



**POLITECNICO**  
MILANO 1863

Rep. Decree n°      Prot. n°  
Date  
Title V    Class 5.12  
UOR      DSUMI

**UNDERGRADUATE AND  
GRADUATE STUDENTS  
SERVICES**

**CALL FOR SELECTION FOR TUTORING ACTIVITIES OF STUDENTS  
I SEMESTER A.Y. 2018/2019**

- Having regard to Article 13 of the Law 341/1990; Article 2 paragraph 4 of Ministerial Decree of 9 April 2001; Article 1 of the Law 170/2003; Article 11 of Legislative Decree 68/2012; Article 2 of Ministerial Decree 976 of 29 December 2014;
- Having regard to University Regulations about part-time activities for students;
- Having regard to the resolutions of the Academic Senate dating to 16.07.2018;
- Having regard to deliberation of Board of Governors dating to 24.07.2018;
- Verified the availability of budget funds;

**HEREBY DECREES**

**ARTICLE 1**

A call is announced based on qualifications, reserved to students enrolled in a laurea specialistica/magistrale (equivalent to Master of Science) programme or a single-cycle programme, for the purpose of drawing up a ranking list of those that can be entitled to carry out tutoring activities according to Article 11 of Legislative Decree 68/2012.

**ARTICLE 2**

The following students can be entitled to participate to this selection, if enrolled to the A.Y. 2017/18 to:

- a laurea specialistica/magistrale (equivalent to Master of Science) programme;
- a single-cycle programme in which they acquired a number of credits > 180.

**ARTICLE 3**

The application for participation to this call can be submitted through the dedicated service available in the personalized online services: "**Part-time working activities**"

**From 29 August to 17 September 2018<sup>1</sup>**

**ARTICLE 4**

---

<sup>1</sup> The procedure will be active up to 12.00 of 17 September 2018.

The ranking list will be made automatically on the basis of merit criteria required. It will be taken into account the credits acquired and regularly registered in career by the deadline of the call (**17 September 2018**). Courses as extra will not be considered.

The ranking lists, different for each School and Campus, will be drawn up through the allocation of a score determined by the following formula:

WEIGHTED AVERAGE x REGISTERED ECTS (at the deadline of the call)
--

In case of equal score, the candidate with worst economic conditions will come first, according to ISEE (Equivalent economic status indicator) value (Equivalent ISEEU for those that do not have income in Italy), according to the student database at the deadline of the call; without an ISEE/ISEEU certificate, for the sole purposes of this ranking list, the highest ISEE/ISEEU economic value will be assigned to the student, as indicated in table n. 1 of the Student Contribution Regulations.

In case of further equal result, priority is given to the youngest student.

All those who, for the activities carried out in the previous year, have a negative result, are excluded from the ranking.

The student can view his/her position in the temporary ranking by accessing the "**Part-time working activities**", available in the Online Services, starting **from 18 September 2018**.

Any revision request should be sent to the institutional mail address at the mailbox [collaborazioni150ore@polimi.it](mailto:collaborazioni150ore@polimi.it) within ten days from the publication date.

The Financial Aid and International Mobility Service will evaluate the requests and, if accepted, the ranking will be definitively updated within 30 days and the new position will be available through the aforementioned service.

After 10 days, without receiving any revision request, the temporary ranking will become final.

#### ARTICLE 5

##### **Collaborations of students will be available around October 2018/March 2019.**

The assignment of collaborations will follow the order of each ranking list.

These places that for their characteristics must be reserved to students with special requirements (such as knowledge of a particular foreign language or a specific type of software, etc.) may be assigned notwithstanding the ranking list. In this sense, priority may also be given to students who have their residence at Politecnico colleges and residences, or public and/or private residences, affiliated to Politecnico.

The student is automatically inserted in the ranking list of his/her School/Campus; In any case, s/he can specify a different campus where carrying out the collaboration.

In case it will be used the whole ranking list before having assigned all collaborations related to that School/Campus, it will be possible to use students from other ranking lists of other Schools/Campus that have already completed their convocations.

#### ARTICLE 6

Calling will take place by e-mail sent to the institutional mailbox or by telephone. The student will be required to start the activity after having been formally entrusted with the collaboration and after its acceptance.

The student may renounce to accept the position, keeping unchanged his/her position in the ranking list; a second renunciation implies the exclusion from the ranking list.

The renunciation to collaborations during August will not be considered for the exclusion from the ranking list.

#### ARTICLE 7

Each collaborator cannot exceed 150 hours for each calendar year. Depending on the specific needs of the University's facilities, it will be possible to activate collaborations for a lower number of hours.

The collaborations must be carried out within the spaces used by the university for its activities, as well as in the structures of the colleges and residences as referred in previous Article 5.

The services will be provided in accordance with the terms and conditions set by the responsible persons of the structures, that must also communicate to the Financial Aid and International Mobility Service any negative evaluation of the activity carried out by each student.

The aforementioned activities cannot be considered an employment relationship, do not involve the integration of students in the organization of the work of the University's administrative and teaching services and students cannot be entitled of any evaluation for what concerns public competitions.

In case of inappropriate service, the contract will be terminated in accordance with the clause inserted in the contract.

Students, to whom a service is assigned, may interrupt their collaboration by communication to the Manager of the structure.

In the above-mentioned cases, the fee will be proportional to the hours spent. Students who interrupt, for any reason, their collaboration will not be entitled to request the assignment of any other collaboration in order to complete the 150 hours.

The student is excluded from ranking list in the following cases:

- a) renunciation of studies or transfer to other University;
- b) graduation;
- c) if s/he is assigned of disciplinary penalties higher than the warning

#### ARTICLE 8

The University administration can proceed, at any time, to exclude from the activity the student, in cases s/he is not enrolled to a study programme or if s/he does not work in compliance with the duties arising from this collaboration. In case of interruption of the service, before its completion, a new collaboration can be activated for the remaining hours, through the specific merit ranking list.

Students, to whom a service is assigned, may interrupt their collaboration by communication to the manager of the structure. In this case, the fee will be proportional to the hours spent.

#### ARTICLE 9

The hour fee for the collaboration is set at € 13.00 per hour; this fee is exempt from the income tax (I.R.P.E.F.) and from the regional tax on production activities (I.R.A.P.).

The University provides insurance coverage against accidents.

For each collaboration, the payment of the fee is made in a single solution by the Administration on a certificate issued by the person who is entrusted with the control of the activity.

#### ARTICLE 10

Regarding the processing of personal data, in accordance with Article 13 of EU Regulation 2016/679 of 27 April 2016, please refer to the information provided at the following page of Politecnico's website <https://www.polimi.it/en/policy/privacy>

Milan,

The Undergraduate and Graduate Students Service Manager  
Dr. Assunta Marrese

Firmato digitalmente ai sensi del CAD – D.Lgs 82/2005 e s.m. e i., art. 21 c.1.2.

For information: [collaborazioni150ore@polimi.it](mailto:collaborazioni150ore@polimi.it)