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Regulations governing student tutoring activities

Issued by Rector's Decree No. 874 of 24 September 2024

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Art. 1 – Definitions

1. For the purposes of these Regulations, the term:

PERIOD OF ACTIVITY defines the period normally running from September of the year in which the call for applications is published to September of the following year, subject to the necessary activities required for the handover between tutors at the start and end of the period of activity. This period may fall in a different month in the case of supplementary or extraordinary calls for applications;

AREA, refers to the academic areas within the University of Brescia, organised into various departments, in which tutors carry out their duties, as well as the remit of the organisational units within which tutors serve;

STUDENT COLLABORATION (150 HOURS), defines the forms of student collaboration in activities related to the services provided by the University of Brescia, excluding those pertaining to teaching activities (Article 12 of Law No. 341 of 19 November 1990), the conduct of examinations, and the assumption of administrative and/or accounting responsibilities. These roles are filled through a selection process following participation in the relevant annual call for applications.

EQUIVALENT DEGREE defines the qualification previously obtained upon completion of a first-cycle degree programme if, at the time of application, the candidate is enrolled in the third year of a three-year degree programme, or upon completion of a master's degree programme or a single-cycle degree programme in other cases, such that enrolment in the current degree programme is aimed at obtaining a second degree;

CONTACTS FOR STUDENT TUTORING ACTIVITIES: refers to Department Heads or their delegates and/or Heads of the assigning department who work in collaboration with tutors;

REGULARLY ENROLLED STUDENTS refers to students who are actively pursuing their studies and are up to date with their fee payments, enrolled on a bachelor's degree programme, a doctoral programme or the postgraduate school for the legal professions at the University of Brescia, and who, within the deadlines set annually, have renewed their enrolment for the academic year in which the tutoring activity is due to commence, having paid the first instalment;

ASSIGNMENT UNIT refers to the department, organisational unit, sector or university centre within the prison where the tutor, on the basis of the call for applications in which they participated, carries out their duties;

TUTOR refers to students selected following a competitive selection process who carry out the activities set out in Article 2, paragraph 2 of these Regulations.

UNIVERSITY HALLS OF RESIDENCE TUTOR or **SENIOR TUTOR** refers, in particular, to students selected following a competitive selection process who carry out the activities set out in Article 2, paragraph 2, point (e) of these Regulations.

2. The following abbreviations refer to:

BoD, the University's Board of Directors; ECTS, the European Credit Transfer and Accumulation System; CPS, the Student Participation Committee; PAT, the Annual Plan for Student Tutoring; PQA, the University Quality Assurance Unit; RPA, Head of Administrative Procedures.

Article 2 – Legal Basis and Objectives

1. In accordance with Article 13 of Law No. 341 of 19 November 1990, Decree-Law No. 105 of 9 May 2003, No. 105, Articles 3 and 11 of Legislative Decree No. 68 of 29 March 2012, and the University's Academic Regulations, the University defines annually the tutoring activities involving teaching staff, researchers and student tutors.

2. The objectives of student tutoring are:

- a) to guide and assist newly enrolled students and students throughout their course of study;
- b) to provide support for initiatives aimed at reducing drop-out rates and the number of students running behind in their studies;
- c) to assist students in drawing up their study plans and in completing the administrative formalities required for their university studies;
- d) to welcome and support the international international and those of internationalisation for internationalisation,
- e) to promote welcome and integration activities in university halls of residence;
- f) support the delivery of teaching activities and activities to help students settle into university life;
- g) take part in guidance activities organised by the University or the Departments, both within and outside the province.

Art. 3 – Tutors

1. These regulations govern the tutoring activities entrusted to capable and deserving students, as defined in the following articles.

2. Tutoring activities falling within the institutional duties of lecturers and researchers are governed by separate regulations.

Art. 4 – University Tutoring Committee

1. In order to coordinate these activities, the 'University Tutoring Committee' is hereby established. The Committee is appointed by Rector's Decree and comprises:

- a) the Rector's Delegate for Teaching, or another member of staff delegated by the Rector, who chairs and convenes the Committee;
- b) Department Heads or their delegates;
- c) Heads of the placement units which employ at least five tutors;
- d) The immediate line manager of the organisational unit which, according to the organisational chart, manages the tutoring procedures, or a delegate appointed by that manager.

2. The Chair and members of the Committee shall remain in office for the term specified in the Rector's decree of appointment, subject to any early replacements in their respective posts.

3. Taking into account the reports of the Joint Committees, the Commission shall draw up the PAT for the following year by the end of March, with a view to achieving the objectives set out in Article 2 of these Regulations.

4. The PAT must specify:

- a) the contact person responsible for the tutoring programme for students in each subject area;
- b) the objectives to be achieved;
- c) the planned activities;
- d) the number of staff required for each task;
- e) the determination of the number of hours required.

5. The PAT is approved by the Academic Senate by the end of May, subject to the opinion of the University's Quality Assurance Board regarding the proposal's consistency with the findings of the Joint Committees, whilst respecting the limits on financial resources allocated by the Board of Directors upon approval of the budget.

Art. 5 – Call for Applications

1. Each year, by the end of June, the relevant organisational unit issues calls for applications for tutors.

2. In the event of unforeseen administrative requirements, subject to the necessary financial provision, supplementary or extraordinary calls for applications may be issued during the course of the year.

3. The calls for applications set out the number of posts available, the procedures and deadlines for submitting applications, and any career and aptitude requirements, as well as any further specific conditions for tutors in university halls of residence.

4. Applicants may apply for a maximum of two tutoring roles, bearing in mind that it is not possible to hold more than one tutoring post at the same time.

5. The calls for applications are published on the University's online notice board and on the dedicated page of the University's website.

Art. 6 – Requirements for admission and performance of the service

1. Participation in the tutoring service is restricted to students who, during the application and selection period, are duly enrolled on the following courses at the University of Brescia:

- a) Master's degree programmes;
- b) single-cycle Master's degree programmes, for students enrolled from the 4th year of the programme onwards;
- c) PhD programmes, subject to obtaining authorisation to undertake tutoring activities from the PhD programme's academic board, to be secured by 31 December of the year in which the call for applications is published;
- d) specialisation programmes for the legal professions.

Successful students must also remain duly enrolled on these programmes throughout the entire period of the tutoring role.

2. Students duly enrolled in the third year of three-year bachelor's degree programmes and single-cycle master's degree programmes may also apply to take part in the selection process. For these students, the actual performance of tutoring duties is subject to enrolment, by 31 December of the year in which the call for applications is published, on the chosen master's degree programme or in the fourth year of a single-cycle degree programme.

3. In the case of special calls for applications, published during the year in which the tutoring programme takes place, unless otherwise specified in the call, the students referred to in paragraph 2 are excluded; furthermore, for PhD students referred to in paragraph 1(c), the deadline for obtaining authorisation may be extended.

4. Individual calls for applications may stipulate different and additional requirements for admission and the performance of the service.

Art. 7 – Cases of exclusion/incompatibility

1. The following are excluded from the programme:

- a) those who already hold a degree of the same level;
- b) those who, in the academic year in which the tutoring activity begins, have been enrolled for more than two years beyond the standard duration of the course (calculated from the year of initial enrolment on the current course). This exclusion criterion does not apply to students referred to in Article 6, paragraph 2.

2. Calls for applications may provide for exclusion from the tutoring programme for those who, during the same academic year in which the tutoring programme is scheduled to take place, receive allowances for other collaborative activities organised by the University or who benefit from scholarships not intended to cover the cost of education.

Art. 8 – Selection procedures and drawing up of the ranking list

1. The Committees for the selection of tutors are appointed by Rector's Decree, on the proposal of the Chair of the Tutoring Committee, after consultation with the tutors' representatives.

2. Selection is based on qualifications and an interview. The Committees carry out the selection process and draw up the final ranking lists, taking into account the candidates' merit, aptitude and any successful performance of the activity in previous academic years.

3. To this end, the overall score, expressed as a percentage, will be determined by awarding up to a maximum of 60 and 40 points respectively to a) merit and b) the aptitude interview and previous experience.

4. For students, the merit score – comprising the credits earned and their average – is calculated using the following formulae:

a) ("Student ECTS credits"/"Potential ECTS credits") x 30 – (up to a maximum of 30 points);

b) (("Student average" – 18)/12) x 30 – (up to a maximum of 30 points).

To this will be added, following the aptitude interview, a maximum of 40 points, assessed in accordance with Article 8(8).

The criteria for calculating the merit score (paragraph 4, points (a) and (b)) are as follows:

'Student average': the simple arithmetic mean of the marks obtained by the dates specified in the call for applications for the current academic year;

"Student credits": credits acquired during the course of study, by the dates specified in the call for applications (in the case of non-single-cycle Master's degree programmes, 180 credits will be added to the aforementioned total);

"Potential CFU", in the case of students enrolled on a master's degree programme, including single-cycle programmes: the sum of:

CREDITS FROM PREVIOUS YEARS:

- Credits that can be earned for each previous year of study in accordance with the programme regulations (in the case of non-single-cycle Master's degree programmes, 180 credits will be added to the aforementioned total);
- a further 60 CFU for each year spent over the standard duration of study, prior to the current year.

CREDITS FOR THE CURRENT YEAR, as at the date for the calculation of credits specified in the call for applications:

- if the current year is still in progress, + 50 per cent of the credits provided for in the degree programme regulations for the current year,
- alternatively, if the current year is behind schedule, + 40 CFU for the current

year. "Potential CFU", for students enrolled on a three-year degree programme: the sum of:

CREDITS FROM PREVIOUS YEARS:

- if the current academic year is in progress, the credits that can be earned for each previous academic year in accordance with the degree programme regulations;



- if the current year is beyond the standard duration, the credits that can be earned throughout the entire degree programme will be taken into account;

CREDITS FOR THE CURRENT YEAR, with respect to the date of credit assessment specified in the call for applications:

- only if the current academic year is still in progress, + 50% of the credits stipulated by the degree programme regulations for the current academic year.

5. In the case of activities also open to students enrolled on PhD programmes and at the postgraduate school for the legal professions, the total score for these students is determined as follows:

- a) 20 points for enrolment on a doctoral programme or the postgraduate school for legal professions;
- b) 10 points for holding a degree from the University of Brescia;
- c) 30 points awarded on the basis of the mark achieved in the degree used for admission to the programme, in accordance with the following table:

110 with distinction	30 marks
110	25 marks
from 109 to 90	25 points minus the difference between the final degree mark and 110 (e.g. mark 109: $25 - (110 - 109) = 25 - 1 = 24$)
89 or below	4 points

- d) aptitude interview: 40 points, assessed in accordance with Article 8(8).

6. For students who have completed their Erasmus placement but whose exams taken abroad have not yet been recorded on their academic record by the deadlines for the recognition of credits acquired as specified in the call for applications, a 'bonus' of 0.5 points (for Erasmus placements lasting up to 3 months), 1 point (for Erasmus programmes lasting up to 6 months), and 2 points (for Erasmus programmes lasting up to 1 year), to be added to the merit score, subject to the maximum merit score that can be awarded.

7. For students in the medical field who, in the integrated degree programme, have passed the theoretical examination by the deadlines for the recognition of credits acquired as specified in the call for applications but have not yet registered their clinical placement, a score equal to 1/10 of the credits of the integrated degree programme will be awarded for the purposes of assessment, subject to the submission of a self-certification signed by the student and countersigned by the lecturer who is the Chair of that integrated degree programme.

8. During the interview, the Selection Committee will ask the candidate questions to assess their mastery of the topics specified in the call for applications, based on criteria predefined by the Committee. The interview is deemed to have been passed if the candidate achieves at least 21 out of 40 marks.

Art. 9 – Publication of the ranking lists

1. Within 15 days of the closing date of the selection procedures, provisional ranking lists of successful candidates shall be published, based solely on the merit score achieved, to allow interested parties to submit any requests for correction.
2. Following the interview, a provisional ranking list will be published showing the sum of the merit score and the score awarded for the interview, to allow interested parties to submit any requests for correction.
3. Requests for corrections must be submitted to the RPA specified in the call for applications within 7 days of the date of publication of the rankings. The organisational unit to which the RPA reports manages and verifies any requests for corrections and then publishes the final rankings.
4. Should the relevant ranking list be exhausted, vacant posts may be filled by drawing on the active ranking lists for other student tutoring services, subject to an interview with the relevant tutoring coordinator.

Art. 10 – Provisions for the allocation and performance of tutoring roles

1. The organisational unit responsible for managing the tutoring procedures shall notify successful students, by email using the institutional email address, of the commencement of the procedures for the allocation of the role. The student must confirm their acceptance within 5 working days.
2. A student who declines the assignment is re-placed at the end of the list of eligible candidates, as a reserve, regardless of their score; upon a second refusal, they are removed from the list.
3. Following acceptance, the student takes up the post by signing a commitment form, which specifies the work to be carried out and refers to the relevant subject area.
4. The students' work may be preceded by a training period, which is included in the total number of hours.
5. Individual students must commence their work by 30 September of the financial year to which the ranking list relates, except in cases where, for operational reasons, due to the ranking list being revised following withdrawals, or for other reasons, the work commences at a later date.
6. The student must carry out their work at the assigned facility. Special and exceptional cases may be assessed by the RPA, after consulting the relevant tutor service coordinator.
7. The tutor is paid an hourly rate for the hours of tutoring actually carried out, within the limits of the total number of hours specified in the signed commitment form, unless express and justified authorisation to work additional hours is granted by the head of the organisational unit managing the administrative procedures for the tutoring scheme, subject to the available budget.

8. The hours of work are normally carried out between September of the year in which the call for applications is published and September of the following year, subject to any necessary handover activities between tutors at the start and end of the period of activity.

9. The financial remuneration, as specified in the call for applications, is paid in a single instalment within 60 days of the conclusion of the activity, subject to the relevant organisational unit receiving a declaration from the tutor activity coordinator confirming that the activity has been carried out.

10. The hourly financial allowance is reduced by 50 per cent if, at the time of payment, the student is not duly enrolled for the academic year in which the activity took place, having graduated during the academic year and consequently received a refund of the enrolment fee paid. To this end, the tutoring role may be deemed to have ended, in accordance with paragraph 9 above, only from the first day following the last degree examination session relating to the previous academic year.

11. In the event of an interruption to the role for documented health reasons, the tutor may be permitted to make up all or part of the hours not worked, subject to operational requirements.

Art. 11 – Termination of duties

1. Three or more instances of unauthorised absence from duties, formally recorded by the organisational unit responsible for managing the tutoring procedures, shall result in termination of the tutoring role, with payment being made only for the hours actually worked.

2. The award of a degree, withdrawal from studies, suspension of studies or any other action resulting in the de facto interruption of studies shall result in the termination of the role and payment of the sums relating to the hours worked up to that point. Participation in periods of international mobility that prevent attendance at the assigned institution during the period in which the role is carried out may result in termination of the tutoring role.

3. The coordinators for student tutoring may submit, in writing, to the line manager referred to in Article 4(1)(d), any substantiated complaints regarding the quality of the work carried out by the tutor, whilst notifying the tutor concerned. Such a complaint shall be assessed by a Committee comprising: the Chair of the Tutoring Committee, the Head referred to in Article 4(1)(d) or their delegate, and a student representative appointed by the CPS.

4. Any complaints regarding the tutoring service provided may be raised by the tutor in the same manner as set out in paragraph 3.

Art. 12 – Monitoring and Evaluation

1. The activities provided for in the PAT are subject to evaluation, including through the distribution of questionnaires designed to gauge students' views on the student tutoring provided.

2. As a general rule, by 25 November, the organisational unit responsible for managing the tutoring service receives from the coordinators for student tutoring the annual report on the activities carried out during the previous academic year and forwards it to the Joint Committees;

3. As a general rule, by the end of December, the Joint Committees set out their assessments of the tutoring activities carried out, incorporating them into the annual report, which is then forwarded—by the organisational unit responsible for managing the tutoring service— to the Tutoring Committee and the University Quality Assurance Board.

Art. 13 – Adoption, entry into force and final provisions

1. These Regulations are issued by Rector's Decree, published on the University's online notice board, and come into force on the day following their publication. Procedures and activities already underway under the previous regulations shall continue until their natural expiry.
2. All regulatory provisions and resolutions of the governing bodies, prior to the entry into force of these Regulations, are repealed if they are incompatible.
3. In matters not explicitly governed by these Regulations, the relevant legislation in force shall apply.