

## **Call for the assignment of part-time collaboration contracts to students of the undergraduate and postgraduate courses –a. y. 2023/24**

### **Art.1 - Subject.**

A selection is announced for the conferral to students of collaboration contracts regarding activities related to the services provided by the SNS, concerning the activities specified in attachment A.

### **Art. 2 - Requirements.**

Students who can apply for collaborations for peer tutoring are the following: (a) students enrolled in their third and fourth year of the undergraduate course; (b) students enrolled in the fifth year of the undergraduate course if they have already passed their Phd entry exam; (c) students enrolled in their first, second and third year of their Ph.D. course, with the exception of those who, by the deadline of the call, have been authorized to carry out, during the collaboration period, activities outside the SNS for a period of more than six months.

### **Art. 3 - Application.**

Students must apply using the form “Richiesta collaborazione allievi tutorato tra pari” available at the following link: <https://forms.sns.it/>

According to current legislation, students may work for up to 200 hours per academic year and for a maximum remuneration of 3,500.00 euros per calendar year. Applications must be sent exclusively in PDF format from your SNS mailbox to the address [protocollo@sns.it](mailto:protocollo@sns.it). The deadline for submitting applications is **3 July 2023**.

### **Art. 4 - Selection and assignment of collaboration contracts.**

The collaborations will be assigned taking into account the academic results achieved and with the aim of ensuring a distribution as homogeneous as possible between disciplinary sectors and areas present at the SNS

Collaborations will be assigned by the General Secretary and made public in the Official Register. If, during the collaboration, a student does not comply with the assignment, withdraws or comes up against a situation of incompatibility, the General Secretary will revoke the collaboration, which will be assigned to the next student on the waiting list.

### **Art.5 - Contract and remuneration.**

Within 10 days of the publication of the assignment decree, the students selected will sign a specific contract. The collaboration does not constitute subordinate employment, does not give the right to social security and welfare contributions and is not valid for evaluation for the purposes of public competitions. The SNS will provide supplementary insurance coverage against accidents.

The remuneration is € 10.00 per hour, and is not subject to personal income tax, as established by Resolution No. 71 of the Board of Directors of 28 October 2015.



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Payment will be made at the conclusion of the collaboration unless the student requests remuneration for the hours worked when at least half of the hours have been carried out. In both cases payment is subject to a positive assessment by the person in charge of the collaboration.

At the end of the collaboration, the person in charge must certify that it has been carried out using the form attached (D); the certification must be sent within 15 days at the latest, via e-mail to [collaborazionipart-time@sns.it](mailto:collaborazionipart-time@sns.it).

#### **Art. 6 - Incompatibility.**

Loss of student status, expulsion from the SNS for a fixed period and the authorisation to carry out off-site activities lasting more than 6 months are incompatible with carrying out the collaboration.

#### **Art. 7 - Final provisions.**

Matters not included in the call are covered by the provisions as specified in the "Regulations for carrying out collaborations of students in activities related to the services provided by the SNS" published on the web page:

<https://www.sns.it/it/opportunita-di-collaborazione>

For information, you can contact: [collaborazionipart-time@sns.it](mailto:collaborazionipart-time@sns.it) - Antonella Gregorace .

The person in charge of the procedure is the head of the Cultural Events and Career Services.

## **Peer tutoring specifications for the academic year 2023/24**

### **Art. 1. Purpose**

The purpose of peer tutoring is to provide support and assistance to students of the undergraduate and PhD courses, with particular regard to those in their first year at the Scuola Normale Superiore (i.e., winners of the competitions for the first and fourth years of the undergraduate course, and for the PhD course).

### **Art. 2. Organisation of the tutoring – number of posts**

Considering the overall number of tutors within each Faculty, for each seminar a minimum of two tutors are selected, at least one of whom must be a student of the PhD course. The other tutors are subdivided among the seminars on the basis of the percentage of students of the undergraduate course belonging to each; the percentage is calculated on the basis of the preceding academic year.

For the academic year 2023/24 the posts will be distributed as follows:

Philosophy	2
Modern literature and philology, Linguistics	2
Ancient History and Classical Philology	3
Art History and Archaeology.	2
History and Palaeography.	2
Chemistry	2
Physics	3
Mathematics	3
Materials and Nanotechnology LM-53	2
Biological sciences	2
Political and Social Sciences	2

Each post will have a duration of a maximum of 100 hours.



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### **Art. 3. Selection of the tutors**

Tutors are nominated by 25<sup>th</sup> July; their mandate for the academic year runs from September of the same year. The call is reserved for: (a) students of the third and fourth year of the undergraduate course; (b) students enrolled in the fifth year of the undergraduate course who have already won the competition for the PhD course; (c) students enrolled in the first, second and third year of the PhD course.

The selection is made by a Commission purposely nominated by the Deans of the three Faculties; it includes a representative of the Cultural Events and Career Services and at least one lecturer for each seminar, preferably the lecturer of reference mentioned in Art. 7 below. The Commission invites each candidate to an interview.

The selection is based on the following criteria: (a) the diversified representation of the disciplinary competences to be found within each seminar; (b) gender balance; (c) the continuity of the tutoring mandates, with preference given to those who have already undertaken or who are currently engaged in the role of tutor; (d) the presence of the tutor in Pisa for as long as possible during the academic year and in particular during the months of October, April and May.

### **Art. 4. Duration of the tutoring mandates**

The mandates start in September and end in September of the following year. Should a tutor resign during his or her mandate, a new tutor is nominated to replace the resigning tutor for the rest of the mandate, where possible with reference to the ranking of the initial call.

### **Art. 5. Activities of the tutors**

Each tutor primarily assists the students of his or her own seminar, in particular providing support in relation to: (a) the drawing up of study plans; (b) preparation for the end-of-year interview; (c) preparation for internal exams; (d) the choice of university exams. The tutors also provide general information as to the functioning of the Scuola Normale Superiore and its services, as well as regarding the opportunities for studying at and transfers to other institutions in Italy and abroad and for internships. The tutors can also provide assistance to the students of another seminar taking internal exams pertaining to the seminar of their competence.

The students of each seminar are invited to meet individually on a regular basis with one of the tutors of the seminar they belong to. In particular, students in their first year at the Scuola Normale Superiore are invited to individual meetings with a tutor at least in the months of October, January, March, April, May and July.



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The tutoring service is also available to students of whatever year of their course who have obtained from the Faculty Council suspension from the course, as well as to exchange students at the Scuola Normale.

Certain information regarding the career of the students of their own seminar may be shared with the tutors.

#### **Art. 6. Tutor training**

Before the start of their mandate, all tutors are given training, which is included in the number of hours calculated for the overall remuneration.

#### **Art. 7. Co-ordination of the tutoring**

The tutoring activities for each seminar are co-ordinated by the tutors belonging to it and by a lecturer of reference nominated by the Faculty Council; the said co-ordinators meet at least once a month.

All the tutors and lecturers of reference meet at least three times a year for the purpose of co-ordinating the tutoring service at Faculty level.

By the 31<sup>st</sup> May of each year, the tutors and the lecturers of reference of each seminar draw up a brief report of the activities carried out, underlining any problems or suggestions for improving the service. The report is sent to the Dean of the Faculty, the Pro-rector for Teaching and the Peer Commission (Commissione Paritetica) for the actions falling within their competence.

The tutoring service is supported by the Cultural Events and Career Services.