



FAQ – TUTORING

1. Who can participate in tutoring activities?

To participate in the selection, students must be **enrolled and/or enrolling in a.y. 2023/2024 at Università Politecnica delle Marche** in:

PhD Courses: enrolled in the first, second or third year.

Bachelor's Degrees: enrolled in the third year or first-time outside prescribed time.

Master's Degrees: enrolled in the first or second year or first-time outside prescribed time.

Single-Cycle Master's Degrees:

- Medicine and Dentistry: enrolled in the fourth, fifth or sixth year or as outside prescribed time/repeating for no more than twice.
- Building Engineering – Architecture: enrolled in the third, fourth, fifth year or as outside prescribed time/repeating for no more than twice.

2. Which are the types of tutoring?

Tutoring can be:

MATRICULAR: 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: 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: the disciplinary tutor carries out 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.

3. What are the selection criteria?

The selection can be based on qualifications or on qualifications and interview:

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



4. Which qualifications will be evaluated?

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 the selection announcement.

5. What is the difference between evaluative and orientative interview?

The evaluative interview is part of the selection procedure and the points obtained will be added up to the evaluation of the qualifications.

The interview is considered passed if the candidate obtains a mark equal or higher than the minimum passing score.

If the candidate does not achieve the minimum passing score, they are excluded from the ranking.

On the other hand, the interview for orientation purposes is planned to assign to the winners the contract that the Commission believes is more suitable for their competencies, skills and potentiality.

This interview does not have a mark since the position in the ranking is determined by the evaluation of the titles.

6. Which is the method of awarding of the grants?

With respect to the ranking, it will be taken into consideration:

- potential preferences indicated in the admission application;
- availability;
- 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.

7. Are the preferences indicated in the questionnaire taken into consideration?

It is only one of the criteria, it is not binding for the commission.

8. How can I take part?

You must enter in your **reserved area** accessible via **ESSE3web**.

After logging in with your information, you 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.

The questionnaire can only be filled in once and cannot be reopened or modified after being confirmed.

9. How can I cancel my application?

It is enough to remove the subscription.



10. What do I have to do to change my application?

In this case, it is necessary to fill out a ticket at [helpdesk](#). The competent office will intervene and cancel your application so that you can fill in the areas again.

11. I collect a research grant. Can I apply?

The grants are incompatible with the fruition of research grants. The grants are also incompatible with other forms of student collaboration in activities in the same academic year, 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 (€ 2840,51).

The activity is compatible with the fruition of fellowships as per L. 390/1991 and those collected by enrolled in PhD.

12. What is the fee for the tutoring activity?

The hourly rate is € 12.00, **gross** of the charges borne by the perceiver.

13. Can I apply for the selection for tutoring activities even if I am carrying out the activity of 150-hour part time student?

The participation is still admitted. The activities are compatible provided that they are referred to different academic years: es. Part-time announcement for 2021/2022 is compatible with tutoring announcement for 2022/2023.

14. Can I apply for more than one Educational Areas?

Yes, without prejudice to requirements stated in art. 3 of the announcement.

15. Can I be a tutor for more than one area?

The choice of the area is not binding for the Commission, and you can have more than one contract provided that the total of hours does not exceed 200 hours.

16. When are the activities starting?

The start of the activities depends on the type of tutoring and, in any case, it will have to finish no later than the 31st October 2024.

17. To start the activity do I have to be enrolled in a.y. 2023/2024?

Yes, to subscribe the contract and start the activities it is necessary to be enrolled in a.y. 2023/2024.

18. I am about to graduate Bachelor's Degree, can I apply?

Yes, you can apply. However, you must be enrolled in a Master's Degree at UNIVPM for a.y. 2023/2024, since to be able to log into the platform, subscribe the contract and perform the activities it is necessary to be an enrolled student.

Please note: if you graduate from another University, you can contact the Orientation and Tutoring Office as soon as you enrol in a Master's Degree to be assigned a matricular number in time to log into the platform before the deadline.