The Rector

POLITECNICO
MILANO 1863

In accordance with Law no. 168, 09.05.1989;
In accordance with D.P.C.M. 30.04.1997 and subsequent amendments;
In accordance with Law no. 240, 30.12.2010;
In accordance with the MIUR Decree "Regulations containing the procedures for accreditation of PhD venues and programmes and criteria for the establishment of PhD programmes by accredited bodies" No. 45 dated 08/02/2013;
In accordance with the Regulations of the Politecnico di Milano regarding PhD courses, issued with D.R. no. 159, 11/01/2018;
In accordance with the availability of funds;

H E R E B Y   D E C R E E S

Art. 1
(Call for applications)

A selection procedure, based on qualifications, herewith announced, reserved for students enrolled on PhD courses at the Politecnico di Milano for the purpose of providing tutoring services for PhD students pursuant to art. 11 of Legislative Decree 68/2012 within the Education Division -PhD School or within one of the Departments of the Politecnico di Milano.

Art. 2
(Requirements for admission to the selection procedure)

All PhD students at this university who meet the following conditions may apply:

- up to date with the phd enrollment;
- knowledge of Italian and/or English

Students who are repeating or have repeated a year, who have had a deferment or have interrupted their studies are not eligible for selection.

Art. 3
(Applications for admission to the selection procedure)

The application for admission to the selection procedure must be sent only through the application **"Application form" > "Selection procedures",** available in the online services of Politecnico di Milano.

All the applications must be received **no later than 12.00 (Italian time) on December 02nd, 2021** otherwise they will be considered inadmissible.

The application must be accompanied by the following documents included as attachments (**in a single PDF file)**:

- curriculum vitae (CV)
- certificates and/or documents certifying knowledge of English, if any
- certificates and/or documents certifying knowledge of Italian, if any
- certificates and/or documents certifying knowledge of other languages, if any
- certificates and/or documents certifying research experience in Italy or abroad, for periods no shorter than 45 days, where appropriate

The personal data required will be processed in accordance with EU Regulation 2016/679.

Before closing the application, the candidate must declare that s/he has read the information on the personal data processing in administrative processes, which can be consulted on the University web site: www.polimi.it/privacy
The candidate must also give consent to the data processing, in order to allow:
verification of requirements to access in the call;
completion of the related call procedure by the admission commission.

Art. 4
(Assessment criteria)

The applications will be examined by a Board comprised of:
the Dean of the PhD School of the Politecnico di Milano, or by a deputy;
the Head of the Education Division of the Politecnico di Milano, or by a deputy;
an expert in the field who works in the Education Division.

The ranking will be drawn up according to the following criteria:
- examination of the CV
- level of knowledge of English
- level of knowledge of Italian
- knowledge of any other languages
- any research experience in Italy or abroad, for periods no shorter than 45 days.

Art. 5
(Drawing up of the ranking)

The ranking will be published from the **20th of December 2021** at the following web address:
http://www.polimi.it /phd

Students judged to be eligible will be called according to the needs of the PhD School or the Phd programmes of the Politecnico di Milano, based on availability of resources.
Eligible candidates can be called, to collaborate within the PhD Service according to the ranking order. They can also be called to work with a Politecnico di Milano Phd programme. In this latter case, preference will be given to candidates who are enrolled in the PhD programme where service will be performed.
When required, these students will be notified by e-mail or contacted by telephone regarding the beginning of the tutoring services, in accordance with the ranking order.
With a same score, gender balance is considered (the gender that prevails is the less represented one among candidates placed in higher positions of the same ranking list). In case of further equal result, the younger candidate will prevail.
PhD students have the right to refuse an assignment, keeping their positions in the ranking. If they refuse a second time they will forfeit their ranking.

Art. 6
(Tutoring services)

Tutoring work must not exceed 60 hours a year and must be carried out within the Education Division - PhD School, or within one of the Departments of the Politecnico di Milano.
The services and related hours of work will be agreed with the personnel in charge of the facilities.
The remuneration is set at 20 Euro per hour and is exempt from income tax (IRPEF) and from the Regional tax on productive activities (IRAP).

Such work cannot under any circumstances be considered as subordinate employment and does not give rise to any rating for the purposes of state recruitment exams.
The tutoring services will be carried out during the year 2022, and will involve:

- assistance for new PhD students during the induction, with particular focus on International students
- assistance for new PhD students during the matriculation stages, with particular focus on International students
- taking part in training (as well as helping with PhD teaching)
- preparation of informative material
- assistance for PhD candidates with Department services

The University Administration may at any time take action to revoke assignment to the tutoring service, in the event that the requirements stated in art. 2 are no longer met or in the event of failure to comply with the duties connected with the type of work.
PhD students may cease to provide tutoring services by notifying the service supervisor.
In this case, the remuneration shall be proportionate to the work performed.

THE RECTOR
Prof. Ferruccio Resta

Signed digitally in accordance with the Digital Administration Code – Italian Legislative Decree 82/2005 as amended and supplemented, Art. 21, par. 1.2

For information: phd-events@polimi.it

This Call is also translated into English for informational purposes only. For the resolution of any disputes and for all legal purposes, only the Italian version is valid and effective between parties.