CALL FOR THE AWARD OF 8 TUTORING GRANTS TO SUPPORT INTERNATIONAL STUDENTS.

Art. 1 – Tutoring grants

With reference to the academic year 2021/22, a public selection for the award of n. 8 tutoring grants for n. 400 hours and the all-inclusive amount of 4,000 € each (total € 32,000.00) has been announced for the following profile:

8 international tutors

- orientation and support for international students on educational sites and services (Departments, libraries, study rooms, university canteens, etc.)
- link between the student and the university;
- provide information and assistance for registration in the National Health System (NHS), request of the permit to stay, search for accommodation and accompanying students in the appropriate offices, the modalities of the request for health care, residence permit, housing;
- provide all the necessary information to facilitate the arrival and stay of the foreign students in the city of Viterbo.

The tutors will be divided as follows:

- n. 5 grants to be paid to the following Departments of the University under the coordination of the Erasmus Department Contact Point and the Head of the Mobility and International Cooperation Office, distributed as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>N. grants</th>
<th>Working charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEIM</td>
<td>3 (1 at Viterbo - 2 at Civitavecchia)</td>
<td>400 hours</td>
</tr>
<tr>
<td>DIBAF</td>
<td>1</td>
<td>400 hours</td>
</tr>
<tr>
<td>DISTU</td>
<td>1</td>
<td>400 hours</td>
</tr>
</tbody>
</table>

- n. 3 grants to support the activities of the Mobility and International Cooperation Office to be carried out under the coordination of its responsible.

The activities can take place inside the University structures or, with the permission of the Contact Persons, also in the public offices where international students must go for the needs related to the procedures of obtaining a residence permit, ISEE presentation, NHS registration and Tax Agency.

Art. 2 - Requirements

The requirements to obtain the tutoring grant are:
be enrolled, for the a.y. 2021-22 in an International Master's Degree Course or in a Single Cycle Master's Degree (last two years), in a PhD course (also in the case of courses activated in agreement or in consortium with other universities or with other public and private bodies) of the University of Tuscia and be in compliance with the payment of fees for the same a.y.;
be in possession of the following skills: high communicative ability, high predisposition to group work.
knowledge of the main IT tools (text elaboration, spreadsheet, databases, e-mail, Internet) and the tools available at the University such as Google Drive, Zoom, etc.
good knowledge of the English language to be verified during the interview with the selection Commission.

Art. 3 - Application for admission

The application must be completed using the form attached to this call (Annex 2) and sent to the Student Services and Post-graduate Office at the certified e-mail address protocollo@pec.unitus.it, and for information to unitusjob@unitus.it by 22/07/2022 from the publication, indicating in the subject "International Tutor Call" using your account @studenti.unitus.it, in PDF format.

Incomplete applications will not be accepted.

The following documents must be attached:
1. curriculum vitae and evidence of merit relevant to mentoring;
2. a photocopy of a valid identity document;
3. for PhD students only, authorization from the Board of Professors.

The Administration reserves the right to carry out grants on the veracity of the statements. Without prejudice to the penalties provided for by art. 76 of DPR 445/2000, if the verification shows that the content of the declaration is not true, the declarant will decay from the assigning of his tutoring grant.

Art. 4 - Public selection

The selection is held by qualifications and interview. The selection Commission is composed of three members, one of which acts as President.

The Commissions draw up the ranking lists according to the types of grants, taking into consideration:
a) the curriculum vitae and the qualifications of candidates, according to the criteria specified below, which will be evaluated up to a maximum of 40 points, taking into consideration the activities covered by this grant;
b) the outcome of the interview, which will be evaluated up to a maximum of 60 points.

The following parameters will be taken into consideration in the assessment of merit certificates:
for students enrolled in the first year of Master’s Degree:

- the degree mark and the number of years in which the three-year degree has been obtained.

- the three-year degree must have been acquired by the deadline of the call;

for those enrolled in the years following the first of the Master’s Degree courses or in a Single Cycle Master’s Degree:

- the number of CFUs acquired and registered in the career at the end of the call, with a penalty of 5 points for those who are currently registered “Out of Course”.

for those enrolled in the Ph.D. course:

- the graduation mark and the number of years in which the bachelor’s degree has been obtained.

The interview will be aimed at evaluating the characteristics and motivations of the candidates in relation to the tutoring activity to be carried out. Interviews will be held remotely via Google Meet on the date that will be communicated to applicants by e-mail. Candidates who do not come to the interview according to the indicated date, time and modality, whatever the cause, will be excluded from the ranking. The interview will be held in Italian.

In the event of a tie between two or more candidates, the youngest age will constitute the preferential title.

**Art. 5 – Incompatibility**

The tutoring grant is compatible with the use of regional scholarships. The grant is incompatible with a contract for teaching and that stipulated according to art. 10 of the Regulations for the assignment of teaching assignments in the courses of study. The incompatibility is determined with reference to the academic year of assignment/conferment. If the winner of the grant is also the winner of the competition for part-time collaborations (150 hours) he/she may benefit from it if the activities are not carried out simultaneously and in any case in compliance with the established time limits and the needs of the university structures. It is not allowed the use of more than one tutoring grant in the same academic year, regardless of the subject and number of hours of activity.

**Art. 6 - Renewal**

The tutoring grant can be renewed for a second year to the tutors who in the academic year of reference are in possession of the subjective requirements referred to in the art. 2.

**Art. 7 - Appointment of the winners**

The nomination of the winners will be done by the General Director according to the ranking of merit formulated by the Selection Board, after the verification of the registration to the academic year 2021-22 and the absence of causes of incompatibility by the competent Office. The winners will be notified of the appointment by mail sent to the institutional address. The ranking list will be available to the
candidates on the University website in the section "Student Services" - "Calls" - "Grants for tutoring activities".

Art. 8 - Acceptance

During the mandatory period of 7 days from the date of formal communication of the award of the grant, the winner must send to the Services Office for Students and Post-graduates at protocollo@pec.unitus.it, and for information to unitusjob@unitus.it, with the object "Acceptance of international tutoring grant" under penalty of decay, declaration of unreserved acceptance of the grant, subject to the conditions of the notice of competition. With this declaration, the winner must also give explicit assurance, under his/her responsibility, not to incur the incompatibilities provided for in this notice. The activity will start on August, 29th 2022.

Art. 9 - Waiver

If the winner renounces the grant after having accepted, but before the beginning of the activity, the grant will be available to the eligible competitors, according to the order of the ranking. In case the fellow renounces subsequently, the remaining part of the grant may be made available to the next in the ranking list, only if the number of hours left to be performed is not less than 100. The waiver must be communicated in writing to the Student Services Office and Post Lauream, unitusjob@unitus.it at least 10 days in advance.

Art. 10 - Forfeiture

The fellow will be deprived of the grant if one of the following occurs:

- abandonment of studies;
- transfer to another university;
- loss of student status as a result of qualification;
- failure to start work for an unjustified reason,
- violation of the obligations laid down in the art. 7 of the Regulation for tutoring grants.

The forfeiture may also be ordered in the event that it is responsible for serious deficiencies and/or fails to demonstrate sufficient aptitude.

The forfeiture of the grant will be declared by order of the General Director.

Art.11 - Processing of personal data and final provisions

The personal data provided by the students will be collected and processed by the University for the purposes of management of the selective procedure, pursuant to General Regulation EU 679/2016 and Legislative Decree No. 196/03, updated by Legislative Decree No 101/2018. For what is not
provided for by this notice, please refer to the Rules for the regulation of tutoring grants issued with DR No. 789/2021 of 30.12.2021.

Art.12 - Publication

This Call is published on the University Portal, in the section "Students", "Student services", "Calls" - "Grants for tutoring activities".

Art. 13 - Responsible for the procedure

The Head of Procedure is the Head of the Student and Post Graduate Services Office, Mrs Paola Gatta (contact: 0761.357962 - pgatta@unitus.it).

General Manager
Avv. Alessandra Moscatelli

Firmato digitalmente da:
MOSCATELLI ALESSANDRA
Firmato il 06/07/2022 10:27
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