GROUP TUTORING - A.Y. 2025-2026

To the Magnificent Rector
Prof.ssa Elena Beccalli

I, the undersigned _____

Born in _____ Province _____ on dd/mm/yyyy_____ Tax code _____

Resident in _____ Post Code_____ Province _____ Address_____

No. _____ Tel. _____ Currently residing_____ Address_____

Post Code _____ Province _____ Cell no. _____ E-mail_____

*WISH TO PRESENT THIS APPLICATION OF **FIRST EMPLOYMENT** FOR THE GROUP TUTORING ACTIVITY AT THE FACULTY OF*

_____

I ATTACH THE FOLLOWING DOCUMENTATION:

1. **curriculum vitae** (possibly with photo);
2. self-certification of **achievement of undergraduate and/or integrated degree** with degree final grade and exam marks;
3. self-certification of **achievement of a graduate degree** with degree final grade and exam marks or self-certification of **enrolment at a graduate degree programme** with exam marks taken so far;

N.B. Self-certifications can be downloaded from the I-Catt personal page, please remember to sign it.

I HEREBY CERTIFY THAT I HAVE READ THE SPECIFICATIONS OF THE SERVICE ("Group Tutoring") AND TO BE AWARE THAT THE ALLOCATION OF THE ASSIGNMENT IS SUBJECT TO THE EVALUATION OF A SELECTION COMMITTEE.

The data required from you will be processed by Università Cattolica del Sacro Cuore as data controller, in compliance with the provisions of European Regulation 2016/679 ("GDPR").
Please read the information on the processing of personal data at https://www.unicatt.it/privacy/informativa-sul-trattamento-dei-dati-personali-degli-utenti-del-02082018.html.

UPON SIGNING THIS APPLICATION, I DECLARE I HAVE READ THE INFORMATION CONCERNING THE PROCESSING OF PERSONAL DATA.
CONSENT TO THE TREATMENT OF PERSONAL DATA:
In relation to the processing of my Personal Data belonging to special categories under Art. 9 of the GDPR (e.g. Data relating to health status, such as membership of protected categories) contained in the curriculum vitae or other documentation transmitted by me to the University for purposes connected with or instrumental to the carrying out of the selection activity,

☐ i give my consent   ☐ I deny consent

Signature_____

From 1st November 2011, Università Cattolica has adopted its own Code of Ethics, drawn up with the intention of bringing up to date and further enhance the feeling of belonging of each member of the University, but also to strengthen fundamental principles and values, defining more functional rules to guarantee the effectiveness and the transparency of the entire University. The Code of Ethics is available in hard copy at the Faculty Deans' Offices, the university associations and student movements and, in electronic format, on the official UCSC website and on the I-Catt page.

In witness whereof, Brescia, _____   Signature_____

"THE GROUP TUTOR"

Università Cattolica del Sacro Cuore, by resolution of the Board of Directors of 16 July 1999 and the Academic Senate of 27 September 1999, set up the Group Tutoring service with the aim of accompanying students enrolling in the University's degree programmes, favouring activities to prevent them from dropping out or abandoning their studies.

Who is the Group Tutor?
He or she is a deserving graduate student, often already involved in teaching activities such as pre-courses and tutorials, or a subject tutor, PhD student or student at campus colleges.
The Tutor signs an annual contract, prepared by the Human Resources Management of Università Cattolica, for a maximum commitment of 350 hours to be carried out from September to July.
The activity of group tutor may be carried out for a maximum of four academic years, subject to confirmation by the Faculty Committee; in order to ensure greater proximity and ease in the tutor/student relationship, the maximum age limit for applying for a first assignment is set at 30 years.

What are the activities of Tutor of group?
He/she performs the function of involving and supporting the student's learning pathway, encourages group study and directs the resolution of the various problems that arise.
In particular:
- welcomes new students when they first enter the university, providing orientation and information support regarding the Faculty and its degree programmes;
- supports students in organising their study plan, planning examinations and identifying an effective study methodology;
- provides guidance on how to find one's way around the different offers the university has to offer, helping students to integrate them into a personal learning project;
- identifies possible obstacles to the learning pathway, with particular attention to the risk of isolation, one of the critical factors with regard to the sensitive issue of university drop-outs;
- carries out monitoring/contact/reception activities with students in difficulty, facilitating personalised support;
- welcomes new students enrolled in graduate programmes during the first weeks of classes, organising specific moments to provide information on the support and services offered by the university;
- supports secondary school students and undergraduate degree students during orientation events.

The activity is coordinated by the Orientation and Tutoring Office of the various campuses of Università Cattolica - Milan, Brescia, Piacenza-Cremona, Rome - and involves the constant supervision of the tutor appointed by the Faculty Council.

How and where does the group tutor operate?
Before starting the activity, the Tutor must attend a compulsory training course aimed at developing communication, relational, organisational and management skills for the conduct of individual interviews and group meetings; he/she also receives information on the University's services useful for carrying out the activity. He/she is supported by a team of psychologists for the management of particularly complex cases, as well as by the staff of the Orientation and Tutoring office.
He/she is assigned an institutional e-mail box which is used for communication with students and the relevant offices.
The Tutor can organise meetings in person in a dedicated classroom.

In view of the relevance of the activity and the complexity of the issues to be handled, the Group Tutor is subject to periodic checks with the offices in charge, the training staff and the Faculty contact person.

May 2025