

**IMT School for Advanced Studies Lucca
Tutoring Regulations**

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Preamble

1. These regulations are prepared in compliance with gender equality and equal opportunities and the relevant legislation relating to the use of non-discriminatory language in the acts of public institutions.
2. For this purpose, in these Regulations, the following shall be understood:
 - a. The **student body** comprises all the students of the IMT School for Advanced Studies Lucca (hereinafter "the School");
 - b. The **teaching staff** includes all the professors of the School;
 - c. The **academic staff** includes all the teaching and research staff of the School.

Art. 1 - Purpose and characteristics of tutoring

1. In accordance with the relevant national legislation, the School organizes tutoring activities designed to assist its students throughout their studies. The tutoring activities respond to the student body's needs for guidance, information, and assistance, to remove obstacles to full and active participation in the School's education and research initiatives.
2. Through the tutoring activities, the School undertakes to:
 - a. Welcome first-year students by offering them accurate information, cultural, methodological, and motivational assistance, also in order to solve any problems encountered;
 - b. Improve the conditions and quality of learning and increase the effectiveness of the School's higher education;
 - c. Eliminate, or at least reduce, the barriers to successful participation in the School's life and continuing education.
3. The tutoring services are designed, organized, and monitored within the framework of the education improvement actions envisioned by the School's Quality Assurance system.
4. These Regulations govern the tutoring types and organizational methods, as defined in the following Art. 2, without prejudice to the tutoring activities provided by the School's academic staff, which is an integral part of the didactic commitment required by current legislation, the Statute and the Regulations on the Rights and Duties of the IMT School's Faculty and Researchers, and those provided by specific positions during Master's and other higher education and continuous learning courses.
5. The tutoring activities are planned and managed by the competent administrative offices, which also complete the financial reporting of the funds allocated for this purpose.

Art. 2 - Definition of tutoring

1. The tutoring activities established in these Regulations are governed by the Legislative Decree of March 29, 2012, n. 68, with particular reference to Art. 11 - Student part-time activities, to which reference should be made for all matters not provided herein.
2. Tutoring can be performed by students enrolled in higher education courses organized by the School, also jointly with other institutions. Tutors assist fellow students, promoting their active

participation in education and research activities and facilitating their relationship with the School. In this regard, Tutors use previous experiences and abilities or skills acquired through specific training provided by the School.

3. Tutors perform information activities and may provide technical and technological support to the educational and research activities organized by the School, as articulated by Art. 3 paragraph 1.
4. Tutors perform all tutoring activities under the guidance and coordination of the School's offices and relevant teaching staff, following the procedures and limits established by current legislation on the right to higher education and tutoring and these Regulations. The managers to whom the Tutors are assigned are expressly indicated in the position selection announcement under Art. 5 of these Regulations.

Art. 3 - Activities of the Tutor

1. Tutors assist the student body enrolled in the School's higher education programs by:
 - a. Welcoming and integrating newly-enrolled students to facilitate their inclusion in the School's community and the city of Lucca, assisting with administrative procedures and supporting them in understanding the different aspects of the School's life and the residential campus;
 - b. Assisting the international student body and those participating in international exchange programs, through incoming reception and support for the various organizational and administrative aspects, to facilitate integration in the university and the city context and overcome any linguistic, cultural, and relational difficulties;
 - c. Providing information on the School's general organization, in particular on education, research, and Third mission activities, as well as on the main administrative procedures and deadlines concerning the student careers;
 - d. Assisting with technical support to online and blended education (including, by way of example and not limited to, introduction and familiarization of the student body and the teaching staff with the technological environment, access logging, saving, storage of materials, ongoing technical assistance);
 - e. Providing technical assistance to the educational activities organized by the School (courses, exercises, seminars, workshops), and facilitating the learning processes and student participation, also in the context of online or blended activities;
 - f. Supporting the development of innovative solutions and the transfer of specialized skills to support the "virtual" work and research environment to overcome technology-related problems and ensure that physical distance is not a critical issue for student education.

Art. 4 - Rights, duties, and responsibilities

1. Tutors have the right to:
 - a. Receive specific training appropriate to the tasks to be performed, at their request;
 - b. Receive assistance from the offices and the relevant teaching staff of the School;
 - c. Carry out their study and research activities regularly;
 - d. Receive recognition and regular remuneration for the performed activity;
 - e. Have the necessary equipment available to carry out the tutoring activities.
2. Tutors must:

- a. Carry out the activities assigned to them with diligence and punctuality and according to the methods and timing defined in the contract;
 - b. Participate in any training and refresher courses provided by the School;
 - c. Comply with the confidentiality obligations;
 - d. Comply with the safety regulations in the facilities of the School in which it carries out its activity.
3. Managers to whom the Tutors are assigned are required to:
- a. Ensure the conditions for a fruitful collaboration activity, providing the Tutor with the necessary instructions and arrangements;
 - b. Verify compliance with the Tutor's contractual obligations;
 - c. Evaluate the collaboration activity, providing the School's competent office with a summary report at the end of the assignment.

Art. 5 - Tutor selection and appointment

2. The appointment is reserved for students enrolled in the School's higher education courses. It takes place through a selection, based on merit criteria, announced by an apposite public call for specific collaboration activities. In case of equal merit, priority will be given to students in difficult economic conditions.
3. Selected candidates enter into a specific collaboration contract with the School. At the time of signing the contract, the Tutor must have student status.
4. The contract is stipulated based on the elements indicated in the public selection notice. Once signed, it can be modified in one of its essential elements (duration, remuneration, hours of performance) only in exceptional cases and for supervening reasons, duly justified. Each contract usually has a duration of up to a maximum of 200 hours per academic year. Contracts can also be entered into for a shorter number of hours.
5. Tutoring activities assigned with the methods set out in these regulations must be understood as being carried out outside the hours of supplementary educational activities envisioned as an integral part of Ph.D. students' educational program under current legislation.
6. Upon taking service, the following are made available to the interested party:
 - a. A timesheet, also in electronic form;
 - b. A template for the final report on the assignments completed by the Tutor at the end of the service. A specific section allows the supervising manager to enter their final assessment, also electronically.
7. Group training sessions are provided to the Tutors on the role, duties, and activities to be performed.
8. The hourly fee is indicated in the public selection notice. The stipend is paid in a single payment at the end of the service upon presentation of the documentation indicated in the selection announcement. The compensation is subject to the payment of INPS social security contributions under the Separate Management scheme under current legislation.