CALL FOR THE ASSIGNMENT OF TUTORING ACTIVITIES TO SUPPORT ACTIVITIES RELATED TO THE RECRUITMENT OF INTERNATIONAL STUDENTS AY 2023/2024

Legislative references: art. 13, paragraph 2 and 3, of Law 341 of 11/19/1990 - Tutoring - and art.11, paragraph 3, of Legislative Decree N. 68 of 29 March 2012 - Part-time activities of students

Art. 1 – Object of the assignment

<table>
<thead>
<tr>
<th>Type of activity</th>
<th>Activities aimed at supporting international students in the enrollment phase for attendance at the University of Parma from a.y. 2023/2024.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective date and duration of the assignment</td>
<td>From 29/05/2023 to 31/10/2023</td>
</tr>
<tr>
<td>Number of tasks to be assigned</td>
<td>4</td>
</tr>
<tr>
<td>Tutoring office</td>
<td>Didactic, Internationalization and Student Services Management Area</td>
</tr>
<tr>
<td>Total hours for each assignment</td>
<td>300 hours (see “TABLE 1)</td>
</tr>
<tr>
<td>Value of each assignment</td>
<td>€3,000</td>
</tr>
</tbody>
</table>

Art. 2 – Admission requirements

Students who are regularly enrolled at the University of Parma for the 2022/2023 academic year, during the application phase and for the entire duration of the service, are eligible to participate in one of the study programs listed in TABLE 1 - List of positions available and admission criteria.

For the purposes of admission to the selection for the specific position of preference of the candidate, it is necessary to possess all the specific requisites requested, as well as the possible possession of the preferential qualifications indicated.

Students, even if regularly enrolled, who cannot guarantee the tutoring activity in the period required by the announcement, according to the indications provided, cannot participate. (e.g., undergraduates, trainees, etc)

Art. 3 - Description of the planned activities

The selected tutors are called to collaborate with the administrative structures of the University in charge of managing the European and international candidates interested in enrolling at the University of Parma for the a.y. 2023/2024.

The activities related to the tutor assignments made available by this notice are as follows:

- Support for European and international students requesting specific information for admission to a course of study at the University of Parma for the a.y. 2023/2024;
- Support to the competent offices in contact activities with European and international candidates and with the contact persons of the study courses;
- Information activities, in favor of European and international candidates, on the academic and territorial reality of Parma, with particular reference to the services available and the opportunities connected with attending the University of Parma;
• Support to European and international students in planning their arrival in Parma as well as to facilitate the enrollment phases.

For the activities listed above, a period of specific initial training on aspects relating to the position is envisaged.

They required:
• Willingness to carry out the assignment in person (within the limits permitted by current legislation in relation to the pandemic situation);
• Strong motivation;
• Good predisposition to interaction and contacts with international students.

1 - List of positions available, admission and evaluation criteria (in brackets the score awarded)

<table>
<thead>
<tr>
<th>Assignment Period</th>
<th>Coordinator</th>
<th>Number of places available</th>
<th>Admission requirements</th>
<th>Evaluation criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 29th May to 31st October 2023</td>
<td>Avv. Anna Maria Perta <a href="mailto:admissions@unipr.it">admissions@unipr.it</a></td>
<td>4</td>
<td>Enrollment, for the a.y. 2022/2023: • In the first year of a three-year degree course (5 points) • In the second year of a three-year degree course (10 points) • In the third year of a three-year degree course (15 points) • In the first or second year of a master’s degree (20 points) • In the first or second year of a master’s degree taught in the target language (25 points) • At a doctoral course (25 points)</td>
<td>Field of study of the candidate • Law (10 points) • Communication Sciences (10 points) • Political Science (10 points) • Foreign Languages and Literatures (10 points) • Other disciplines (5 points) Motivational aspect (max. 50 points) Previous experience studying abroad (max. 10 points) Knowledge of the MS Teams application or other videoconferencing systems (5 points)</td>
</tr>
</tbody>
</table>

*: means any certification issued by public or private bodies certifying the level of knowledge of the language. For the purposes of participating in the call, the linguistic suitability provided for by the university curriculum also applies.
**Art. 4 – How to publish the announcement and deadlines for submitting applications**

This announcement and the facsimile of the admission application are published on the University of Parma website: [http://www.unipr.it](http://www.unipr.it). Candidates must submit an application to participate in the selection by filling in the facsimile of applications.

Applications may be submitted in one of the following ways:

1. by personal e-mail (file in PDF format) to the e-mail address: protocol@unipr.it (NB YOU MUST ATTACH A PHOTOCOPY OF THE CANDIDATE’S IDENTITY DOCUMENT BY SENDING THE DOCUMENTATION FROM YOUR INSTITUTIONAL ADDRESS name.surname@studenti.unipr.it)

2. postal delivery by registered mail with acknowledgment of receipt (or by means of an authorized delivery agency) to the following address: Protocol Office - University of Parma - Via Università, 12 - 43121 Parma. The protocol receipt stamp will be proof.

The following documentation must be attached to the application (COMPULSORY ATTACHMENTS):

- curriculum vitae in European format;
- any list of educational, scientific and/or professional activities;
- any other document deemed useful for selection purposes;

**DEADLINE OF THE NOTICE: FRIDAY 19 MAY 2023 at 12.00**

**Art. 5 – Dates and methods of selection**

The assignment of grants for tutoring will take place based on the selection made by the specific Commission of selection appointed at the deadline of the announcement.

The selection will take place on the day 23 MAY 2023 from 3.00 pm. The presence of candidates is expected and they will be contacted by the Examination Board via MS TEAMS.

The Commission will adopt the following criteria for the evaluation of qualifications and for drawing up the ranking:

- assessment of the requirements possessed by the candidate students, with the allocation of relative score for each requirement as described in TABLE 1 - List of available positions and admission criteria.
- evaluation of any other element provided by the candidate useful for assessing the possession of aptitude requirements for the position to be filled.

**Art. 6 – Method of publication of the ranking**

The ranking of suitable candidates is valid only for the 2022/2023 academic year and is published on the University of Parma website: [http://www.unipr.it](http://www.unipr.it).

The publication of the ranking has the value of official communication and notification of selected candidates; therefore, no further communications will be sent to the candidate.

**Art. 7 – Obligations of the winner**

The successful candidate, to be able to hold the assigned position, must fulfill the following obligations:

- compilation of the relative tax form in compliance with current legislation. The form will be provided by the Internationalization Unit;

The international tutoring activity must take place within the academic year 2022/2023 with effect from 05/29/2023 and must end by 10/31/2023. Methods and times for carrying out the activity will be defined by the indications provided by the organizational Units and departments concerned.

**Art. 8 – Withdrawal or forfeiture of office**

The withdrawal, drawn up in writing and addressed to the Magnificent Rector, must be duly motivated and signed by the renouncing party.

In case of renunciation by the winner, the list of suitable candidates will be scrolled.
Art. 9 – Incompatibility and limits

The successful candidate must also declare that he is available for the entire duration envisaged for the tutoring activity, or that he is free from commitments and consequently that he does not run into incompatibilities that could prevent an active presence and availability within the university structure.

The tutoring activity is incompatible with the part-time collaboration activity (150 hours), but not with another work activity. If this work activity is carried out in another public administration, students are required to present the NULLA OSTA from the same administration.

The tutoring collaboration does not in any way constitute an employment relationship and does not give rise to any evaluation for the purposes of public competitions.

Art. 10 – Appeals on decisions

Interested candidates may present an appeal to the Magnificent Rector against the decisions of the selection board within 15 days of the date of publication of the selection result.

Art. 11 – Method of remuneration

To arrange for the check to be paid, the collaborator is required to fill in an attendance sheet and draw up a report of the activity carried out, countersigned by the project manager, which must be delivered at the end of the assignment. The fee will be paid to the extent of 70% of the total amount at the start of the activity; the balance will be paid at the end of the activity, subject to a positive assessment of the work by the Department tutor. If the hours worked are less than those foreseen, the balance will be recalculated based on the hours actually worked. No further compensation is due if the hours established by the contract are exceeded. The fee is exempt from personal income tax.

Art. 12 – Final provisions

The University of Parma provides insurance coverage for accidents and civil liability towards third parties for the students engaged in the activities carried out pursuant to this announcement. For anything not indicated in this announcement, as well as by law, reference is made to the current regulations on scholarships as applicable.

RESPONSIBLE FOR THE PROCEDURE

Pursuant to art. 4 of law 241 of 7 August 1990 (New rules on administrative procedure and right of access to administrative documents) The person responsible for the procedure is Dr. Alessandro Bernazzoli, head of the Internationalization Unit. Candidates have the right to exercise the right of access to the records of the competition proceedings as provided for by current law. The request must be sent to the Internationalization Unit - Erasmus and International Home Office, P. le San Francesco 3 – 43121 Parma, by filling in the appropriate form to be requested from the Office itself.

The data provided is processed by the University of Parma, in its capacity as Data Controller, for institutional purposes, such as carrying out administrative, teaching and research activities. The processing is necessary for the pursuit of one’s institutional purpose, pursuant to art. 6 of the European Regulation on the protection of personal data n. 679/2016 (hereinafter for brevity GDPR), and in compliance with the general principles of transparency, correctness and non-excess pursuant to art. 11 of the Personal Data Protection Code, Legislative Decree no. 196/2003 (hereinafter for brevity Code), as well as the principles established by art. 5 of the GDPR, with particular regard to lawfulness, the use of data for specific, explicit, legitimate purposes, in a pertinent way with respect to the treatment, respecting the principles of data minimization, accuracy, retention limitation, integrity and confidentiality, disclosure responsibility pursuant to art. 13 of Legislative Decree 06.30.03 n. 196 “Code regarding personal data”

THE MANAGER OF THE EDUCATION AREA
Avv. Anna Maria Perta