



POLITECNICO
MILANO 1863

Decreto Rep. n° 6631 Prot. n° 96029
Data 27.09.2018
Titolo V Classe 5
UOR DSUMI

**AREA SERVIZI AGLI
STUDENTI E AI
DOTTORANDI**

**SELECTION - CALL FOR APPLICATIONS FOR STUDENT PART-TIME WORKING ACRIVITIES
YEAR: 2019**

THE MANAGER

- Having regard to art. 2, paragraph 4 of D.P.C.M. issued on 9th April 2001;
- Having regard to art.11 of Lgs. D. no. 68/2012;
- Having regard to the current University regulations governing the matter;
- Having regard to the resolution of the Academic Senate made on 19.09.2018;
- Having regard to the resolution of the Board of Directors made on 25.09.2018;
- Waiting for the approval of the Board of Directors, scheduled for November 2018, for the allocation of resources required to fund the requests for placements put forward by the various departments;

HEREBY DECREES

ART. 1

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

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

- 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

Students may apply if, in the 2018/19 A.Y., they enrolled in:

- a 3-year degree programme;
- a single-cycle degree programme, on condition that the number of acquired credits, on the first day the call for applications runs (15th October 2018) is lower than 180.

The application for participation in the competition must be submitted using the appropriate service activated on online Services: "Part-time working activities"

from 15th October to 5th November 2018.

ART. 4

Student ranking lists will be generated according to the required qualification criteria. The UFC obtained and correctly recorded in the students' university careers no later than the day the student ranking lists are created (**5th November 2018**) will be taken into account. Supernumerary courses will not be considered.

Individual Schools and Campuses will have their own student ranking lists, which will be prepared by assigning a score calculated using this formula:

WEIGHTED AVERAGE X RECORDED UFC (as of 5 th November)
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In case of equal score, the candidate with worst economic conditions will come first, according to ISEE (Equivalent economic status indicator) value (Equivalent ISEEU for those that do not have income in Italy), according to the student database at the deadline of the call; without an ISEE/ISEEU certificate, for the sole purposes of this ranking list, the highest ISEE/ISEEU economic value will be assigned to the student, as indicated in table n. 1 of the Student Contribution Regulations.

In case of further equal result, priority is given to the youngest student.

All those who, for the activities carried out in the previous year, have a negative result, are excluded from the ranking.

The student can view his/her position in the temporary ranking by accessing the "**Part-time working activities**", available in the Online Services, starting **from 6 November 2018**.

Any revision request should be sent to the institutional mail address at the mailbox collaborazioni150ore@polimi.it within ten days from the publication date.

The Financial Aid and International Mobility Service will evaluate the requests and, if accepted, the ranking will be definitively updated within 30 days and the new position will be available through the aforementioned service.

After 10 days, without receiving any revision request, the temporary ranking will become final.

ART. 5

Positions will be assigned according to the students' position in the individual student ranking lists.

Students are automatically entered in the ranking lists of the School/Campus they belong to. However, they may state a preference for an alternative school/campus they wish to work in.

If the number of available places related to a student ranking list exceeds the number of applying students and there are unfilled positions in the School/Campus the list is associated with, placements may be offered to qualifying students from the ranking lists of other Schools/Campuses that have already filled all their positions.

The positions that, by their nature, must be reserved for students with specific requirements can be assigned as exceptions to the ranking lists. In that sense, including but not limited to, students living in university accommodation of the Politecnico or in state and/or private accommodation facilities that have an agreement with the Politecnico may be assigned placements for services related to student aid that have to be provided in those facilities. The same applies to placements that require specific language skills.

ART. 6

Successful students will be contacted via an e-mail sent to their university e-mail address or by telephone. Students will be asked to start activities after the position has been formally offered and accepted.

Students may refuse a position and keep their position in the ranking list once only. If they refuse again, they will be excluded from the ranking list.

Declining offers for positions that require working in the month of August will not be a criterion for the exclusion from the ranking lists.

ART. 7

Students in part-time placements cannot be employed for more than 150 hours per calendar year. Depending on the specific needs of the university's departments, some of the placements may be for fewer than 150 hours.

The services related to the part-time placements will normally be supplied in the premises used by the university for its activities, including the accommodation facilities mentioned in art. 5.

Students will work for the periods established by and according to the instructions of the supervisors of the facilities/departments they are employed by. Supervisors who believe a student deserves a negative assessment for his/her activity must inform the Student Aid and International Mobility Service.

The activities related to these part-time placements cannot, in any way, be considered salaried employment, nor do they lead to the integration of students in the organisation of the university's administrative and teaching services. They do not provide any kind of assessment in applications for civil servant positions.

In the case of failure to supply services of the required quality, the contract will be terminated according to the resolution clause in the contract.

Students who have accepted a placement may interrupt their collaboration by informing the Manager of the facility/department.

In this case, students will be paid according to the hours of service they provided. Students who, for whatever reason, do not complete their placement have no right to apply for other 150-hour placements.

Students are removed from the ranking list if:

- a) they withdraw from studies or move to another university;
- b) they graduate;
- c) they are given disciplinary sanctions more serious than a warning.

ART. 8

The University Administration may, at any time, exclude students from the placement activities if they are not fully and correctly enrolled in their degree course or if they fail to discharge the duties related to the part-time placements discussed here. If a student stops working before completing 150 hours, the administration may find a replacement for the remaining hours from the student ranking list associated with that position.

ART. 9

The hourly wage for positions of this kind is €10 per hour. These wages are exempt from income tax (I.R.P.E.F.) and the regional tax on production activities (I.R.A.P.).

The Politecnico's insurance will cover personal injury.

Students will be paid in one instalment, after the person responsible for supervising the activities issues a statement to the University Administration.

ARTICLE 10

Regarding the processing of personal data, in accordance with Article 13 of EU Regulation 2016/679 of 27 April 2016, please refer to the information provided at the following page of Politecnico's website <https://www.polimi.it/en/policy/privacy>

Milan, 27.09.2018

The Manager of Undergraduate and Graduate Students Services
f.to Ms Assunta Marrese

POLITECNICO DI MILANO

For more information: collaborazioni150ore@polimi.it