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## POLITECNICO DI MILANO

### THE RECTOR

HAVING REGARD TO Law no. 341 issued on 19/11/1990 and subsequent amendments;  
HAVING REGARD TO Lgs. D. 68/2012, art.11;  
HAVING REGARD TO D.P.C.M. 9.4.2001 “Uniformità di trattamento sul diritto agli studi universitari”  
[Uniformity of treatment on the right to university education];  
HAVING REGARD TO the Statute of the Politecnico di Milano;  
HAVING REGARD TO D.R. rep. no. 2359 prot. no. 21304 (11/09/2008) with which the University  
Regulations for offering part-time placements to students was issued;  
HAVING OBTAINED the favourable opinion of the Consiglio degli Studenti [Students’ Council] in the  
meeting held on 15/11/2012;  
HAVING REGARD TO the resolution of the Academic Senate (19/11/2012);  
HAVING REGARD TO the resolution of the Board of Directors (27/11/2012)

### HEREBY DECREES

the University Regulations for offering part-time placements to students.

#### ART. 1

##### Purpose

1. These Regulations govern the conditions of employment of students in activities connected to services supplied by this University and by officially recognised private universities. The activities subject of these regulations do not include activities related to teaching, exams and administration.
2. The part-time placements will be offered according to the resources available in the University’s financial plan for each calendar year.

#### ART. 2

##### Kinds of placements

1. The expression “part-time placements for students” is used to describe any kind of temporary and occasional support activities provided directly by students with the limits established in the previous article (1).
2. The services and tutoring activities that students can help provide are of the kinds listed below:
  - a) general information activities to guide students, e.g. assistance to first-year students, general information and useful advice for studies, assistance for and information on specific study courses;
  - b) services and activities for student aid;
  - c) reception services for foreign students;
  - d) support for disabled students;
  - e) support services during scientific and cultural events;
  - f) collecting, classifying and filing archive material;
  - g) collaborations for the use of laboratory and IT equipment and of audio-visual devices;
  - h) accessibility, working order and safekeeping of material in the libraries, teaching facilities and other facilities students have access to;

- i) collecting, saving and processing data not subject to confidentiality restrictions or that does not require taking on administration responsibilities;
- j) collaboration for the access to and the preparation of practical and applied teaching activities.

### **ART. 3** **Beneficiaries**

1. Students who are duly enrolled in the academic year specified in the call for applications can apply if they are enrolled in:
  - a) a degree course or a single-cycle degree course in which they have achieved CFU < 180 [fewer than 180 university forming credits] on the last day for applications;
  - b) a master's degree course or a single-cycle degree course in which they have achieved CFU  $\geq$  180 [180 university forming credits or more] on the last day for applications;
2. Students who meet the criteria listed in paragraph b) will be given priority in the selection for tutoring activities.

### **ART. 4** **Calls for applications**

1. Part-time placements are allocated to students through selection procedures based on merit ranking.
2. In February and September every year, the Servizio diritto allo studio e mobilità internazionale [Student Aid and International Mobility Service] will write and publish the call for applications open to students who meet the requirements listed in art. 3, paragraph b. The call for publications for students who meet the requirements listed in article 3, paragraph a, will be published at the beginning of October.
3. The calls for applications, after the approval of the Academic Senate and the Board of Directors, will be published on the university's web site.

### **ART. 5** **Preparation of the student ranking lists: general principles and procedure**

1. Individual Schools and Campuses will prepare their own student ranking lists automatically by assigning a score calculated using this formula: **WEIGHTED AVERAGE x REGISTERED CFU** (as of the last day for applications).
2. If two students have equal ranking, priority will be given to the student in less favourable financial conditions (established according to the contribution levels the students belong to). If they still have equal ranking, priority will be given to the younger student.
3. The temporary ranking lists will be published on the University's web site no later than 30 days from the deadline for applications.
4. Any requests for revision of the ranking lists must be sent from the university's e-mail address to [collaborazioni150ore@polimi.it](mailto:collaborazioni150ore@polimi.it) no later than 10 days from the date the list was published.
5. The Student Aid and International Mobility Service will assess the requests for revision and, if the request is granted, the student ranking lists will be updated. The final student ranking lists will be published no later than 30 days from the day they were first published.
6. If no requests for revision are received 10 days from publication, the published lists will become the final student ranking lists.
7. The final ranking lists will be valid until the publication of the lists related to the next call for applications.

### **ART. 6** **Allocation of placements**

1. Students will be offered a placement according to their position in the ranking list, starting from the ranking lists of students who qualify for a scholarship from Regione Lombardia but do not have one and according to the requests made by the University's facilities and departments.

2. 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, positions related to student aid services - and to tutoring activities in particular – can be assigned to students who are resident in the accommodation facilities of the Politecnico.
3. Students who, in the previous year, obtained a negative assessment as listed in art. 7, paragraph 4, cannot be offered part-time placements.
4. Successful students will be contacted via an e-mail sent to their university e-mail address and/or by telephone. Students will be asked to start activities after the position has been formally offered and accepted.
5. Students may refuse a position by informing the Politecnico in written form (e-mails are acceptable) and keep their position in the ranking list. If they refuse again, they will be excluded from the ranking list.
6. Declining offers for services required in the month of August will not be a criterion for the exclusion from the ranking lists.

**ART. 7**  
**Conditions of service supply**

1. The part-time placements cannot last longer than 150 hours per calendar year.
2. The Politecnico's insurance will only cover personal injury.
3. The services related to the part-time placements must be supplied in the premises used by the university for its activities or in the accommodation facilities mentioned in art. 6.
4. Students will work for the periods established by and according to the instructions of the facilities and departments they are employed by. Should these facilities and departments believe that a student deserves a negative assessment for their activity, they will inform the Student Aid and International Mobility Service.
5. The activities related to these part-time placements cannot, in any way, be considered salaried employment, they do not lead to the integration of students into the organisation of the university's administrative and teaching services and do not provide any kind of assessment in applications for civil servant positions.
6. 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.
7. Students who have accepted a placement may interrupt their collaboration by informing the Manager of the facility/department.
8. In the above mentioned cases, students will be paid according to the hours of service they provided.
9. Students are removed from the ranking list if:
  - a) they withdraw from studies or move to another campus;
  - b) they graduate;
  - c) they are given disciplinary sanctions more serious than a warning.

**ART. 8**  
**Wage for the services provided**

1. The wage for students enrolled in a degree course or single-cycle degree course in which they have obtained CFU < 180 [fewer than 180 University Forming Credits] is €10 per hour;
2. The wage for students enrolled in a master's degree course or single-cycle degree course in which they have obtained CFU ≥ 180 [180 University Forming Credits or more] is €13 per hour;
3. These wages are exempt from income tax (I.R.P.E.F.) and the regional tax on production activities (I.R.A.P.).

**ART. 9**  
**Requests for part-time placements**

1. Every year, no later than July, the University's departments must provide the Student Aid and International Mobility Service with the requests for part-time placements as listed in art. 2, which must be filled in the next calendar year.

2. The departments/units with independent management must provide exact information on the funds in their budgets to be used to pay for the placements.
3. The Board of Directors, taking into account the importance and consistency of the department/unit needs, as well as the university's plans for the services it intends to supply, will check the availability of the funds needed to satisfy the requests. No extra government funds will be requested.
4. For tutoring activities – which will be provided according to the academic calendar – the Schools must submit their requests to the above mentioned Service according to the deadlines below:
  - a) no later than the end of January for the preparation of the call of applications that will be published in February;
  - b) no later than the end of July for the preparation of the call of applications that will be published in September.

#### **ART. 10**

##### **Temporary, final and annulment provisions**

1. The current provisions remain valid for all the placements activated as a result of calls for applications published before these Regulations became effective. They will remain valid until the placements are ended.
2. From the date these Regulations came into force, the D.R. rep. 2359 prot. no. 21304 (11.09.2008) “Regolamento di Ateneo per il conferimento agli studenti di incarichi di collaborazione a tempo parziale” ceased to be effective.

Milan, 10/12/2012

the Rector  
signed by Prof. Giovanni Azzone