



SELECTION PROCEDURE FOR AWARDING TUTORING ACTIVITIES FOR INTERNATIONAL STUDENTS (art. 2 DM n. 198/2003)

First semester - a.y. 2022/2023

Art. 1 - Definition	2
Art. 2 - Call for applications	2
Art. 3 - Performance and characteristics of the service	2
Art. 4 – Remuneration	3
Art. 5 - Admission requirements	3
Art. 6 - Application and submission deadlines	6
Art. 7 - Selection Committee.....	7
Art. 8 - Assessable qualifications and interview	7
Art. 9 - Ranking and awarding of activities/assignments.....	7
Art. 10 – Training.....	7
Art. 11 - Acceptance of nomination as winner of this selection procedure	8
Art. 12 - Person in charge of the procedure	9
Art. 13 - Processing of personal data	9

Art. 1 - Definitions

1. For the purposes of this call for applications
 - a) **University** shall mean Ca' Foscari University of Venice;
 - b) **courses of study** shall mean courses established and activated in the University, or in other partner universities, for the award of one of the academic qualifications referred to in the following point;
 - c) **academic qualifications** shall mean the Master's Degree and the PhD;
 - d) **Master's Degree programmes** shall mean courses of the academic system pursuant to Ministerial Decree No. 270/2004;
 - e) **PhD programmes** shall mean the courses of the academic system pursuant to Ministerial Decree No. 224/1999 and Ministerial Decree No. 45/2013;
 - f) **inter-university courses of study** shall mean courses established in agreement with other Italian or international universities;
 - g) **student** shall mean a person enrolled in a course of study at the University;
 - h) **CFU credits** shall mean the university training credits provided for by Ministerial Decrees No. 509/1999 and No. 270/2004;
 - i) **part-time student** shall mean a person who is enrolled in a course of study at the University on a part-time basis, as referred to in Article 25, paragraph 3 of the University Teaching Regulations issued on 4 December 2012 as amended and supplemented.

Art. 2 – Call for applications

1. The Department of Molecular Science and Nanosystems announces a selection **by qualifications and interview** for awarding tutoring activities for international students enrolled in the English toughed Master's Degree programmes of the Department to **3 (three) competent and meritorious students** enrolled in PhD programmes and Master's Degree programmes at Ca' Foscari University of Venice to be carried out during the **1st semester - Academic Year 2022/2023**.

Art. 3 - Performance and characteristics of the service

1. Tutors must ensure their availability throughout the entire period of the service.
2. The selected tutors will carry out welcoming activities, administrative and didactic assistance, as well as possible linguistic support for students enrolled in the English toughed Master's Degree programmes of the Department.
3. Specifically, the following activities are available for application:

N. Contracts	Hours	Activities
3	30 each one	Welcoming activities for students enrolled in the English toughed Master's Degree programmes of the Department. Dissemination of practical information regarding the organization of the Master's Degree Courses (lesson times, classrooms, teachers' reception, exams, etc.). Language support.

4. Selected tutors will undergo compulsory training on the activity to be carried out.
5. Successful candidates **may have carried out or carry out in the academic year 2022/2023 other specialised and teaching tutoring activities of the University**, being aware that the total specialised tutoring activity of each individual tutor may not exceed 90 hours per academic year¹.
6. This tutoring activity is compatible with the award of study grants under Legislative Decree No. 68 of 29 March 2012 (regional grants for the right to study).

Art. 4 - Remuneration

1. For this activity, the tutor will be paid a grant in the form of allowance in the gross hourly amount of € 20.00, also including the charges born by the University.
2. The remuneration is tax-free.
3. The remuneration referred to in paragraph 1 above shall not be paid to the tutor who has failed to complete at least 30% of the maximum number of hours of activities provided. The grant shall be paid even in case of failure to achieve this percentage if the interruption is justified by proven health reasons.
4. The tutor undertakes to **activate the CartaConto Ca' Foscari**, as the only method for crediting the amount due, within 15 days from the acceptance of the nomination as winner of this selection procedure, at one of the branches of the banking institute that has entered into an agreement with the University. Failure to activate the card will result in forfeiture of the right to receive the amount due².

¹ For proven needs of continuity relating to particularly complex tutoring projects whose fulfilment requires a longer duration, a single tutor may carry out up to 150 hours of tutoring activities.

² **PhD students** may choose the procedure for having their monthly grant credited: they may activate the CartaConto Ca' Foscari or use their own current account.

Art. 5 - Admission Requirements

1. For admission to the selection referred to in Art. 2, candidates shall fulfil the following requirements, which must be met as of **October 10 at 12.00 PM**, the deadline for submitting the application.

2. **REGULAR REGISTRATION**

To be eligible for selection under Art. 2, candidates must:

- a) be duly enrolled for the academic year 2022/2023;
- b) have regularly paid all university fees and contributions for the academic year **2021/2022** and **undertake to enrol** for the academic year 2022/2023 no later than October 3rd;
- c) have regularly paid only the university fees and contributions for the academic year 2021/2022 if they wish to **graduate** in the autumn session of the academic year 2021/2022 (October-November 2022.) or in the special session of the same academic year (February-April 2023) **and not be enrolled in supplementary years (*fuori corso*) in the same academic year 2021/2022.**

3. **ENROLLMENT for the a.y. 2022/2023 AND ACADEMIC REQUIREMENTS**

Tutoring activities under this call for applications will be open to students currently enrolled:

- a) in a Master's Degree programme up to the standard duration of studies **plus one academic year**;
- b) in a PhD programme;
- c) in an inter-university course of study - related to Master's Degree programmes, PhD programmes - to attend part of the activities provided in their study plan at Ca' Foscari University of Venice.

These requirements must be met as of the date of application.

Please note that upon accepting the nomination as winner of this selection procedure, candidates are required to be students at Ca' Foscari University.

4. **Period of study** shall mean the standard duration, as provided for by the academic regulations set out in Ministerial Decree No. 509/1999 and Ministerial Decree No. 270/2004, of the course of study starting from the first year of enrolment.

First year of enrolment shall mean the first year of enrolment for the **first time at any university**. All years in which the student has been enrolled in any course of study, at this or another university, other than the one in which they are currently enrolled shall be considered career years. Therefore, the career year may also not coincide with the academic year.

In the above-mentioned count of career years required to claim the benefit:

- a) any years of suspension/interruption of studies shall not be counted.
- b) for students who enrolled in the course as "full-time" students and who, during their university career, **switched to "part-time"**, for the purposes of determining the number of years and the

consequent academic requirement referred to in paragraph 5 below, each academic year attended as a "full-time" student shall be counted as two "part-time" years.

For the purposes of determining the number of years and the consequent academic requirement referred to in paragraph 5 below, two academic years attended as a "part-time" student shall be counted as one "full-time" year; the single academic year attended as a "part-time" student shall in any case be counted as one "full-time" year.

5. Students currently enrolled **for the academic year 2022/2023 in the first year** of the following courses of study:
 - a) Master's Degree programme;
 - b) PhD programme;shall only be required **to enrol in the course**.
6. Students **enrolled, for the academic year 2022/2023, in years following the first**³ must meet the following **academic requirements as of October 10 at 12.00 PM**, the deadline for submitting the application to join the selection procedure:
 - a) for **Master's Degree programmes**:
 - at least 18 CFU credits for the student enrolled in the second year;
 - at least 60 for the student enrolled in the first supplementary (*fuori corso*) year.For *part-time* students enrolled in years following the first, the requirements are as follows:
 - for the second year, 12 CFU credits;
 - for the third year, 24 CFU credits;
 - for the fourth year, 42 CFU credits;
 - for the fifth year, 60 CFU credits.
 - b) for **PhD programmes**: admission to the following year in accordance with the procedures laid down in the respective teaching regulations.
7. In the case of a transfer from another university or an internal transfer from one course of study to another, only credits awarded for the course in which the student is enrolled shall be valid.
8. Without prejudice to the previous paragraph, CFU credits shall not be considered valid in the following cases:
 - when obtained from previous careers that ended with the award of the degree or following withdrawal/forfeiture or when obtained from other activities, including those undertaken prior to enrolment, following which career credits have been awarded;

³ If the student **wishes to graduate** in one of the sessions scheduled for the academic year 2021/2022 (autumn session of the academic year **2021/2022** -October-November 2023- or an extraordinary session of the same academic year -February-April 2023 - and has successfully paid all university fees and contributions for the academic year 2021/2022 (see Art. 5, paragraph 1, letter c), the minimum number of credits will be calculated **with reference to the academic year 2022/2023** - the year for which the student is applying for tutoring -.

- when obtained from single courses prior to enrolment in the degree and/or Master's Degree programme;
 - when obtained from examinations not fully taken (partial examinations shall not be considered).
9. Students enrolled in a Master's Degree programme may not be holders of an old-system degree, a degree awarded abroad that is considered a second-level degree, a specialised degree, a master's degree, a diploma issued by a Conservatory/Academy of Fine Arts, or a second-level (two-year) academic diploma issued pursuant to Ministerial Decree No. 508/1999.
 10. Students with non-Italian citizenship who are successful in the selection will not be required to certify their Italian language proficiency (B1/ B2 level) if they are enrolled in a Master's Degree programme or a PhD programme and have obtained a high school diploma in the Italian language from an institute with a registered office in Italy and/or a degree in the Italian language from a university with a registered office in Italy.
 11. Obtaining an academic qualification after accepting the nomination as winner of this selection procedure and while carrying out the specialised tutoring activity may not prevent the students from commencing/continuing of the activity.

Art. 6 - Application and submission deadline

1. The application shall be submitted exclusively by filling in the online Application Form <https://apps.unive.it/domandeconcorso-en/accesso/dsmn-tutor2-intern-1-sem-2022-23>
2. Forms and applications received after October 10 at 12.00 PM may not be accepted.
3. When submitting the application, under penalty of exclusion from the selection, candidates are required to enclose:
 - A copy of their ID card;
 - a **curriculum vitae in European format** complete with photo, original signature, list of the qualifications held.
 - self-certification of enrollment at the University **indicating the examinations taken and their grades**(if enrolled in a PhD course, the indication of the exams taken is not necessary);
 - self-certification of bachelor's degree graduation **indicating the examinations taken and their grades** and the title of the final exam (if the candidate is enrolled in a master's degree course);
 - self-certification of a bachelor's and master's degree **indicating the examinations taken and their grades** and the title of the final tests (if the candidate is enrolled in a PhD course).
4. PhD students shall enclose written authorisation from the PhD coordinator to carry out the activity covered by the call for applications.

5. Applications that are incomplete or containing untruthful information or those received after the deadline shall be discarded.
- 1 For information please contact: Educational programmes office - Department of Molecular Sciences and Nanosystems, ref. Giulia Tronco, e-mail didattica.dsmn@unive.it, tel. 041-234 8509.

Art. 7 - Selection Committee

1. The selection will be carried out by a Committee specifically appointed by the Director of the Department of Molecular Sciences and Nanosystems with a subsequent provision.
2. The Committee shall first define the criteria for assessing the qualifications.

Article 8 - Assessable qualifications and interview

1. The Committee may award a total of 30 points between qualifications and interview, prioritised as follows:
 - the weighted average of the credits acquired and the marks obtained in the exams in the study courses attended;
 - certified knowledge of the English language, at least B2 level of the European Reference Framework which will be ascertained during the interview;Candidates must also be in possession of the following requirements:
 - good communication and interpersonal skills;
 - intercultural and problem-solving attitudes and skills.
2. Interviews will be held in English, indicatively from mid October according to the specific calendar referred to in the following paragraph.
3. Within 20 days from the deadline of the announcement, the calendar for calling successful candidates will be communicated through a notice published on the University website at <https://www.unive.it/pag/18496/> The calendar will indicate the date and place of the selection and the order in which candidates will be called.
4. The publication shall have the effect of notification; therefore, successful candidates shall appear, without further notice, at the place, day and time indicated, to attend the interview.
5. In order to be admitted to the test, candidates shall bring a legally valid personal identity document.

Art. 9 - Ranking and awarding of activities/assignments

1. At the end of the selection process, the Committee will draw up a ranking list based on the scores awarded.

In case of withdrawing by the winner, the ranking will be scrolled.

In case of a tie, the preference will be determined by the youngest age of the candidate.

The ranking list will be published on the University website at <http://www.unive.it/pag/18496/> within 30 days from the deadline of the announcement
2. The ranking shall remain valid for one year from the date of publication.

Art. 10 - Training

1. The tutors will be specifically trained to carry out the activity.
Training hours will not be considered as tutoring and will not form part of the total number of hours.
2. The tutors **will undertake to fulfil the training obligation on health and safety in the workplace** (Ministerial Decree No. 363/1998; Legislative Decree No. 81/2008 as amended; ASR 21/12/2011), within the deadlines and according to the procedures contained in the invitation to the course "General Staff Training on the subject of Health and Safety in the Workplace", which will be sent upon signing the collaboration contract.
3. Tutors are required to fully read the **Code of Ethics and Conduct** issued by R.D. No. 1116 of 05 November 2019 and entered into force on 12 November 2019, available on the University website at <https://www.unive.it/pag/8162/>.

Art. 11 - Acceptance of nomination as winner of this selection procedure

1. Each successful candidate will be awarded the assignments referred to in Art. 3 for a **total commitment of 30 hours** to be carried out during the 1st semester of the a.y. 2022/2023.
2. The tutor may not be an employee of the university.
3. For this activity, the tutor will be paid a grant in the form of an allowance in the gross hourly amount of € 20,00, also including the charges born by the University
4. The remuneration is tax free.
5. The activities will be carried out at Ca' Foscari University of Venice.
6. The tutor undertakes to **activate the CartaConto Ca' Foscari**, as the only method for crediting the amount due, within 15 days from the acceptance of the nomination as winner of the call for applications. Failure to activate the card will result in forfeiture of the right to receive the amount due⁴.
7. The candidate selected to carry out the tutoring activity will be required to accept the nomination as the winner of this selection procedure. The following information will be defined in the communication
 - a) the number of hours of activity to be compulsorily carried out by the candidate, without prejudice to a maximum limit of 90 hours per academic year⁵;
 - b) the benefit provided in the form of an allowance and the payment procedures;
 - c) the explicit clarification that the tutoring activity does not constitute an employment relationship;
 - d) the explicit clarification that the remuneration will be paid tax-free;

⁴PhD students may choose the procedure for having their monthly grant credited: they may activate the CartaConto Ca' Foscari or use their own current account.

⁵ For proven needs of continuity relating to particularly complex tutoring projects whose fulfilment requires a longer duration, a single tutor may carry out up to 150 hours of tutoring activities.

- e) the explicit mention of insurance against accidents;
 - f) the safety training obligation under Legislative Decree No. 81/2008;
 - g) the explicit mention of compliance with the **Code of Ethics and Conduct** issued by R.D. No. 1116 of 05 November 2019 and entered into force on 12 November 2019, available on the University website at <https://www.unive.it/pag/8162/>;
 - h) the obligation to register with the separate national insurance and pension scheme for self-employed and independent contractors (*Gestione separata INPS*)
 - a) the commitment by the Tutor to read and comply with the provisions of the "**Ca' Foscari University of Venice Personal Data Protection Regulations**" and the Annexes thereto, as well as R.D. No. 1596 of 14/12/2021 **appointing the Tutor as Data Processor** and undertakes to comply with the directions provided therein. R.D. No. 1596 of 14 December 2021 is available at <https://www.unive.it/pag/44354/>.
8. The tutor may not be an employee of the university.
9. The Tutor may lose the right to benefit from the above allowance upon occurrence of the following circumstances:
- the Tutor fails to complete at least 30% of the activity hours provided for in the above-mentioned call for competitions
 - the Tutor is not available to commence and carry out the activities provided for in the above-mentioned notice within the established deadline and in compliance with the schedules defined by the reference department of the University;
 - the Tutor suspends the activities provided for in the call or is unable to perform them;
 - serious defaults;
10. Unavailability by the Tutor to start the activity or suspension of the activity for the following reasons may not be considered as failure to comply:
- participation in international exchange programmes;
 - compulsory attendance of university lectures;
 - university examinations;
 - serious health reasons and other duly substantiated reasons of force majeure.

Art. 12 - Person in charge of the procedure

The person in charge of the procedure, pursuant to Law No. 241/1990, is Ms. Sonia Barizza, Department Secretary.

Article 13 - Processing of personal data

1. Personal data will be processed in compliance with the provisions of EU Regulation 2016/679 "General Data Protection Regulation - GDPR" and Legislative Decree No. 196/2003 as amended

"Personal Data Protection Code"; for further information, please refer to the information available when filling in the application form.

The call is available at <http://www.unive.it/data/30402/> and at the dedicated page of the departmental website: <http://www.unive.it/pag/18496/>

Mestre (VE), 27/09/2022.

The Head of the Department of Molecular Sciences and Nanosystems

Prof. Maurizio Selva

(Digitally signed pursuant to Article 24 of Legislative Decree 82/2005 (CAD) and subsequent amendments and additions)

SEEN: THE MANAGER OF THE ADMINISTRATIVE PROCEDURE

DEPARTMENT SECRETARY: Ms Sonia Barizza