CALL FOR APPLICATIONS TO RECRUIT 10 UNIVERSITY TUTORS FOR THE IMPLEMENTATION OF A TUTORING SERVICE FOR STUDENTS ENROLLED IN THE 2026–2027 ACADEMIC YEAR

Annex to Rector's Decree No. 850 of 16 September 2026

Article 1 (Call for Applications)

1. A selection process is hereby launched for the 2026/27 academic year to fill 9 positions for tutoring activities to be carried out in the following subject areas, in the numbers and in accordance with the requirements set out below

Broad subject area	Number of posts	Requirements, in addition to those set out in Article 4
Economics	7	Enrolment on a Master's degree programme in Economics and Management or on a PhD programme affiliated with the Department of Economics and Management. Good knowledge of Italian and English.
Law	3	Enrolment in the 4th or 5th year of a single-cycle Master's degree programme in Law, or in a Master's degree programme in Law, or in a PhD programme affiliated with the Department of Law or the School of Specialisation for the Legal Professions. Good command of Italian and English

Should the need arise, subject to the availability of funds, the University reserves the right to establish further tutoring placements beyond those indicated in paragraph 1, proceeding to further review the ranking lists.

Art. 2 (Activities)

1. Tutors assist enrolled students and those due to enrol on the various degree programmes in the subject areas of Engineering, Economics, Law, and Medicine and Surgery. The service will be provided both in person and remotely, using tools such as Microsoft Teams, Google Meet and email correspondence.
2. Where possible, each tutor may be assigned a group of first-year students and/or international students who share the same field of study.
3. In the course of their work, tutors, in order to achieve the objectives set out in Article 2 of the Regulations governing tutoring activities:
   a) guide and assist new students and those already enrolled throughout their studies;
   b) provide support for activities aimed at reducing drop-out rates and the number of students running behind schedule;
   c) assist students in drawing up their study plans and with admission, enrolment and registration procedures, including at student registration offices where dedicated helpdesks may be set up in the periods leading up to admission tests and/or the submission of enrolment applications;

d) welcome and assist international students, including those taking part in internationalisation projects;
e) support teaching activities, help students settle into university life and welcome them to the University and its halls of residence;
f) take part in orientation activities organised by the University or by the Departments, both within and outside the province.

Art. 3
(Commitment and financial remuneration)

1. The required commitment is a maximum of 200 hours per year, to be carried out between 1 September 2026 and 30 September 2027.
2. The financial benefit, calculated on an hourly basis, amounts to €13.00 per hour for 200 hours, totalling €2,600.00.
3. The remuneration referred to in paragraph 2 shall be reduced by 50 per cent if, at the time of payment, the student is not duly enrolled for the academic year in which the work is carried out, having obtained their degree or doctorate during the course of that year.
4. Payment will be made for the hours actually worked by 30 September 2027.
5. The financial benefit for the service provided will be credited to the payment card issued by the University's Treasury Department. This card must be activated by the student, who must therefore enter the relevant IBAN on their personal page in ESSE3 in order to receive the hourly payment.
6. The sums and benefits paid will be subject to current tax legislation.
7. Tutors who complete at least 80 per cent of the hours will be awarded the Open Badge.

Art. 4
(Admission requirements)

1. Participation in the tutoring scheme 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, from the 4th year of study onwards;
   c) PhD programmes, subject to obtaining authorisation to undertake tutoring activities from the PhD programme's academic board, to be obtained by 31 December 2026;
   d) specialisation programmes for the legal professions.
2. Successful students must also remain duly enrolled on these programmes throughout the entire duration of the tutoring activity.
3. 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 2026, on the chosen master's degree programme or in the fourth year of a single-cycle degree programme.

Art. 5 (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 2026/27 academic year, have been enrolled for more than two years beyond the standard duration of the programme (calculated from the year of first enrolment on the current programme). This ground for exclusion does not apply to students referred to in Article 4(3).

Art. 6 (Submission of applications)

1. To submit an online application for admission, candidates must:
   - log in to their personal page on the ESSE3 system;
   - select the 'Secretariat' option from the drop-down menu;
   - access the 'Tutoring and 150 hours' option in the sub-menu that appears;
   - select the call for applications of interest from the list of student collaboration opportunities;
   - proceed to accept the call for applications, providing all the confirmations required by the system.
2. Applications may be submitted from the date of publication on the University's online notice board until **1.00 pm on Thursday 15 October 2026.**
3. The application may not relate to more than two tutoring activities.

Art. 7 (Determination of the ranking list)

1. The score used to draw up the ranking list will be determined in accordance with Article 8 of the Regulations governing student tutoring activities. Academic merit will be assessed as at **30 April 2026**.
2. For part-time students, the merit requirements for student tutoring are considered at 50 per cent.
3. In the case of students enrolled on PhD programmes or at the School of Legal Professions, the overall score is determined in accordance with Article 8(5) of the Regulations Governing Student Tutoring Activities.
4. Students who have completed their Erasmus placement but whose exams taken abroad have not yet been recorded by 30 April 2026 will be awarded a score, in accordance with Article 8(6) of the Regulations Governing Student Tutoring Activities, provided they complete the 'Erasmus Experience Declaration' and submit it to:tutorato@unibs.it . The declaration must be submitted by the deadline specified in the Call for Applications.
5. Medical students who have passed the theoretical component of their integrated examinations by 30 April 2026 but have not yet registered their placement for assessment purposes will be awarded a score, provided they complete the 'Declaration of Passing Integrated Courses' and sending it to:tutorato@unibs.it , will be awarded marks in accordance with Article 8, paragraph 7 of the Regulations Governing Student Tutoring Activities. The declaration must be submitted by the deadline specified in the Call for Applications.

6. Should the study programme – even if not in the medical field – not permit the registration of a pass for an integrated examination because it comprises several components, the last of which can only be registered after 30 April 2026, the student, upon completing the 'Declaration of Passing Integrated Courses' and sending it to:tutorato@unibs.it , the student shall be awarded points in accordance with Article 8, paragraph 7 of the Regulations Governing Student Tutoring Activities. The declaration must be submitted by the deadline specified in the Call for Applications.
7. The additional points referred to in paragraphs 4, 5 and 6 of this article will be shown in the ranking referred to in Article 10(1)(b) of .

Article 8
(Date and venue of the interview)

1. The date and venue of the interview are published on the website (https://www.unibs.it/it/tutorato) and simultaneously communicated to the candidate by email to their institutional email address. This communication constitutes **a** formal **invitation** for all intents and purposes. Should the candidate fail to attend the aptitude interview, they will be excluded from the selection process.
2. Any student who finds themselves in a genuine and documented situation where it is impossible to attend the interview in person may request that it be conducted remotely by sending a documented request by email totutorato@unibs.it , stating **'Request for remote interview – tutoring call for** applications' in the subject line. The request must be received at least 3 working days prior to the interview date and will be submitted to the Assessment Committee. Should the request be approved, during the online interview the Committee will ensure that the necessary conditions are met to guarantee the interview is conducted properly via remote means, by verifying the candidate's identity and the reliability of the internet connection. The University cannot be held liable for any technical issues that prevent the remote interview from being conducted correctly via online means.

Art. 9
(Topics and themes relating to the interview)

1. The topics and themes of the interview are:
   a) a good knowledge of Italian and English;
   b) motivation and interest in the programme;
   c) level of knowledge of the local area;
   d) interpersonal skills and communication abilities.
   e) For the selection of candidates to be assigned to university students serving custodial sentences, the following will also be assessed: willingness and motivation to enter the prison and support student prisoners, as well as any previous experience of working within the criminal justice system.
2. The interview will be deemed successful if a candidate achieves at least 21 points out of 40

Art. 10
(Procedure for publishing the ranking list)

1. The results shall be published as follows:

a) Within the time limits set out in Art. 9 of the Regulations governing student tutoring activities, the ranking list containing only the merit score achieved will be published.

Any request for a correction to the merit-only ranking list must be submitted to the Inclusion, Participation and Student Services Unit (U.O.C.), by email totutorato@unibs.it within 7 days of the date of publication of the merit ranking list, stating **'Request for correction to Tutor Call for Applications merit** score' in the subject line.

b) Following the interview, a provisional ranking list will be published showing the combined results of the merit score and the aptitude interview.

Any request for a correction to the provisional ranking list must be submitted to the U.O.C. Inclusion, Participation and Student Services, by email totutorato@unibs.it within 7 days of the date of publication of the provisional ranking list, stating **'Request for correction to the Tutor call for *applications'*** in the subject line.

c) Publication of the final ranking list

2. Should the relevant ranking list be exhausted, vacant posts may be filled by the by drawing on other ranking lists for tutoring services.

Art. 11
(Data processing notice)

1. Personal data transmitted and collected, in accordance with EU Regulation 67972016, will be processed for the purposes of managing the procedure relating to the collaboration referred to in this call for applications
2. The data provided will be processed using appropriate safeguards and manual and/or electronic security measures to ensure its protection and confidentiality.
3. You have the right to access your personal data, to request its rectification, updating and erasure if it is incomplete, incorrect or collected in breach of the law, as well as to object to its processing on legitimate grounds.
4. The Data Controller is the University of Brescia, represented by the Rector, with its registered office at Piazza del Mercato, No. 15, Brescia (email:rettore@unibs.it ; certified email:ammcentr@cert.unibs.it).
5. To exercise their rights, the grant recipient may contact the Data Protection Officer (DPO) by email atrpd@unibs.it . For any complaints arising from the processing of personal data, the grant recipient may contact the Italian Data Protection Authority and other relevant public bodies.
6. Further information is available on the University's website: www.unibs.it/privacy

Art. 12
(Administrative Procedure Manager)

The Person Responsible for the Administrative Procedure, pursuant to Law No. 241 of 7 August 1990, as amended by Law No. 15/2005, is Dr Roberta Zani, Head of the Inclusion, Participation and Student Services Unit (UOC), telephone 030 2016084. For further information, please contact the following email address:tutorato@unibs.it .

Brescia, 17 September 2026

Signed: THE RECTOR
(Prof. Francesco Castelli)
Digitally signed in accordance with Article 25 of Legislative Decree 82/2005

", University
of Brescia