

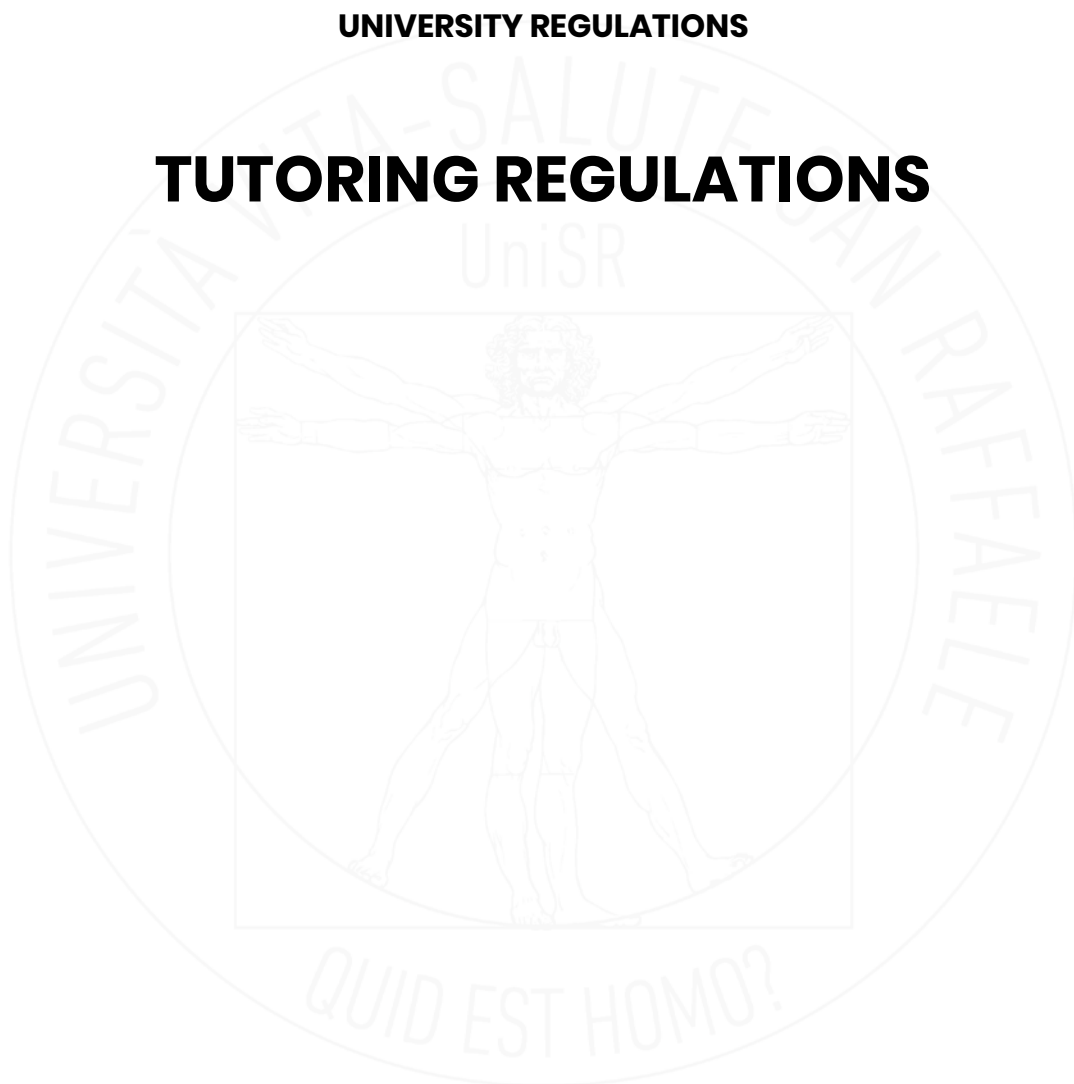


UniSR

Università Vita-Salute
San Raffaele

UNIVERSITY REGULATIONS

TUTORING REGULATIONS



ISSUED BY RECTOR'S DECREE NO. 6179 OF 18/10/2019

ART.1 DEFINITIONS AND PURPOSES

In compliance with art. 13 of Law no. 341 of 19 November 1990 (University Reform) and art. 19 of its own Didactic Regulations, Vita-Salute San Raffaele University has established a Tutoring system with the aim of helping students during their studies, before and during their university careers, in order to ensure that they complete their courses within the periods of time allocated by the didactic regulations and with positive outcomes in terms of their professional skills and personal development.

Pursuant to Article 13(2) of Italian Law 341/1990, the aim of tutoring is to:

- a) guide and assist students throughout their studies;
- b) make them active participants in the learning process;
- c) remove obstacles to successful course attendance, including through initiatives tailored to the needs, aptitudes and requirements of individuals.

The tutoring service cooperates with the bodies supporting the right to study and with student representatives, contributing to the overall cultural education needs of students and their full participation in university activities.

Tutoring is offered to on-schedule and repeating students enrolled at Vita-Salute San Raffaele University, and its use is free and optional.

In order to achieve the above-mentioned purposes, the University will avail itself of the activity of the subjects referred to in Articles 4 and 5.

ART.2 SPECIFIC OBJECTIVES

Tutoring is organised with a view to achieving the following specific objectives:

- a) facilitate the integration of first-year students;
- b) provide guidance in the preparation of study plans, and amending and supplementing the curricula, when necessary, on the basis of the results achieved by the student and his or her aptitudes and changing needs;
- c) assist in study activities and in particular: help develop the ability to organise, follow and correct an educational itinerary; help acquire an effective study method; provide useful advice on preparing for exams; improve the quality of learning conditions; foster a productive relationship between lecturers and students;
- d) provide information on course regulations, on services, on the organisation and methods of delivering teaching activities and on the opportunities existing in university and non-university settings, both at nationally and abroad, to improve the educational programme and facilitate the student's inclusion in the learning process;
- e) advise students in times of difficulty or hardships due to the interference of non-university situations in order to allow them to continue their studies successfully;
- f) support students by implementing initiatives to identify/recover educational debts;
- g) assist students in their study and career choices by fostering contact with the world of employment both directly and through institutional bodies in charge of such activities.

ART.3 STRUCTURE

In order to achieve the objectives set out in the previous article, tutoring consists of activities pertaining to two areas: Informative and Guidance Tutoring and Academic (relating to the course) tutoring.

- Informative and Guidance Tutoring provides a counselling, disability and SLD assistance and coaching service for foreign students; it aims to foster the students' learning process, to accompany them on their academic path - providing them with the necessary assistance to facilitate and make their study and integration into the educational pathways worthwhile (article 2, (a), (c), (e), (g)).
- Academic Tutoring is a service provided to students that provides for measures to help overcome the difficulties they encounter during their studies and ensure that they obtain full benefits from the courses they attend. Its activities are closely linked on the one hand to the planning of the individual student's educational programmes, in accordance with the relevant didactic regulations, and on the other to the monitoring of students' academic careers and measures intended to identify students who are falling behind and help them to recover their positions (Art. 2, (b), (d) and (f)).

The individual course councils, in agreement with the relevant faculty, are responsible for the organisation and operation of academic tutoring within their facilities and govern its implementation.

ART.4 ACADEMIC TUTORING - SUBJECTS

A) The President of the Course, as the head of the Course's Academic Tutoring Service and coordinator of the tutors, establishes the strategies and methods for implementing the objectives of tutoring set out in Article 2, ensures the maintenance or renewal of the proper operational structure of the service and supervises the complete fulfilment of the specific objectives, in accordance with the provisions of these Regulations, coordinates the activities of the Tutors and periodically reports to the relevant Course Council.

B) Tutors are the permanent and/or fixed-term professors and university researchers, who are responsible for the institutional task of guiding the students' cultural education process, including guidance and tutoring, in accordance with the provisions of article 12(2) of Italian Law 341/1990, as well as Article 6(2) of Italian Law 240/2010.

Tutors support students through measures to identify those who are falling behind and assist them in recovering their academic and practical learning positions; they inform, help and advise students in every phase of their learning process. They are responsible for tutoring activities aimed at achieving the specific objectives set out in article 2 above, in accordance with the implementation arrangements agreed with the Course President and coordinate any assistant tutors appointed.

C) Specific tutoring activities reserved for students enrolled in the first or second year of a Bachelor's degree or single-cycle master's degree course who have encountered initial educational obstacles, may be provided by contract lecturers and, pursuant to article 1(1b) of Italian Law 170/2003, by students on Master's degree courses or in the later years of single-cycle

degree courses and by students enrolled on PhD courses, also through part-time collaborations, provided for by Article 1(292) of Italian Law 232/2016.

These figures, known as Assistant Tutors, if provided for by the Course Council, support and collaborate with the Tutors in the implementation of the activities required to achieve the specific objectives of Tutoring referred to in Article 2 (b), (d) and (f)) and operate under the responsibility of the latter.

The above-mentioned activity may also be carried out by personnel with assistance and/or research roles affiliated with the relevant facility or other bodies identified by the Faculties.

Appointments of the persons referred to in points B) and C) above shall be conferred annually by the Course Council or the Faculty Councils - subject to the economic approval of the University if provided for.

ART.5 INFORMATIVE AND GUIDANCE TUTORING - SUBJECTS

Informative and Guidance Tutoring consists of an academic component, a component of collaborating professionals and technical administrative staff.

The academic component consists of:

- One or more professors and/or university researchers per degree course/faculty, who are responsible for incoming student guidance activities, in order to promote the educational offering and professional opportunities of each degree course with future students
- One professor and/or university researcher per degree course/faculty, as Faculty Contact Person(s) for SLD and Disability, i.e. the point of reference and guarantor for the management of all activities falling within their remit, in agreement with the Rector's Delegate for Disability and the administrative support office.
- Two tenured professors, appointed by the Rector, who play coordinating roles for Disability and SLD-related activities and counselling activities.

Professional collaborators, identified annually on the recommendation of the relevant academic component, collaborate with the University' teaching and administrative facilities to carry out the activities required to achieve the specific objectives set out in article 2 (a), (c), (e), and (g).

Students may also be involved to support informative and guidance tutoring activities.

ART.6 SERVICES AND BODIES

The various components of tutoring are supported by the Guidance and Tutoring Office, which acts as an administrative link between all the tutoring services of the Courses, the academic components involved and the governance bodies of the University.

ART.7 VALIDITY

These Regulations come into force on the day following the date of their issuance.

The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.