



## Position Teaching Area

Classif. III/2 - Study courses

**SUBJECT: establishment of the Judging Commission** - Selection procedure for the awarding of grants designed to encourage tutoring activities and to provide supplementary, preparatory and remedial teaching activities for the single-cycle Master's Degree Course in Medicine and Surgery to be taught in English (Class LM-41) at the University of Campania Luigi Vanvitelli for the academic year 2023/2024.

### The DIRECTOR

**IN REGARD TO** Law 341/90 and in particular art. 13, paragraph 2 which states "... *the tutoring service is aimed at guiding and assisting students throughout their studies, making them active participants in the educational process, and removing obstacles to a successful attendance of courses, also through initiatives related to the needs, aptitudes and requirements of individuals ...*";

**IN REGARD TO** the Ministry of Education decree no. 198/2003; and in particular art. 2, paragraph 3, which provides that "...*Each University must grant to capable and deserving students enrolled in degree courses ...allowances for the encouragement of tutoring activities, as well as for supplemental teaching, preparatory and remedial activities on the basis of criteria predetermined by the competent statutory bodies*";

**IN REGARD TO** the aforementioned Ministerial Decree no. 198/2003, para. 4 specifies that "*for students enrolled in specialized degree courses (now Master's degree) the amount of the monthly allowance, in relation to the commitment required from the student to not exceed 400 hours per year, must not be in excess of the amount of €4,000 per year*";

**IN REGARD TO** Law no. 170/2003, art. 1, paragraph 1, letter b, which provides for the allocation to capable and deserving students enrolled in Master's degree courses (formerly specialized) and PhD courses, of allowances for the encouragement of tutoring activities pursuant to art. 13 of Law 341/90, as well as for supplementary, preparatory and remedial teaching activities;

**IN REGARD TO** Ministry of Education Decree no. 198/2003 which, as of 2003, established the distribution of funds between universities in relation to the number of students enrolled in degree courses;

**IN REGARD TO** Ministerial Decree no. 270/2004;

**IN REGARD TO** the current Statute of the University where art. 6, paragraph 5, identifies the provision of "tutoring services to assist students during their studies" among the institutional activities;

**IN REGARD TO** the current University Regulations in force issued by Rectoral Decree no. 385 of 28/01/2004, which established the "*Guidelines on the Assignment of Tutoring Activities*", amended and supplemented by Rector's Decree no. 4343 of 10/12/2004;

**IN REGARD TO** Rectoral Decree no. 3389 of 18 December 2008 integrating the "*Guidelines on the entrustment of Tutoring Activities*" which, with regard to the parties authorized to entrust such activities, also identifies, in addition to the persons already envisaged by Rectoral Decree no. 385 of 28 January 2004 and subsequently modified by Rectoral Decree no. 4343 of 10 December 2004, those enrolled in Research Doctorates at Universities not affiliated with the Vanvitelli University;

**IN REGARD TO** the University Didactic Regulation, issued by Rectoral Decree no. 840 of 09/09/2013 and in particular art. 33, paragraph 1 where it is specified that " ... *the tutoring activities are aimed at making up for learning gaps in basic knowledge, guiding students in the rational preparation of a general study project, planning their personal work plan, identifying a*

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*suitable method for tackling studies and exams and assisting them in the choice of subject area and teacher to prepare their dissertation thesis...";*

**IN REGARD TO** protocol. no. 29118 of 31/10/2014 Pos. Dept. of Economic and Financial Services, which states that each Department must autonomously manage all the phases related to the use of funds for tutoring activities, as per the aforementioned Ministerial Decree 198/2003;

**GIVEN** that the aforementioned note identifies the beneficiaries as those indicated in art. 1 of Law 170/2003 according to the order of priority, without prejudice to the possession of particular skills in relation to the specific activities to be carried out;

**GIVEN** that the aforementioned note contextually establishes the following hourly fee:

- for students enrolled in Master's degree courses and for students enrolled in the last two years of single-cycle Master's degree courses it is equal to € 13.05, all-inclusive of all charges borne by the University within the maximum amount of € 4000.00 per year;
- for those enrolled in Doctorate Courses for those enrolled in Doctorate Courses it is equal to € 26.10, all-inclusive of all charges borne by the University;

**GIVEN** that the payment of the remuneration due to the selected tutors is subject to the declaration of having carried out at least 2/3 of the activity;

**GIVEN** that the aforementioned note 29118 of 31 October 2014 expressly states that tutoring fees are exempt from IRPEF and IRAP, but are subject to INPS - Separate Account - withholding tax in accordance with the rates and procedures in force for collaborators;

**GIVEN** that the figure of the tutor is to be considered the same, as regards the legal, fiscal and social security framework, to that provided for by Law 170/2003, and in particular, the aforementioned art. 1 letter b) to which the same rules apply as those laid down in the circular of the National Social Security Institute (INPS) no. 133 of 21 July 2003, which provides, for the beneficiaries of the allowances covered by this notice, the obligation to enroll in the Separate Account pursuant to art. 2 paragraph. 26 of Law no. 335 of 8 August 1995, also acknowledged in note Protocol. no. 115131 of 26/07/2017 Pos. Accounting Office, with the following subject: "Increases in INPS rates for individuals registered with the Separate Account pursuant to Law 335/1995 - Undergraduates and PhD students - Years 2017 and 2018";

**IN REGARD TO** the Decree of the President of the Republic no. 445 of 28 December 2000, containing the "Consolidated text of legislative and regulatory provisions on administrative documentation";

**IN REGARD TO** the Decree-Law 101 of 10 August 2018 containing provisions for the adaptation of national legislation to the principles of European Regulation 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;

**IN REGARD TO** the note Pos. UAG Prot. no. 76373 of 06/06/2018, of transmission of the Ministerial Decree 384 of 17/05/2018 which provides for the inclusion, starting from the academic year 2018/2019, of the Master's Degree Course in Medicine and Surgery (Class LM - 41) delivered in English, at the Department of Precision Medicine;

**IN REGARD TO** the note Pos. Rip. Fin. e contr./Uff. Rag. n. 128891 del 03/08/2023 of allocation of funds for the Teaching Tutoring for the year 2023, academic year 2023/24 for the needs of the CdS belonging to the Department;

**IN REGARD TO** the resolution of 21/09/2023 by which the Board approved the allocation of funds designed to implement tutoring activities for the academic year 2023/24 and to meet the needs of the Department's English-run language degree course in Medicine and Surgery (Class LM - 41) amount of € 5.025,98;

**IN REGARD TO** on 31/10/2023, under Orders of the Day item n. 6 of the Council of the Degree Course in Medicine in English, expressing the need to entrust tutoring assignments for the teachings of BIO/16 Human Anatomy, BIO/10 Chemistry, BIO/13 Biology, Molecular Biology



and General Genetics, MED/09 Internal Medicine C.I. Medical and Surgical Emergencies, following the requests of the relevant coordinators of Integrated Courses;

**IN REGARD TO** the resolution of 13/12/2023 by which the Department Council approved the proposal of the CDL for the award of tutoring positions for the above-mentioned courses, mandating the Director to issue a selection notice for ministerial tutoring activities;

**HAVING ACKNOWLEDGED** the financial availability, on budget item UPB PATG.Istr.Form.Tutorato2023 – account CC111107;

**IN REGARD TO** its own Decree no. 36/2023 of 06/02/2023 Prot. n. 20483, with which the announcement for tutoring and teaching activities - supplementary, preparatory and recovery activities for the single-cycle Master's Degree Course in Medicine and Surgery delivered in English of the University of Campania Luigi Vanvitelli for the academic year 2023/24;

**CONSIDERING** the close proximity of second semester of the a.y. 2023/2024 and, therefore, the consequent need to carry out during the second semester, therefore, to issue an urgent call for applications for selection,

## DECREES

### Art. 1)

To proceed with the establishment of the Judging Commission, composed of the Director of the Department and the President of the Degree Course, and a member of the Council, responsible for evaluating the applications presented for the performance of activities of tutoring and didactic - supplementary, preparatory and recovery activities aimed at students enrolled in the single-cycle Master's Degree Course in Medicine and Surgery delivered in English by the Luigi Vanvitelli University of Campania for the academic year 2023/2024, on the teachings of the scientific sectors indicated in the announcement referred to in the introduction.

The aforementioned Commission will be constituted as follows:

President	Prof. Ferdinando DE VITA
Component	Prof. ssa Maria Luisa BALESTRIERI
Component	Prof.ssa Nunzia D'ONOFRIO

### Art. 2)

To transmit to the Selection Committee in charge of evaluating the applications presented for the carrying out of tutoring activities and for didactic activities the applications presented for the selection for the carrying out of tutoring activities and for didactic - supplementary, preparatory and recovery activities addressed to students enrolled in the Single-cycle Master's Degree Course in Medicine and Surgery delivered in English as shown below:

N	Protocol	Date	Name	Scientific Disciplinary Sector
1	26842	12/02/2024	Ruotolo Francesco	SSD: BIO/16 HUMAN ANATOMY
2	27757 27760	13/02/2024	Gallo Ludovica	SSD: BIO/16 HUMAN ANATOMY
3	28321 28555 28557	14/02/2024	De Martino Giovanni Maria	SSD: BIO/16 HUMAN ANATOMY

4	28321 28555 28557	14/02/2024	Mazzella Filippo	SSD: BIO/16 HUMAN ANATOMY
5	27860	13/02/2024	Donisi Isabella	SSD: BIO/10 CHEMISTRY
6	23200	08/02/2024	Romano Maria Zelinda	SSD: BIO/13 BIOLOGY, MOLECULAR BIOLOGY AND GENERAL GENETICS
7	28209	14/02/2024	Bertolino Lorenzo	SSD: MED/09 INTERNAL MEDICINE - C.I. MEDICAL AND SURGICAL EMERGENCIES

At the end of the evaluation, the material, the minutes and the packages will be deposited in the Didactic Area of the Department.

**Art. 3)**

To arrange for the Commission to use for the selection operations, the Meeting Room, at the Department of Precision Medicine, located in the S. Andrea delle Dame Complex, in via L. de Crecchio, 7 - Naples - 3rd floor.

Differently the Commission to use the Microsoft Teams platform for selection operations and drafting of the related report.

**Art. 4)**

To arrange for each member of the Commission, having read the list of participants, to declare that they have no family ties, or affinity, up to the fourth degree with the participants themselves, nor that they are in conditions of incompatibility with the position held.

**Art. 5)**

Pursuant to the current University Regulations, the Person in Charge of the Procedure (RUP) is Dr. Ciro Arrichiello, administrative staff relating to the Teaching Area of the Department of Precision Medicine (telephone number: 0815664353 e-mail ciro.arrichiello@unicampania.it).

**Art. 6)**

This call for applications is published on the University website on the website of the Department of Precision Medicine of the University of Campania Luigi Vanvitelli, located in the S. Andrea delle Dame Complex in via L. de Crecchio, 7 - 80138 - Naples and on the website of the University of Campania "Luigi Vanvitelli":

[www.unicampania.it](http://www.unicampania.it) > HOME/ATENEO/DIPARTIMENTI>Department of Precision Medicine > DIPARTIMENTO>Bando e Tender>OGGETTO>contracts for tutoring.

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Department Director  
Prof. Ferdinando De Vito

*Ferdinando De Vito*

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