FAQ - 150 HOURS CALL FOR APPLICATIONS 2023/2024
Please read the call for applications carefully and remember that the FAQs
are not a substitute for the call for applications itself.

1. Who can do the 150 hours?
Students enrolled in the following courses at the Università Politecnica delle Marche for the academic year 2023-2024 can participate in the call for applications:
- Bachelor's degree and single cycle Master's degree, with the exception of students enrolled in the 1st year.
- Master's degree (not single-cycle) if enrolled in the 1st year and subsequent years.

It is also necessary to have passed at least 2/5 of the examinations or obtained 2/5 of the ECTS credits provided for in the student's academic record booklet by 31/12/2023 (credits achieved up to the course year 2022-2023).

2. I'm enrolled in a PhD course. Can I participate in the call for applications?
No, it is not possible for students enrolled in PhD courses to participate in the 150 hours call for applications, as is also the case for students enrolled in Specialisation Schools, Master Programmes and advanced courses.

3. I am enrolled in the 7th year 'fuori corso' (enrolment for a number of years beyond the standard duration of the course) of a non single cycle Master's degree. Can I participate in the call?
No, because the call for applications excludes students who have been enrolled for a number of years which exceeds three times the legal duration of the course, starting from the year of first matriculation in the current course level at the University.

4. Where can I find the link to sign up for the call of applications?
Simply log in to Esse3 web with your university credentials and click on "Registrar's Office" and "150 hours".

5. How do I complete the questionnaire to participate in the new call for applications?
From your Personal Area you have to click on the link "access the call questionnaire" to proceed with the completion and for each form you must confirm the answers in the questionnaire. The "confirm call application" button be clickable once you have confirmed all the answers (on the next page of the questionnaire).

6. On the application page it says: "free condition not ok – minimum access credits". What does it mean?
It means that you cannot participate because the number of ECTS credits/exams you have taken is below the minimum required (2/5 of the student's academic record booklet, achieved up to the course year 2022-2023).

7. I am enrolled in the 1st year of a Bachelor's degree, and the application page for the call it says 'free condition not ok'. How can I proceed?
You cannot proceed, because if you are enrolled in the 1st year of a Bachelor's or single cycle Master's degree, it is not possible to participate.

8. Not all my exams have been recorded in my academic record booklet. Can I apply?
If you have verified that some marks have not yet been recorded in your online academic record booklet (i.e. the circle is not green) you must first contact your Faculty's Registrar's Office and ask for your university career to be updated. Then you can apply to participate in the 150 hours call for applications.

9. When filling out the form, I forgot to select a location and mistakenly selected that I had a sibling enrolled at Univpm. How do I ask to edit the form?

The form can only be completed once. If you have not yet pressed the "CONFIRM CALL APPLICATION" button during the completion process, you can see the summary of your answers and EDIT THEM. Once the questionnaire is confirmed, you cannot edit it. A ticket can be sent only for specific errors or omissions, via the help Desk http://helpdesk.studenti.univpm.it/ system specifying the category '150 hours collaborations' and your student ID number.

10. In the questionnaire, for the type of activity to be carried out, can I select "Technical Laboratory Support" if I am not a student at Agriculture?
No, this item, as well as that of 'Technical Support for Experimental Activities', is strictly reserved for students at the Faculty of Agriculture.

11. Can I give my availability to work in international mobility programs if I have never participated in one and have a level B1 English language certification ?
No, for this activity it is mandatory to have already had an international mobility experience lasting at least 3 months and to hold an English language certificate at level B2 or higher, or to be a native speaker.

12. I am not familiar with many of the programs in the questionnaire. Do I still need to indicate my level of knowledge?
No, you only need to select the programs you have some knowledge about (you can also select no programs).

13. I have not requested my ISEE (Equivalent Economic Status Indicator) certificate and neither do I intend to. Can I still participate in the call for applications? Yes, you can participate keeping in mind that, as far as the income indicator is concerned, you will automatically be included in the maximum contribution bracket for the 150 hours call.

14. I have been called for Erasmus: Can I suspend the contract and resume it when I come back?
No, the part time activity cannot be suspended for a long period, so you will have to forgo the remaining hours of the contract if you decide to leave for Erasmus.

15. What is meant by "enrolled relative" at the Università Politecnica delle Marche?
It means a brother or sister who lives with the student, enrolled at Univpm. This category also includes relatives up to 2nd degree who live in the same household.

16. My cousin, who lives with me, is enrolled in the 2th year of Pharmacy at the University of Camerino. Can I include this in my application?
No, first cousins, even if they live with you, cannot be included in the application.

17. What is meant by "University in the Marche"?
This means the University of Macerata, the University of Urbino "Carlo Bo", and the University of Camerino.

18. My brother graduated in October 2023 from the University of Macerata. Can I include his name in my application?
You can only enter these details in your application if your brother is enrolled in the 2023/2024 academic year (that is, he has paid the 1st instalment of fees).

19. Do I have to answer the question about family status in the questionnaire?
You only have to answer this question if you have siblings enrolled in a University outside the region and/or children. If you declare you have a child, you must enter your child's Italian tax code in the next question, if you declare you have a sister enrolled in the University of Florence, you must enter your sister's personal information, otherwise the additional coefficient will not be assigned.

20. I made a mistake when giving information in the questionnaire and I cannot change it anymore because I pressed the button 'Confirm call application'. How can I fix this?

You must send a ticket through the help desk http://helpdesk.studenti.univpm.it/ help Desk system specifying the category "150 hours" and your student ID number.

21. I would like to withdraw my application because I have decided to move to another university. Do I have to notify anyone?
In this case, as with any event after the application has been submitted, the Student and Right to Education Office must be notified promptly by writing an e-mail to part-time@univpm.it .

22. How long is the part-time contract?
The 150 hours must be completed within 6 months of the contract date, with the exception of support activities for students with disabilities or SLDs, for which a maximum duration of 12 months is foreseen.