



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
CESENA CAMPUS BRANCH

### CALL FOR APPLICATIONS NO. 1

**CLOSING DATE FOR APPLICATIONS: FRIDAY 13 OCTOBER 2023, 12.00 P.M.**

### CALL FOR APPLICATIONS FOR NO. 2 GRANTS FOR THE PROVISION OF TUTORIAL SERVICES COVERING N. 60 HOURS AT SETTORE SERVIZI DIDATTICI CESENA MASTER COURSE IN PSYCHOLOGY OF WELLBEING AND SOCIAL INCLUSIVITY (BOLOGNA)

#### 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 1 grant for the provision of tutorial services covering **60 hours each**, for the needs of the Master Course in Psychology of wellbeing and social inclusivity (Bologna).

The tutor, in collaboration with the Degree Programme Director, will act as an interface between students and the course of study, providing a concrete point of reference for didactic activities, to find information, as well as to collect reports about any critical issues and in general requests from students related to both logistical and organizational aspects and other types of problems.

The tutor will ensure informational and organizational support for orientation initiatives and will be responsible for activities related to the detection of the quality of teaching and the administration, remotely or in person, of related questionnaires. The activities will take place both in-presence at the Department of Psychology offices in Bologna and remotely. For the activity to be carried out remotely, the winner must have a suitable Internet connection, a telephone line to be reachable and a personal computer (fixed or laptop). Reimbursement of telephone and/or internet connection expenses is not included.

Working hours must be performed within the academic year 2023/2024.

The grant for the provision of tutorial services amounts to 747,00 euros gross, i.e. including the social security contributions for which the person is responsible (1/3 contribution rate). This 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 be younger than 30 years' old on the date of expiry of the call for applications (**not having turned 30 yet**);
- 2) candidates must be enrolled for the academic year 2023/2024 to a Ph.D degree programme (also courses activated in agreement or consortium with other universities).

***It is possible to participate in the call for applications prior to completing enrolment. Enrolment for the academic year 2023/2024 will be checked following the outcome of the selection procedure and is an essential requirement for being awarded the grant. Enrolment for the academic year 2023/2024 must be completed within 10 days of the communication of the selection result.***

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.

Applications to participate in the call must be submitted **by 12.00 p.m. on Friday 13 October 2023** and may only be submitted via [www.studenti.unibo.it](http://www.studenti.unibo.it).

To use the application:

1. access [www.studenti.unibo.it](http://www.studenti.unibo.it) using your SPID username and password;
2. click on the "Calls for applications" button;
3. Select the call for applications of interest.

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



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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 academic year 2023/2024 (see art. 2 - point 2). If the requirements are met, candidates may proceed with the online application.

**Please note: check contact information.**

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 9.00 a.m. and 1.00 p.m. and between 2.00 p.m. and 5.00 p.m., or by sending an e-mail to the following address [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

To find out information regarding calls for application, candidates can contact Ufficio gestione CdS Psicologia (e-mail: [campuscesena.didattica.psi@unibo.it](mailto:campuscesena.didattica.psi@unibo.it)).

Communications concerning the call for applications will be sent to the institutional e-mail address [student@studio.unibo.it](mailto: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 both sides;
  - 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 comprising Carlo Tomasetto, Elisa Ciaramelli and Rita Chiesa. Substitute: Monica Rubini.

The Committee will rank the list of candidates, considering:

- 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 available.

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

Given the international connotation of the master's degree course, special consideration will be given to knowledge of the English language (level B2 or higher) documented by the course of studies undertaken or by the curriculum vitae that candidates attach to their application.

In addition, since many activities will have to be carried out in on-site presence, the greater availability for on-site presence will constitute an element of preference.

**Interviews with candidates will be held online through Microsoft Teams according to a schedule that will be communicated to interested parties via e-mail.**

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

The interview will be conducted in English and Italian.



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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. Therefore, if the student winner of the grant has already started the activity of collaboration 150 hours, he must complete it before starting the tutorial service and vice versa. It is possible, in particular cases and with the express consent of all the structures involved, to suspend the activity of collaboration 150 hours started to carry out the tutorial service and resume it at the end of the tutorial service, and vice versa.

#### **ART.6. RENEWAL.**

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 Cesena Campus' Manager based on the ranking list drawn up by the Selection Committee, subject to verification of the candidates' enrolment for the academic year 2023/2024 and that there are no incompatibilities.

Winners will be notified by e-mail at the student's institutional address @studio.unibo.it.

In order to begin activities, winners must already have a flat Internet connection, a telephone line on which they can be reached, and a desktop or laptop personal computer.

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-oppunita/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.

**Winners will have to obtain a certificate of no impediment from the PhD Academic Board.**

#### **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 Settore Servizi didattici, Ufficio gestione CdS Psicologia ([campuscesena.didattica.psi@unibo.it](mailto:campuscesena.didattica.psi@unibo.it)).

#### **ART.10. FORFEITURE.**

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

- they withdraw from their studies;



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- 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 Cesena Campus' Manager 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 the Head of Settore Servizi Didattici di Cesena upon authorization of the Degree Programme Director.

**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>.

The Manager  
*Dr. Leonardo Piano*  
(digitally signed)