



CALL FOR APPLICATIONS FOR THE ASSIGNMENT OF 150 HOUR STUDENT COLLABORATION CONTRACTS FOR PART-TIME ACTIVITIES RESERVED FOR STUDENTS ENROLLED IN THE UNIVERSITA' POLITECNICA DELLE MARCHE

- ACADEMIC YEAR 2023- 2024-

The Università Politecnica delle Marche, pursuant to Art. 11 of legislative Decree 68/2012 and of the “Regulations for part-time collaborations”, approved by resolution of the Board of Directors on 16/10/1994 and amended by Chancellor's Decree 37 dated 22/01/2018;

ACTIVATES

for the academic year 2023/2024 collaboration relationships for part-time activities (hereinafter part-time) at the Università Politecnica delle Marche structures. The collaborative activities are aimed exclusively at improving services. Collaborations may not in any way constitute teaching activities or involve the assumption of administrative responsibilities.

Art. 1 - TYPES OF COLLABORATION

Collaboration relationships consist of carrying out activities that fall within the following categories:

- a) PC data input and processing
- b) organisational support (inventory, archive, photocopies, etc.)
- c) monitoring
- d) technical support in the laboratory (only for students in Agriculture)
- e) technical support for experimental field and livestock activities (only for students in Agriculture)

	PC DATA INPUT AND PROCESSING	ORGANISATIONAL SUPPORT	MONITORING	TECHNICAL SUPPORT (AGRICULTURAL STUDENTS ONLY)	TECHNICAL SUPPORT FOR EXPERIMENTAL ACTIVITIES (AGRICULTURAL STUDENTS ONLY)
CENTRAL ADMINISTRATION	69	36	-	-	-
AGRICULTURAL COMPANY	-	4	-	-	-
CUS (UNIVERSITY SPORT CENTRE) POSATORA	-	-	35	-	-
TORRETTE CAMPUS	62	63	29	-	-
MONTE DAGO CAMPUS	14	127	58	2	1
VILLAREY CAMPUS	22	68	33	-	-
FERMO	-	10	-	-	-
SAN BENEDETTO	-	-	10	-	-
PESARO	-	10	-	-	-
TOTAL	167	308	165	2	1

The number of places available is to be understood as provisional on the basis of the programming carried out by the faculties/departments. The actual filling of posts will take place within the limits of financial resources.

Art. 2 - REQUIREMENTS TO PARTICIPATE IN THE SELECTION

Application requirements

Students enrolled in the following types of courses at the Università Politecnica delle Marche for the academic year 2023-2024 may apply to participate in the selection and be included in the ranking:

1) Bachelor's and single cycle Master's degree courses with the exclusion of students enrolled in the 1st year of the course.

2) non single cycle Master's degree courses.

Graduands at the additional sessions of the academic year 2022-2023 may also apply to participate and be included in the ranking.

Merit requirements

Students enrolled in the academic year 2023/2024 must have passed at least 2/5 of their examinations by 31st December 2023 (rounded down) (if enrolled in courses prior to Ministerial Decree 509/1999) or (in case of enrolment in courses D.M. 509/1999 or D.M. 270/2004), students must have obtained 2/5 of the credits foreseen in their academic record booklet (with reference to the 2022-2023 course catalogue).

Before completing the application, it is necessary to verify – from the academic record booklet accessible on Esse3 Personal Area – that all the examinations taken have been recorded (exams are considered passed if marked with a green circle). Any missing records should be reported, in your own interest, to the relevant Registrar's Office.

Art. 3 - CAUSES OF EXCLUSION FROM THE SELECTION

The selection shall exclude students who:

1) have not paid the 1st instalment of tuition fees for the academic year 2023/2024 by the expiry date of this call for applications, unless they intend to graduate during the additional session of the academic year 2022- 2023;

2) have acquired less than 2/5 of the number of credits foreseen in the academic record booklet;

3) have been enrolled for a number of years exceeding three times the legal duration of the course, starting from the year they were first enrolled in their current university course;

4) have been subject to disciplinary action of any kind or have made false statements in their application.

Art. 4 - CAUSES OF INCOMPATIBILITY

Part-time collaboration is incompatible with:

- 1) tutoring activities (provided by D.M. 198/2003);
- 2) employment as a subordinate or non subordinate worker for the same period as the validity of the contract.
- 3) mobility projects of any kind within the same period as the collaboration contract.

Art. 5 – SUBMITTING APPLICATIONS: METHODS AND TERMS

Applications to participate in the selection must be submitted exclusively **electronically from 20th December 2023 to 31st January 2024 (12:00)** from the personal area accessible on ESSE3web, following the instructions in the guide.

After LOGGING IN with your credentials, you must select “Registrar's Office” and then “150 hours” and complete the form in this section, selecting where you want to carry out the collaboration, as well as any computer and linguistic knowledge useful for the services requested.

Any errors or special requests in using the IT procedure must be reported, before the deadline for submitting applications via the help desk <http://helpdesk.studenti.univpm.it>, specifying the category “150 hours”).

It is recommended that you keep the receipt in electronic form after entering the required data. The administration will not act on any application that is made without this document.

You can choose up to five types of collaboration (PC data input and processing, organisational support, monitoring, technical laboratory support and technical support for experimental field and livestock activities)

You can also give availability for specific activities as follows:

- International mobility: compulsory certified knowledge of English (minimum level B2) and participation in an international mobility program of at least three months are required;
- technical laboratory and field support: reserved for students in Agriculture;
- University orientation activities (both on-site and off-site): availability to work at different time slots is required;
- support activities for students with disabilities/SLDs: In this case the contract duration may be longer than the ordinary duration of six months;
- for the decentralised locations of Fermo, San Benedetto del Tronto and Pesaro, priority will be given to the students enrolled in the degree courses there.

After having submitted applications, any event (transfer to another university or inability to continue studying, withdrawal of enrolment, etc.) must be promptly notified to the Student and Right to Education Office by e-mail to part-time@univpm.it.

Art. 6 – DRAWING UP THE RANKING LIST

The ranking list is drawn up taking the following criteria of merit and income into consideration:

- 1) Merit indicator (evaluated to two decimal places) obtained:
 - a) 70% from the ratio of credits obtained (or passed exams) on 31st December 2023 (with reference to the 2022-2023 course catalogue) compared to the maximum number of credits foreseen in the academic record booklet.
 - b) 30 % from the arithmetic average of marks expressed out of thirty.

For enrolment in the 1st year of a non single cycle Master's degree, the basic indicator is conventionally 100. A penalty shall be applied to that indicator as follows:

- minus 1 for each point below the maximum mark attainable in the Bachelor's degree (excluding cum laude);

- minus 2 for each additional year needed to get a Bachelor's degree with respect to the normal course duration, starting from the year of first matriculation in the university system;

For all other students enrolled in years after the 1st, a penalty of 5 % is applied to the merit indicator for each year of delay compared to the course year attended, starting from the year of 1st enrolment in the level of study.

2) Income indicator

The lowest income bracket (the first) is awarded a maximum score of 100 points, with a constant decrease for each higher bracket, up to the maximum.

Bracket	ISEE (Equivalent Economic Status Indicator)/ISEE 'parificato' (for students who are foreign residents) for the Right to Study	Points given
1	Up to 13,000	100
2	Up to 30,000	84
3	Up to 40,000	67
4	Up to 50,000	50
5	Up to 60,000	34
6	Up to 85,000	17
7	Above 85,000.01	0

The ISEE data is obtained automatically on the basis of the data submitted to determine the student contribution for the academic year 2023- 2024.

If students have not submitted their ISEE certificate but still intend to use it for the purpose of calculating the income indicator, they need to report it promptly to the Student and Right to Education Office. If the ISEE is not presented and there is no communication, the 7th bracket will automatically be assigned.

For students who intend to graduate by the last session in the academic year 2022/2023, the ISEE assessed for the purpose of calculating the income indicator shall be that relating to 2023/2024.

The income coefficient shall be adjusted as follows:

- a) Additional 40% in case of eligibility per ERDIS scholarship;
- b) additional 20% in the presence of a parent in a state of serious economic distress (unemployed, redundant (in mobilità) receiving "cassa integrazione ordinaria, straordinaria o in deroga" (CIG, CIGS CIGD) (income support through the Wage Compensation Fund) and dependent students in the same condition at the time of application;
- c) additional 20% for students with children;
- d) additional 20% for students orphaned of one or both parents;
- e) Additional 15% for students with brothers or sisters in the same household who are enrolled for the year 2023-2024 at the Università Politecnica delle Marche;
- f) Additional 10% for students with brothers or sisters in the same household who are enrolled for the year 2023-2024 at a University in the Marche Region;
- g) Additional 5% for students with brothers or sisters in the same household who are enrolled for the year 2023-2024 at a University outside the region and regional and non-regional higher education institutions;

The variations referred to in points e), f) and g) are also extended to second degree relatives living in the same household.

- h) 40% penalty if the student has an ERDIS scholarship or other scholarship provided by the University entitling them to fee exemption.

Should candidates have the same score, the younger candidate has priority.

The above data, not required in the online procedure, will be acquired automatically as declared in the application to determine student contributions for academic year 2023-2024.

The **ranking list** will be published **on 14th February 2024** on the University website at the following link

[UNIVPM - 150 hour part time collaborations](#)

It will be possible to identify your position in the ranking with your student ID number.

Art. 7 - CONVOCATION

Convocations will be made, at the request of the department/faculty/office, following the ranking order and, in any case, subject to the availability and knowledge stated in the questionnaire.

Collaboration shall be terminated automatically in the following cases:

- graduation;
- forfeit, withdrawal or transfer to another university;
- unjustified abstention from collaboration;
- the imposition of a disciplinary measure;
- breach of duty, incompetence and unworthiness reported by the Head of the office;
- detection of false declarations relating to data submitted in the online application.

In order to satisfy special requests from students with disabilities/SLDs, the Administration reserves the right to contact persons suitable for this service who will be designated by a specific Chancellor's decree and not following the abovementioned ranking list.

Art. 8 - CONTRACT

The assignment of the collaboration is arranged by the Chancellor with a specific contract according to the provisions of art. 9 of the Regulation approved by the Board of Directors at its meeting on 23/12/2016.

Those who, for whatever reason, do not accept the proposed position after having received a convocation three times are definitively excluded from the ranking.

The duration of the contract can not exceed a total of 150 hours and may also be divided according to the needs of the office. The 150 hours should be completed within six months of the date of signing the contract. The collaboration does not in any way constitute an employment relationship and does not give rise to any evaluation for the purposes of public selections.

Only students who are in the process of graduating from a Bachelor's degree may - if the collaboration has not yet ended on the date of graduation - complete their 150 hours after graduation, in the following ways:

- the student *status* must be maintained by regularising the administrative position and enrolling in the 1st year of a Master's degree, paying the 1st instalment;
- the form to continue the remaining hours must be submitted to the Head of the office and sent for information to part-time@sm.univpm.it .
- the Head of the Office must express their favour for continuing the part-time activity after the Bachelor's degree;
- the contract is in any case considered terminated after six months (unless the Head requests an extension, as provided for by art. 13 of the Part-time Collaboration Rules).

Art. 9 - PAYMENT

The hourly payment is exempt from tax as provided for in art. 11 of legislative Decree No 68/2012, and is established in the flat-rate measure of € 8.00 (per hour) to be paid in accordance with the procedures laid down in the relevant Regulation (Art. 14).

The request for payment must be received by the Student and Right to Education Office by the 5th day of each month and the hours will be paid by the end of the same month as indicated by the Regulation.

Art. 10 – PROCESSING OF PERSONAL DATA

With reference to the provisions of legislative Decree No 196 dated 30th June 2003 “Code regarding the protection of personal data”, on the protection of individuals and other entities with regard to the processing of personal data and with regard to EU Regulation 2016/679 (GDPR) dated 27th April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, at the Università Politecnica delle Marche, the personal data provided by candidates will be processed for the purposes of selection management. It is mandatory to provide such data to participate in the selection. Please refer to the information provided pursuant to art. 13 of EU Regulation 2016/679 (GDPR) for the processing of personal data of data subjects carried out as part of the selection for admission of restricted / defined access courses, approved by Chancellor's Decree No 672 dated 28/06/2018

Art. 11 - PERSON IN CHARGE OF THE PROCEDURE

In accordance with article 5, paragraph 3 of Law No 241 dated 7th August 1990, the person in charge of the procedure of this call is the Head of the Student and Right to Education Office.

THE CHANCELLOR
Prof. Gian Luca GREGORI

Digitally signed in accordance with legislative Decree 82/2005 and subsequent amendments and additions.