



**POLITECNICO DI MILANO  
GRADUATE SCHOOL OF BUSINESS**

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INTERNATIONAL  
PART-TIME MBA  
CLASS TUTOR  
TUITION FEE  
CONTRIBUTION

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MIP is offering a tuition fee contribution of up to 35% to n°2 International Part-Time MBA candidates who are willing to commit themselves as Class Tutors.

### 1. BENEFICIARIES AND REQUIREMENTS

The beneficiary of the contribution will be in charge of a number of tasks such as acting as a point of reference and a link between the class and the MIP Staff, collecting documents or information through online surveys upon MIP staff indications, providing technical support during lessons (when needed), helping classmates in keeping the learning pace to accomplish the most successful experience. For further information on the activities requested to the Class Tutor, please write to [imbapt@mip.polimi.it](mailto:imbapt@mip.polimi.it).

#### Requirements:

Write a **motivational statement** explaining the reason behind your application for this contribution and why you are suitable for the role of Class Tutor.

### 2. SUBMISSION OF AND DEADLINE FOR APPLICATION

A **Financial Aid Request Form\*** (provided upon request) must be completed and uploaded together with a copy of the candidate's **latest pay slip** to their application profile.

Participants must send their application by no later than **14<sup>th</sup> September 2022**. Only completed applications delivered by the due date will be submitted to the Committee.

### 3. EVALUATION AND OUTCOME OF APPLICATION

The \*Financial Aid Request Form takes into consideration both the financial need (supported by the submission of the latest payslip) and the professional achievements of the candidate.

Candidates will be evaluated according to the following criteria:

- > results of the International Part-Time MBA selection process
- > assessment of their motivational statement
- > Academic background
- > Previous tutoring activity possibly carried out in other universities,
- > Previous professional experiences,
- > IT skills with reference to the main Microsoft Office package applications and availability to be trained on the use of programs/software adopted by MIP,
- > High problem solving skills,
- > Strong English language capabilities.

The successful candidate will be notified formally by the Committee via a dedicated email.

Contributions are awarded at the sole discretion of the Committee, whose decision is final and cannot be appealed against.

### 4. INCOMPATIBILITY AND LOSS OF CONTRIBUTION

This contribution cannot be applied in case of sponsorship.

### 5. ACCEPTANCE OF THE CONDITIONS

Candidates applying for the Class Tutor tuition fee contribution must confirm their full acceptance of the related conditions, of which they will be notified in writing in the letter of assignment of the contribution.