CALL FOR PEER-TO-PEER TUTORING ACTIVITIES FOR THE ENGINEERING SCHOOLS - ACADEMIC YEAR 2019/2020

THE MANAGER

- Having regard to the Article 2, paragraph 4, of the Decree of the President of the Council of Ministers of 9 April 2001;
- Having regard to Article 11 of Legislative Decree n. 68/2012;
- Given the University regulations in force;
- Having regard to deliberation of Board of Governors dating to 24.09.2019;
- After checking the available funds for the Engineering Schools.

HEREBY DECREES

ARTICLE 1

A call is open for students enrolled in the third year of the laurea (equivalent to Bachelor of Science) study programmes of Engineering Schools, with the aim to draw up ranking lists for those that can be entitled to carry out peer-to-peer tutoring activities.

ARTICLE 2

The tutor student will be responsible for:
- providing information to students about practical organization of their studies (structure of study plans, organization of teaching, etc.), to the support structures made available by Politecnico;
- being a point of reference for students of Laurea (equivalent to Bachelor of Science) and Laurea magistrale (equivalent to Master of Science) Study Programmes in relation to any problems about courses or about the procedures concerning the assessment tests;
- supporting students who find some difficulties and therefore need to fill specific basic gaps by providing help with clarifications and resolution of exercises (no explanation regarding course contents);

ARTICLE 3

The following students can be entitled to participate to this selection, if enrolled to the a.y. 2019/20 in the 3rd year of a Laurea (equivalent to Bachelor of Science) study programme in Engineering Schools that have at least 90 ECTS with a weighted average ≥ 25 at 10 August 2019.
The participation application must be submitted through the dedicated function available from On-line services (section Admission Inquiries> Admission and selection procedure) within 12.00 (Italy time) of 07 October 2019.

ARTICLE 4

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

\[
\text{WEIGHTED AVERAGE} \times \text{ECTS REGISTERED (as of 10 August 2019)}
\]

Courses as extra will not be considered.

In case of equal result, 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.

The student will be able to view his/her position in the temporary ranking list by accessing the service (section Admissions Inquiries>Admission and selection procedures), available in online services, within 11 October 2019.

ARTICLE 5

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

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

The convocation is made 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 will be usually 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 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, new collaborations can be activated by the administration for the remaining hours, through the specific merit ranking list.

ARTICLE 9

The hour fee for the collaboration is set at € 10.00 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, pursuant to Article 13 of EU Regulation 2016/679 of 27 April 2016, please refer to the specific web page of the University web site https://www.polimi.it/privacy.

ARTICLE 11

In accordance with Article 5 of Law 7 August 1990, no. 241, the Responsible Official for this notice is Dr. Rossella Magni.

Milan,

The Undergraduate and Graduate Students Service Manager
Dr. Assunta Marrese

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