

# *Tutoring service provided by faculty members*

Master's degrees in Ingegneria e scienze informatiche,  
Medical Bioinformatics , and Artificial Intelligence

Dipartimento di Informatica - Università di Verona



UNIVERSITÀ  
di **VERONA**

Dipartimento  
di **INFORMATICA**

# *Tutoring service provided by faculty members*

- ♦ A novel tutoring service which integrates the classical tutoring made by senior students

## Formal definition:

“The tutoring service is aimed at **guiding** and **assisting** students, in particular freshmen, to **make them participate** in the entire educational process, with the aim of **preventing dropout** and **delay** in studies, as well as **promoting** a profitable **active participation** in university life in all its forms.”

# The goal

In general, the service is aimed at providing assistance to students in their whole university life, giving, as example:

- 1) Advices on study methods
- 2) Suggestions on modules
- 3) Mediation with other faculty members to manage peculiar situations

# The goal

## 1) Advices on study methods:

- ♦ Practical suggestions on how to organize the study, the preparation of the exams and so on

*“Is it better to study in depth all the arguments during the module or at the end?”*

*(Less important at MS level)*

# The goal

## 2) Suggestions on modules

- Order of taking them
- Guidance on the choice of the free modules

*“Better taking first Programming for bioinformatics or Biomedicine and bioinformatics databases?”*

*“I liked Fundamental algorithms for bioinformatics, which free module should I opt for?”*

# The goal

3) Mediation with other faculty members to manage peculiar situations

- ♦ Assist students who encounter difficulties in the relation with faculty members
- ♦ The tutor helps in the mediation process

*“I’m not able to contact prof. X, what should I do?”*

# The group of tutors

- ♦ Massimo Merro
- ♦ Federica Maria  
Francesca Paci
- ♦ Manuele Bicego
- ♦ Maria Paola Bonacina
- ♦ Daniele Meli
- ♦ Massimiliano Perduca
- ♦ Cristina Bombieri

*The group covers the different areas of the MSs (mathematics, computer science,...)*

# The procedure

- ♦ **Step 1.** The student takes a look at the office hours calendar published on the page dedicated to the tutoring services

→ [www.univr.it](http://www.univr.it)

→ Search “Tutoring for students - Science and Engineering”

→ Documents

→ Office hours for tutoring service provided by faculty members





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# Tutoring for students - Science and Engineering

Servizi

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## Documents

Tutoring service provided by faculty members | Computer Science Teaching Committee

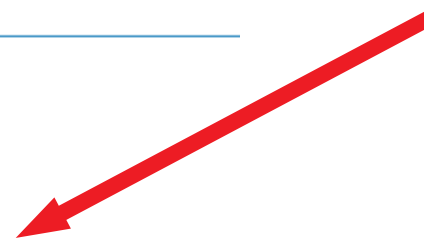
**Office hours for tutoring service provided by faculty members | 1st semester A.Y. 2024/2025**



Orari di ricevimento per gli studenti triennali | Office hours for Bachelor students - IT | 187Kb | 23/10/2024



Orari di ricevimento per gli studenti magistrali | Office hours for Master students - IT | 182Kb | 23/10/2024



## Calendario ricevimento docenti-tutor

A.A. 2024-2025: Primo semestre

**Gruppo docenti-tutor unico per le lauree magistrali (CdLM Ingegneria e scienze informatiche, CdLM Medical Bioinformatics, CdLM Artificial Intelligence):**

Massimo Merro

Federica Maria Francesca Paci

Manuele Bicego

Maria Paola Bonacina

Daniele Meli

Massimiliano Perduca

Cristina Bombieri

Si invitano gli studenti a inviare una mail al docente-tutor con cui si vuole fare ricevimento

### MAGISTRALI

Data – ora	Luogo	Docente
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#### OTTOBRE

28/10/2024: 10:00 - 11:00	Ufficio	Massimiliano Perduca
29/10/2024: 11.30-12.30	Ufficio	Cristina Bombieri
29-10-2024: 15:30 -16:30	Ufficio 1.60a	Federica Paci

#### NOVEMBRE

05/11/2024: 9.00-11.00	Ufficio	Manuele Bicego
05/11/2024: 15.30-16.30	Ufficio 1.60a	Federica Paci
07/11/2024: 09.30-11.00	Ufficio	Cristina Bombieri
11/11/2024: 10:00 - 11:00	Ufficio	Massimiliano Perduca

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# The procedure

- ♦ **Step 2.** The student sends an email to the selected faculty member to set up an appointment in the chosen time-slot.
  - ♦ Please take a look at possible news posted by the chosen faculty member indicating changes/cancellations of the office hours
- ♦ **Step 3.** The student meets the faculty member

# Final notes

- ♦ How to choose the faculty member?
  - ♦ A faculty member known by the student
  - ♦ A faculty member who is available in a time-slot suitable for the student
- ♦ If needed, the faculty member can point the student to the most suitable member in the group
- ♦ **IMPORTANT:** Try to exploit all the available tutoring tools! (senior students, office hours of teachers, ...)