VADEMECUM FOR STUDENT TUTORS

Goals of the collaboration

✓ to support peers student with disabilities/SpLD to overcome any difficulties that they may meet during their career: assistance in the completion of administrative tasks, helping students to move around campus, accompanying to interviews with the teaching staff and exams, assistance in teaching activities, preparing study materials and make them accessible.

Requirements to be insert in Tutor's Register

✓ it is necessary to be regularly enrolled at Politecnico di Torino;

✓ for a Bachelor's degree programme (L), no more than the 4th year of enrolment;

✓ for a Master's degree programme (LM), no more than the 3rd year of enrolment;

✓ to be inserted in the Tutor's Register it is necessary to send via ticket to the Special Needs Unit the **Curriculum vitae** and the **Application Form**.

Attribution of collaboration as student tutor

✓ the Tutor's Register is not a ranking list, its only function is to collect the names of students who are willing to provide tutoring services;

✓ after receiving a request for support, the Committee will choose a candidate evaluating through an interview which person could best meet the needs of the student with disability/SpLD.

Starting of collaboration as student tutor

✓ the Committee will contact the student tutor selected to arrange an interview to make acquaintance and to agree with the parts involved to proceed with the start of the collaboration;

✓ to formally start the collaboration, the student tutor will receive from the Special Needs Unit via ticket a **Resolution** to be sent back signed and a **time sheet** to be completed during the collaboration;

✓ generally, the collaboration starts with an assignment of 30 hours.

Renewal of the collaboration

- ✓ the collaboration period is always renewable (10 hours, 20 hours, …);
- ✓ for the renewal it is necessary to write a ticket to the Special Needs Unit, stating the number of additional hours;
- ✓ the total number of hours should not exceed 200;
- ✓ part-time collaborations with the Special Needs Unit are compatible with the application for other part-time collaborations within the Politecnico, within the limit of 200 hours allowed by law.

Conclusion of the collaboration

- ✓ it is necessary to send the time sheet via ticket to the Special Needs Unit, completed and signed by both partners;
- ✓ the tutor must fill in the end of collaboration questionnaire that he/she will find on the Teaching Portal.

Remuneration of the collaboration

- ✓ the remuneration of the collaboration will be €12,50 per hour;
- ✓ in order to be paid, it is necessary to have completed at least 10 hours;
- ✓ the collaboration will be entirely paid after the conclusion of it in a single solution;
- ✓ it is necessary to provide all the information needed for the payment on your personal page;
- ✓ under the provision of law, part-time jobs as such are not to be considered an employment relationship and therefore do not entitle to any evaluation for public competitions, they are also tax free and do not imply social security benefits nor career awards.