



**SELECTION PROCEDURE
FOR THE AWARDING OF 241 GRANTS FOR TUTORING ACTIVITIES
ACADEMIC YEAR 2023/2024
IN ACCORDANCE WITH ART. 13, LAW 341/1990
RECTOR'S DECREE 715 OF 10/07**

DEADLINE H. 1:00 PM OF 30th AUGUST 2023

Art. 1

Subject matter and objectives of the procedure

A selection is open for the awarding of 241 research grants to carry out tutoring activities during the **academic year 2023/2024**, based on the distribution as per article 2, in accordance with Tutoring Regulation issued with Rector's Decree n. 490 of 13th May 2022.

1. The selection procedures have a different structure depending on the cultural area, in accordance with art. 2.
2. Tutoring shall mean:

MATRICULAR: activities directed towards supporting incoming orientation, welcoming students from the first year and helping new students of Bachelor's Degrees, Master's Degrees, and Single-Cycle Degrees:

the matricular tutor is a facilitator for **first-year students** to get the hang of the **functioning of university** as soon as possible (schedule, curricula, enrolment, exams). The matricular tutor will support future students in the process of orientation in the university world, showing the contents of degree courses of their cultural area and giving information on services offered by the University.

ONGOING: activities directed towards those who, with respect to the year of enrolment, find difficulties or delay in acquiring the university credits: the ongoing tutor's purpose is to help students **make up for critical situations** and improve the success rate of undergone exams, together with disciplinary tutors.

DISCIPLINARY: activities regarding specific competencies in given **educational activities**.

GUIDE: activities mainly directed towards students **enrolled in the first year in the transition between school and university**, supporting them with the passing of exams of the first year together with disciplinary tutors.

Art. 2

Grants available

The following charts identify, for every cultural area, the type of tutoring to be carried out, with the potential indication of the discipline in case of disciplinary tutoring, the venue, the number of grants available and the total hours of work for every grant.

When submitting the application, the interested party can apply for one or more cultural areas, without prejudice to the specific requirements for each area.



The candidates can indicate more than one preference for the same cultural area: this choice is purely indicative and is not binding for the commission for the purposes of awarding the contract.

AGRICULTURE
n. 12 grants

MATRICULAR TUTORING	VENUE	N. GRANTS	N. HOURS/GRANT
	Ascoli Piceno	1	100
	Ancona	5	100
MATRICULAR/ONGOING TUTORING	VENUE	N. GRANTS	N. HOURS/GRANT
	Ancona	1	100
DISCIPLINARY TUTORING			
DISCIPLINARY AREA	VENUE	N. GRANTS	N. HOURS/GRANT
→ Mathematics	Ancona	1	75
→ Physics		1	75
→ Chemistry		1	75
→ Biology		1	75
GUIDE TUTOR	Ancona	1	100

(*) Regarding disciplinary tutoring, students enrolled in Doctorate's courses and Degrees in Engineering and Sciences can also participate.

ECONOMICS
n. 50 grants

MATRICULAR TUTORING/ONGOING TUTORING/ GUIDE TUTOR*	VENUE	N. GRANTS	N. HOURS/GRANT
	Ancona	2**	50
	S. Benedetto del T.	1	50
*The candidate must be enrolled in a course of study of the Faculty of Economics for at least two years; **With adequate knowledge of the Italian and English language at B2 level: this will be ascertained by the Commission during the interview.			
DISCIPLINARY TUTORING			
DISCIPLINARY AREA	VENUE	N. GRANTS	N. HOURS/GRANT
Legal Area:			
→ Fundamentals of IT Law – IUS/01 (in English)**	Ancona	1	50
→ Private law institutions IUS/01		2	50
→ Public law institutions IUS/10		2	50
Mathematics/Statistics Area:			
→ General Mathematics SECS-S/06	Ancona	4	100
→ Complementary Mathematics SECS-S/06		2	50
→ Statistics 1st Course		3	130



SECS-S/03			
→ Mathematics SECS-S/06 (in English)**		2	50
→ Statistics SECS-S/03 (in English)**		2	50
Economic/historic-sociologic Area:			
→ Economic History SECS-P/12	Ancona	1	50
→ Political Economy I SECS-P/01		3	130
→ Political Economy II SECS-P/01		3	130
→ History of the economic thought SPS/01		1	50
→ Economic Sociology SPS/09		2	50
→ Principles of Economics – Integrated – SECS-P/01 – SECS-P/02 (in English)**		2	50
→ Economic History of Technological Change – SECS-P/12 (in English)**		1	50
Business Area:			
→ Business Economics SECS-P/07	Ancona	3	130
→ General and applied Accounting SECS P/07		3	130
IT Area:			
→ Fundamentals of Computer Science – ING-INF/05 (in English)**	Ancona	1	50
Legal Area:			
→ Private Law Institutions IUS/01	San Benedetto del Tronto	1	50
Mathematics/Statistics Area:			
→ General Mathematics SECS-S/06	San Benedetto del Tronto	1	100
→ Complementary Mathematics SECS-S/06		1	50
→ Statistics 1° Corso SECS-S/03		1	100
Economic/Historical Area:			
→ Economic History SECS-P/12	San Benedetto del Tronto	1	50
→ Political Economy I SECS-P/01		1	100
→ Political Economy II SECS-P/01		1	100
Business Area:			
→ Business Economics SECS-P/07	San Benedetto del Tronto	1	100
→ General and applied Accounting SECS P/07		1	100

(**) Since these subjects are taught in English, it is required an adequate knowledge of the English language, at least at B2 level; this will be ascertained by the Commission during the interview.



ENGINEERING
n. 58 grants

MATRICULAR/ONGOING/GUIDE TUTORING	VENUE	N. GRANTS	N. HOURS/GRANT
	Ancona	34	75
		17	50
MATRICULAR/ONGOING TUTORING	Fermo	5	100
	Pesaro	2	100

MEDICINE AND SURGERY
n. 62 grants

MATRICULAR/ONGOING TUTORING	VENUE	N. GRANTS	N. HOURS/GRANT
	Ancona	12	50
DISCIPLINARY TUTORING			
DISCIPLINARY AREA	VENUE	N. GRANTS	N. HOURS/GRANT
Medical Area Orientation and assistance in laboratory activities and support in disciplines: → Anatomy → Histology → Biochemistry → Biology → Physics → General Pathology → Physiology → Obstetrics	Ancona	26	50
→ Orientation and assistance during professional activities (BIOLOGICAL TRIENNIUM AND CLINICAL MEDICINE). → Orientation and assistance during professional activities		20	100
TUTOR GUIDE	Ancona	4	50



SCIENCE
n. 54 grants

MATRICULAR/ONGOING TUTORING	VENUE	N. GRANTS	N. HOURS/GRANT
	Ancona	4	50

DISCIPLINARY TUTORING			
DISCIPLINARY AREA	VENUE	N. GRANTS	N. HOURS/GRANT
Bachelor's Degree Courses			
→ General Chemistry*	Ancona	3	50
→ Mathematics and Statistics*		3	50
→ Cytology and histology		3	50
→ Organic Chemistry*		2	50
→ Physics*		2	50
→ Botany		2	50
→ Zoology		2	50
→ Ecology		1	50
→ Laboratory of applied biology		1	50
→ Biological Chemistry		1	50
→ Molecular Biology		1	50
→ Genetics		1	50
→ Human/ Comparative anatomy		1	50
→ Cellular biology		1	50
→ Biological basis of the nutrition		1	50
→ General Physiology/General physiology and physiology of marine animals		1	50
→ Marine Geology		1	50
→ Marine Biology		1	50
→ Biology of the development		1	50
→ Plant Physiology		1	50
→ General Microbiology/General and Marine Microbiology		1	50
→ Laboratory of molecular biology		1	50
→ Laboratory of molecular Genetics		1	50
→ Biodiversity of marine animals		1	50
→ Biodiversity of algae and marine plants	1	50	
Master's Degrees Courses			
→ Marine Spatial Planning and GIS	Ancona	1	50
→ Biology of Fishing/Marine Biology and Ecology/Applied Marine Ecology		1	50
→ Chemical analysis of pollutants		1	50
→ Biochemistry of nutrition and food/nutrigenetics and nutrigenomics		1	50



→ Advanced Biological Imaging/Molecular Biotechnologies		1	50
→ Cellular biotechnologies/ Biotechnology of reproduction		1	50
GUIDE TUTOR	Ancona	9	50

(*) for disciplinary tutoring in Mathematics and Statistics, General Chemistry, Organic Chemistry and Physics, students enrolled in Doctorate's Courses and Bachelor's Degrees in engineering can take part (students of Single-Cycle Master's Degrees can take part starting from the fourth year).

INSTITUTIONAL RESEARCH SERVICE AND THIRD MISSION (C LAB)

n. 5 grants

DISCIPLINARY TUTORING*	VENUE	N. GRANTS	N. HOURS/GRANT
	Ancona	5	100

*The tutoring activity will be supporting students in work groups to develop business ideas, in activities of discussion and in guiding the groups during the process of developing their planning ideas as part of educational programs promoted by the University.

Art. 3

General requirements for participation

- To participate in the selection, applicants must be **students** enrolled in the academic year 2022/2023 and/or who **are enrolling during the academic year 2023/2024 at Università Politecnica delle Marche** in:
 - PhD courses;**
 - Master's Degree courses** or who is enrolling as outside prescribed time or repeating student for no more than once;
 - The last three years of Single-Cycle Master's Degree courses** or who is enrolling as outside prescribed time or repeating for no more than 2 times (it is still necessary to have acquired at least 180 CFU).
 - Third year of Bachelor's Degrees** and who is acquiring at least 80 CFU when signing the tutoring agreement or who is enrolling as outside prescribed time or repeating for no more than once;
- Please note that **those who, at the time of the interview or of the signing of the contract, have presented the graduation application, will be excluded from the selection, or cancelled from the rankings;**
- If, once completed the selection procedure, there are still one or more grants available, it will be possible to appoint them to students who are already assignees, without prejudice to the limit of 200 hours established by the Regulation;
- In case there is still availability, a new selection will be published, to which everyone in possession of the requirements as per comma 2 can participate, if they have finalized their



enrolment to academic year 2023/2024. Those who already have one or more contracts can also participate, without prejudice to the limit of 200 hours. In this case, when drafting the rankings, those who have not signed any contract during the same academic year will have the priority.

Art. 4
Specific Requirements

1. To ensure a productive unfolding of the tutoring activities, the respective educational facilities have defined the following specific requirements:

Area	Specific requirements
AGRICULTURE	<ul style="list-style-type: none">• Enrolment in Courses of Study and PhD in Agriculture• Students enrolled in courses of Engineering and Sciences can take part in disciplinary tutoring for Mathematics, Physics, Chemistry and Biology
ECONOMICS	<ul style="list-style-type: none">• Enrolment in Courses of Study and PhD of the Faculty of Economics.• For the teaching of Fundamentals of Computer Science – ING-INF/05 it is necessary to be enrolled in the Faculty of Engineering;• For matricular, ongoing and guide tutoring, the candidate must be enrolled in a course of study of the Faculty of Economics for at least two years.
ENGINEERING	Enrolment in Courses of Study and PhD of Univpm
MEDICINE	Enrolment in Courses of Study and PhD of the Faculty of Medicine
SCIENCES	<ul style="list-style-type: none">• Enrolment in Courses of Study and PhD of Sciences;• Students enrolled in Master's Degrees and PhD in Engineering can participate in disciplinary tutoring for Mathematics and Statistics, General Chemistry, Organic Chemistry, Physics (for Single-Cycle courses, students who are enrolling in the fourth year in 2023/2024 can take part).
INSTITUTIONAL RESEARCH SERVICE AND THIRD MISSION (C LAB)	<ul style="list-style-type: none">• Enrolment in Master's Degrees and PhD of Agriculture, Economics and Sciences;• Enrolment in Master's Degrees and PhD of Engineering (for Single-Cycle courses, students who are enrolling in the fourth year in 2023/2024 can take part);• Enrolment in Master's Degrees and PhD of Medicine (for Single-Cycle courses, students who are enrolling in the fourth year in 2023/2024 can take part).



Art. 5

Selection type and criteria

The selection can be based on qualifications or on qualifications and interview, depending on the criteria identified by the relevant educational facility:

Area	Type of selection
<ul style="list-style-type: none">• AGRICULTURE• ECONOMICS• MEDICINE• SCIENCE	QUALIFICATIONS
<ul style="list-style-type: none">• ENGINEERING• INSTITUTIONAL RESEARCH SERVICE AND THIRD MISSION (C LAB)	QUALIFICATIONS AND INTERVIEW Maximum point for qualifications: 30 points Maximum point for interview: 70 points Minimum passing score for the interview: 35 points

5.1 Qualifications

Qualifications possessed at the time of the deadline of the procedure will be evaluated.

The evaluation of the qualifications will consider the university career: students who are enrolled in a higher level course will be assigned a higher score (PhD, master's degree and Single-Cycle Degree, bachelor's degree) and, among these, students enrolled in the highest year, based on the criteria specified in attachment 1 of this document.

5.2 Evaluative interview (Engineering, Institutional Research Service and Third Mission)

The evaluation of the interview, if established, is carried out by a board of examiners appointed with rector's decree upon proposal of the educational facility responsible for the tutoring activity.

The interview, aimed at evaluating the level of adequacy of the candidate, is considered passed if the candidate obtains a mark equal or higher than the minimum passing score established by the same facility.

Marks that are lower implicate the exclusion of the non-suitable candidate from the rankings.

The final mark is obtained adding up the evaluation of the interview, if above the minimum passing score, and the points given to qualifications.

5.3 Interview for orientation purposes (Agriculture, Economics, Medicine, Sciences)

In the selections based on qualifications, it is still planned an interview for orientation purposes to identify the type of tutoring that is suitable for the winning candidates, during which the following indicators will be taken into consideration:

- potential preferences indicated in the application if possible;
- motivation and social skills;
- other experiences connected with the position;
- potential knowledge of the English language and/or knowledge of the Italian language for foreign students.



Art. 6

Application procedure

1. To take part in the selection, candidate must submit the application by and not after **1 pm on 30th August 2023**, under penalty of nullity, through specific online procedure, on the **reserved area** accessible via **ESSE3web**.
After logging in with their information, the candidate will have to select the entry “*segreteria*” (secretary), then “*collaborazioni studentesche*” (student collaboration) and lastly “*bando tutorato*” (tutoring selection).
It is mandatory to fill in the questionnaire for the selection of the area and the type of tutoring.
More than one cultural area can be chosen, subject to the specific requirements as per article 4.
The questionnaire can only be filled in once and cannot be reopened or modified after being confirmed.
2. **The indicated preference is not binding** for the purpose of awarding the contract.
3. Those who have obtained a **Bachelor’s/Master’s Degree in a university that is not Univpm**, are required to provide an adequate **certificate of their previous academic career** (degree/s with passed exams) by uploading a single file in PDF format.
4. **PhD students who are winner of the XXXIX cycle (a.y. 2023/2024)** and who intend to take part in the selection process for the attribution of tutoring grants must contact the Doctorate Office (dottorato@univpm.it) for the assignment of the matriculation number within the deadline of this notice. The registration will be made through ElixForms, at the link published on the [University website](#).

Art. 7

Interviews

1. The publication of the date of the **interview** is equivalent to notification valid for all legal purposes.
Candidates who have not been communicated disqualification from the selection, must present themselves, without any notice, in the following place, date and time:

Area	Type of interview	date	time	place
AGRICULTURE	orientative	15/09/2023	10:00	The place of the interview will be announced on the University website
ECONOMICS	orientative	18/09/2023	10:30	
ENGINEERING	evaluative	08/09/2023	09:30	
MEDICINE	orientative	14/09/2023	09:00	
SCIENCES	orientative	15/09/2023	09:00	
INSTITUTIONAL RESEARCH SERVICE AND THIRD MISSION (C LAB)	evaluative	05/09/2023	09:30	



2. The potential inability to take part in the interview must be communicated via email to tutorato@univpm.it. If the candidate does not show up to the **evaluative interview** without notice they will be considered renunciative. Absence at the orientative interview will determine the placement of the candidate at the end of the ranking.

Art. 8 **Merit rankings**

1. The merit rankings, different for every educational facility, are drafted in descending order of the final points obtained by every candidate, resulting from the sum of the points for qualifications and of the evaluative interview, if called for.
2. In case of the same score, it will be taken into consideration the equivalent economic situation indicator (ISEE) and, in case of further equality, the younger age.
3. The merit rankings of the selections only based on qualifications will be published within the date of the interview on the university site, on the page "SERVICES FOR STUDENTS" "TUTORING ACTIVITIES"
https://www.univpm.it/Entra/Servizi_agli_studenti/Attivita_di_tutorato.
4. Within the same date it will be published the provisional ranking drafted with only the evaluation of the qualifications for the selection of the Faculty of Engineering and the Institutional Research Service and Third Mission (C Lab). The merit ranking will be published after the unfolding of the interviews and, in any case, by the **20th September 2023**.
5. The rankings, subscribed with Rector's Decree, will remain effective until the entrance in force of the following ranking for the attribution of tutoring grants and, in any case, no later than the **31st October 2024**.
6. Notwithstanding the period of effectiveness, the rankings can be used to award further tutoring contracts weighing on specific projects (Science Degrees Project [PLS] and Orientation and Tutoring Projects [POT] as defined by Ministerial Decree n. 989/2019).

Art. 9 **Method of awarding of the grants**

1. The grants as per article 2 will be awarded, upon interview, to candidates conveniently situated in the final rankings, proceeding in accordance with the ranking order.
2. The awarding of the grant is finalized with the signing of the contract as per art. 10. The pertaining activity can be started only upon signing the contract.
3. The winning candidate will receive a notice on their institutional email account, in which it will be indicated the method of online signing of the contract, or of waiver, through access to the link <https://presenzecollaborazioni.univpm.it/login.php> with the information of the reserved area.
4. The signing or the waiver of the contract will have to be communicated within 7 days of the receipt of the notice, after which the contract will be assigned to another candidate.



5. The winner who, without just cause, does not proceed to the signing of the contract within the terms established by the Administration after formal notice, loses the right of subscription.
6. The candidate who, for legitimate impediments does not accept the awarding of the contract will be collocated, only once, at the end of the ranking, based on the order of waiver of the candidates previously called, notwithstanding the period of validity of said ranking.
7. Potential waivers, even after the signing of the contract, will have to be communicated to the pertaining educational facility, which will give notice to the Orientation and Tutoring Office of the eventual hours not carried out that need to be reassigned.

Art. 10 Contract

1. The subscription of the contract is subject to enrolment in academic year 2023/2024.
2. The contract, whose only purpose is to carry out tutoring activities, is not a subordinate employment relationship and it is not considered working activity for the purposes of public selections.
3. The contract becomes effective from the date of signing. The activity which, depending on the type of tutoring, can **start from the 20th September 2023**, shall be concluded by **31st of October 2024**.
4. Educational facilities organise the tutoring activities and monitor its evolution. The schedule of activities needs to be registered daily by the tutor in the specific online platform for the registration of attendances and validated by the Head of the structure.
5. With the signing of the contract the tutor commits to grant confidentiality regarding information, knowledge, and documents with which they come across during the activity.
6. The causes of early resolution of the contract are:
 - a) Stated voluntary renounce by the tutor;
 - b) Loss of the status of student of Università Politecnica delle Marche (renounce to the course of study, acquisition of the title, forfeiture, transfer, etc.);
 - c) violation of the dispositions regarding incompatibility;
 - d) the forfeiture of the tutor from the collaboration in case of default, even partial, incompetence or unworthiness, pointed out by the Head of the structure and ascertained by the Administration;
 - e) failure to enrol in academic year 2023/2024 within the time limit required for the start of tutoring activities.

The contract can still be resolved at any time, provided that there are valid reasons.



Art. 11
Education

1. Students positioned in the merit ranking and assignees of the tutoring activities can be subject to an educational path to carry out specific activities.
2. The participation in the formation, if activated, is compulsory; the clearance of this requirement, during the schedule expected by the contract, is required once in the career of the tutor.
3. The disciplinary formation is delegated to the professors responsible of the single projects.
4. To carry out the activity, the suitable candidates need to have the certificate on the formation in matter of occupational safety, in accordance with Legislative Decree 81/08: [https://www.univpm.it/Entra/Ateneo/Sicurezza/Formazione Salute e Sicurezza sul Lavoro SSL](https://www.univpm.it/Entra/Ateneo/Sicurezza/Formazione_Salute_e_Sicurezza_sul_Lavoro_SSL)

Art. 12
Incompatibility

1. The grants are compatible with the fruition of fellowships as per art. 8, Law n. 390 of 20th December 1991, and with grants collected by enrolled in PhDs, including regional fellowships.
2. The grants are incompatible with:
 - a) The simultaneous fruition of research grants;
 - b) The performance of working activities, subordinate or non-subordinate, which total income, during the period of validity of the contract, is above the limit fixed by law to be considered dependent family member;
 - c) The part-time collaboration of students (part-time students 150 hours) in the same academic year;
 - d) the enrolment as part-time student.

Art. 13
Settlement of the grant

1. The settlement of the payment can be made in one instalment, after completing the activity, or in two instalments, each equal to 50% of the total due amount, after completing respectively 50% of the total hours (first instalment) and the entire activity (second instalment).
2. The due amount, total or partial, is paid only upon acquisition of the acts by the Administration of the report indicating the total number of hours done, duly signed by the tutor and by the Head of the educational facility, in accordance with the procedures established.
3. In case of early resolution of the contract, the compensation is paid for the hours conducted.
4. The hourly rate is **€ 12,00**, gross of the charges borne by the perceiver.



Art. 14

Personal Data treatment

1. With reference to dispositions as per Legislation n. 196 of 30th of June 2003, and following modifications, and per EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016, please refer to information for treatment of personal data of students enrolled in courses of study of Univpm:
http://www.univpm.it/Entra/Privacy/Informativa_trattamento_dati_personali_studenti_iscritti_corsi_di_studio.
2. Personal data of candidates are treated by the university solely for the management of the selection and of the contracts. Candidates take notice that rankings will be published with the indication of name and surname of the same candidates and personal data only in case of homonymy.
3. Eventual communications by the University to the candidates will only be made through institutional email address.

Art. 15

Proceeding Responsible

The Responsible of this call proceeding is the Head of the Orientation and Tutoring Office, as per art. 4, Law n. 241 of 7th August 1990.

Art. 16

Safeguard measures

For everything that is not stated in this notice, refer to the current regulations in matter, if applicable.