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REGULATION ON THE IMPLEMENTATION OF THE ACTIVITIES OF THE TEACHERS PERFORMING INTEGRATIVE DIDACTIC FUNCTIONS (DISCIPLINARY TUTOR)

1. ACTIVITIES OF THE TEACHERS PERFORMING INTEGRATIVE DIDACTIC FUNCTIONS (DISCIPLINARY TUTOR)

1. The teachers performing integrative didactic functions hereinafter referred to as Disciplinary Tutors:

- a) perform their didactic activities within the virtual classes or using the University platform;
- b) promote didactic interaction, and in general communicative interaction, between the teachers and the students;
- c) support the correct implementation and the supervision of the online didactic activities carried out by the students and contribute to the continuous improvement of the quality of the courses (including the assessment of the quality of the didactic material), of the service offered to the students and of the education of the students, in order to guarantee high quality standards and reduce the rate of withdrawal from studies, improve the average duration of the studies and reduce the number of the students taking longer than expected to graduate;
- d) support the teaching staff and, in coordination with the professors, contribute to the preparation and the implementation of the standard activities/online activities;
- e) support the teaching staff in implementing the activities for the verification of the competences of the enrolled students;
- f) shall participate in the examination sessions in their capacity as member of the examination board;
- g) support the teaching staff in the activities related to the role of supervisor of the dissertation;
- h) carry out tutoring activities as well as supplementary didactic activities;
- i) if provided for in the University Regulations or by rector's decree, collaborate with the full professors in the organization and realization of didactic seminars.

2. The activities provided for in the previous paragraph shall be implemented with due regard for the Academic Regulations, for the general instruction documents adopted by the University (the Vademecum and the Teacher's Operative Handbook), and for the general dispositions adopted by the academic authorities, in coordination with the teachers and the Coordinator of the reference Degree Course.

2. SUBJECTS WHOM SHALL HOLD THE POSITION OF DISCIPLINARY TUTOR AND CARRY OUT THE RELATED ACTIVITIES

1. Shall hold the position of Disciplinary Tutor solely and exclusively:

- a) adjunct professors, pursuant to art. 23 second paragraph of law 240/10, selected in accordance with what is provided for in article 8 of the Regulation for the call and the renewal of the adjunct professors;
- b) adjunct professors, pursuant to art. 23 second paragraph of law 240/10, selected in accordance with what is provided for in article 8 of the Regulation for the call and the renewal of the adjunct professors and whom hold at least one teaching post;
- c) fixed- term and part-time researchers.



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3. IMPLEMENTATION AND ACTIVITIES

1. The Disciplinary Tutors shall be required to comply with the current regulation of the University, including the indications of the academic authorities in accordance with the aforementioned regulation, and to perform their duties with the proper diligence pursuant to art. 1176, coordinating with all the referential subjects of the University.
2. The Disciplinary Tutors shall be required to behave according to correctness, good faith and good education rules, specifically requested in the interaction between subjects using technologic communication.
3. The activities of the Disciplinary Tutors shall be carried out at the competent university branch; some activities, due regard being had to their nature and upon agreement with the Coordinator of the Course, shall be carried out online through the platform of the University and, where provided for, through telematic tools for distance communication (mail, virtual classroom, messaging systems, etc.).
4. By reference to the disciplinary Tutors referred to in letters a) and b) of article 2, the competent university branch shall be indicated in the collaboration contract and shall be modified with the modalities and under the conditions provided for therein; by reference to the disciplinary tutors referred to in letter c) of article 2, the competent university branch shall be modified with the modalities and under the conditions provided for in the Academic Regulations regulating the Researcher's place of employment.
5. The Tutors, in the wider freedom of organization and in compliance with the correct implementation of the activities listed in the first article, shall be required to communicate on a monthly basis to the Coordinator of the Course the calendar of the days in which they will carry out the aforementioned activities at their competent university branch so that the Coordinator may organize the meetings, plan the activities of the Degree Course and communicate to the teachers the days in which they shall consult with the disciplinary tutors; during the month, eventual modifications shall be communicated to the Coordinator of the Course.
6. The Coordinator of the Course or the Coordinators of the Faculties (depending on whether the activities regard a particular Course or the entire Faculty), on a two-month basis, shall share with the Disciplinary Tutor the objectives and the activities provided for in the following two months.
7. Every two months the Coordinator of the Faculty shall send to the Directorate General :
 - a) the bimonthly report on the objectives achieved by the Disciplinary Tutor during the just completed two month period;
 - b) a report on the objectives of the Degree Course and of the respective Disciplinary Tutors for the following two months and the related organization of the activities of each Disciplinary Tutor, agreed upon with the latter.
8. The Directorate General, where necessary, shall put the disciplinary tutors in charge of realizing the University's activities and/or projects aimed at the improvement of the quality of the didactic services provided to the students.



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4. FINAL DISPOSITIONS AND ENTRY INTO APPLICATION

1. For all the aspects not regulated by the present Regulation, shall be applied the Academic Regulation, as well as, with exclusive reference to the Tutors provided for in letters a) and b) of article 2, the discipline and the conditions provided for in the Collaboration Contract.

