



POLITECNICO
MILANO 1863

CAMPUS LIFE AREA

The Director

**SELECTION ANNOUNCEMENT FOR PART-TIME COLLABORATIONS
FOR MASTER'S DEGREE STUDENTS
II SEMESTER A.Y. 2023/2024**

HAVING REGARD TO Art. 13 of Italian Law No 341/1990; Art. 2 para. 4 of the Italian Prime Ministerial Decree of 9 April 2001; Art. 1 of Italian Law No 170/2003; Art. 11 of Italian Legislative Decree No 68/2012; Art. 2 of Italian Ministerial Decree No 976 of 29 December 2014;

HAVING REGARD TO the resolution passed by the Academic Senate on 22/01/2024,

HAVING REGARD TO the resolution passed by the Board of Governors on 30/01/2024;

HAVING REGARD TO the entry into force, with Protocol No 0183948, of the new 'University Regulation for the assignment of part-time collaborations to students' on 31/07/2023;

HAVING APPLIED the necessary updates in the light of the new Regulation;

HAVING ACKNOWLEDGED the availability of funds in the budget;

HEREBY DECREES

ART. 1 PURPOSE

A competition on the basis of qualifications, reserved for students enrolled in a Laurea specialistica/magistrale (equivalent to Master of Science) programme or a 5-year single-cycle programme, is announced for the definition of rankings of those eligible for a part-time collaboration pursuant to Art. 11 of Italian Legislative Decree No 68/2012.

ART. 2 FORMS OF COLLABORATION

'Part-time student forms of collaboration' is to be understood as any form of temporary and occasional support activity provided directly by students, within the limits set out in Art. 1 above.



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The types of tutoring services and activities in which students can collaborate are approximately represented by:

- a) general information services for student orientation such as: first-year students' assistance, general information and useful study advice, assistance and information in the specific study programme;
- (b) services and interventions for the 'diritto allo studio universitario';
- (c) reception of foreign students;
- (d) support for disabled students;
- (e) support for cultural and scientific events;
- (f) collection, classification and preservation of archive material;
- (g) collaboration in the use of laboratory, computer and audiovisual equipment;
- (h) handling, operation and storage of material in libraries, teaching facilities and other spaces open to students;
- (i) collection, storage and processing of data that does not involve confidentiality or administrative accountability;
- j) collaboration in the facilitation and preparation of practical-application teaching activities.

ART. 3 ADDRESSEES

Participation is open to all students who, for the 2023/24 A.Y., are enrolled in:

- a Laurea specialistica/magistrale (equivalent to Master of Science) programme
- a 5-year single-cycle programme, provided they have obtained ≥ 180 ECTS.

ART. 4 SUBMISSION DEADLINES

The application for participation in the competition can be submitted via a special service activated in the customised online services: **'Submission of application for student collaborations'**

From 5 February and no later than 12:00 (Italian time) on 11 March 2024

ART. 5 RANKINGS

The rankings, distinguished by School and Campus, will be defined automatically by assigning a score following the formula:

WEIGHTED AVERAGE OF MARKS x REGISTERED ECTS (on the date of the announcement deadline)
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The ECTS relate only to actual exams duly registered in the academic career by the announcement deadline (**11 March 2024**), ie excluding exams to be validated from a previous academic career, additional exams, traineeship-type exams and exams relating to the final exam (or similar).

Students with no ECTS obtained will be placed at the bottom of the ranking list.

In the event of an equal score, candidates in the most disadvantaged economic situation according to their ISEE (Equivalent Economic Situation Indicator) or ISEEU parificato (for those who have no income in Italy) certificate resulting from the student database on the deadline of the Selection Announcement will take precedence in the ranking; in the absence of such ISEE/ISEEU certificate, students will be assigned, for the sole purposes of this ranking, the highest ISEE/ISEEU economic value as indicated in Table 1 of the Regulations on student contributions.

In the event the scores are still equal, the candidate who is younger in age will prevail.

Students can view their position on the provisional ranking list by accessing the '**Submission of application for student collaborations**' service, available in the online services, from **13 March 2024**.

Any requests for reconsideration should be sent from the institutional e-mail address to collaborazioni200ore@polimi.it within ten days from the publication date.

The Financial Aid Unit/Diritto allo studio Service will assess the applications; if accepted, the ranking list will be updated in its final version within 30 days from the publication date of the provisional one and the new position will be available for consultation via the aforementioned service.

Should 10 days elapse after the first publication of the provisional ranking lists without any requests for review being received, they are to be understood as final.

ART. 6 ASSIGNMENT OF TASKS

Student collaborations will approximately take place in the period April/October 2024.

The tasks will be assigned following the order of each ranking list, based on the applications received from the University.



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Positions that must be reserved for students with special requirements (such as knowledge of a particular foreign language or a specific type of software, etc.) may be assigned by derogation from the ranking list. In this regard, tasks may be assigned for Diritto allo studio services and, in particular, for tutoring activities.

All those whose activities have been assessed negatively in the previous year in the evaluation referred to in Art. 8 below are excluded from the assignments.

Students are automatically ranked in the list of the School/Campus to which they belong; however, they may specify an alternative Campus at which they wish to collaborate.

In the event the tasks to be assigned in the relevant School/Campus are not assigned completely after reaching the bottom of the ranking list, students on the ranking lists of other Schools/Campuses running out of convocations may be called upon.

ART. 7 CONVOCATION

The convocation takes place by e-mail sent to the institutional mailbox or by telephone contact.

Each student may only start his/her activity after the contract formalising the assignment has been signed and registered.

The student may renounce an assignment in writing (also via institutional e-mail), retaining his/her position in the ranking list, once for each type of activity (in this case: support of administrative services and support of teaching); a second renouncement of the specific type of activity will result in disqualification from the ranking list.

Renouncing assignments to be carried out in August will not be considered for disqualification from the ranking.

ART. 8 COLLABORATION MODALITIES AND DURATION

Each collaboration may not exceed 200 hours per calendar year. Similarly, in the case of multiple collaborations, the student's total commitment may not exceed 200 hours per calendar year.

Politecnico di Milano only provides accident insurance cover.

Collaborations must be carried out within the spaces used by the University for its activities. They may also take place in external locations, provided they are



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authorised in advance for carrying out the activities and under the direct coordination of internal staff. They can also take place in 'remote' mode.

The services will be rendered in the manner and during the periods established by the facility Heads, who are also responsible for informing the department in charge of any negative assessment of the activity carried out by each student.

The above activities do not in any way constitute an employment relationship nor do they entail the integration of students into the work organisation of the University's administrative and teaching services or give rise to any assessment in the context of public competitions.

In the case the collaboration is not in line with the required quality, the contract will be terminated in accordance with the relevant clause therein.

Assigned students may terminate their collaboration by giving at least five working days' notice to the facility Head.

In the above cases, remuneration will be proportional to the hours worked.

The student lapses from the ranking list in the following cases:

- (a) withdrawing from studies or transfer to another campus;
- (b) obtaining a degree;
- (c) disciplinary measures beyond a warning.

ART. 9 EXCLUSION

The university Administration may, at any time, exclude a student from the activity in cases where he/she is not in good standing with regard to enrolment in the study programme or in cases of non-compliance with the duties arising from the collaboration relationship in question. If the collaboration is interrupted before its completion, a new collaboration may be activated for the remaining hours, using the relevant ranking list.

ART. 10 REMUNERATION

The minimum hourly remuneration is defined according to the type of activity covered by the service referred to in Art. 2:

- 13.00 €/hour for collaborations in support of administrative services
- 16.00 €/hour for collaborations in support of teaching

The remuneration received is compatible with receiving the 'Borsa per il Diritto allo Studio Universitario'.



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For each collaboration, the remuneration is paid in the form of a lump sum by the university Administration upon a certificate issued by the person entrusted with the supervision of the activity.

ART. 11 PROCESSING OF PERSONAL DATA

With regard to the processing of personal data, pursuant to art. 13 of EU Regulation 2016/679 of 27 April 2016, please refer to the content in the specific University web page <https://www.polimi.it/privacy>.

ART. 11 ADMINISTRATIVE OFFICER

In accordance with the provisions of art. 5 of Italian Law No 241 of 7 August 1990, 241, the person in charge of the procedure referred to herein is Dr. Gabriella Rega.

The Director
Dr Chiara Bianca Pesenti

Document signed digitally in accordance with current legislation

For more information: collaborazioni-200ore@polimi.it

This Announcement is also translated into English for dissemination purposes only. For the settlement of any disputes and for all legal purposes, only the Italian version applies.