

## **Regulations for Part-time Student Collaborations at Università Politecnica delle Marche**

### **Regulation governing forms of student collaboration in activities related to the services provided by the University as per art. 11 of legislative Decree no. 68 dated 29th March 2012**

*(Approved by Chancellor's Decree no 136 dated 14/02/2017 and amended by Chancellor's decree no. 37 dated 22/01/2018)*

#### **Art. 1 - Scope**

These Regulations, pursuant to Article 11 of legislative Decree 68 of 2012, govern the forms of student collaboration in activities related to the services provided by the University. Teaching activities of any kind, conducting examinations and assuming administrative responsibilities are excluded.

#### **Article 2 - Allocation and financing**

There is one ranking list for all students, who will be called in ascending order while respecting the compatibility between the knowledge and availability stated in their application and the needs of the individual offices.

The costs come out of the specific project fund included in the budget for Central Administration and the Faculty and interfaculty libraries. For departments and faculties, 100% of the costs come out of the funds allocated to them.

For the Information and Communications Technology Centre (I.C.T.) and the Language Centre (CSAL), 100% of the costs come from the funds of the Central Administration.

#### **Article 3 - Types of activities**

The different types of part-time activities referred to in art. 1 above shall be identified annually on the basis of proposals from the offices concerned.

#### **Article 4 - Calls for applications and publicity**

To draw up the annual ranking list of students entitled to collaborate pursuant to Article 11 of legislative Decree 68/2012, the Chancellor will issue a specific call for applications to be published on the University website.

This call for applications, published by 30th November of each year, must contain the methods and terms for submitting applications.

### **Article 5: Applications**

Applications to participate and be included in the ranking list as per Article 6 below may be submitted by students enrolled at the Università Politecnica delle Marche - starting from the 2nd year of their course - in 1st and 2nd level degree courses, and who have achieved at least 2/5 of the foreseen credits in their student academic record booklet.

Applications to participate and be included in the ranking list, in accordance with the procedures set out in Article 6, may also be submitted by students who, having obtained the 1st level degree, are enrolled in the 1st year of a non single-cycle master's degree.

The following can not participate:

- students enrolled in Specialisation Schools
- students enrolled in PhD courses
- students enrolled in Master programmes

Students enrolled for a number of years exceeding three times the legal duration of their current course, starting from their 1st year of enrolment in their current course level, are also excluded.

Anyone who has been subject to disciplinary action of any kind or who has made false statements in their application is also excluded.

### **Article 6: Ranking list**

The ranking list is drawn up taking the following criteria into consideration (measured to two decimal places):

**1)** Indicator of the condition of merit obtained as follows:

a) 70 % from the percentage ratio of credits obtained to the maximum number of credits foreseen in the student academic record book.

b) 30 % from the average of the marks reported, expressed as marks out of thirty.

Penalties shall be applied to this indicator in accordance with the following rules:

1. 1. for students enrolled in the 1st year of a non single cycle Master's degree, the basic indicator is conventionally equal to 100. A penalty shall be applied to this indicator as follows:
  - o minus 1 for each point below the maximum mark attainable in the Bachelor's degree (excluding cum laude);
  - o 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;
1. 2) for those enrolled in a Bachelor's or a Master's specialist course, a penalty of 5 % shall be applied to the basic indicator, calculated according to the above criteria, for each year of delay compared to the course year attended, starting from the year of 1st enrolment at the level of study.

**2. Indicator of the income conditions calculated as follows:**

a maximum of 100 points shall be awarded to the lowest ISEE (Equivalent Economic Status Indicator) bracket, as set out in the Tuition Fee Regulations, with a constant decrease for each higher bracket up to the maximum bracket to which a value of zero is attributed;

Penalties and bonuses shall be applied to the above indicator in accordance with the following rules:

- o 'Eligible students', i.e. students who are eligible but do not benefit from scholarships awarded by the Region: additional 40 % of the base indicator;
- o "Protected students" who are in one of the following situations:
  1. students with brothers or sisters enrolled in a University outside the region: Additional 5% of the basic indicator;
  2. students with brothers or sisters enrolled in a University in the Marche Region: additional 10% of the basic indicator;
  3. students with brothers or sisters enrolled at the Università Politecnica delle Marche: additional 15% of the basic indicator;  
These benefits are also extended to relatives who live together.
  4. students with children: additional 20% of the basic indicator;
  5. students orphaned of one or both parents: additional 20% of the basic indicator;
  6. students who are in particular situations determined individually by the Board of Directors (e.g. natural disasters): an addition of up to 20% of the basic indicator;
  7. students whose parents are unemployed, have been made redundant, receive "cassa integrazione ordinaria, straordinaria o in deroga" (CIG, CIGS CIGD) (income

support through the Wage Compensation Fund) and dependent students who are in the same condition at the time of this application: additional 20 % of the basic indicator;

8. "Students awarded an ERSU scholarship or another University scholarship entitling them to fee exemption" students who have received the regional scholarship are entered: a 40% penalty compared to the basic indicator.

The final indicator value is calculated accumulating the starting value and the sum of any bonuses and penalties

**3)** Students' final position in the ranking shall be established on the basis of the sum of the merit indicator and the product of the income indicator multiplied by a reduction coefficient established by the Board of Directors.

**4)** Should candidates have the same final scores, the younger candidate has priority.

Students who obtain a Bachelor's degree in the same academic year that they were in an eligible position in the ranking list are entitled to carry out the above-mentioned collaboration if they are enrolled in a Master's degree course at the Università Politecnica delle Marche.

#### **Art. 7 - Procedures for use**

The offices that are interested in having part-time students must respond to the programming request prior to the publication of the call for applications in accordance with the arrangements and timescales established by the relevant office, specifying the number of students required. The relevant office will contact the students following the order of the rankings and according to their availability and skills to carry out the required activity, assigning them to the specific locations. Students who, for whatever reason, do not accept the position after being called three times within a period of 45 days, are permanently excluded from the ranking. The activity assigned to the student shall be arranged by a contract signed by the Chancellor. The student is assigned by means of a confirmation letter to the Head of the office where the student will be employed.

#### **Article 8 - Students with disabilities**

For special requests by students with disabilities, the Administration may contact students included in the general ranking who have given their availability for this activity, without having to respect the ranking order.

For specific needs and in the absence of available students in the general ranking, subject to a Chancellor's Decree, the Administration may authorise the participation of other university students suitable for this purpose.

However, the Administration reserves the right to fully or partially use the "tutor" signatory of this contract, for other typical tasks of part-time students ("tutor" of other assisted persons, organisational support, PC data input, etc.) if, at the sole discretion of the Administration, the need emerges to resort to another "tutor", in the sole interest of the assisted student. The contract may be extended for a longer period only in the case of tutors for disabled students, but permission from the Head of Offices is needed in such cases.

## **Article 9 - Contract and collaboration**

The collaboration contract shall indicate:

- a) the office/offices where the collaboration will be carried out;
- b) the type of activity;
- c) the operational arrangements for the collaboration and the name of the person in charge of the service in which it is carried out;
- d) the subdivision of the 150 hours;
- e) the amount owed and the arrangements for its payment;
- f) a specific clause of unilateral termination of the contract for breach of duty, incompetence and unworthiness reported by the Head of the office;
- g) the specification that the collaboration in no way constitutes an employment relationship and does not give rise to any evaluation for the purposes of public selections (Article 11 paragraph 3 of legislative Decree 68/2012);
- h) the category of expenditure used.
- i) the provision that the contract shall be deemed to be terminated following any event which

causes the student to lose their status as a student of the Università Politecnica delle Marche (for example, withdrawal, graduation, forfeit, transfer) or the start of employment or participation in projects financed by the European Union (Erasmus, etc.).

The hours can be finished after graduation **only** for students who get their Bachelor's degree having previously signed a contract for the 150 hours, if the collaboration has not ended on the date of graduation, in accordance with the following conditions:

- the student must submit their request to continue the activity for the remaining hours to the Head of the office where they collaborate at the same time as the application for admission to the final exam (this request must be addressed for information to the Head of the Didactics Office);
- the Head of the office the student is assigned to must state that they consider it appropriate to extend the contract, even after graduation, in order to ensure a certain continuity in the activity carried out;
- In any case, the contract is considered terminated after 6 months (unless the Head of office requests an extension as indicated above)
- the student in question must maintain student status by regularising their administrative position by enrolling in the 1st year of their Master's degree.

Part-time collaboration is subject to the payment of the 1st instalment of fees and contributions for this first year, as otherwise the necessary insurance coverage would not be guaranteed.

150 hour collaboration shall not constitute employment or public service in any way, nor shall it give rise to any assessment for the purposes of public selections.

### **Article 10 –Responsibilities of the student**

Students who are called to collaborate must:

- a) provide notification that they want to accept the job;
- b) agree with the Head of the office regarding the manners and times of collaboration, which must be compatible with the office needs and take into consideration the student's study commitment;
- c) ensure confidentiality of data and information which will in any case be made available to them whilst carrying out their collaboration activities;
- d) record the hours worked on a specific template to be countersigned by the Head of the office of collaboration.

## **Article 11 – Obligations of the Head of the Office**

The head of the office where the collaboration takes place shall:

- a) coordinate the work carried out so that it is done in terms of effectiveness and efficiency;
- b) ensure that the activities are done properly;
- c) inform the competent authority without delay of any irregularities which may arise in the course of the collaboration;
- d) notify the competent office of any event which could lead to the immediate termination of the contract on grounds of non-compliance, incompetence or unworthiness;
- e) send the competent office a certificate of the student's activity, including an assessment of the service provided.

**Article 12 - Incompatibility** The collaboration activity for students pursuant to art. 11 of legislative Decree 68/2012 is incompatible with:

1. tutoring activity (provided for by Ministerial Decree 198/2003);
2. employment as a subordinate or non subordinate worker for the same time as the period of validity of the contract.

## **Article 13 - Duration**

The activities of each student covered by this Regulation may not exceed 150 hours for each reference year of the ranking list and must in any case be completed upon 6 months of signing the contract.

Derogation from this time limit is only permitted upon presentation of a reasoned report by the head of the structure.

## **Article 14 - Payment**

The hourly rate fixed by the Board of Directors is indicated in the call for applications which sets the opening of the time limits for submitting applications and is issued annually by Chancellor's decree.

This payment is exempt from tax as provided for in Article 11(3) of legislative Decree 68/2012 and does not constitute income for IRPEF (Italian Income tax) purposes.

The University also provides insurance cover against accidents and civil risks. Payment shall be made, at the student's request, in a single instalment at the end of the service or upon completion of every 50 hours of activity.

In both cases, the authorisation of the head of the office where the student carried out their services is necessary, in accordance with the timing and procedures required.

### **Article 15 - causes for terminating the relationship**

The collaboration contract shall automatically terminate in the following instances:

1. the student's express withdrawal;
2. forfeiture, withdrawal from university or transfer to another location;
3. the imposition of disciplinary measures on the student;
4. non-compliance, incompetence and unworthiness reported by the head of the structure;
5. detection of false declarations relating to data submitted in the online application.

### **Article 16: Deadlines**

#### **By September:**

- request to the departments/faculties to identify their needs,
- identification of the activity types.

#### **By October:**

- preparation of the call for applications,
- determination of hourly rate,
- opinion of the Student Council,
- approval of the call for applications by Chancellor's Decree.

#### **By November:**

- issue of call for applications,
- application submission.

#### **By February:**

- formulation of ranking lists,
- approval of the rankings by Chancellor's Decree.

### **Art. 17 Transitional Provisions and Effective Date**



These Regulations, approved by the Board of Directors on proposal from the Academic Senate, are issued by Chancellor's Decree and enter into force on the fifteenth day following their publication.