



*ATTENTION: the English translation of the “Regulations for student collaboration in University Services” is only an information aid addressed to international students. From a normative point of view, the Italian version is the one to be considered*

## **REGULATIONS FOR STUDENT COLLABORATION IN UNIVERSITY SERVICES**

### **Art. 1 – General provisions**

1. The collaboration of students enrolled in Bachelor's and Master's degree programmes with the University services pursuant to Art. 11 of Legislative Decree No. 68 of 29 March 2012 may be activated for the following functions:
  - information and orientation services for students;
  - support services for the organisation and holding of events such as seminars, conferences, ceremonies etc.;
  - assistance in welcoming incoming international students;
  - assistance to students with disabilities.

It remains understood that the services and specific activities covered by the collaboration agreements will be set out in the call for applications in accordance with the requirements expressed in each case by the offices concerned.
2. Under no circumstances may the support functions referred to in the preceding paragraph involve the performance of activities relating to: teaching, conducting examinations, consultation hours, assistance or supervision of tests, examinations or admission tests.

The above activities may not entail administrative responsibilities and must be additional or supplementary to the duties institutionally performed by technical and administrative staff.
3. Collaborations may only take place on University premises or on external premises used by the University for its activities, including temporary premises.
4. Collaboration does not give rise to the award of university credits and does not contribute to the determination of the degree grade.

### **Art. 2 – Duration**

1. Collaborations may not exceed a total duration of 200 hours within an academic year, nor may they be less than 8 hours in total. Activities must take place within the normal working hours of the assigned office. The duration of the contract for collaboration with the University shall, as a rule, correspond to the academic year of the call for applications.

### **Art. 3 – Determination of positions, remuneration and activities**

1. Upon approval of the annual budget, the Board of Directors shall allocate the sum intended to cover the payment of remunerations and any additional insurance relating to the collaborations in question.
2. The Institutional Affairs Office shall draw up the call for applications, which must contain:
  - the office where the activities are to be carried out and the related methods of performance (on site, remotely or a combination of both);
  - the number of collaborations assigned to each office;
  - a description of the activities;
  - the total number of hours, which may not exceed 200 hours per year;
  - the hourly rate;
  - the compulsory requirements that students must meet for their application to be valid, as set out in Article 4 below;
  - the compulsory and preferred requirements;
  - the deadline, which shall not be less than 20 days from the date of publication of the call for applications, by which applications must be submitted.

Documento informatico sottoscritto con firma digitale ai sensi del D.Lgs. n. 82/2005 e ss.mm.ii.



*ATTENTION: the English translation of the “Regulations for student collaboration in University Services” is only an information aid addressed to international students. From a normative point of view, the Italian version is the one to be considered*

#### **Art. 4 – Requirements**

1. The following are **compulsory requirements** for the validity of the application and for the assignment of collaborations:
  - **for students enrolled in Bachelor's degree programmes:** regular enrolment of the student in the academic year referred to in the call for applications, at least in the second year of the programme, and in any case not in a year subsequent to the first year 'fuori corso' beyond the normal duration of the programme;
  - **for students enrolled in Master's degree programmes:** regular enrolment of the student in the academic year referred to in the call for applications, in the first year, second year of the programme, and in any case not in a year subsequent to the first year 'fuori corso' beyond the normal duration of the programme;
  - **for all candidates:** completion of at least 2/5 of the university credits (CFU), rounded down, required by the chosen study plan, with reference to the academic year preceding the call for applications. Students enrolled in the first year of Master's degree programmes are exempt from this requirement and are automatically eligible to apply.
2. The call for applications may include one or more of the following **preferred requirements** in addition to those listed in paragraph 1 above:
  - Microsoft Office skills;
  - certified proficiency in foreign languages as specified in the call for applications;
  - any previous experience in similar activities.

#### **Art. 5 – Submission of applications**

1. Applications, specifying the Office in which the applicant intends to work, must be submitted by the applicant together with any evaluable qualifications. In addition to the office identified as first choice, a second office (second choice) may be specified in the application, which may be considered in the absence of other suitable candidates for the latter.
2. Each candidate shall be responsible for the truthfulness of the statements made when submitting their application.

#### **Art. 6 – Calculation of rankings**

1. Once the deadline for the submission of applications has expired, the Institutional Affairs Office shall draw up two separate rankings, one for students enrolled on Bachelor's degree courses and one for students enrolled on Master's degree courses, indicating any students excluded due to failure to meet the compulsory requirements set out in art. 4 above. The rankings shall be published on the University website.
2. Each candidate is awarded a mark consisting of the sum of:
  - the mark calculated on the average of the marks obtained in the examinations passed by the student (either as part of their study plan or not as part of their study plan), within the scope of their degree course, in accordance with the call for applications for each academic year. Examinations that do not result in a mark but merely in a pass grade are not counted for this purpose;
  - the score calculated for each exam passed *cum laude* in accordance with the provisions of the call for applications;
  - the score calculated for the income bracket to which they belong, in accordance with the provisions of the call for applications;
  - the score awarded by the Head of the office (IULM) in which the student may have already worked in the previous year (according to the following scale: 0 points=insufficient; 1 point=sufficient; 2 points=good; 3 points=excellent).Each candidate, enrolled in the first year of the Master's degree courses, is assigned a base score consisting of the sum of:

Documento informatico sottoscritto con firma digitale ai sensi del D.Lgs. n. 82/2005 e ss.mm.ii.



*ATTENTION: the English translation of the “Regulations for student collaboration in University Services” is only an information aid addressed to international students. From a normative point of view, the Italian version is the one to be considered*

- the score obtained on the basis of the Bachelor's degree grade according to the following scale:

**Degree grade**

|                   |   |          |
|-------------------|---|----------|
| 110/110 cum laude | = | 8 points |
| 106 to 110        | = | 7 points |
| 101 to 105        | = | 6 points |
| 96 to 100         | = | 5 points |
| 91 to 95          | = | 4 points |
| 86 to 90          | = | 3 points |
| 76 to 85          | = | 2 points |
| 66 to 75          | = | 1 point  |

- the score calculated for the income bracket to which they belong, in accordance with the provisions of the call for applications.
3. The University may request checks and audits on the self-certified financial conditions provided in the application form.
  4. Collaborative activities will be assigned according to the ranking list and the preferences indicated by the student in the application form (first and second choice) until all available places are filled. Students will be assigned to the chosen office according to the following criteria:
    - a) in the order of the ranking until all available places are filled, as indicated by the student as their first choice. In the event of a tie, priority will be given to students belonging to the lowest income bracket, in accordance with the provisions of the call for applications for each academic year; in the event of a further tie, priority will be given to students with the highest total number of credits acquired; in the event of a further tie, priority will be given to students with the highest average grade; in the event of a further tie, priority will be given to the oldest student.
    - b) In the event that some services are not assigned, the order of the ranking list will be followed, assigning the service to students who indicated it as their second choice. In the event of a tie, priority will be given to students belonging to the lowest income bracket, in accordance with the provisions of the call for applications for each academic year; in the event of a further tie, priority will be given to students with the highest total number of credits acquired; in the event of a further tie, priority will be given to students with the highest average grade; in the event of a further tie, priority will be given to the oldest student.

#### **Art. 7 – Notification to successful candidates**

1. Within ten days of the publication of the final rankings on the University website, the winners must sign a commitment agreement containing all the details regarding the scope and terms of the collaboration, as well as any additional information necessary to precisely define the type of activities that the student will be required to perform.
2. If the student withdraws from the assignment or fails to sign the commitment agreement by the specified date, the assignment will be offered to the next student on the ranking list. For justified reasons (illness, temporary absence, etc.), the selected student may request to postpone the signing of their commitment agreement, provided that they promptly notify the office where they will be carrying out the activity in writing.

#### **Art. 8 – Carrying out collaborations**

1. The heads of the offices where the collaboration takes place are required to notify the Rector of any irregularities that occur during the collaboration.

In the event of a negative assessment of the student's work, by the end of the collaboration contract, the head of the office may draw up and send to the Institutional Affairs Office a brief evaluation of the work carried out and any problems encountered. If, during the collaboration, the office becomes aware of deeds or behaviour that make it impossible to continue the activity, the head of the office may draw up and send

Documento informatico sottoscritto con firma digitale ai sensi del D.Lgs. n. 82/2005 e ss.mm.ii.



*ATTENTION: the English translation of the “Regulations for student collaboration in University Services” is only an information aid addressed to international students. From a normative point of view, the Italian version is the one to be considered*

a report on the activity carried out and the issues encountered to the Institutional Affairs Office in order to assess whether it is appropriate to continue.

2. If the collaboration is interrupted and/or suspended by the University or, in any case, is not completed, the remuneration due will be commensurate with the hours actually worked. Payment of the remuneration will be made by the University administration at the request of the head of the office for which the student was selected.
3. Students enrolled in the third year of a Bachelor's degree programme who intend to continue their studies at the University by enrolling in the first year of a Master's degree programme may continue their collaboration without interruption and still at the same office.
4. The remuneration is exempt from tax pursuant to Article 11 of Legislative Decree No. 68 of 29 March 2012.
5. The University shall, at its own expense, provide accident insurance coverage for students who have been assigned a collaboration contract. The contract does not give rise to any health or pension insurance obligations. The collaboration does not give rise to any evaluation for the purposes of participation in public competitions.

#### **Art. 9 – Incompatibility**

1. The awarding of contracts for collaboration in University services does not prejudice the awarding of other benefits by the Fees, Contributions and Right to Education Office.
2. The collaboration referred to in these Regulations is incompatible with any other simultaneous paid training, research or work activity, including fixed-term contracts, at the University.
3. The following are not eligible for the collaboration contracts referred to in these Regulations:
  - a) students enrolled in the first year of a Bachelor's degree programme;
  - b) working students and part-time students;
  - c) students who enrol in two degree programmes at the same time and identify the other university as their reference point for accessing the benefits provided for by current legislation on the right to study, for the entire period of simultaneous enrolment in the two degree programmes.