USEFUL INFORMATION FOR WINNERS OF TUTORING CONTRACS

Please read this document thoroughly and carefully.

General Information

Only selected candidates (those awarded or deemed eligible for the position) will receive an automatic notification from the university's online platform *Personale OnLine*.

If you receive this notification, you **must confirm or decline** the offer by sending an email to didattica.ingegneria-architettura@unibo.it **within 10 days**, clearly indicating the code and the title of the Degree Programme and the Teaching Activity for which you have been selected.

Once the contract has been officially confirmed, the selected candidate **must** get in touch with the course instructor or the Coordinator of the Degree Programme.

After formally accepting the position, if the selected candidate decides to withdraw from the tutoring activity, they must submit a formal withdrawal request. This must be done by filling out the appropriate form (*Modulo per rinuncia volontaria al contratto*), available among the attachments of the call for applications, and sending it to: didattica.ingegneria-architettura@unibo.it

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Tutors are not allowed to conduct lectures.

For any tasks related to the tutoring activity, please refer to the information provided in the call you were selected for and/or to the *Regulations for the Assignment of Teaching, Tutoring, and Language Training Positions, in accordance with Article 23 of Law no. 240/2010* (*Regolamento per l'affidamento di incarichi di insegnamento, di tutorato didattico e di formazione linguistica ai sensi dell'articolo articolo 23 della legge n. 240/2010*).

Authorization

Holders of **Research grants** and/or **PhD candidates** must obtain – **before** starting the tutoring activities – the signed authorization (Nulla Osta) following their respective Regulations and send it to the Engineering-Architecture Educational Services Sector via email: didattica.ingegneria-architettura@unibo.it

Employees of the University of Bologna (Technical-administrative staff) **must** instead request this authorization from the offices of the Personnel Area (APOS) via the following link: https://incarichiextra.unibo.it/incarichi-extra/

Email and Online Services

The University automatically assigns an institutional email address to each winner. The respective access credentials **must be requested** by the winner from the *University IT Services Center - CESIA* (Tel. 0512095900; email: assistenza.cesia@unibo.it).

Access to **all** online services is via login credentials (User: institutional email address and Personal Password).

All University communications will only be sent to the institutional email address.

Contract signing
Winners will receive instructions regarding the signing procedure exclusively via email from personaleonline@unibo.it at the **institutional email address**, sent by the competent office (AFORM - Teaching Planning Sector - Teaching and Tutoring Contracts Office / Settore Programmazione didattica - Ufficio contratti di insegnamento e tutorato).

Payment
To initiate the payment process, the tutor, **after** completing the contracted activity hours, **must** submit an end-of-activity application through the AlmaRegistri platform, as illustrated in the *Operational Manual* excerpt available on the call for application page among the attached documents (*Manuale Operativo AlmaRegistri – Fine attività di tutorato*).

The payment will be issued **within 60 days** following the countersignature by the Department Director, which marks the conclusion of the process.

For issues regarding the submission of the end-of-activity statement, contact the *Engineering-Architecture Educational Services Sector* via email: didattica.ingegneria-architettura@unibo.it

For questions regarding timing and/or fiscal matters related to payment, contact the *Compensation Office* (*ARAG – Settore Fiscale – Ufficio Compensi*) all'email: arag.compensi@unibo.it

Personal, Financial and Social Security Data Declaration
In the event of changes to the declared data, the updates must be promptly communicated to the *Engineering-Architecture Educational Services Sector* (didattica.ingegneria-architettura@unibo.it) and the *Compensation Office* of the *Finance and Accounting Area* (arag.compensi@unibo.it) by sending a newly updated and signed form.

Digital Signature
If already in possession of a remote digital signature issued by the University of Bologna, the tutor may continue to use it for contract signing and associated activities.
If not, refer to the following link for further instructions:
https://intranet.unibo.it/MioPortale/Pagine/DocentiFirmaDigitaleRemota.aspx

Codice etico e normativa di riferimento
By signing the contract, the tutor commits to adhering to the conduct obligations outlined in the Code of Ethics (*Codice Etico*), issued pursuant to *Legge n. 240/2010* and implementing the Presidential Decree (D.P.R. 62/2013). These can be found in the *NormAteneo* Portal sections via the indicated links:

- Codice di comportamento DPR 16 aprile 2013 n. 62
- Codice Etico dell'Alma Mater Studiorum Università di Bologna

Additionally, the following reference regulations must also be reviewed:

- Regolamento per la disciplina dei contratti di insegnamento e tutorato
- Manuale "Sicurezza e salute"
- Informative sul trattamento dei dati personali

Contacts

Engineering-Architecture Educational Service Sector
(Settore Servizi didattici Ingegneria-Architettura)
Ufficio Servizi di supporto per l'offerta formativa e la programmazione didattica
Email didattica.ingegneria-architettura@unibo.it

Teaching Planning Sector
(Settore Programmazione didattica)
Ufficio Contratti di insegnamento e tutorato
Email aform.profacontratto@unibo.it

IT Services Help Desk
(Help Desk servizi informatici)
Tel. 0512099969
Email cesia.assistenzadidattica@unibo.it