



Università
Ca' Foscari
Venezia

eUTOPIA
Alliance of 10 European Universities

CALL FOR APPLICATIONS FOR TUTORING ACTIVITIES

EUTOPIA ENVIRONMENTAL HUMANITIES CONNECTED COMMUNITY SPRING SCHOOL 2025

Environmental Humanities as a Regenerative Process

Art. 1 - Definitions

1. For the purposes of this call for applications
 - a. **University** shall mean Ca' Foscari University of Venice;
 - b. **courses of study** shall mean courses 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 the Master's Degree and the PhD;
 - d. **Master's Degree programmes** shall mean courses of the academic system pursuant to Ministerial Decree No. 270/2004;
 - e. **PhD programmes** shall mean the courses of the academic system pursuant to Ministerial Decree No. 224/1999 and Ministerial Decree No. 45/2013;
 - f. **inter-university courses of study** shall mean courses established in agreement with other Italian or international universities;
 - g. **student** shall mean a person enrolled in a course of study at the University;
 - h. **CFU credits** shall mean the university credits provided for by Ministerial Decrees No. 509/1999 and No. 270/2004;
 - i. **part-time student** shall mean a person who is enrolled in a course of study at the University on a part-time basis, as referred to in Article 25, paragraph 3 of the University Teaching Regulations issued on 4 December 2012 as amended and supplemented.

Art. 2 - Purpose of the call and general regulations

1. This call aims to select, by qualifications, **1 student** regularly enrolled at Ca' Foscari University of Venice to provide tutoring and teaching support activities to be carried out during the second semester - from April to May 2025 - Academic Year 2024/2025.
2. Specifically, the following activity is available for application:

Activity	Number of positions available
Support to the Spring School "Environmental Humanities as a Regenerative Process" (19-23 May 2025)	1 (50 hours)



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3. The EUTOPIA Spring School “*Environmental Humanities as a Regenerative Process*”, organised in collaboration with the Department of Asian and North African Studies of the University, aims to explore Environmental Humanities (EH) as a regenerative process, bearing significant potential for healing the self, our communities, and social-ecological systems. Participants will be guided through a co-creative redefinition of EH ethics, practices, and desirable goals, crystallising such vision in the form of a charter of values.
4. The Spring School is an activity of the EUTOPIA [Environmental Humanities Connected Community](#), which is devoted to the innovative paradigm of the discipline. The Connected Community aims to explore the critical role of the humanities in a time of environmental crisis, generating socio-ecological awareness, raising informed critique of existing paradigms and systems, and sustaining social, cultural and ethical change to protect and nourish the diversity of life on our planet. Four partner universities (*Ca' Foscari University of Venice, Italy; University of Warwick, United Kingdom; Technische Universität Dresden, Germany; NOVA University Lisbon, Portugal*) with different interdisciplinary perspectives, frameworks and experiences join to explore, compare and exchange pedagogical models and best practices, working towards a collective response to new global challenges.

Art. 3 - Characteristics of the service

1. The tutoring activity covers the period between April 2025 and May 2025, according to the schedule. **Full-time availability is required during the Spring School week (19-23 May 2025).**
2. Tutors must ensure their availability throughout the entire period of the service.
3. The successful candidate will be awarded the activities referred to in Art. 2 for a total commitment of 50 hours.
4. The selected tutor will be trained on the activity to be carried out.
5. The selected tutor must not exceed 90 hours of specialised and teaching tutoring activities in the academic year 2024/2025¹.
6. This tutoring activity is compatible with the award of study grants under Legislative Decree No. 68 of 29 March 2012 (regional grants for the right to study).

¹ For proven needs of continuity relating to particularly complex tutoring projects whose fulfilment requires a longer duration, a single tutor may carry out up to 150 hours of tutoring activities.



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Art. 4 - Remuneration

1. For this activity, the tutor will receive a grant in the form of an allowance, with a gross hourly amount of €20.00, including the charges borne by the University.
2. The remuneration is tax-free.
3. The remuneration referred to in paragraph 1 above shall not be paid to the tutor who has failed to complete at least 30% (15 hours) of the maximum number of activity hours provided. However, the grant shall still be paid if the failure to meet this percentage is justified by proven health reasons.
4. The tutor undertakes to activate the *CartaConto Ca' Foscari*—the only accepted method for crediting the amount due—within 15 days of accepting their nomination as the selected candidate. The activation must take place at one of the branches of the bank that has an agreement with the University. Failure to activate the card will result in forfeiture of the right to receive the amount due².

Art. 5 - Admission Requirements

1. For admission to the selection referred to in Art. 2, candidates must meet the following requirements at the time of the application and until the end of the service. The EUTOPIA Unit at Ca' Foscari University of Venice must be informed timely of any possible change in their status.
2. To be eligible for selection under Art. 2, candidates must be regularly enrolled for the academic year 2024/2025 in the Master's Degree programme in Environmental Humanities or a PhD programme.

Art. 6 - Preferential condition

1. Preference will be given to candidates with previous experience in collaborative and co-creative workshops, either as participants or facilitators.

Art. 7 - Admission Procedure

1. Applicants must submit their application form using the following Google Form: <https://forms.gle/XTRUGTQco85NYjDn9>
Personal data collected through the Google Form will be processed by the University as described below in the data protection section.

²PhD 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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2. All applicants must upload a **CV** and a **motivation letter** (maximum 200 words) as a single PDF file. Both must be written in English.
3. Ineligibility: If at any stage in the application procedure, it is established that the information provided by applicants has knowingly been falsified, candidates will be disqualified from the selection process.
4. Deadline: **26th of March 2025, h 23:59**. Any application received after the deadline will be rejected.

Art. 8 - Selection Process

1. A Selection Committee will be appointed by the Manager of Educational Programmes and Student Services Area, Dr. Mauro Cannone. The final ranking will be published on the University website at <https://www.unive.it/pag/43401/> and on the [Albo online](#) by the 14th of April 2025. The selected student will be contacted via email by eutopia@unive.it to accept their nomination. A candidate who fails to accept according to the deadlines and procedures forfeits the right to carry out the tutoring activity.
2. The Selection Committee may award a total of 30 points for qualifications, prioritised as follows:
 - a. Motivation of the candidate (ENG): up to 10 points
 - b. CV (ENG): up to 20 points
3. Calendar:
 - Deadline for applications: **26th of March 2025, h 23:59**
 - Publication of the selected candidate: by 14th of April 2025
 - Deadline for acceptance of nomination: within 2 days after the official publication, h 1:00 pm
4. The ranking shall remain valid for one year from the date of publication.

Art. 9 - Acceptance of nomination and obligations of the selected student

1. The selected candidate will be contacted by email and required to accept their nomination within 2 days after the official publication, h 1:00 pm;
2. The tutoring activity does not establish an employment relationship.



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3. For this activity, the tutor will receive a grant in the form of an allowance, with a gross hourly amount of €20.00, including the charges borne by the University.
4. The remuneration is tax-free.
5. The tutor undertakes to activate the *CartaConto Ca' Foscari*—the only accepted method for crediting the amount due—within 15 days of accepting their nomination as the selected candidate. The activation must take place at one of the branches of the bank that has an agreement with the University. Failure to activate the card will result in forfeiture of the right to receive the amount due³.
6. The tutor will undertake to fulfil the training obligation on health and safety in the workplace (Ministerial Decree No. 363/1998; Legislative Decree No. 81/2008 as amended; ASR 21/12/2011), within the deadlines and according to the procedures contained in the invitation to the course "General Staff Training on the subject of Health and Safety in the Workplace", which will be sent upon signing the collaboration contract.
7. The tutor is 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 12 November 2019, available on the University website at <https://www.unive.it/pag/8162/>.
8. The tutor must register with the separate national insurance and pension scheme for self-employed and independent contractors (Gestione separata INPS).
9. The Tutor is required 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/>.
10. The Tutor may lose the right to benefit from the above allowance upon the 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 selection
 - the Tutor is not available to carry out the activities within the established deadline and in compliance with the schedules provided;
 - the Tutor suspends the activities provided for in the call or is unable to perform them;
 - serious defaults;

³PhD 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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11. Unavailability by the Tutor to start the activity or suspension of the activity for the following reasons may not be considered a failure to comply:

- compulsory attendance of university lectures;
- university exams;
- serious health reasons and other duly substantiated reasons of force majeure.

Art. 10 - Data Protection

1. Personal 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 when filling in the application form.

Art. 11 - More information and contacts

1. Dr. Mauro Cannone, Manager of Educational Programmes and Student Services Area, is responsible for the procedure, according to Law n. 241/1990.
2. For details on the EUTOPIA MORE project, see www.unive.it/pag/43372;
3. For further information, please contact the EUTOPIA Unit at eutopia@unive.it (administrative issues) or Prof. Daniele Brombal at daniele.brombal@unive.it (academic and Spring School content-related issues).

Venice,

The Manager of Educational
Programmes and Student Services Area

Dr. Mauro Cannone