



--- Translation for information purposes only ---

**CALL FOR APPLICATIONS FOR THE AWARD OF 57 GRANTS
FOR ORIENTATION TUTORING SERVICES
AT THE UNIVERSITY'S CENTRAL ADMINISTRATIVE OFFICES
A.Y. 2026/2027¹**

THE HEAD OF THE STUDENT AND POSTGRADUATE SERVICES AREA

HAVING REGARD TO Law No. 170 of 11 July 2003, and in particular Article 1, "Initiatives to support university students and promote student mobility";

HAVING REGARD TO Ministerial Decree No. 198 of 23 October 2003, and in particular Article 2(3), "Fund for the Support of Young People and the Promotion of Student Mobility";

HAVING REGARD TO Ministerial Decree No. 270 of 22 October 2004, "Amendments to the Regulations governing the teaching autonomy of universities, approved by Ministerial Decree No. 509 of 3 November 1999";

HAVING REGARD TO Law No. 240 of 30 December 2010, "Provisions on the organisation of universities, academic staff and recruitment, and delegation to the Government to promote the quality and efficiency of the university system";

HAVING REGARD TO the University Teaching Regulations of the University of Verona, issued by Rector's Decree Rep. No. 13516/2024, Prot. No. 509841 of 29 November 2024;

HAVING REGARD TO the Statute of the University of Verona, issued by Rector's Decree No. 5336 of 13 May 2024;

HAVING REGARD TO the University Regulations governing the activation of tutoring services, issued by Rector's Decree Rep. No. 7077/2026, Prot. No. 305981 of 17 July 2026, effective from 3 August 2026;

HAVING REGARD TO the resolutions adopted by the Academic Senate and the Board of Governors on 30 June 2026, confirming the gross hourly remuneration, including the charges borne by the recipient and the paying Administration, for the various types of tutoring, and approving the projected expenditure for tutoring services for the 2026/2027 academic year, to be charged to the 2027 budget;

HAVING REGARD TO the resolutions adopted by the Academic Senate and the Board of Governors on 28 July 2026 establishing the role of the "UniVR Ambassador" tutor;

HAVING REGARD TO the University Strategic Plan 2026–2028, which provides for the enhancement of the "quality of tutoring at entry, during studies and upon completion" (under Strategic Objective DID.1 / "To support a high-quality educational offering, increase the attractiveness of degree programmes and strengthen the regularity of students' academic careers");

HAVING REGARD TO the Decree of the Head of the Student and Postgraduate Services Area Rep. No. 7169/2026, Prot. No. 311631 of 21 July 2026, authorising expenditure for the activation of orientation tutoring grants, and the Supplement to said Decree Rep. No. 7682/2026, Prot. No. 333363 of 3 August 2026;

HEREBY DECREES AS FOLLOWS:

ARTICLE 1 – TYPES OF TUTORING SERVICES

A selection procedure is hereby opened for the award of **57 grants for student orientation tutoring** at the Teaching and Student Services Directorate of the University of Verona, aimed at providing support to prospective and currently enrolled students through activities in the following areas:

- guidance in choosing an educational pathway;
- welcoming first-year students upon their first arrival at the University;
- guidance and assistance to students throughout their university studies;

¹ **Please note:** This document is a translation of the original Italian document "*Bando per il conferimento di n. 57 assegni per l'attivazione del servizio di tutorato orientativo presso la Direzione Didattica e Servizi agli Studenti per l'a.a. 2026/2027*" in Italian. In the event of any discrepancy in interpretation, the Italian version shall prevail.



- assistance to students enrolling under an international exchange programme or holding a foreign qualification;
- support for the integration of students with specific needs (beneficiaries of international protection and asylum seekers) into the university community, acting as a point of reference for all matters relating to university services and academic support.

The following table sets out the types of tutoring services, the organisational unit (*Structure*) at which the tutoring activities will be carried out, the number of grants, the number of hours for each grant, and the period during which the activities will take place. It also specifies the gross hourly rate and the total gross amount of each grant, including the charges borne by the recipient and the paying Administration.

STRUCTURE/UNIT	NO. OF GRANTS	NO. OF HOURS	HOURLY RATE	GRANT PERIOD	GROSS AMOUNT OF EACH GRANT
Student Orientation Office: Economics and Management	2	180	€18.00	October 2026 – October 2027	€3,240.00
Student Orientation Office: Law	2	180	€18.00	October 2026 – October 2027	€3,240.00
Student Orientation Office: Education, Philosophy and Social Work	2	180	€18.00	October 2026 – October 2027	€3,240.00
Student Orientation Office: Humanities, Arts and Communications	2	180	€18.00	October 2026 – October 2027	€3,240.00
Student Orientation Office: Foreign Languages and Literatures	2	180	€18.00	October 2026 – October 2027	€3,240.00
Student Orientation Office: Medicine and Surgery	2	180	€18.00	October 2026 – October 2027	€3,240.00
Student Orientation Office: Sports Sciences	2	180	€18.00	October 2026 – October 2027	€3,240.00
Student Orientation Office: Science and Engineering	2	180	€18.00	October 2026 – October 2027	€3,240.00
Student Orientation Office: Tandem Project	3	120	€18.00	October 2026 – October 2027	€2,160.00
Student Orientation Office: Social Media Support	1	222	€18.00	October 2026 – October 2027	€3,996.00
VaDiS Area: Social Media Communication Support - University Internationalisation Projects and Initiatives	1	222	€18.00	October 2026 – October 2027	€3,996.00
VaDiS Area: Press Office	1	222	€18.00	October 2026 – October 2027	€3,996.00
Welcome, Admissions and Student Recruitment Unit	7	222	€18.00	October 2026 – October 2027	€3,996.00



STRUCTURE/UNIT	NO. OF GRANTS	NO. OF HOURS	HOURLY RATE	GRANT PERIOD	GROSS AMOUNT OF EACH GRANT
International Relations Area: "UniVR Ambassador" Project	6	222	€18.00	October 2026 – October 2027	€3,996.00
Postgraduate Study Office	1	222	€18.00	October 2026 – October 2027	€3,996.00
Scholarships and Grants Office	4	222	€18.00	October 2026 – October 2027	€3,996.00
Career Service Office	4	222	€18.00	October 2026 – October 2027	€3,996.00
Internships Office	2	222	€18.00	October 2026 – October 2027	€3,996.00
International Mobility Unit	3	222	€18.00	October 2026 – October 2027	€3,996.00

ASSISTANCE AND GUIDANCE SERVICE FOR BENEFICIARIES OF INTERNATIONAL PROTECTION AND ASYLUM SEEKERS UNDER THE UNIVERSITY OF VERONA ACTION PLAN FOR THE INCLUSIVE UNIVERSITY MANIFESTO (MUI)					
Student Orientation and Postgraduate Study / University Committee for International Development Cooperation	NO. OF GRANTS	NO. OF HOURS	HOURLY RATE	GRANT PERIOD	GROSS AMOUNT OF EACH GRANT
MUI Project	8	115	€ 18.00	October 2026 – October 2027	€ 2,070.00

Applicants may apply for **only one** of the Structures listed above.

Tutors shall carry out their activities in accordance with the schedule assigned to them and the procedures established by the host Structure. The activities under the contracts shall be coordinated by the Head of the host Structure.

Tutoring activities involving the processing of users' personal data shall be carried out by tutors in compliance with the applicable EU and national data protection legislation (Regulation (EU) 2016/679; Legislative Decree No. 196/2003, as subsequently amended and supplemented) and in accordance with the instructions issued by the Head of the host Structure.

Tutors shall also be required to attend, where scheduled, training sessions aimed at providing the information and content necessary for the performance of their activities. Training hours shall count towards the total number of hours specified in the contract.



ARTICLE 2 – ELIGIBILITY REQUIREMENTS

Applications under this Call may be submitted by students enrolled in a **Master's degree** programme (LM), in the final two years of a five-year **Single-Cycle Master's degree** programme (LMCU), in the final three years of a six-year **Single-Cycle Master's degree** programme (LMCU), or in a **PhD programme** at the University of Verona.

In the latter case, authorisation from the **Teaching Committee** is required and must be sent, before the date scheduled for the interview, to the following email address: procedure.tutorato@ateneo.univr.it. If the candidate is unable to obtain the authorisation by the date of the interview (for example, because the Teaching Committee is scheduled to meet after the interview date), they must notify the **Student Orientation Office** accordingly at the above email address. The matter will then be assessed on a case-by-case basis.

Students who have not yet completed their enrolment but have already completed the **pre-enrolment procedure** (and have therefore been assigned a student identification number) may also apply. Their enrolment status will be verified before the start of the tutoring activities, when the contract is signed. The contract may not be signed until the student has obtained their Bachelor's degree and completed enrolment in the Master's degree programme.

At the time of signing the contract, the student must be up to date with the payment of tuition fees for the 2026/2027 academic year.

Tutors must meet the above-mentioned requirements throughout their appointment and must promptly notify the University in writing of any changes by sending an email to the following address: procedure.tutorato@ateneo.univr.it

In addition to a good knowledge of the University website and a good command of Italian, both written and spoken (the latter requirement does not apply to the **UniVR Ambassador Project** profile), specific additional requirements apply to the following tutoring services:

- **Orientation tutoring at the Student Orientation Office for the following subject areas:** Economics and Management, Law, Education, Philosophy and Social Work, Humanities, Arts and Communications, Foreign Languages and Literatures, Medicine and Surgery, Sports Sciences, and Science and Engineering: applications may be submitted exclusively for the applicant's own subject area. Given the need for continuity inherent in the activities associated with these positions, availability to undertake the appointment for the entire period specified in the Call (October 2026–October 2027) will be considered a preferential criterion at the interview;
- **Orientation tutoring at the Student Orientation Office for the Tandem Project:** a good knowledge of Excel is required;
- **Orientation tutoring at the Student Orientation Office for social media support:** good social media content management skills (Facebook, Instagram and TikTok) and knowledge of the main software applications used to create and manage video and photographic content for social media are required;
- **Orientation tutoring at the VaDiS Area (social media communication support – University internationalisation projects and initiatives):** good social media content management skills (Facebook and Instagram) and knowledge of the main software applications used to create and manage video and photographic content for social media are required. An intermediate level of English is also required (this requirement will be assessed during the oral interview);



- **Orientation tutoring at the VaDiS Area (Press Office):** applications may be submitted only by students enrolled in the **Master's degree programme in Publishing and Journalism**. Excellent interpersonal skills are required in order to act as a point of contact between the University Press Office and students undertaking curricular placements and internships within the aforementioned Structure. Selected tutors will be required to provide support and guidance to students undertaking placements and internships at the University Press Office, including by sharing the content produced with the host Structure;
- **Orientation tutoring at the Welcome, Admissions and Student Recruitment Unit:** a good knowledge of Microsoft Office (Word, Excel, Outlook and PowerPoint) and a knowledge of spoken and written English at least at B2 level are required. This requirement does not necessarily have to be demonstrated by means of an official language certificate. Candidates holding a certificate attesting to their level of English proficiency are invited to attach a copy to their application;
- **Orientation tutoring for the UniVR Ambassador Project:** spoken and written English at **B2 level or above**, certified by a language certificate, is required. A copy of the certificate must be attached to the application. The application must be submitted together with the completed application form (Annex A);
- **Orientation tutoring at the Scholarships and Grants Office:** a good knowledge of Microsoft Office (Word, Excel, Outlook and PowerPoint) is required. Good interpersonal and communication skills are also required for dealing with users (students and graduates). Availability to undertake the appointment for the entire period specified in the Call (October 2026–October 2027) will be considered a preferential criterion at the interview;
- **Orientation tutoring at the Career Service Office:** a good knowledge of Microsoft Office (Word, Excel, Outlook and PowerPoint) is required. Good interpersonal, communication and presentation skills are also required for dealing with students, graduates, companies and organisations, as well as organisational skills and the ability to manage activities independently. An interest in and knowledge of issues relating to career guidance, university graduate placement and the labour market will be considered a preferential criterion at the interview;
- **Orientation tutoring at the Internships Office:** a good knowledge of Microsoft Office (Word, Excel, Outlook and PowerPoint) is required. Having already completed the internship required by the applicant's degree programme will be considered a preferential qualification;
- **Orientation tutoring at the International Mobility Unit:** spoken and written English at **B2 level or above**, certified by a language certificate, is required. A copy of the certificate must be attached to the application.

ARTICLE 3 – HOW TO APPLY

The application for participation and the relevant attachments must be submitted **exclusively online, under penalty of exclusion**, using the online application system and following the guidelines available on the following webpage: <https://pica.cineca.it/univr/amm-centrale-26-27>

The candidate must enter all the information required for the submission of the application and upload the documents in electronic PDF format. The application must be completed in full and accompanied by all the required attachments, in accordance with the instructions provided in the online procedure.

No other method of submitting applications or documentation relevant to participation in the selection procedure shall be accepted. Until the application deadline, candidates may save a draft of their application for subsequent amendment. Once submitted, the application may no longer be modified. The date on which the application is submitted online shall be certified by the IT system by means of a receipt, which will be automatically sent by email.



Once the application deadline has expired, the system will no longer allow candidates to access or submit the electronic application form. Each application will be assigned an identification number which, together with the *Call* code indicated in the online application system, must be quoted in any subsequent communication.

Applications may be submitted from **12:00 noon on 5 August 2026** and must be completed and finally submitted by **12:00 noon on 15 September 2026**, as follows:

- a)** In the case of access using **SPID**, the application will be automatically acquired by the system and no signature will be required;
- b)** where access is made using other credentials accepted by the system, the submission of the application must be completed and finalised according to the following procedures:
1. **by means of a digital signature**, using a smart card, USB token or remote signature service that allows the holder to sign generic documents using signature software installed on a PC or a web portal for remote signing provided by the Certification Authority. Holders of a smart card or USB Digital Signature token may check the compatibility of their device with the Digital Signature system integrated into the server system. If compatible, the holder may sign the application directly on the server (e.g. ConFirma);
 2. Candidates who do not have compatible digital signature devices, as well as candidates using Remote Digital Signatures who have access to a portal for signing generic documents, must save the PDF file generated by the system on their own PC and, **without making any changes whatsoever to the file**, digitally sign it in **CADES format**. A file with the extension **.p7m** will then be generated and must be uploaded back to the system. Any modification made to the file before the digital signature is affixed will prevent the automatic verification that the contents of the document correspond to the original and will result in the exclusion of the application.

If it is not possible to use either of the options set out in **points a) or b)** above, the candidate must save the PDF file generated by the system on their own PC and, **without making any changes whatsoever to the file**, print it and affix their full handwritten signature on the last page of the printed document. Pursuant to Article 39 of Presidential Decree No. 445/2000, such signature does not require authentication. The complete document must then be scanned and submitted in PDF format, and the resulting file must be uploaded to the system.

Where required, the candidate must attach to the application, using the above-mentioned online application system, copies of the relevant **language certificates** in PDF format.

Pursuant to the applicable legislation, the University of Verona will carry out the necessary checks concerning the truthfulness of the **substitute declarations in lieu of certificates** submitted by candidates.



ARTICLE 4 – SELECTION COMMITTEES AND INTERVIEW DATES

The Selection Committees shall be duly constituted when at least three of the members listed below are present. The Selection Committees responsible for assessing the applications shall be composed as follows:

STUDENT ORIENTATION OFFICE

Chair: Moira Scarsi
Member: Lisa Segala
Member: Francesca Baldissera
Member: Camilla Delazzari
Member: Mattia Grella
Member: Gianmarco Morando
Member: Michele Righetti

VaDiS AREA

(SOCIAL MEDIA SUPPORT FOR ORIENTATION + SOCIAL MEDIA COMMUNICATION SUPPORT FOR INTERNATIONALISATION PROJECTS AND INITIATIVES + PRESS OFFICE)

Chair: Roberta Dini
Member: Sara Mauroner
Member: Giovanni Cerutti
Member: Gaia Nencioni
Alternate member: Elisa Innocenti

WELCOME, ADMISSIONS AND STUDENT RECRUITMENT UNIT

Chair: Alberto Sannite
Member: Alessandra Parisi
Member: Francesco Zuanetti
Alternate member: Elisa Fattori

INTERNATIONAL RELATIONS AREA – UNIVR AMBASSADOR PROJECT

Chair: Giandomenico Orlandi
Member: Francesco Zuanetti
Member: Giovanni Cerutti
Alternate member: Roberta Casalini

POSTGRADUATE STUDY OFFICE

Chair: Aura Vulpe
Member: Laura Colucci
Member: Oryna Yegorova
Alternate member: Matteo Roveda
Alternate member: Giulia Bartoletti



SCHOLARSHIPS AND GRANTS OFFICE

Chair: Rodolfo Valentino
Member: Giorgio D'Agostino
Member: Marika Ganci
Alternate member: Anna Panza

CAREER SERVICE OFFICE

Chair: Massimiliano Lollis
Member: Samantha Bonizzi
Member: Cristina Spinella
Alternate member: Emanuele Zanardi

INTERNSHIPS OFFICE

Chair: Laura Bertani
Member: Lorena Micheloni
Member: Annalisa Rebonato
Member: Maurizio Gange
Alternate member: Michela Corsi

INTERNATIONAL MOBILITY UNIT

Chair: Matteo Rima
Member: Roberta Casalini
Member: Barbara Mancassola
Alternate member: Simone Lonardi

MUI PROJECT

Chair: Stefania Pontrandolfo
Member: Isolde Quadranti
Member: Sara Spezia
Alternate member: Anna Emilia Maria De Salvo

Interviews will be held by **7 October 2026**, according to the dates, times and arrangements specified in the schedules to be published by **22 September 2026** at the following link: [University of Verona – Tutoring Calls](#).

Publication of the schedules shall constitute official notice to the candidates concerned.

ARTICLE 5 – SELECTION CRITERIA

For the assessment of candidates' qualifications, the Selection Committees may award a total of **100 points**, of which a maximum of **40 points** are allocated to qualifications and a maximum of **60 points** to the assessment of the following aspects: motivation, availability, communication skills, interpersonal skills and relevant experience.



Qualifications shall be assessed according to the criteria set out below.

A1) Students enrolled in a Master's degree programme or a PhD programme

The score shall be determined on the basis of the final grade obtained for the previous degree programme, on a scale of 110, and shall be awarded up to a maximum of **30 points**, as follows:

FINAL DEGREE GRADE (max. 110)	POINTS AWARDED
Up to 80	0
81 to 109	Final degree grade – 80 = ... points
110 and 110 with honours (<i>cum laude</i>)	30

A2) Students enrolled in a Single-Cycle Master's degree programme, in the final two years of a five-year programme, or in the final three years of a six-year programme

The score shall be determined on the basis of the weighted average of marks obtained in the current degree programme at the time of application, expressed on a scale of 110 (the average examination mark divided by 3 and multiplied by 11; the resulting figure shall be rounded as follows: figures from 0.01 to 0.49 shall be rounded down to the lower whole number, while figures from 0.50 to 0.99 shall be rounded up to the higher whole number - e.g. 96.49 is rounded down to 96, while 100.99 is rounded up to 101), and shall be awarded up to a maximum of **30 points**, as follows:

AVERAGE MARK ON A SCALE OF 110	POINTS AWARDED
Up to 80	0
81 to 110	Average mark on a scale of 110 – 80 = ... points

A3) Students participating in the selection procedure with the intention of completing their enrolment in one of the types of degree programmes listed in Article 2 before the start of the tutoring activities

The score shall be determined on the basis of the weighted average of marks obtained in the current degree programme at the time of application, expressed on a scale of 110 (the average examination mark divided by 3 and multiplied by 11; the resulting figure shall be rounded as follows: figures from 0.01 to 0.49 shall be rounded down to the lower whole number, while figures from 0.50 to 0.99 shall be rounded up to the higher whole number – e.g. 96.49 is rounded down to 96, while 100.99 is rounded up to 101) and shall be awarded up to a maximum of **30 points**, as follows:

AVERAGE MARK ON A SCALE OF 110	POINTS AWARDED
Up to 80	0
81 to 110	Average mark on a scale of 110 - 80 = ... points

B) Tutoring experience

Tutoring experience completed by the application deadline and carried out by the candidate at the University of Verona during the two academic years preceding the current academic year (**2023/2024 and 2024/2025**) shall be assessed as follows:



- **5 points** for each tutoring assignment;
- **maximum 10 points** in total.

Motivation, availability, communication and interpersonal skills, and relevant experience in relation to the tutoring activities to be carried out shall be assessed through an interview with the relevant Selection Committee for the position applied for. A maximum of **60 points** may be awarded for the interview.

A separate **ranking list** shall be drawn up for each structure/unit listed in the table in Article 1, in descending order of score.

Candidates who obtain a minimum score of **55 points** shall be deemed eligible.

The ranking list for candidates applying for the **Assistance and Guidance Service for beneficiaries of international protection and asylum seekers (MUI)** shall be drawn up according to the candidate's scientific subject area, in descending order of score. The subject areas are as follows:

- Law;
- Economics;
- Foreign Languages and Literatures;
- Education, Philosophy and Social Work;
- Humanities, Arts and Communications;
- Medicine and Surgery;
- Sports Sciences;
- Science and Engineering.

In the event of equal merit, priority shall be given to the younger candidate (Article 3(7) of Law No. 127/1997, as amended by Article 2(9) of Law No. 191 of 16 June 1998). The same shall apply to the general ranking list of eligible candidates, which shall be drawn up irrespective of the candidate's preferred structure and, consequently, of any additional requirements applicable to that structure. Such ranking list may be used where there are no eligible candidates in the individual ranking lists, or where those ranking lists have been exhausted, or where a need arises for additional tutoring activities beyond those provided for in this Call.

Unless otherwise required for organisational reasons, the ranking lists shall be published **by 12 October 2026** at the following link: <https://www.univr.it/it/concorsi/studenti/tutorato>.

Publication of the ranking lists shall constitute official notification to the candidates concerned.

Each relevant structure shall contact the successful candidates by email to ask them to accept the appointment. Failure to respond **within 3 working days** of the notification shall result in forfeiture of the appointment. In the event of withdrawal or forfeiture, the structure shall contact the next eligible candidate in the corresponding ranking list.

If the corresponding ranking list is exhausted, the next eligible candidate shall be contacted from the general ranking list.

Candidates who decline the appointment or fail to accept it within the aforementioned deadline shall be placed at the bottom of the ranking list of eligible candidates, irrespective of their score.



The appointment of successful candidates shall be subject to verification that the requirements set out in this Call have been met.

The ranking list may be used to make further appointments during the academic year concerned (2026/2027).

ARTICLE 6 – AWARD OF TUTORING GRANTS

The activities covered by the contract shall be carried out in accordance with the instructions and under the coordination of the Head of the relevant structure.

The grant shall be paid in a single instalment, net of the charges borne by the recipient and the paying Administration, upon completion of the activities and subject to the submission by the tutor of an attendance register and a final report, both countersigned by the Head with whom the arrangements for carrying out the activities have been agreed.

Tutors who receive a negative assessment of the activities carried out, or whose contract is terminated for serious reasons or failure to fulfil their obligations, shall be excluded from any subsequent similar selection procedures organised by the University of Verona.

The grant shall be exempt from taxation pursuant to Article 4 of Law No. 476 of 13 August 1984, as subsequently amended and supplemented. With regard to social security and welfare contributions, the provisions of Article 2(26) et seq. of Law No. 335 of 8 August 1995, as subsequently amended and supplemented, shall apply. The grant recipient shall therefore be required to register with the INPS Separate Management Scheme (Gestione Separata INPS). The contract shall in no way constitute an employment relationship or confer any entitlement or right to access positions as University staff.

The grant awarded under the contract is compatible with the study grants referred to in Legislative Decree No. 68/2012 and with student collaborations (so-called “150-hour collaborations”). Where a successful grant candidate is also selected for student collaborations, they may undertake the student collaboration provided that the activities are carried out within the prescribed time limits and in accordance with the requirements of the relevant structures.

Grant recipients may undertake external employment activities, or continue any employment they are engaged in at the time the grant is awarded, provided that such activities are compatible with participation in and performance of the activities for which the grant has been awarded.

In accordance with Article 2(4) of Ministerial Decree No. 198/2003, the amount of the grant may not exceed EUR 4,000 per calendar year. Tutoring activities shall cease when the recipient ceases to hold student status at the University of Verona.

The Administration reserves the right to award grants to candidates selected for the Reception and Orientation Service for persons holding protection status and asylum seekers from the relevant specific ranking lists only where requests are received from students who are beneficiaries of the MUI Project and/or where an actual need for such services is identified.



ARTICLE 7 – OFFICER RESPONSIBLE FOR THE ADMINISTRATIVE 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, Caterina Gallasin (caterina.gallasin@univr.it), Head of the Student and Postgraduate Services Area, is appointed as the Officer Responsible for the Administrative Procedure.

For information concerning the administrative procedure relating to the selection and payment, the competent office is the **Student Orientation** Office, which may be contacted at the following email address: procedure.tutorato@ateneo.univr.it.

For all information concerning the performance of tutoring activities, each tutor shall contact the administrative structure/unit at which they will carry out their activities.

ARTICLE 8 – PROCESSING OF PERSONAL DATA

The personal data of the Grant Recipient, collected for the purposes of entering into and performing this Contract, shall be processed in compliance with the provisions of Regulation (EU) 2016/679 and the applicable national legislation on the protection of personal data, in accordance with the general principles of lawfulness, fairness and transparency, exclusively for the purposes and in accordance with the operational procedures set out above.

The University of Verona is the data controller of such data. Detailed information concerning the purposes of processing, the recipients of the data and the exercise of the data subject's rights is available on the University's institutional website: <https://www.univr.it/it/privacy>.

For matters not expressly provided for in this Call, the applicable legislation shall apply.

ARTICLE 9 – SUMMARY TABLE OF DEADLINES

Procedure	Deadline
Submission of applications	From 5 August 2026 at 12:00 noon to 15 September 2026 at 12:00 noon
Publication of the interview schedules on the University website	By 22 September 2026
Interviews	From 28 September to 7 October 2026
Publication of the ranking lists on the University website	By 12 October 2026, unless otherwise required for organisational reasons
Acceptance of the appointment	Within 3 working days of notification

Caterina Gallasin
**By delegation of the Head of the Teaching
and Student Services Directorate,
M. L. Feldt**
(Decree Rep. No. 2172/2026, Prot. No.
127139 of 4 March 2026)