



**Politecnico
di Torino**

Guidelines for Tutoring and Support Services Students with Disabilities / SpLD / SEN Academic Year 2025/2026

The English translation of this document is provided as a support to the student community and has no legal effects.

The Italian version shall constitute the sole authentic text and will be referred to for any legal matters.

SECTION I – How to apply to become a Student Tutor and support Students with Disabilities / SpLD / SEN with Tutoring and Support Services

Art. 1 – Purpose and Scope

Politecnico di Torino offers its students the opportunity to work as Student Tutors to support students with disabilities, students with Specific Learning Disorders (SpLD) and students with Special Educational Needs (SEN), under the conditions and terms described below.

For this purpose, the University establishes, for academic year 2025/2026, a “Register of Student Tutors” (hereinafter referred to as the “Register”), which collects the list of students who voluntarily apply to carry out support services under the framework of the Calls for applications for part-time on-campus jobs of Politecnico di Torino.

The Committee referred to in Art. 6 and the relevant offices will consult the Register to select the most suitable tutors to meet the specific needs of the students who are requesting the service (beneficiaries), based on the number of applications received and the financial resources allocated to the project.

The Register will be updated throughout the academic year according to the procedures described in Art. 5.

Art. 2 – Type of Services

Tutors may choose between two types of activities:

a) Peer Tutoring for Students with Disabilities / SpLD / SEN

The peer tutoring service aims to help students with disabilities / SpLD / SEN achieve the highest possible autonomy, respecting each student's individual pace. It is exclusively intended as a service to strengthen independent study skills and integration into the university community.

For example, the main activities may include:

- operational support with academic administrative tasks;
- assistance during advisory meetings with the teaching staff;
- support for educational activities (note-taking, sourcing textbooks, reading books, etc.);
- preparation of study materials in accessible formats (digital, enlarged, etc.);
- personal support during admission tests or during exams for students who are not autonomous in reading or writing;
- coordination and/or supervision of study groups;
- support during group work;
- assistance in individual study aimed at progressively achieving autonomy;
- support in preparing the final thesis and/or in carrying out specific projects or educational activities (assistance with reading, writing, time management, etc.).

Student tutors may be requested to carry out these activities in person (on or off-campus), remotely or in a blended mode.

b) Support with Getting Around Campus for Students with Disabilities (exceptionally also for lecturers/guests involved in educational activities)

This activity generally consists of assisting students while they travel to and from classrooms, libraries, departments, laboratories, canteens, other University spaces that are not located in the main campus, as well as all external venues where teaching is delivered.

Student Tutors must provide support exclusively on foot and/or by using accessible public transportation.

Art. 3 – Available Funds and Details of the Tutoring Service Grants

Politecnico di Torino allocates €50,000 to fund tutoring grants under these Guidelines.

Each selected Student Tutor will initially be assigned a part-time job of 30 hours, with the possibility of multiple renewals up to a maximum of 200 hours (in accordance with Legislative Decree No. 68 of 29/03/2012 on the right to education and the promotion of university colleges).

The Beneficiary (i.e. , the student requesting the service) must submit a renewal request, which must be accepted by the Tutor and authorized by the competent office, as described in Art. 13.

Prior authorization is mandatory; without it, the hours worked will not be recognized for payment purposes.

Considering that tutoring services are considered equivalent to part-time teaching jobs, the hourly compensation is €12.50, as approved by the Board of Governors on 14 July 2020.

These part-time on-campus jobs do not establish an employment relationship with Politecnico, are tax-exempt, do not give right to receive any social security contributions, do not contribute to any career recognition, and are not evaluated in public competitions.

Politecnico will pay the Student Tutor upon completion of the activities

assigned, after the authorization of the Committee referred to in Art. 6 and/or of the Project Coordinator (if this role is appointed). In order to receive the payment, the Student Tutor is required to submit a document certifying the hours worked (“timesheet”) to the Special Needs Unit via ticket.

Students who have registered in the Register of Student Tutors are also allowed to apply for other calls for applications for part-time on-campus jobs normally announced by Politecnico di Torino during the year. Students Tutors are allowed to accept one or more on-campus jobs within the total limit of 200 hours per year.

Art. 4 – Eligible students for the Register of Student Tutors

Students enrolled at Politecnico di Torino for academic year 2025/2026 may apply for inclusion in the Register of Student Tutors if they are enrolled in:

- a Bachelor’s degree programme (L), provided that their first enrolment at any university was no earlier than four years ago;
- a Master’s degree programme (LM), provided that their first enrolment was no earlier than three years ago;
- a PhD programme.

Art. 5 – How to apply to be included in the Register of Student Tutors

Students may submit their applications for inclusion in the Register of Student Tutors at any time during the academic year by completing a specific form available on their personal page of the Teaching Portal.

However, there are two priority application deadlines for students who wish to be included in the Register and be assigned a tutoring service job:

- 28 September 2025: closing date for applications for first semester;
- 2 March 2026: closing date for applications for second semester.

Art.6 – How Tutoring Service jobs are assigned to Student Tutors

On the closing date of each application time frame referred to in Art. 11, a specific Committee – composed of the Academic Advisor for the Integration of People with Disabilities / SpLD, a member of the LIFE Division (STUDI Department), and a member of the Student Careers and Right to Education Division (STUDI Department) – will evaluate the requests (as described in Art. 2) submitted by students with disabilities / SpLD / SEN.

Based on the needs expressed by the Beneficiaries, the Committee will choose the Student Tutors who best meet the specific requirements, aiming to create the most effective matches.

The Student Tutors selected by the Committee will be contacted by the competent offices, primarily through the Ticketing Support System, or alternatively via their Polito e-mail account and/or the mobile phone number provided. The Students Tutors will receive the job proposal and will be asked to confirm their availability.

Student Tutors must accept the job exclusively through the Ticketing Support System within three days of receiving the request sent by Politecnico di Torino.

Tutoring jobs are assigned with priority given to the specific needs of the Beneficiaries. When multiple eligible candidates apply for the same job, the selection will be based on these criteria in order of priority:

- The Student Tutor attends the same degree programme as the student requesting support;
- The Student Tutor's academic performance (when support is requested for preparation for a specific exam);
- the order of receipt of the responses to the acceptance ticket.

After a Student Tutor accepts the job, the competent offices will arrange an introductory meeting – in person or remotely – between the Student Tutor, the Beneficiary and the University staff. The purpose of the meeting is to introduce each other, explain how the service works and illustrate the administrative procedures.

If the meeting outcome is positive, Politecnico will initiate the administrative process for the activation of the Tutoring grant.

During the tutoring activity, the Student Tutor must record the hours actually worked using a specific timesheet, which must be signed by both the Student Tutor and the student who receives his/her support.

Art. 7 – Training

Student Tutors must complete a one-hour training course, available via webinar or in-person, conducted by the pedagogues who work for the Special Needs Counselling Service of Politecnico.

During their job, Student Tutors may also receive:

- support from the staff of the Special Needs Unit for administrative matters related to the tutoring grant;

- support from the pedagogues Special Needs Counselling Service for operational issues or relational matters.

Art. 8 – Personal Data

In accordance with the General Data Protection Regulation (EU Regulation 2016/679) and the Italian Personal Data Protection Code (Legislative Decree No. 196 of 30 June 2003, as amended), Politecnico di Torino processes candidates' personal data exclusively for institutional purposes and to ensure compliance with transparency obligations under the law. Such processing is carried out according to the principles of fairness, lawfulness, and relevance for these purposes.

The full information regarding the processing of personal data and the rights of data subjects is available at the following link:

<https://www.polito.it/privacy>

Art. 9 – Communications

Politecnico di Torino will normally communicate with Student Tutors through the Ticketing Support System, or alternatively via their Polito e-mail account and/or their mobile phone number.

SECTION II – How Students with Disabilities / SpLD / SEN (Beneficiaries) can request the Tutoring and Support Services

Art.10 – Beneficiaries

The Beneficiaries of the Tutoring and Support Service are the students who are formally registered with the Special Needs Unit.

The Peer Tutoring and Support with Getting Around Campus Service for **students with disabilities** who have a valid certificate is always guaranteed to:

- Bachelor's students: during the first four years of enrolment at Politecnico;
- Master's students: during the first three years of enrolment at Politecnico.

In the following years, the service will be subject to the evaluation of the Committee referred to in Art. 6.

The same services can also be provided to **students with SpLD / SEN** provided that all the requests coming from students with disabilities mentioned above have been already fulfilled, based on the following criteria:

- a) availability of funds within the budget allocated to the project, as specified in Art. 3;
- b) priority for new assignments of Student Tutors over renewals;
- c) priority for students who have not yet used the service.

Art. 11 – How to request the Tutoring and Support Services

Beneficiaries may submit a request to receive Tutoring and Support Services with getting around campus at the beginning of each semester according to the following schedule:

a) **First-year students:**

- **29 September 2025 – 31 October 2025:** requests for services starting in the first semester;
- **2 March 2026 – 13 March 2026:** requests for services starting in the second semester.

b) **Continuing Students (enrolled in year 2 or beyond):**

- **29 September 2025 – 10 October 2025:** requests for services starting in the first semester;
- **2 March 2026 – 13 March 2026:** requests for services starting in the second semester.

Requests submitted outside the periods indicated above will not be accepted.

Beneficiaries must submit their requests exclusively through the Ticketing Support System (ticket subject: Special Needs).

Each request must specify:

- **the type of service requested**, as described in Art. 2 (peer tutoring and/or support with getting around campus);
- for tutoring requests related to a specific subject/exam, the **exact name of the course** and its **code**.

Normally, each beneficiary may request support for only one course per

semester. Additional requests will be evaluated by the Committee referred to in Art. 6, taking into account available funds and the reasons provided.

All requests must be submitted through the Ticketing Support System.

Art. 12 – Service Activation

After the closing date of each application time frame referred to in Art. 11, the Committee referred to in Art. 6 will review the requests received by the Beneficiaries and will select the Tutors who best match the beneficiaries' specific requirements in order to foster the most effective matches.

Following acceptance by the Tutor selected by the Committee, Politecnico offices will arrange an introductory meeting — in person or online — involving the Tutor, the Beneficiary and the University staff. The purpose of the meeting is to introduce each other, explain how the service works and illustrate the administrative procedures.

If the meeting has a positive outcome, the administrative process for activating the service will begin.

During the tutoring activity, the Student Tutor must record the hours actually worked using a specific timesheet, which must be signed by both the Student Tutor and the student who receives his/her support.

Art. 13 – How to request an Extension/Renewal of the Service

Beneficiaries who want to request an extension/renewal of the Tutoring and Support Service must submit their requests through the Ticketing Support System (ticket topic: Special Needs), providing detailed reasons in support of the request.

Requests must be submitted at least 10 days before the expected completion date of the service, in order to allow the necessary checks and to proceed formally with a possible renewal. For requests submitted with shorter notice, continuity of the service cannot be guaranteed.

The extension/renewal must be approved by the University, subject to verification of the tutor's availability and of the resources referred to in Art. 2.

Art. 14 – How to request a Tutor replacement

If the Tutor assigned to a Beneficiary withdraws due to unforeseen circumstances, the University will identify another suitable person to take on the role.

If the Beneficiary decides to terminate the collaboration before the full completion of the service, the University will identify another suitable person to take on the role (provided that the Beneficiary still needs support).

Beneficiaries are not allowed to request more than three replacements during the academic year.