



--- *Translation for information purposes only* ---

*Decree N. 992/2026*

## CALL FOR APPLICATIONS FOR THE AWARD OF 1 TUTORING GRANT AT THE INTERNATIONAL MOBILITY OFFICE FOR THE A.Y. 2025/2026

### ART. 1 - Type of tutoring service

A selection procedure has been launched for the award of 1 grant for the activation of a **guidance tutoring** service at the International Mobility Office with focus on:

- management and updating of the Instagram profile 'mathsdisc' within the Erasmus Mundus Maths-disc programme;
- welcoming Maths-disc students upon arrival, in connection with Erasmus Student Network

The following table shows the type of tutoring, the facility where the tutoring will take place, the number of grants awarded, the number of hours for each grant and the period of activity. It also shows the hourly rate and the total gross amount for each grant, including the charges payable by the recipient and the administering authority.

O.U.	N. GRANTS	N. HOURS	HOURLY AMOUNT	DURATION OF GRANT	GROSS AMOUNT OF EACH GRANT
International Mobility Office	1	220	€ 18,00	March 2026 – January 2027	€ 3960,00

Tutors must carry out their activities in accordance with the schedule provided to them and in accordance with the procedures indicated by the International Mobility Office. The activities covered by the contract will be coordinated by the head of the International Mobility Office.

Tutoring activities involving the processing of users' personal data must be carried out by tutors in compliance with EU and national provisions on the protection of personal data (EU Regulation 2016/679; Legislative Decree 196/2003 and subsequent amendments and additions) and in accordance with the instructions given by the manager of the International Mobility Office.

Tutors will also be required to participate, if scheduled, in training days aimed at providing the information and content necessary to carry out the activities. Training hours will be counted towards the total number of hours required by the contract.

### ART. 2 - Participation requirements



Students enrolled in the Master's Degree in Mathematics at the University of Verona who **have not been awarded** a EMJM scholarship are eligible to apply.

Tutors must meet the above requirements for the entire duration of their assignment and must promptly notify any changes by writing to the following email addresses: [procedure.tutorato@ateneo.univr.it](mailto:procedure.tutorato@ateneo.univr.it) [secretary-maths-disc@ateneo.univr.it](mailto:secretary-maths-disc@ateneo.univr.it)

In addition to a good knowledge of the University website [www.univr.it](http://www.univr.it) and a good command of written and spoken English, there are specific additional requirements for the following tutoring services:

- willingness to carry out the assignment for the entire period indicated in the Call for Applications (February 2026-January 2027) will be considered a plus during the interview;
- good social media management skills (Facebook, **Instagram**) and knowledge of the main applications for creating and managing videos and photos for **social media** are required;
- knowledge of spoken and written English, certified by a TOEFL, Cambridge B2 First Test, Cambridge C1 Advanced Test, IELTS, TOEIC complete or higher level certification (also required for the admission to the Maths-disc programme).
- Knowledge/participation in the Maths-disc Erasmus Mundus Joint Master Programme

### ART. 3 – How to participate

The application form and related attachments must be mandatorily sent by email to [secretary-maths-disc@ateneo.univr.it](mailto:secretary-maths-disc@ateneo.univr.it)

Applicants must provide all the information requested in the PDF form and attach the documents in electronic PDF format. The application form must be completed in full and accompanied by all the required attachments.

Each application submitted will be assigned an identification number, which must be specified in all subsequent communications.

Applications may be submitted starting at **8:00 a.m. on 4 February 2026** and must be completed and finalised by **12:00 p.m. on 18 February 2026**, as indicated below:

- a) candidates must save the PDF file (application form) published and attached to this notice on their PC, print it, fill it in completely and sign it in full on the last page of the printed form. This signature, pursuant to Article 39 of Presidential Decree 445/2000, is not subject to authentication. The completed document must be scanned and saved as a PDF file, which must then be sent to [secretary-maths-disc@ateneo.univr.it](mailto:secretary-maths-disc@ateneo.univr.it)
- b) candidates must attach a valid identity card or passport in PDF format.

The University of Verona, in accordance with current regulations, will carry out appropriate checks on the accuracy of the self-declarations submitted by candidates in lieu of certificates.



## ART. 4 – Selection committee and interview dates

The Selection Committee shall be validly constituted if at least three of the members indicated below are present. The Committee responsible for evaluating applications for participation is composed as follows:

Member acting as Chair: Simone Lonardi, Head of International Mobility Office

Member: Valeria Lanza, MATHS-DISC Project Manager

Member: Giandomenico Orlandi, MATHS-DISC Coordinator

Interviews will be held on **20 February 2026**, according to the procedures and times indicated in the calendars that will be published at the following link: <https://www.univr.it/it/concorsi/studenti/tutorato>.

This publication will serve as official notification to interested parties.

## ART. 5 - Assessment criteria

Applicants' qualifications will be evaluated according to the criteria below.

Qualification	Max Points awarded
Mocial media management skills (Instagram, Youtube, TikTok)	30
Certified knowledge of spoken and written English	40
Knowledge of Erasmus Mundus Joint Master Programme	20
Other tutoring skills related to this call	10

Applicants who achieve at **least 55 points** will be considered eligible.

Eligible students will be ranked in a list according to their final score.

In the event of equal score, priority will be given to the younger candidate (Article 3, paragraph 7, Law 127/97, as amended by Article 2, paragraph 9, of Law No. 191 of June 16, 1998). In the event of equal conditions, a general ranking of eligible candidates will also be drawn up which may be consulted in the event of a shortage or exhaustion of eligible candidates or if there is a need for additional tutoring activities beyond those provided for in this Call for Applications.

The final ranking list will be published by 22/02/2026 at the following link: <https://www.univr.it/it/concorsi/studenti/tutorato>

This publication will serve as official notification to those concerned.

The International Mobility Office will contact the successful candidates by email to accept the position. Failure to respond within 3 working days of being contacted will result in forfeiture of the position. In the event of withdrawal or forfeiture, the office will contact the next eligible candidate on the final ranking list.

The assignment of the position to the successful candidates is subject to verification of the requirements set out in this Call for Applications.



The ranking can be consulted within the relevant academic year (academic year 2025/2026).

## **ART. 6 - Awarding of grants**

The activities covered by the contract will be carried out according to the instructions and under the coordination of the Head of the International Mobility Office.

The payment of the grant will be made in a single instalment, net of charges payable by the recipient and the paying Administration, at the end of the service, upon presentation by the tutor of the attendance register and a final report, both countersigned by the Manager with whom the methods of carrying out the activities have been agreed.

Any tutor who has received a negative evaluation of his/her work or whose contract has been terminated for serious reasons or for non-compliance will be excluded from similar future selections organised by the University of Verona.

The grant is exempt from taxation pursuant to the provisions of Article 4 of Law No. 476 of 13 August 1984, as amended and supplemented. Regarding social security and welfare, the provisions of Article 2, paragraphs 26 et seq. of Law No. 335 of 8 August 1995, as amended and supplemented, apply; the grant beneficiary must therefore register with the INPS Separate Management System. The contract does not in any way constitute an employment relationship nor does it confer any privileges or rights regarding access to university staff positions.

The grant awarded under the contract is compatible with the use of scholarships referred to in Legislative Decree No. 68/2012 and with student collaborations (known as '150 hours'). If the recipient of the grant is also the winner of the competition for student collaborations, they may take advantage of it provided that the activities are carried out in accordance with the established time limits and the requirements of the relevant structures.

Beneficiaries of the grants may carry out external work activities, or continue the work activity in progress at the time of awarding the grant, provided that it is compatible with participation in and performance of the activities for which the grant was awarded.

In accordance with Article 2, paragraph 4 of Ministerial Decree No. 198/2003, the amount of the grant awarded cannot exceed €4,000 per calendar year.

Tutoring activities cease when the student's status as an enrolled student at the University of Verona ceases.

## **ART. 7 - Person responsible for the procedure and access to documents**

Pursuant to Article 4 of Law No. 241 of 7 August 1990 and Law No. 15 of 21 February 2005, Dr Simone Lonardi ([simone.lonardi@univr.it](mailto:simone.lonardi@univr.it)), Head of the International Mobility Office, is appointed as the person responsible for the procedure.

For information regarding the administrative selection and payment procedure, please contact the International Mobility Office at the following email addresses: [relazioni.internazionali@ateneo.univr.it](mailto:relazioni.internazionali@ateneo.univr.it) and [secretary-maths-disc@ateneo.univr.it](mailto:secretary-maths-disc@ateneo.univr.it)



For all information regarding the tutoring programme, each tutor should refer to the administrative structure where they will be working.

#### ART. 8 – Processing of personal data

The Assignee's personal data, collected for the purposes of entering into and executing this Contract, will be processed in accordance with the provisions of EU Regulation 2016/679 and applicable national data protection regulations, in accordance with the general principles of lawfulness, fairness, and transparency, exclusively for the purposes and in the manner indicated above. The University of Verona is the Data Controller of such data; detailed information on the purposes of the processing, data recipients, and the exercise of the data subject's rights is available on the University website: <https://www.univr.it/it/privacy> .

For anything not explicitly provided for in this Call for Applications, the relevant provisions in force apply.

#### ART. 9 – Summary table of deadlines

Submission of application to participate in the Call	From February 04, 2026, 8:00 AM to February 18, 2026, 12:00 PM
Publication of interview calendars on the website	By February 19, 2026
Interview period	February 20, 2026
Publication of the rankings on the website	By February 25, 2026, unless otherwise specified in organizational requirements.
Acceptance of the assignment	Within 3 working days of the call

Dr. Giovanni Bianco  
Head of the Educational Offer, Student Secretary offices and Services Direction

This document is digitally signed and registered in the protocol system of the University of Verona, pursuant to Articles 23-bis and 23-ter et seq. of Legislative Decree 82/2005 and subsequent amendments and additions.