



ALMA MATER STUDIORUM – UNIVERSITY OF BOLOGNA

CLOSING DATE FOR APPLICATIONS: 17th May 2022 at 12 pm

CALL FOR APPLICATIONS FOR NO. 1 GRANT FOR THE PROVISION OF TUTORIAL SERVICES AT THE RIMINI CAMPUS

(established with Executive Provision/Decree no. Rep. 2705/2022 Prot. 90958 del 2/5/2022)

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 **100 hours**.

The tutor will be responsible for the information and organization of orientation initiatives and will have to take part in orientation events organized by the University of Bologna and the School of Economics and Management (Almaorienta and Open Days); he/she will have to actively support communication activities through the use of the dedicated e-mail box, social media and institutional websites; he/she will have to provide support in relation to online teaching; he/she will have to guarantee candidates who express an interest in enrolling and students who are going to enroll a concrete point of reference concerning services in support of teaching. In order to guarantee the performance of the activities, the tutor will be trained to acquire in-depth knowledge of the Unibo portal, so as to have full command of the information to be disseminated in a timely manner to users; to this end, the tutor will have a dedicated e-mail address for the entire duration of the tutorship.

The tutoring may be carried out on site at the Rimini Campus in Via Angherà, 22 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 2021/2022.

The grant for the provision of tutorial services amounts to **€ 1.132,00** 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 2021/2022 academic year at the **University of Bologna** on one of the following degree programmes:
 - Second-cycle degree programme 8839 **Resource Economics and Sustainable Development** or 8842 **Amministrazione e Gestione d'Impresa – curriculum Service Management** or 8609 **Tourism Economics and Management**;
- 3) English language knowledge at level B2 or higher (CEFR).



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ART.3 – SUBMISSION OF APPLICATIONS

Applications to participate in the call must be sent by email from your @studio.unibo.it account to campusrimini.didatticaseas@unibo.it with the following object “**Bando per un assegno di tutorato per CLEI FINMA**” and by attaching the following documents:

- **annex A**
- **curriculum vitae**
- **identity card/passport**
- for **first year** students: self-certificate of the **bachelor degree** with legal duration of studies, date and final grade obtained and transcript of records of exams passed (for qualifications obtained in Italy) or certificate of the bachelor degree with legal duration of studies, date and final grade obtained, the grading system and the transcript of records of exams passed (for qualifications obtained abroad)
- for **second year** students: self-certificate with transcript of records of exams passed and GPA.

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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 Maria-Gabriella Baldarelli, Selena Aureli, Ilaria Tamburini.

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

- 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;
- for students enrolled in subsequent years of a second-cycle degree programme: the number of credits obtained and entered into the academic record as at applications deadline 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).



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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 interview will be held **remotely** on **25th May 2022 starting from 9.30 am** on [Teams](#).

This call for applications constitutes an invitation to interview. Candidates who do not attend the interview at the time and place and in the manner indicated, for whatever reason, will be excluded from the ranking list.

The interview will assess:

- knowledge of IT working tools (Office package, website navigation, online research);
- fluency in Italian language (for foreign candidates);
- fluency in English language (for Italian candidates);
- knowledge of the main social media;
- any work experience, organisational and similar activities in public and private universities and in companies or non-profit organisations.

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.



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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 the Head of the Ravenna and Rimini Campus based on the ranking list drawn up by the Selection Committee, subject to verification of the candidates' enrolment for the 2021/2022 academic year and that there are no incompatibilities.

Winners will be notified of the announcement and the relative provision by email to @studio.unibo.it

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 or laptop. No telephone or broadband internet expenses will be refunded.

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/>

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>

Furthermore the winners must watch the Covid-19 training video "Staying safe at the University: Covid-19 prevention".

Before starting the collaboration, students must provide the structure they have been assigned to with:

- the safety courses training certificates;
- a self-certificate confirming they watched the COVID-19 video – the Covid-19 course self-certification (<https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/paid-tutoring-activities>).

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 (Ufficio Scienze Economiche, Aziendali e Sociali campusrimini.didatticaseas@unibo.it) 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.

The assignee must send his/her decision to renounce the grant in writing, giving at least 10 days' notice, to Settore Servizi Didattici "Campus di Rimini" - Ufficio Scienze Economiche, Aziendali e Sociali (campusrimini.didatticaseas@unibo.it).



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ART.10 – FORFEITURE

Assignees will forfeit the grant in the event any one 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.

The grant may be forfeited also in cases of serious misconduct and/or failure to demonstrate the right attitude.

Forfeiture of the grant will be announced by means of a provision of the Head of the Ravenna and Rimini Campus.

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 Settore Servizi Didattici del Campus di Rimini, upon confirmation 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>.

According to Law 241/90, responsible is Filippo Pigliacelli.

ART.13 – PUBLICATION

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