulties in the regular study process through a personalized learning support activity (with particular attention to silent students and working students).

Tutors must also participate in training initiatives about the context and the functions they will deal with.

The activities will take place in the campus, at the venues where the teaching activities of the degree programmes are carried out, and / or remotely if necessary for reasons of health emergency.



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The tutoring may be carried out on site at “Viale del Risorgimento n.2” or “Via Terracini n.28, Bologna” or remotely in accordance with the procedures indicated in art. 7. There is no provision for the reimbursement of telephone and/or internet expenses incurred when carrying out remote work.

The hours of work must be performed within the academic year 2023/2024.

The grant for the provision of tutorial services amounts to 3.112,50 euros gross, i.e. inclusive of the social security contributions for which the person is responsible (1/3 contribution rate). Said amount is exempt from income tax (IRPEF) (art. 4 Law 476/1984).

The award of the grant for the provision of tutorial services shall in no way constitute a contract of employment and shall not entitle appointees to any priority points for the purposes of public competitions.

ART.2 – REQUIREMENTS

The following requirements must be met in order to obtain a grant for the provision of tutorial services:

- 1) candidates must not be more than 30 years' old on the date of expiry of the call for applications (they must have not yet turned 30)
- 2) candidates must be enrolled for the a.y. 2023/2024 academic year at the **University of Bologna** on one of the degree programmes of the department:
 - Second-cycle degree programme (*enrolled students must have obtained their first-cycle degree qualification by the date of expiry of the call for applications*)

Students who have made false declarations or produced falsified documents in order to obtain a benefit within the competence of the University or of ER.GO can't be participate in this call for applications, or relating to a competition managed by the University on behalf of other entities.

ART.3 – SUBMISSION OF APPLICATIONS

Use the SOL bandionline procedure (*to activate it, contact cesia.assistentzadidattica@unibo.it*)

Applications to participate in the call must be submitted by 1 p.m. on 1th December 2023 and may only be submitted via the “studenti online” application.

To use the application:

1. access studenti.unibo.it using your SPID username and password
2. click on the “calls for applications” button
3. Select the “CALL FOR APPLICATIONS FOR NO 4 GRANTS FOR THE PROVISION OF TUTORIAL SERVICES AT ENGINEERING-ARCHITECTURE EDUCATION SERVICES FOR ACTIVITIES OF THE DEPARTMENT OF INDUSTRIAL ENGINEERING (Bologna campus)”

International non-EU students without ID issued in Italy, who cannot acquire SPID, can access with university username and password.

The system will automatically verify whether or not the candidates meet the requirements in terms of age (see art. 2 - point 1) and enrolment for the 2023/2024 academic year (see art. 2 - point 2). If the requirements are met, candidates may proceed with the online application.

Please Note: check contact information.



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Candidates can obtain help or guidance regarding the on-line completion of the application to participate by calling the Studenti Online Help Desk at the following number: +390512080301 from Monday to Friday, between 9 am and 1 pm and between 2 pm and 5 pm, or by sending an e-mail to the following address help.studentionline@unibo.it.

To find out information regarding calls for application, candidates can contact the Settore Servizi Didattici “Ingegneria-Architettura” office by sending an email to didattica.ingegneria-architettura@unibo.it.

Communications concerning the call for applications will be sent to the institutional e-mail address student@studio.unibo.it.

NOTES:

The application will be deemed valid only if the student completes the above procedure and provides the required documentation.

The application may not be submitted to the offices in paper format or by email.

The application to participate must be accompanied by the following documents (in PDF format):

- curriculum vitae (which must follow the template attached to the call for applications and available on the University website at the above web addresses)
- self-certification regarding the duration and grade of the candidate's first degree: only for those enrolled in their first year of a second-cycle degree who have obtained a three-year first-cycle degree at the University
- photocopy of a valid ID document
- other documents may be added in the “curriculum” section by clicking on the “add documents” button.

a) Italian and European Union citizens can self-certify their academic and professional qualifications in accordance with the provisions of articles 46 and 47 of Italian Presidential Decree (DPR) 445/2000.

b) Citizens from outside of the European Union who have a valid permit of stay in Italy or who are otherwise authorised to be in the country must abide by the provisions of paragraphs 2 and 3 of art. 3 of DPR 445/2000.

Apart from the cases contemplated in paragraphs a) and b), personal qualities, status and facts must be documented through certificates issued by the competent authority in the foreign country, accompanied by a translation into Italian which must be authenticated by the Italian Consular authority who confirms it is true to the original, having cautioned the interested party on the criminal consequences of producing false documents or deeds.

The Administration reserves the right to check the veracity of any statements or declarations made. Without prejudice to the penalties provided for under art. 76 of DPR 445/2000, if said check uncovers any falsehoods in the content of the declaration, the declarant shall no longer be entitled to the grant to provide tutorial services.

ART.4 – SELECTION CRITERIA

The grant for the provision of tutorial services will be awarded following a competitive public selection procedure by a Selection Committee.

The Committee will rank the list of candidates, taking into account:



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- a) the curriculum vitae and significant qualifications of the candidates, in accordance with the criteria specified below, with up to a maximum of 40 points available
- b) the outcome of the interview for which up to a maximum of 60 points are available.

Significant qualifications will be assessed taking into consideration:

- for students enrolled in the first year of a second-cycle degree programme: the degree classification and the number of years it took to obtain the qualification. (The degree qualification must have been obtained before the call for applications deadline)
- for students enrolled in subsequent years of a second-cycle or single-cycle degree: the number of credits obtained and entered into the academic record as at 08/11/2022, with a penalty of 5 points for those who are enrolled “fuori corso” (i.e. they have not completed all their exams within the prescribed period)

PLEASE NOTE:

For the purpose of assessing the number of credits obtained, only those recorded by the above date will be considered

In the event of changing degree programme or transferring from another University, credits earned during the old degree programme are only deemed valid if recognised by the new degree programme.

In the event of matriculation following a previous withdrawal or loss of student status, or to obtain another first-cycle degree, any recognised credits originating from the previous academic degree are not deemed valid for the purposes of this call for applications.

Recognised credits deriving from previous individual learning activities are not deemed valid and neither are those relating to additional learning activities.

The credits (and exams) earned by students at foreign Universities, whether in the context of participation in exchange programmes or otherwise, are only considered if earned during the period in question and entered into the academic record.

Candidates will be interviewed in order to assess their characteristics and motivations in relation to the tutoring to be carried out.

The candidates will be notified of the date, time and place of the interview through a notice posted on “Studenti online” application (SOL).

Candidates who do not attend the interview at the time and place indicated, for whatever reason, will be excluded from the ranking list.

In the event of a tie between two or more candidates, preference will be given to the younger candidate.

ART. 5 – INCOMPATIBILITY

The grant for the provision of tutorial services is compatible with the provision of regional study grants (ER.GO).

The grant is incompatible with other grants provided pursuant to Ministerial Decree 198/2003 with a teaching or tutorial services contract.

Incompatibility is determined with reference to the academic year in which the grant is disbursed.

If the winner of the grant is also successful in the competitive selection procedure for part-time collaborators (150 hours), said candidate may use the grant provided that the two activities are not performed at the same time.

ART.6 – RENEWAL



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The tutorial services grant may be renewed for a second year for tutors that, in the academic year in question, meet the subjective requirements referred to in art. 2).

ART.7 – ANNOUNCEMENT OF WINNERS

Winners will be announced by means of a provision issued by “Area della Formazione e Dottorato – AFORM” based on the ranking list drawn up by the Selection Committee, subject to verification of the candidates’ enrolment for the 2023/2024 academic year and that there are no incompatibilities.

Winners will be notified of the announcement and the relative provision will be made available at _ “AFORM - Settore Servizi didattici “Ingegneria-Architettura” Viale del Risorgimento 2, Bologna”.

In order to commence remote tutoring, the winners must already have broadband internet, a telephone number at which they can be reached and the following IT equipment: PC, tablet or smartphone.

The winners must obtain or have already obtained certification in relation to health and safety in study and research environments.

To access online courses, users must login with their university login credentials to the [e-learning platform](https://elearning-sicurezza.unibo.it/): <https://elearning-sicurezza.unibo.it/>

After completing each vocational training course online, students will be able to take the final test directly on the platform. Once they have passed the test, they can download the certificate from [Studenti Online](#). All students, regardless of the language in which the course is delivered, will be able to download the certificate in both Italian and English.

<https://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/salute-e-sicurezza/sicurezza-e-salute-nei-luoghi-di-studio-e-tirocinio>

Before starting the collaboration, students must provide the structure they have been assigned to with the safety courses training certificates;

ART.8 – ACCEPTANCE

Within the peremptory term of ten days of the formal communication of being awarded the grant, winners must send to the University Administration a statement of acceptance, without reservation, of the grant, in accordance with the terms and conditions of the call for applications.

In said statement, winners must also include express confirmation, under their own responsibility, that they are not ineligible due to any of the incompatibilities envisaged in the call for applications.

ART. 9 – RENUNCIATION

If the winner renounces the grant after accepting it but prior to the start of activities, the grant will be offered to other suitable candidates based on the order of the ranking list.

If the assignee renounces at a later date, the remaining part of the grant may be assigned to the next person on the ranking list only if the number of hours still to be worked is not less than 100.

The assignee must send his/her decision to renounce the grant in writing, giving at least 10 days’ notice, to “AFORM - Settore Servizi didattici “Ingegneria-Architettura” didattica.ingegneria-architettura@unibo.it

ART.10 – FORFEITURE



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Assignees will forfeit the grant automatically in the event anyone of the following circumstances applies:

- they withdraw from their studies
- they transfer to another university
- they lose their student status due to having completed their degree.

Revocation may also be provisioning with the act of AFORM if the fellow:

- is responsible for serious misconduct and/or fails to demonstrate sufficient aptitude;
- have made false declarations or produced falsified documents in order to obtain a benefit within the competence of the University or of ER.GO, or relating to a competition managed by the University on behalf of other entities.

ART. 11 – PAYMENT

The grant will be paid in a single instalment within 60 days of receipt from the competent offices of the document attesting to the proper conduct of the activities, issued by director of “Settore Servizi didattici Ingegneria-Architettura”

ART.12 – PERSONAL DATA PROCESSING

Information on the processing of the personal data provided together with the application to participate in this call is published on the University Website at the following link <https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/informative-per-studenti-sul-trattamento-dei-dati-personali>.

ART.13 – PUBLICATION

This call for applications has been published on the Website <https://bandi.unibo.it/agevolazioni/assegni-tutorato>