



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

Semester I – a.y. 2024/2025

Art. 1 - Definitions	2
Art. 2 - Call for applications	2
Art. 3 - Performance and characteristics of the service	2
Art. 4 - Admission Requirements.....	3
Art. 5 – Requirements for taking part in the selection (assessed by the Committee during the interview) and for carrying out the activities.....	6
Art. 6 - Application and submission deadline	6
Art. 7 - Selection Committee.....	7
Art. 8 - Assessable qualifications	7
Art. 9 – Ranking list and appointment	8
Art. 10 – Training	8
Art. 11 - Acceptance of nomination as winner of this selection procedure	8
Art. 12 - Person in charge of the procedure	10
Art. 13 - Processing of personal data	10

Art. 1 - Definitions

1. For the purposes of this call for applications
 - a. **University** shall mean Ca' Foscari University of Venice
 - b. **Programmes** shall mean programmes 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 Master's Degree and PhD
 - d. **Master's Degree** programmes shall mean programmes of the academic system pursuant to Ministerial Decree No. 270/2004
 - e. **PhD** programmes shall mean the programmes of the academic system pursuant to Ministerial Decree No. 224/1999 and Ministerial Decree No. 45/2013
 - f. **Inter-university programmes** shall mean programmes established in agreement with other Italian or international universities
 - g. **Student** shall mean a person enrolled in a programme at the University
 - h. **CFU** shall mean the university training credits following Ministerial Decrees No. 509/1999 and No. 270/2004
 - i. **Part-time student** shall mean a person enrolled in a programme at the University on a part-time basis, as referred to in Art.25, paragraph 3 of the University Teaching Regulations issued on 4 December 2012 and subsequent amendments and additions

Art. 2 - Call for applications

1. The Department of Molecular Sciences and Nanosystems announces a **selection based on qualifications and interview** for awarding tutoring activities for international students to n. 1 (one) capable and deserving student enrolled in PhD or Master's Degree programmes at Ca' Foscari University of Venice to be carried out during **semester I, a.y. 2024/25**.

Art. 3 - Performance and characteristics of the service

1. The tutor must ensure their availability throughout the entire period of the service.
2. The tutor will carry out supporting activities for international students, specially incoming orientation and welcome.

Specifically, the following activities are available for application:

Position(s)	Hours	Activities
1	30	- Administrative support in filling-in the Study Plan and other aspects of academic life - Activities aimed at their integration into their new university environment and knowledge of the city context, including possible language support.

3. For said activities, the tutor will receive a gross payment of € 20,00 per hour, including the charges to be borne by the institution.
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 a.y. 2024/25 other specialised and teaching tutoring activities of the University**, being aware that the total specialised tutoring activity of each tutor may not exceed 90¹ hours per academic year.
6. This tutoring activity is compatible with the award of scholarships under Legislative Decree n. 68 of 29 March 2012 (Regional scholarships for the right to study).

Art. 4 - Admission Requirements

1. For admission to the selection referred to in Art.2, candidates shall fulfil the following requirements as of **29/10/2024 12:00h**, the deadline for submitting the application

2. REGULAR ENROLMENT

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

- a) be duly enrolled for the a.y. **2024/2025**;
- b) have regularly paid all **university fees and contributions** for the a.y. **2023/2024** and **engage to enrol for the a.y. 2024/2025** before the start date of the activity;
- c) have regularly paid the **university fees and contributions** for the a.y. **2023/2024** in case they wish to graduate in the autumn session (October-November 2024) or in the special session (March 2025) of the a.y. 2023/2024 **and not be enrolled in supplementary years (*fuori corso*) in the same a.y. 2023/2024.**

¹ For demonstrated continuous needs related to tutoring projects of particular complexity whose implementation requires a longer time, it is possible for a single tutor to carry out up to 150 hours.

3. **ENROLMENT A.Y. 2024/2025 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 programme - 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 **a.y. 2024/2025 in the first year** of the following programmes:
- a) Master's Degree programme or
 - b) PhD programme

shall only be required to enrol in the course.

6. Students enrolled for the academic year 2024/2025 in years following the first² must meet the following academic requirements as of 29 October 2024 12:00h, the deadline for submitting the application:

- a) for Master's Degree programmes
 - at least 18 CFU for students enrolled in the second year
 - at least 60 CFU for students 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
 - for the third year, 24 CFU
 - for the fourth year, 42 CFU
 - for the fifth year, 60 CFU
- b) for PhD programmes: admission to the following year in accordance with the procedures laid down in the respective teaching regulations.

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.

7. Without prejudice to the previous paragraph, CFU credits shall not be considered valid in the following cases:

- a) 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;
- b) when obtained from single courses prior to enrolment in the degree Bachelor's / Master's Degree programme;
- c) when obtained from examinations not fully taken (partial examinations shall not be considered)

8. 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.

² In case the student wishes to graduate in the autumn session (October-November 2024) or in the special session (March 2025) of the academic year 2023/2024 and therefore is found to have regularly paid fees and contributions for the academic year 2023/24 (see Art.4, paragraph 2, letter c) the minimum number of credits will be calculated with reference to the academic year 2024/2025 - for which they are applying.

9. 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 continuing of the activity.

Art. 5 – Requirements for taking part in the selection (assessed by the Committee during the interview) and for carrying out the activities

1. Candidates are also required to meet the following general requirements:
 - a) knowledge of the Department of Molecular Sciences and Nanosystems' teaching activities;
 - b) communication and interpersonal skills;
 - c) ability to solve practical problems;
 - d) willingness to listen and talk, and ability to communicate and convey information;
 - e) intercultural attitudes and skills;
 - f) computer skills;
 - g) any tutoring experience in supporting international students;
 - h) any work experience similar to the activities specified in the call for applications.
2. These requirements must be met as of the date of application.

Art. 6 - Application and submission deadline

1. To participate in the selection, students are required to submit the specific form available on the University's webpage at:

<https://apps.unive.it/domandeconcorso-en/accesso/dsmn-tutor-intern-1sem-2024-25>

before 29/10/2024 12:00h

2. Applications received after the deadline will not be accepted.
3. Under penalty of exclusion from the selection, candidates are **required to enclose**:
 - **copy of a valid ID**
 - **a curriculum vitae in European format complete with photo**, original signature, list of the qualifications held

Students are invited to include in their curriculum vitae all useful information, especially regarding the selection requirements. Information not included in the curriculum will not be taken into consideration..

- **self-certification of enrolment** (for Master's degree students, also indicating the exams taken and their grades);

- **self-certification of the Bachelor's degree** final grade, exams taken and their grade (for Master's Degree students)
 - **self-certification of the Bachelor's and Master's degree** final grade, exams taken and their grade (for PhD students)
4. PhD students shall enclose written authorisation from the PhD coordinator or their delegate to carry out the activity covered by the call for applications or self-certification of having requested said authorisation. In case the student is selected, and before appointment, the PhD student must send the authorisation to the Teaching Sector of the Department of Molecular Sciences and Nanosystems.
 5. Applications that are incomplete or containing untruthful information or those received after the deadline shall be discarded.
 6. For further information, please contact the Teaching Sector of the Department of Molecular Sciences and Nanosystems (Giulia Tronco), e-mail didattica.dsmn@unive.it, tel. (+39) 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.

Art. 8 - Assessable qualifications

1. The Committee will assign up to 30 points between qualifications and interview
2. The following qualifications will be taken into consideration:
 - the weighted average of the obtained credits and the exam grades in previous degrees
 - certified English level B2 or higher (according to the European Common Framework), which will be assessed during the interview
3. The interviews will be carried out in presence or online, about 15 days after the call deadline, following the calendar established by the following paragraph.
4. Within 7 days after the call deadline, the interview calendar and its characteristics will be published in the Department's website at <https://www.unive.it/pag/18496/> the calendar will include the date and the list of candidates in order.
5. The interview calendar will act as an official call for all intents and purposes; therefore candidates must appear/connect, without further notice, the date and time established in the interview calendar.
6. In order to access the interview, candidates must show a valid ID document.

Art. 9 – Ranking list and appointment

1. At the end of the selection process, the Committee will draw up a ranking list based on the scores awarded following Art. 8. In the event that the successful candidate withdraws, the ranking list will be scrolled down. In the event of a tie, preference will be determined by the candidate's younger age. The ranking list will be published on the Department's website at <http://www.unive.it/pag/18496/> within 30 days from the deadline.
2. The ranking shall remain valid for one year from the date of publication only regarding the positions open in this call.

Art. 10 – Training

1. The tutor will be specifically trained to carry out the activity.
2. Hours spent in training will be considered as tutoring and will count towards the number of hours for a maximum of 2 hours.
3. **The tutor will undertake to fulfil the training obligation in the field of health and safety in the workplace** (Ministerial Decree n. 363/1998; Legislative Decree n. 81/2008 and as amended and supplemented; State-Regions Agreement 21/12/2011), within the terms and according to the methods indicated in the invitation to the course 'General training of workers in the field of health and safety in the workplace'.
4. 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 appointed to carry out the activities in Art.2, within the limit of 90 hours per academic year, from November 2024 to December 2024.
2. Tutors do not hold tenure.
3. For said activities, the tutor will receive a gross payment of € 20,00 per hour, including the charges to be borne by the institution.
4. Payments are tax free.
5. The activities will be carried out in Ca' Foscari University of Venice - Department of Molecular Sciences and Nanosystems, at the Scientific Campus.
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 due.

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 year
- 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
- 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)
- i) 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 lose the right to benefit from the above allowance upon occurrence of the following circumstances:

- a) the Tutor fails to complete at least 30% of the activity hours provided for in the above-mentioned call for competitions
- b) 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
- c) the Tutor suspends the activities provided for in the call or is unable to perform them
- d) serious defaults

9. 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:

- a) participation in international exchange programmes
- b) compulsory attendance of university lectures
- c) university examinations
- d) serious health reasons and other duly substantiated reasons of force majeure

Art. 12 - Person in charge of the procedure

1. The person in charge of the procedure, pursuant to Law No. 241/1990, is Sonia Barizza, Secretary of the Department of Molecular Sciences and Nanosystems.

Art. 13 - Processing of personal data

1. The University, as data controller, will process data obtained during the selection procedure for its management and for the publication of the ranking list. Please note that the provision of personal data is necessary to evaluate applications, so failure to provide them may preclude such evaluation, resulting in exclusion from the procedure. 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 at <https://www.unive.it/pag/36550/>

The call is available at <http://www.unive.it/data/30402/> and in the Department of Molecular Sciences and Nanosystems website <http://www.unive.it/pag/18496/>

Mestre (VE), 17/10/2024

Il Direttore del Dipartimento di Scienze Molecolari e Nanosistemi

Prof. Maurizio Selva

(F.to digitalmente ex art.24 D.lgs 82/2005 (CAD) e ss.mm.ii.)

VISTO: IL RESPONSABILE DEL PROCEDIMENTO AMMINISTRATIVO

LA SEGRETARIA DEL DIPARTIMENTO: sig.ra Sonia Barizza

Informativa relativa al trattamento dei dati personali

Pursuant to Article 13 of Regulation (EU) 2016/679, applicants to this selection are hereby informed that the processing of personal data provided or otherwise acquired for this purpose by the University is solely for the purpose of carrying out the selection and will take place at the Ca' Foscari University of Venice. Data Controller will be Ca' Foscari University of Venice (Dorsoduro, 3246 - 30123 - Venezia PEC protocollo@pec.unive.it). The provision of such data is necessary to evaluate the participation requirements and the possession of qualifications, and failure to provide them may preclude such evaluation, resulting in exclusion from the procedure. The rankings will be published in accordance with the regulations in force; no communication to third parties is envisaged except to comply with any requests from judicial and control bodies and to carry out activities related to the disbursement of benefits. Interested parties or interested parties have the right to obtain from the University, in the cases provided for, access to personal data and the rectification or cancellation thereof or the limitation of processing that concerns them or them, or to object to processing (Articles 15 et seq. of the Regulations). The appropriate application to the University is submitted by contacting the Joint Controller at Ca' Foscari University of Venice (Ca' Foscari University of Venice - Joint Controller - Dorsoduro, 3246 - 30123 - Venezia PEC protocollo@pec.unive.it , email: dpo@unive.it). Data subjects or data subjects who believe that the processing of personal data relating to them is taking place in violation of the provisions of the Regulation have the right to lodge a complaint with the Guarantor, as provided for in Article 77 of the Regulation itself, or to take appropriate legal action (Article 79 of the Regulation).