



**POLITECNICO**  
MILANO 1863

## CAMPUS LIFE

The Director

### **CALL FOR APPLICATIONS FOR SELECTING PART-TIME COLLABORATORS FROM AMONG THREE-YEAR DEGREE PROGRAMME STUDENTS - YEAR 2024**

THE DIRECTOR

- HAVING REGARD TO Art. 2 para. 4 of the Italian Prime Ministerial Decree of 9 April 2001;
- HAVING REGARD TO Art. 11 of Italian Legislative Decree No 68/2012;
- HAVING REGARD TO the the new University Regulation for the assignment of part-time collaborations to students, Protocol no. 0183948 of 31/07/2023;
- HAVING REGARD TO the resolution of the Academic Senate dated 18/09/2023;
- HAVING REGARD TO the resolution of the Board of Governors dated 26/09/2023;
- Pending approval from the Board of Governors, expected in November 2023, of the allocation of the funds needed for the collaboration requests submitted by the various facilities;

HEREBY DECREES

#### **ART. 1 PURPOSE**

A competition based on qualifications, reserved for students enrolled in a three-year programme or in a 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.

The types of tutoring services and activities in which students can collaborate are indicatively the following:

- 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 'diritto allo studio universitario';
- (c) reception of foreign students;



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- (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 enrolled for the A.Y. 2023/2024 in :

- a three-year degree programme;
- a single-cycle Laurea Magistrale programme (equivalent to Master of Science), provided that the number of credits acquired on the opening date of this call (10 October 2022) is less than 180.

Participating in this call for applications does not preclude the student from also participating in the call for application for Peer to Peer tutoring activities. However, any collaborations resulting from the two calls must not exceed a maximum of 200 hours.

### **ART. 4 SUBMISSION DEADLINES**

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

**from 9 October to and no later than 12:00 noon (Italian time) of  
3 November 2023**

### **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 (**03 November 2023**), i.e., excluding exams to be



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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**', available in the online services, from **7 November 2023**.

Any requests for reconsideration should be sent from the student's University e-mail address to [collaborazioni-200ore@polimi.it](mailto:collaborazioni-200ore@polimi.it) within ten days from the publication date.

The Financial Aid Unit/Diritto allo studio 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 COLLABORATIONS**

Collaborations will be assigned following the order of each ranking list, based on the requests received from the University facilities.

Specific collaborations to be reserved for students with special requirements (such as knowledge of a certain foreign language or a specific type of software, etc.) may be assigned with exceptions to the ranking list. Therefore, collaborations may also be assigned for Diritto allo studio services and, in particular, for tutoring activities.



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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 that after reaching the bottom of the ranking list, not all collaborations needed by a School/Campus have been assigned, 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 an e-mail sent to the student's University address or by telephone.

Each student may only start his/her activity after signing the contract formalising the collaboration assignment.

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

Renouncing assignments to be carried out in August will not result in disqualification from the ranking list.

#### **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 that the student has been previously authorised to carry out the assigned activities and that he/she operates under the direct coordination of the facility staff. Collaborations can also take place in 'remote' mode.

The services will be rendered in the manner and during the periods established by the Heads of the relevant facilities, who are also responsible for informing



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the relevant Service of any negative assessment of the activity carried out by the 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 collaborator does not meet 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 University;
- 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, the University Administration may activate new collaborations 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:

- 12.00 €/hour for collaborations in support of administrative services
- 14.00 €/hour for collaborations in support of teaching

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

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.



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#### **ART. 11 PROCESSING OF PERSONAL DATA**

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

#### **ART. 11 PROCEDURE MANAGER**

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

Milan,

The Director  
Dr Chiara Bianca Pesenti

*Document signed digitally in accordance with current legislation*

For more information: [collaborazioni-200ore@polimi.it](mailto:collaborazioni-200ore@polimi.it)

The English version of this Call for application is made available for dissemination purposes only. For the settlement of any disputes and for all legal purposes, only the Italian version applies.