



POLITECNICO
MILANO 1863

CAMPUS LIFE AREA

The Director

CALL FOR APPLICATIONS FOR STUDENT PART TIME ACTIVITIES Year 2023

THE DIRECTOR

- Having regard to art. 2, paragraph 4, of D.P.C.M. issued of 9 April 2001;
- Having regard to art. 11 of Lgs. no. 68/2012;
- Having regard to the current university regulations on the matter;
- Having regard to the Academic Senate's resolution of _____ ;
- Having regard to the Board of Governors' resolution of 28/09/2021;
- Waiting for the approval of the Board of Governors of the allocation of resources to fund the requests for collaboration presented by the various structures, scheduled for November 2020;

HEREBY DECREES

ART. 1 PURPOSE

Students enrolled in a three-year degree or single-cycle degree programme may apply to be included in the selection procedure aimed at creating ranking lists of students who qualify to supply services pursuant to art. 11 of Lgs. D. no. 68/2012. Students will be selected according to their academic qualifications.

The tasks of students in these part-time placements consist in all kinds of occasional and temporary support activities connected to provided services, including services provided by private, officially recognised academies, with the exception of activities related to teaching, exams and taking on administrative responsibilities, in the university's budget.

ART. 2 TYPE OF ACTIVITIES

The kinds of services students may help provide - in order to ensure teaching services and equipment are more efficiently used - are listed below.



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- 1) General information services for student guidance (assistance for first-year students, general information and useful advice for studies, assistance and information concerning specific study courses).
- 2) Reception services and assistance for foreign students.
- 3) Assistance for disabled students.
- 4) Support services during scientific and cultural events.
- 5) Collecting, classifying and filing archive material.
- 6) Collaborations for the use of laboratory and IT equipment and of audio-visual devices.
- 7) Accessibility, working order and safekeeping of material in the libraries, teaching facilities and other facilities students have access to.
- 8) Collecting, saving and processing data not subject to confidentiality restrictions or that does not require taking on administration responsibilities.
- 9) Collaboration for the access to and the preparation of practical and applied teaching activities.

ART. 3 RECIPIENTS

Students may apply if, in the 2022/23 A.Y., they enrolled in:

- a Laurea Study Programme (equivalent to a Bachelor of Science)
- a single-cycle Laurea Magistrale (equivalent to a Master of Science), on condition that the number of credits acquired at the competition opening date (10 October 2022) is less than 180.

Taking part in this competition does not prevent the student from also taking part in the competition for peer-to-peer tutoring activities. However, any collaborations arising from the two competitions must not exceed a maximum of 150 hours.

ART. 4 TERMS OF SUBMISSION

Applications to participate in the competition may be forwarded via the specific service activated in the customised online services: **“Submission of application for 150 hours collaboration/tutoring”**

**From 10 October and up to 12.00 (Italian time) on
4 November 2022**

ART. 5 RANKINGS

Rankings will be automatically formulated based on the merit criteria required. Credits acquired and properly recorded during the applicant's career up to the competition closing date (**4 November**) will be taken into account. Supernumerary courses will not be considered.



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The rankings, divided by School and Campus, will be formulated based on the attribution of a score calculated using the following formula:

WEIGHTED AVERAGE X ECTS CREDITS RECORDED (at the competition deadline date)

In the event of a tie, the higher place in the ranking will be given to the candidate in the more disadvantaged financial situation according to the ISEE [Equivalent Economic Situation Indicator] (or the equivalent ISEEU for those who do not have income in Italy) as per the student database at the deadline of this call for applications; if the student does not have an ISEE/ISEEU declaration, he/she will be attributed - for the purposes of this ranking only - the highest ISEE/ISEEU financial value indicated in table no. 1 of the Regulations on student fees. Should there still be a tie, the younger student will take precedence.

All those who reported a negative assessment for their activities in the previous year are excluded from the rankings.

Students may view their position in the provisional rankings by accessing **“Submission of application for 150 hours collaboration/tutoring”**, available in the Online Services, from **10 November 2022**.

Any requests for the rankings to be reviewed must be sent from the institutional email address to the mailbox collaborazioni150ore@polimi.it within ten days of the date of publication.

The Financial Aid Unit will assess the requests for a review and, if they are accepted, the rankings will be updated in final form within 30 days of the date of publication of the provisional rankings. It will then be possible to view the new position via the above-mentioned service.

If no requests for a review have been received at the end of 10 days from initial publication of the provisional rankings, these shall become final.

ART. 6 AWARD OF THE APPOINTMENTS

The positions will be awarded following the order of each ranking.

The positions which, due to their specific features, must be reserved for students with particular requirements (e.g. knowledge of a certain foreign language or of a specific type of software) may be awarded regardless of the rankings. In this regard, appointments may also be awarded as a priority to students residing in



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colleges and halls of residence of the Politecnico, as well as in public and/or private residences affiliated with the Politecnico.

Students will automatically be inserted into the ranking of their School/Campus; however, they may, if they so wish, select another Campus as the location for their collaboration.

If all students in a given ranking have been awarded a position and all of the positions available for the associated School/Campus have not been taken, students in rankings for other Schools/Campuses which no longer have positions available may be called upon for a collaboration/tutoring position.

ART. 7 NOTIFICATION

The successful students will be notified via an email sent to their university email address or by telephone. Students will be called upon to start the collaboration/tutoring subject to their being formally awarded the appointment and it being, in turn, duly accepted by them.

Students may only refuse to accept a position once, whilst still maintaining their position in the ranking; a second refusal will result in their being removed from the ranking.

Refusing assignments to be performed in the month of August will not cause the student to be removed from the ranking.

ART. 8 METHODS OF CARRYING OUT THE COLLABORATION AND ITS DURATION

Each collaborator may only work in this position for a maximum of 150 hours per calendar year. Based on the specific requirements of the university departments, collaboration appointments may also be made for a lower number of hours.

Collaboration sessions may be carried out either in person, in the areas used by the university for its activities, including the rooms of the colleges and residences referred to in Art. 5 above, or remotely.

The two alternatives - in-person and remote sessions - may also be combined to meet the specific requirements and needs of those involved.

Duties will be performed in accordance with the methods, and during the periods, set by the Department heads, who shall be responsible for advising the Financial Aid Unit of any negative assessment of activities carried out by each student.



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The activities referred to above do not in any way constitute a subordinate working relationship, nor do they involve the students' integration in the organisation of the work of the university's administrative and teaching services or result in any kind of assessment for the purposes of public competitions.

Should any student's performance fail to meet the required quality standards, their contract will be terminated in accordance with the relevant clause in the contract itself.

Students who are appointed to a collaboration position may withdraw from said position by notifying the Head of Department.

In such cases, payment shall be proportional to the number of hours worked. Students who withdraw from their collaboration position for any reason will not be entitled to request the assignment of further sessions in order to complete their 150 hours.

Students will forfeit their position in the ranking in the following cases:

- a) if they withdraw from their studies or transfer to another university;
- b) if they complete their degree;
- c) if they incur any disciplinary sanctions more serious than a warning.

ART. 9 EXCLUSION

The university administration may, at any time, exclude the student from the collaboration activity should they prove not to be legitimately enrolled in their course of studies, or should they fail to observe and fulfil the duties arising from the collaboration relationship in question. Should the service relationship be terminated before its due completion, the administration may engage new collaborators from the respective merit-based ranking in order to complete the remaining hours.

ART. 10 REMUNERATION

The hourly payment for the collaboration is fixed at €10.00 per hour; this amount is exempt from personal income tax (I.R.P.E.F.) and regional business tax (I.R.A.P.).

Students are entitled to receive this payment even if they are recipients of the Diritto allo Studio Scholarship.

The university provides insurance coverage in the event of accidents. For each collaboration, a single payment of the amount due will be made by the administration upon receipt of a declaration issued by the person responsible for overseeing the activity.



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ART. 11 PERSONAL DATA PROCESSING

With regard to the processing of personal data, in accordance with art. 13 of EU Regulation 2016/679 of 27 April 2016, please refer to the webpage on the University website <https://www.polimi.it/privacy>.

ART. 12 PERSON RESPONSIBLE FOR THE PROCEDURE

In accordance with the provisions of Art. 5 of Law 241 of 7 August 1990, the person responsible for the procedure covered by this call for applications is Ms Gabriella Rega.

Milan, 07.10.2021

The Director
Ms Chiara Bianca Pesenti

Signed digitally in accordance with the Digital Administration Code – Italian Legislative Decree 82/2005 as amended and supplemented, Art. 21, para.1.2

For more information: collaborazioni150ore@polimi.it

This Call for Applications is translated into English for information purposes only. For the resolution of any disputes and for all legal purposes, the Italian version only is valid.