



## University Regulation for Students Engaged in Tutoring or Cultural Activities

### Article 1 - Scope and Legal Framework

1. This regulation governs, on a transitional basis and pending the approval of the University regulation for guidance and tutoring, student work in tutoring pursuant to art. 13 of Law no. 341 of 19 November 1990, Law Decree no. 105 9 May 2003, as converted into no. 170 Law 11 July 2003, and Legislative Decree no. 68 of 29 March 2012.

2. This transitional regulation was issued following the new regulation for student work in University services, promulgated by Rector's Decree 31556 of 9 November 2020, which does not regulate student work in tutoring.

3. This Regulation governs the allocation of tutoring, supplementary teaching, preparatory and remedial activities to capable and deserving students enrolled on Master's degree programmes and in postgraduate schools for the legal professions.

### Article 2 - Definition of Terms

The following services are included in tutoring hereunder:

- Supplementary teaching in subject areas requiring support for training activities (courses, exercises, seminars, laboratories), as well as support for orientation purposes;
- In-depth study and exercises in specific subject areas;
- Tutoring on specific subjects, geared to students with disabilities and SLD.
- Third-Mission and support activities for the University museum system.

These services may be provided in person or remotely.

### Article 3 - Persons Involved in Tutoring Activities

1. Tutoring tasks may be assigned to the following students through a competitive selection procedure:

- Students enrolled on, and on track with, Master's degree programmes, as well as on the 4th, 5th or 6th year of single-cycle Master's degree programmes of the University;
- Students enrolled in postgraduate schools of the University for the legal professions.

2. For those enrolled on Master's degree programmes, the overall duration of tutoring may not exceed 320 hours per academic year. Tutoring activities may be cumulated with services provided under the aforementioned student work regulations, up to the limit set forth above.

3. For students enrolled in postgraduate schools for the legal professions, the total duration of tutoring may not exceed 200 hours per academic year.

### Article 4 - Tutoring Procedures

1. University units, based on the availability of financial resources as per article 10 below, shall open a tutoring position by drawing up a call for applications according to the template posted to the UNIMI portal.

2. The call for applications is issued:

- a) by a resolution of the Department Head, subject to a resolution of the Department Board for positions open in a Department;



- b) by a resolution of the General Manager for positions open in General Management;
- c) by a resolution of the Divisional Head for positions open in a Division.

3. The call for applications is submitted to the competent office of the Student Registrar and Right to an Education Division for compliance check and posting to the University website.

4. The Examining Board is set up on the deadline date of the call for applications, following the same procedures as for issuing the call. The Examining Board is made up of three members, including one student chosen from among the members of the Board of Directors, the Academic Senate, the Department Boards and the Student Conference.

5. The selection process, possibly including an interview, is based on merit and the specific skills required for the position. In case of a tie in merit, the position will be awarded to the lower-income candidate.

6. The call for applications must contain the following information:

- a) details of the Department / General Manager / Divisional Head resolution approving the call;
- b) application requirements;
- c) selection criteria;
- d) type of service to be provided;
- e) number of positions open;
- f) job description;
- g) start and end dates, overall duration and working hours;
- h) place of work;
- i) statutory hourly wage;
- l) date of publication of the call for applications on the University website;
- m) how to apply;
- n) application deadline, not less than 10 days as of the date of publication;

7. For the purposes of visibility, communications via e-mail will be sent out upon publication of the calls.

## **Article 5 - Tutoring Contract**

1. Students high enough in the ranking will be asked to sign a contract with the following information:

- a) duration and job description;
- b) working hours and arrangements;
- c) hourly wage;
- d) place of work;
- e) line manager.

2. The student undertakes to work proactively towards their goals, in compliance with working hours requirements. Should any circumstances arise preventing the student to continue their work, they shall promptly submit a justified application to terminate the contract to their line manager.

3. Students will work under the supervision of a line manager, as identified by the unit head.



4. Tutoring students are by no means University employees, nor do they form part of teaching or administrative staff. They do not earn any credits for the purposes of public competitive selection procedures, or any academic credits (CFU).

## **Article 6 - Supervision, Wage Reduction and Removal from Work**

1. Student supervisors are required to promptly notify the unit head of any non-compliance with work assignments.

2. The unit head may, upon hearing the student and possibly other people with knowledge of the facts alleged, issue a justified provision to:

- a) reduce the student wage in proportion to the breach reported;
- b) remove the student from work.

3. Both measures referred to in the previous paragraph may be adopted against the same student by the same provision.

4. The student may appeal to the General Manager against the provision referred to in point b) above.

5. The General Manager, having heard the interested party, may cancel or amend the provision, or reject the appeal, by means of a justified provision.

6. The supervisor(s) may propose any suspensions for cause, with the student having to make up for lost hours or otherwise.

## **Article 7 - Termination**

1. The work contract shall terminate automatically, without the need for any notice, on the date set out therein.

2. Moreover, the work contract shall terminate automatically on the date of graduation, or upon the student leaving the University before graduation.

3. Should any circumstances arise preventing the student to continue their work, they may apply to terminate their work contract for cause.

4. In the event of early termination, the student is entitled to pro-rata payment for services rendered.

## **Article 8 - Accident Insurance**

1. The University will take out accident insurance for student workers at its own expense.

2. However, they will not be entitled to any healthcare or social insurance schemes, other than under art. 9 below.

## **Article 9 Wage**

1. The gross hourly wage is € 12.50, up to € 4,000.00 per year, totalling 320 hours per year.

2. The wage shall be paid upon the unit head submitting documents certifying the completion of the assignment. Partial payment is allowed upon request of the interested party.

3. The provisions of article 10-bis of Legislative Decree no. 446 of 15 December 1997, as well as art. 4 of Law no. 476 of 13 August 1984, as amended, and for social security matters, art. 2, paragraphs 26 et seq. of Law no. 335 of 8 August 1995, as amended apply to student work hereunder.

## **Article 10 - Financial Resources**



1. The Board of Directors annually approves the resources to be allocated in the budget to the various university units to cover the costs of student work hereunder, including insurance costs.
2. The Departments that have their own resources may allocate part of said resources to cover student work referred to in the previous paragraph.

## **Article 11 - Final Provisions and Effective Date**

1. This transitional regulation is approved by the Board of Directors, subject to the favourable opinion of the Academic Senate.
- 2 The Regulation is issued by Rector's Decree, and posted to the University website. It comes into effect on 1 March 2021.