Student Tutors

NOTICE - UPDATE OF THE REGISTER OF STUDENT TUTORS WHO WORK PART-TIME TO SUPPORT STUDENTS WITH DISABILITIES AND SPECIFIC LEARNING DISORDERS

(Resolution of the Head of the Division of Student Affairs no. 440 of 18/03/2019)

1- PURPOSES AND SCOPE OF TUTORING SERVICES

Politecnico di Torino, having regard to the rules on the right to education (Legislative Decree no. 68 of 29.03.2012), on the protection of disabilities (Law 17/99 and subsequent amendments) and Specific Learning Disorders (Law 170/2010, Ministerial Decree no. 5669/2011 and the CNUDD Guidelines dated 10.07.2014), offers its students the opportunity to work as tutors for fellow students with disabilities /Specific Learning Disorders (SpLD). Tutoring services must be rendered in compliance with the conditions and terms indicated below.

The purpose of this notice is to update the "Register of Student Tutors". The Register of Student Tutors is a list that allows Politecnico to identify the persons who can best work as Student Tutors with respect to the specific needs of each student with disabilities / SpLD. Being a Student Tutor means supporting fellow students with disabilities / SpLD. The goal of tutoring is to reduce the obstacles (logistical, learning barriers etc. ...) that students with disabilities may need to overcome during their learning path.   Student Tutors may be involved in the following activities:

- administrative support (help with administrative procedures ...);
- help fellow students to move around campus (to and from classrooms, libraries, laboratories, offices etc.);
- accompany fellow students to interviews with the teaching staff and to exams;
- assist fellow students for their teaching activities (taking notes, finding texts and books ...);
- prepare study materials in accessible formats (digital, enlarged, etc.);
- assist students who cannot write or read autonomously during admission tests or exams;
- organize study groups (in particular for students with SpLD).

2 – TUTORING COMMITTEE FOR STUDENTS WITH DISABILITIES AND/OR SPECIFIC LEARNING DISORDERS

A special Committee evaluates the requests for support submitted by students with disabilities / SpLD. The Committee chooses the candidate on the Register who best meets the needs of the student with disabilities who applied for support in order to find the best possible match. The Committee is appointed by the Head of the Division of Student Affairs with a specific resolution and is composed of the following members:

- the Faculty Advisor to the Rector for Equal Opportunities, Social Assistance, Social Integration and the Rights of Persons with disabilities;
- a staff member of the Office of Orientation (Division of Student Affairs)
- a staff member of the Office for the Right to Education (Division of Student Affairs)

3 - REGISTER OF STUDENT TUTORS

As a general rule, students who meet the requirements referred to in art. 5 are included in the "Register of Student Tutors". The **Register is not a ranking list.** Its sole function is to collect the names of the students who are willing to provide tutoring services. Politecnico di Torino, through the Tutoring Committee for students with disabilities and/or SpLD, may contact them depending on the type and number of requests for support received from students with disabilities/SpLD.

4 - UPDATING THE REGISTER

The Register will be periodically updated. In particular, Poltecnico will periodically verify that each candidate still meets the necessary requirements to be part of the Register. In the event that these requirements are no longer met, the name of the candidate will be deleted from the Register. The cancellation will also be made at the explicit request of the candidate following a decision of the Committee, whose judgment is final. The Register of Student Tutors will also be updated with the names of new candidates. Candidates are required to promptly notify any changes in their student number (if they move from a Bachelor's degree programme to a Master's degree programme) or any loss of student status or requirements, in order to facilitate the updating of the Register.

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5 - REQUIREMENTS

Politecnico students can work as Student Tutors if they are regularly enrolled in:

- a Bachelor's degree programme (L), provided that their first enrolment in the university system is not older than four years;
- a Master's degree programme (LM) course, provided that their first enrolment is not earlier than three years.

Candidates must also be proficient in the Italian language. This requirement can be verified during the interviews illustrated in art. 7.

6 - APPLICATION SUBMISSION

Candidates who wish to be included in the Register of Student Tutors must submit their application by filling out the specific application form. They must also attach curriculum vitae and any other useful documents for the assessment of the Committee. The above mentioned documents can be submitted by ticket. Applicants may submit their application at any time during the year.

7 – ALLOCATION OF PART-TIME JOBS AS STUDENT TUTORS

When a Student Tutor needs to be appointed, the Committee interviews the candidates included in the Register to verify if they actually have the skills declared in their application form and curriculum vitae. The Committee also ascertains their disability sensitivity and their ability to solve practical problems arising from disability, as well as their proficiency in the Italian language. Only in the event that the Committee considers that several candidates are equally suitable for the job, the evaluation will take into account the candidates' academic merit and economic condition. The Committee may offer part-time jobs as Student Tutor with different durations (from a minimum of 30 to a maximum of 200 hours), according to the needs of the student to be supported. The job duration can be extended up to the maximum limit provided by law (200 hours per year).

8 - COMPATIBILITY WITH OTHER PART-TIME ON-CAMPUS JOBS

Students who are included in the Register of Student Tutors can also apply for other part-time on-campus jobs during the year. Student Tutors are free to accept other part-time on-campus jobs within the maximum limit provided by law (200 hours per year).

9 - REMUNERATION

Part-time on-campus jobs are paid 12,50 euro/hour. According to the law, a part-time on-campus job does not constitute in any way an employment relationship and does not qualify for evaluation for open public competitions. Part-time on-campus jobs are exempt from taxes and do not give rise to social security benefits or career progress. Student Tutors are paid at the end of their job, upon authorization of the Committee or of the Project Manager (if any) and after they complete an online questionnaire available on their personal page on the Teaching Portal.

10 - PERSONAL DATA

In accordance with the General Data Protection Regulation (EU Regulation 2016/679) and the "Code regarding the protection of personal data" (Legislative Decree No. 196 of 30th June 2003 and further amendments), Politecnico di Torino will process personal data exclusively in pursuit of its institutional aims and in accordance with the transparency purposes imposed by the law. The processing of personal data is based on the principles of correctness, lawfulness and relevance of purposes. The privacy policy of Politecnico on the processing of the personal data is available at https://didattica.polito.it/privacy/

11 – COMMUNICATIONS   The Division of Student Affairs communicates with students sending messages to their PoliTO mailboxes (s@studenti.polito.it) or through the personal page of the Teaching Portal and/or using the contact information available in the archives of the University. For this reason, students must constantly update their contact details.

Torino, 18th March 2019

Application form
Curriculum Vitae
Register of Student Tutors