



Università
Ca' Foscari
Venezia

Dipartimento di Scienze
Molecolari e Nanosistemi

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Il Direttore di Dipartimento

DEPARTMENT OF MOLECULAR SCIENCES AND NANOSYSTEMS

Selection procedure for awarding

Tutoring, educational, preparatory and supplementary teaching activities

(Art. 2 Ministerial Decree No. 198/2003)

First semester – Academic Year 2026/2027

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Art. 1 – Definitions

1. For the purposes of this call for applications
 - a. **University** shall mean Ca' Foscari University of Venice
 - b. **Programmes** shall mean programmes established and activated in the University, or in other partner universities, for the award of one of the academic qualifications referred to in the following point
 - c. **Academic qualifications** shall mean Master's Degree and PhD
 - d. **Master's Degree** programmes shall mean programmes of the academic system pursuant to Ministerial Decree No. 270/2004
 - e. **PhD** programmes shall mean the programmes of the academic system pursuant to Ministerial Decree No. 224/1999 and Ministerial Decree No. 45/2013
 - f. **Inter-university programmes** shall mean programmes established in agreement with other Italian or international universities
 - g. **Student** shall mean a person enrolled in a programme at the University
 - h. **CFU** shall mean the university training credits following Ministerial Decrees No. 509/1999 and No. 270/2004
 - i. **Part-time student** shall mean a person enrolled in a programme at the University on a part-time basis, as referred to in Art.25, paragraph 3 of the University Teaching Regulations issued on 4 December 2012 and subsequent amendments and additions

Art. 2 – Call for applications

1. The Department of Molecular Sciences and Nanosystems announces a **qualification-based** selection for awarding tutoring, educational, preparatory and supplementary teaching activities to 1 capable and deserving student enrolled in PhD and Master's Degree programmes at Ca' Foscari University of Venice to be carried out during the first semester of the academic year 2026/27.
2. Specifically, the following activities are available for application:

Activity code	Activity	Programme	Number of available positions
CT0597	CHIMICA ANALITICA PER I BENI CULTURALI E LABORATORIO	Bachelor's Degree in CTR60 Science and Technologies for Cultural Heritage	1 (30 hours)

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Art. 3 – Performance and characteristics of the service

1. The Specialised and Teaching Tutoring activity covers the period between September 2026 and January 2027 according to schedule.
2. Tutors must ensure their availability throughout the entire period of the service.
3. Each successful candidate will be entrusted with the activities referred to in Art.2 for.
4. Successful candidates **may have carried out or carry out in the academic year 2026/27 other specialised and teaching tutoring activities of the University**, being aware that the total specialised tutoring activity of each tutor may not exceed 90¹ hours per academic year.
5. This tutoring activity is compatible with the award of scholarships under Legislative Decree No. 68 of 29 March 2012 (Regional scholarships for the right to study/specific or non-specific student collaborations).

Art. 4 – Remuneration

1. For this work, payment will be made in the form of a grant, with a gross hourly rate of € 16.22
2. In accordance with Article 1 paragraph 3 of Law No. 170 of 11 July 2003, grants will be subject to the provisions of Article 10 of Legislative Decree No. 446 of 15 December 1997, as well as those of Article 4 of Law No. 476 of 13 August 1984, No. 476, as amended, and, in relation to social security, those of Article 2, paragraphs 26 et seq., of Law No. 335 of 8 August 1995, as amended².
3. The remuneration referred to in paragraph 1 above shall not be paid to the tutor who has failed to complete at least 30% of the maximum number of hours of activities provided. The grant shall be paid even in case of failure to achieve this percentage if the interruption is justified by proven health reasons.

¹ For demonstrated continuous needs related to tutoring projects of particular complexity whose implementation requires a longer time, it is possible for a single tutor to carry out up to 150 hours.

In case of [simultaneous enrolment in two university programmes](#), in order to comply with the provisions of **Ministerial Decree 198/2003** – which also sets out the criteria for the award of grants to encourage tutoring activities, as well as supplementary, preparatory and remedial teaching activities – attention is drawn to the provisions of Article 2 paragraph 4: “For students enrolled in master's degree programmes, the monthly grant — calculated according to the student's required workload, up to a maximum of 400 hours per year — may not exceed €4,000 per year.”

² As set out in Article 1 paragraph 3 of Law No. 170/2003, the following provisions apply to allowances:

- In tax matters, the provisions set out in Article 10-bis of Decree-Law 446/1997 and Article 4 of Law 476/1984 (IRPEF exemption), as subsequently amended and supplemented. The payments are tax-exempt: the taxpayer is not required to pay personal income tax (IRPEF)
- In respect of social security, the provisions set out in Article 2, paragraphs 26 et seq., of Law No. 335/1995, as subsequently amended and supplemented. The allowance is subject to contributions to the INPS Separate Pension Scheme. The Tutor is responsible for registering with the INPS Separate Pension Scheme. The allowance will be paid gross of social security contributions payable by the recipient and those payable by the University (the rates of which are updated annually and are subject to change)

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4. The tutor undertakes to activate the CartaConto Ca' Foscari, as the only method for crediting the amount due, within 15 days from the acceptance of the nomination as winner of this selection procedure, at one of the branches of the banking institute that has entered into an agreement with the University. Failure to activate the card will result in forfeiture of the right to receive the amount due³.

Art. 5 – Admission Requirements

1. For admission to the selection referred to in Art.2, candidates shall fulfil the following requirements, which must be met as of **22 September 2026 12:00h**, the deadline for submitting the application.

2. REGULAR REGISTRATION

To be eligible for selection under Art.2, candidates must:

- a. Be duly enrolled for the academic year 2026/2027
- b. Have regularly paid all university fees and contributions for the academic year **2025/2026** and **engage to enrol** for the academic year **2026/2027 before the start date of the activity**
- c. Have regularly paid the university fees and contributions for the academic year **2025/2026** in case they wish to **graduate** in the autumn session (October-November 2026) or in the special session (March-April 2027) of the academic year 2025/2026 **and not be enrolled in supplementary years (*fuori corso*) in the same academic year 2025/2026.**

In order to access tutoring activities, applicants must hold the status of a master's degree or PhD student at Ca' Foscari, including at the time they accept their appointment as winner of this selection procedure.

Obtaining the academic qualification after accepting the appointment as winner of this selection procedure, while specialist tutoring activities are already underway, does not preclude the start or continuation of the activity.

3. ENROLLMENT for the a.y. 2026/2027

Tutoring activities under this call for applications will be open to students currently enrolled:

- a. In a Master's Degree programme up to the standard duration of studies plus one academic year;
- b. In a PhD programme;
- c. In an inter-university programme - related to Master's Degree programmes, PhD programmes - to attend part of the activities provided in their study plan at Ca' Foscari University of Venice

These requirements must be met as of the date of application.

³**PhD students** may choose the procedure for having their monthly grant credited: they may activate the CartaConto Ca' Foscari or use their own current account.

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4. **Period of study** shall mean the standard duration, as provided for by the academic regulations set out in Ministerial Decree No. 270/2004, of the course of study starting from the first year of enrolment.

First year of enrolment shall mean the first year of enrolment for the first time at any university. All years in which the student has been enrolled in any course of study, at this or another university, other than the one in which they are currently enrolled shall be considered career years. Therefore, the career year may also not coincide with the academic year.

In the above-mentioned count of career years required to claim the benefit:

- a. Any years of suspension/interruption of studies shall not be counted
- b. For students who enrolled in the course as "full-time" students and who, during their university career, **switched to "part-time"**, for the purposes of determining the number of years and the consequent academic requirement referred to in paragraph 5 below, each academic year attended as a "full-time" student shall be counted as two "part-time" years
- c. For students who enrolled as "part-time" and who, during their university career, switched to "full-time", for the purposes of determining the number of years and the resulting merit requirement referred to in paragraph 4 below, the years of university service are calculated as follows:
 - 2 academic years attended as a "part-time" student shall be counted as one "full-time" year
 - the single academic year attended as a "part-time" student shall in any case be counted as one "full-time" year

In the event of the revocation of 'part-time' status, two academic years completed whilst enrolled as a 'part-time' student will both be counted as 'full-time' years (e.g. if a student enrolled for the 2024/2025 academic year has their 'part-time' status previously granted for the two-year period 2024/2025 and 2025/2026 is revoked, those academic years will be counted as 'full-time' and, consequently, the 2026/2027 academic year will be considered a third year of 'full-time' enrolment, leading to a recalculation of the merit requirement for access to benefits).

5. **MERIT REQUIREMENTS**

Students currently **enrolled for the academic year 2026/2027** in the first year of the following programmes:

- a. Master's Degree programme
- b. PhD programme

shall only be required to enrol in the course.

In the event that the student is one of the winners of the competition, the activity may only be carried out once the enrolment procedure has been completed.

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6. Students enrolled for the academic year 2026/2027 in years following the first⁴ must meet the following academic requirements as of **22 September 2026 12:00h**, the deadline for submitting the application:

a. For Master's Degree programmes

- i. at least 18 CFU for students enrolled in the second year
- ii. at least 60 CFU for students enrolled in the first supplementary (*fuori corso*) year

For part-time students enrolled in years following the first, the requirements are as follows:

- iii. for the second year, 12 CFU
- iv. for the third year, 24 CFU
- v. for the fourth year, 42 CFU
- vi. for the fifth year, 60 CFU

b. For PhD programmes: admission to the following year in accordance with the procedures laid down in the respective teaching regulations

7. In the case of a transfer from another university or an internal transfer from one course of study to another, only credits awarded for the course in which the student is enrolled shall be valid.

8. Without prejudice to the previous paragraph, CFU credits shall not be considered valid in the following cases:

- when obtained from previous careers that ended with the award of the degree or following withdrawal/forfeiture or when obtained from other activities, including those undertaken prior to enrolment, following which career credits have been awarded
- when obtained from single courses prior to enrolment in the degree Bachelor's / Master's Degree programme
- when obtained from examinations not fully taken (partial examinations shall not be considered)

9. Students enrolled in a Master's Degree programme may not be holders of an old-system degree, a degree awarded abroad that is considered a second-level degree, a specialised degree, a master's degree, a diploma issued by a Conservatory/Academy of Fine Arts, or a second-level (two-year) academic diploma issued pursuant to Ministerial Decree No. 508/1999.

⁴ In case the student wishes to graduate in the autumn session (October-November 2026) or in the special session (March-April 2027) of the academic year 2025/2026 and therefore is found to have regularly paid fees and contributions for the academic year 2025/26 (see Art.5, paragraph 2, letter c) the minimum number of credits will be calculated with reference to the academic year 2026/2027 - for which they are applying.

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10. Students with non-Italian citizenship are required to have a B2 Italian language proficiency, of which they will be required to produce appropriate documentation when signing the acceptance of the appointment.

Students with non-Italian citizenship will not be required to certify their Italian language proficiency B2 level if they are enrolled in a Master's Degree programme or a PhD programme and have obtained a high school diploma in Italian from an institution with a registered office in Italy and/or a degree in Italian from a university with a registered office in Italy.

Students with non-Italian citizenship that apply an activity carried out in English are not required to have a B2 Italian language proficiency.

Art. 6 – Requirements for carrying out the activities

1. Candidates are also required to meet the following general requirements:
 - a. having attended and passed the course for which they apply or other courses focused in the same topic of the tutoring activity
2. This requirement must be met as of the date of application.

Art. 7 – Application and submission deadline

1. To participate in the selection, students are required to submit the specific form available on the University's webpage at:

<https://apps.unive.it/domandeconcorso-en/accesso/dsmn-tutor-1-sem-2026-27>

by 12:00h of 22 September 2026

2. Forms and applications received after 12:00h of 22 September 2026 may not be accepted.
3. Under penalty of exclusion from the selection, candidates are **required to enclose**:
 - **copy of a valid ID**
 - **a curriculum vitae in European format** including photo and the list of qualifications held, duly signed

<i>Students are invited to include in their curriculum vitae all useful information, especially regarding the selection requirements. Information not included in the curriculum will not be taken into consideration.</i>
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- **self-certification of enrolment** (for Master's degree students, also indicating the exams taken and their grades);

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- **self-certification of the Bachelor's degree** final grade, exams taken and their grade (for Master's Degree students)
 - **self-certification of the Bachelor's and Master's degree** final grade, exams taken and their grade (for PhD students)
4. PhD students shall enclose written authorisation from the PhD coordinator or their delegate to carry out the activity covered by the call for applications or self-certification of having requested said authorisation. In case the student is selected, and before appointment, the PhD student must send the authorisation to the Teaching Sector of the Department of Molecular Sciences and Nanosystems.
5. Applications that are incomplete or containing untruthful information or those received after the deadline shall be discarded.
6. For further information, please contact the Teaching Sector of the Department of Molecular Sciences and Nanosystems (Giulia Tronco), e-mail didattica.dsmn@unive.it, tel. 041-234 8509.

Art. 8 – Selection Committee

1. The selection will be carried out by a Committee specifically appointed by the Director of the Department of Molecular Sciences and Nanosystems with a subsequent provision.
2. The Committee shall first define the criteria for assessing the qualifications.

Art. 9 – Assessable qualifications

1. The Committee may award a total of 30 points for qualifications. The following qualifications will be taken into consideration:
 - the weighted average of the obtained credits and the exam grades in previous degrees, especially in activities related to the one the student is applying for
 - the graduation grade in previous degrees
 - the year of enrolment
 - the affinity between the research topic and that of the activity the student is applying for (for PhD students)
2. For all students, any previous tutoring experience carried out in scientific programmes with positive results and inferable from the curriculum vitae will also be evaluated.
3. The abovementioned qualifications must be possessed as of the date of application.

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Art. 10 – Ranking list and appointment

1. At the end of the selection process, the Committee will draw up a ranking list based on the scores awarded following Art. 9. The ranking list will be published on the Department's website at <http://www.unive.it/pag/18496/> within 30 days from the deadline.
2. The ranking shall remain valid for one year from the date of publication.

Art. 11 – Training

1. For carrying out the activity, a training programme is scheduled with the professor responsible of the course for which the tutor has applied, on a date to be agreed.
2. The beneficiary undertakes to fulfil the training obligation regarding health and safety at work (Legislative Decree No. 81/2008, as amended, State-Regions Agreement of 17 April 2025), within 3 days of receiving the invitation to the courses 'General training for workers on health and safety at work' and "Specific training on the protection of the health and safety of workers employed in office-based activities – low risk", and in accordance with the procedures set out in the invitation itself, being aware of the criminal penalties provided for in Article 59 of Legislative Decree No. 81/2008 in the event of non-compliance. Should the student have already fulfilled the training requirement regarding health and safety in the workplace, they undertake to send, within 3 days of being notified of the training requirement, the relevant certificate to the following email address: formazione.sicurezza@unive.it.
3. For activities carried out in the laboratories, tutors will undertake to fulfill the training obligation on health and safety in the workplace (Ministerial Decree n.363/1998; Legislative Decree n.81/2008 as amended; ASR 21/12/2011), within the terms and according to the modalities indicated in the invitation to the course "High-risk training of workers on occupational safety and health (16 hours)."
4. Tutors are required to fully read the Code of Ethics and Conduct issued by R.D. No. 1116 of 05 November 2019 and entered into force on 30 June 2023, available on the University website at <https://www.unive.it/pag/8162/>.

Art. 12 – Acceptance of nomination as winner of this selection procedure

1. Each successful candidate will be appointed to carry out the activities in Art.2, within the limit of 90⁵ hours per academic year, before September 2026 and January 2027.
2. The tutor may not be an employee of the university.
3. For this work, payment will be made in the form of a grant, with a gross hourly rate of € 16.22
4. The remuneration is tax free.

⁵ For demonstrated continuity needs related to tutoring projects of particular complexity whose implementation requires a longer time, it is possible for a single tutor to carry out up to 150 hours.

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5. The activities will be carried out at the Department of Molecular Sciences and Nanosystems - Ca' Foscari University of Venice, at the Scientific Campus in via Torino, Mestre.
6. The tutor undertakes to activate the CartaConto Ca' Foscari, as the only method for crediting the amount due, within 15 days from the acceptance of the nomination as winner of the call for applications. Failure to activate the card will result in forfeiture of the right to receive the amount due.⁶
7. The candidate selected to carry out the tutoring activity will be required to accept the nomination as the winner of this selection procedure. The following information will be defined in the communication:
 - a. the number of hours of activity to be compulsorily carried out by the candidate, without prejudice to a maximum limit of 90³ hours per academic year
 - b. the benefit provided in the form of an allowance and the payment procedures
 - c. the obligation to register with the separate national insurance and pension scheme for self-employed and independent contractors (*Gestione separata INPS*)
 - d. the explicit clarification that the tutoring activity does not constitute an employment relationship
 - e. the explicit clarification that the remuneration will be paid tax-free
 - f. the explicit mention of insurance against accidents
 - g. **obligations regarding Workplace health and safety training** (Legislative Decree No 81/2008, as amended, and the State-Regions Agreement of 17 April 2025);
 - h. the explicit mention of compliance with the Code of Ethics and Conduct issued by R.D. No. 1116 of 05 November 2019 and entered into force on 12 November 2019, available on the University website at <https://www.unive.it/pag/8162/>
 - i. the commitment by the Tutor to read and comply with the provisions of the "Ca' Foscari University of Venice Personal Data Protection Regulations" and the Annexes thereto, as well as R.D. No. 1596 of 14/12/2021 appointing the Tutor as Data Processor and undertakes to comply with the directions provided therein. R.D. No. 1596 of 14 December 2021 is available at <https://www.unive.it/pag/44354/>
8. The Tutor may lose the right to benefit from the above allowance upon occurrence of the following circumstances:
 - the Tutor fails to complete at least 30% of the activity hours provided for in the above-mentioned call for competitions
 - the Tutor is not available to commence and carry out the activities provided for in the above-mentioned notice within the established deadline and in compliance with the schedules defined by the reference department of the University
 - the Tutor suspends the activities provided for in the call or is unable to perform them
 - serious defaults

⁶ PhD scholarship grantees can choose the monthly payment method: they can activate the CartaConto Ca' Foscari or make use of their own bank account.

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5. Unavailability by the Tutor to start the activity or suspension of the activity for the following reasons may not be considered as failure to comply:
- participation in international exchange programmes
 - compulsory attendance of university lectures
 - university examinations
 - serious health reasons and other duly substantiated reasons of force majeure

Art. 13 – Person in charge of the procedure

1. The person in charge of the procedure, pursuant to Law No. 241/1990, is Sonia Barizza, Secretary of the Department of Molecular Sciences and Nanosystems.

Art. 14 – Processing of personal data

1. The University, as data controller, will process data obtained during the selection procedure for its management and for the publication of the ranking list. Please note that the provision of personal data is necessary to evaluate applications, so failure to provide them may preclude such evaluation, resulting in exclusion from the procedure. Data will be processed in compliance with the provisions of EU Regulation 2016/679 "General Data Protection Regulation - GDPR" and Legislative Decree No. 196/2003 as amended "Personal Data Protection Code"; for further information, please refer to the information available at <https://www.unive.it/pag/36550/>.

The call is available at <http://www.unive.it/data/30402/> and in the Department of Molecular Sciences and Nanosystems website <http://www.unive.it/pag/18496/>

Mestre (VE), 11/09/2026

Prof. Maurizio Selva

Director

Department of Molecular Sciences and Nanosystems

(Digitally signed following ex art.24 Legislative Decree 82/2005 (CAD) et seq.)

SEEN:THE PERSON IN CHARGE OF THE PROCEDURE
THE SECRETARY OF THE DEPARTMENT: Sonia Barizza

Il Direttore di Dipartimento

Privacy notice

In accordance with Article 13 of EU Regulation 2016/679 General Data Protection Regulation (GDPR), applicants to this selection are hereby informed that the processing of personal data provided by them or otherwise collected by the University for this purpose is intended solely for the purposes of the selection process and will be carried out at Ca' Foscari University of Venice by authorised staff, including through the use of computerised procedures, in the manner and to the extent necessary to achieve the aforementioned purposes. The data will be retained for 10 years in accordance with the regulations on the retention of administrative records and for reporting purposes.

For the purposes set out above, in addition to the University's employees and collaborators – who act on the basis of specific instructions provided regarding the purposes and methods of processing – personal data may also be processed by parties providing the University with services that are instrumental or ancillary to its institutional activities (such as, for example, external speakers and staff at accommodation facilities). The up-to-date list of these parties is available on the University's website at www.unive.it/pag/34666.

The provision of such data is necessary to evaluate the participation requirements and the possession of qualifications, and failure to provide them may preclude such evaluation, resulting in exclusion from the procedure.

The rankings will be published in accordance with the regulations in force; no communication to third parties is envisaged except to comply with any requests from judicial and control bodies and to carry out activities related to the disbursement of benefits.

Interested parties or interested parties have the right to obtain from the University, in the cases provided for, access to personal data and the rectification or cancellation thereof or the limitation of processing that concerns them or them, or to object to processing (Articles 15 et seq. of the Regulations). The appropriate application to the University is submitted by contacting the Data Protection Officer at Ca' Foscari University of Venice (Ca' Foscari University of Venice - Data Protection Officer - Dorsoduro, 3246 - 30123 - Venezia PEC protocollo@pec.unive.it, email: dpo@unive.it). Otherwise, it is possible to contact the Data Controller via email at protocollo@pec.unive.it.

Data subjects or data subjects who believe that the processing of personal data relating to them is taking place in violation of the provisions of the Regulation have the right to lodge a complaint with the Guarantor, as provided for in Article 77 of the Regulation itself, or to take appropriate legal action (Article 79 of the Regulation).

The Data Controller is Ca' Foscari University of Venice, with its registered office at Dorsoduro 3246, 30123 Venice (VE), in the person of the Rector