

## **Call for applications for the assignment of n. 15 student collaboration contracts (for part-time activities) reserved for international students - a.y. 2023/2024**

### **Art. 1 – Contract features**

Università Politecnica delle Marche awards n. 15 collaboration contracts of 200 hours for a total amount of 1,600 € each, reserved for international students enrolled in a bachelor's degree, single cycle master's degree or in a master's degree course in the academic year 2023/2024.

### **Art. 2 - Participation requirements**

To be admitted in the selection, students must meet the following requirements:

- Foreign citizenship;
- University entrance qualification obtained abroad;
- Enrolment in a bachelor's degree or single cycle Master's degree, with the exclusion of students enrolled in the 1<sup>st</sup> year of course; enrolment in a master's degree. Graduates at the additional sessions of the academic year 2022-2023 may also apply to participate and be included in the ranking.

These requirements must be met by the application deadline. In the event of failure to meet the established requirements, at any time and with reasonable cause, the administration may exclude candidates from the selection.

### **Art. 3 - Submitting applications: methods and terms**

Candidates can apply starting from April 12<sup>th</sup> 2024 (from 10.00 a.m.) until April 29<sup>th</sup> 2024 (until 12:00 noon) as follows:

1. Access your RESERVED AREA from the link <https://univpm.esse3.cineca.it/Home.do>
2. Click on:
  - Registrar's Office;
  - Students collaborations;
  - Magnifier (on the right);
  - Sign up;
  - Confirm the declaration, then Register.

Closing the online application procedure is equivalent to submitting the application. Once the application is closed, it cannot be modified and a receipt can be printed. In case of incorrect filling, to submit the application from scratch by the deadline of the notice, it is necessary to contact the Office.

### **Art. 4 – Drawing up the ranking list**

The ranking list is drawn up based on merit and income criteria:

- 1) Merit indicator obtained:

a) 70% from the ratio of credits obtained (or passed exams) up to 31<sup>st</sup> 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.

For enrolment in the first year of a 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);

## 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       | Over 85.000,01  | 0            |

The ISEE data is obtained automatically based on the data submitted to determine the student contribution for the academic year 2023 - 2024. If the ISEE is not presented and there is no communication, the 7<sup>th</sup> bracket will automatically be assigned.

The ranking list will be published by May 14<sup>th</sup> 2024 on the University website and it will be prepared in descending order based on the score obtained.

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

The ranking list will also be used as provided in Art. 6 below.

### **Art. 5 – Causes of incompatibility**

- The contract cannot be combined with other scholarships of an amount equal to or greater than €3,000.00 provided by Università Politecnica delle Marche or external entities, with ERDIS scholarships and with other benefits provided by the regulations on the Right to Study for the academic year of reference;
- The contract cannot be combined with any other contract that may be awarded through the current ranking of the part-time call for applications a.y. 23/24.

### **Art. 6 – Signing of the collaboration contract**

Once the ranking list is approved, those in good position will be contacted to sign the contract.

The part time activities will all take place in Ancona, in the offices pertaining to the Teaching and Student Services Area.

The 200 hours may also be carried out in fractional form, according to the needs of the assigned structure, and must normally be completed within six months from the date of the sign of the contract. The collaboration is in no way configured as an employment relationship and does not give rise to any evaluation for the purposes of public competitions.

Those who are close to graduating from a bachelor's degree can also complete the collaboration once they have obtained the degree as long as:

- They renew to the 1<sup>st</sup> year of the master's degree by paying the first instalment;
- a favourable opinion on the continuation of the part-time continuation activity is expressed by the Head of the afferent structure.

In any case, the contract is understood to be terminated after six months (unless an extension request is made by the Head of the structure, as provided for in Art. 13 of the Regulations for part-time collaborations).

#### **Art. 7 – Payment**

The hourly fee of €8.00 (per hour) is tax exempt as stipulated in Article 11 of Legislative Decree No. 68/2012.

The request for payment must be received by the Office of Students and Right to Study by the 5<sup>th</sup> of each month, and the payment of the hours will be paid by the end of the same month.

#### **Art. 8 - 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 27<sup>th</sup> April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, at 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. 9 - Person in charge of procedure**

In accordance with Law N. 241 dated 7<sup>th</sup> August 1990 and all subsequent amendments and additions, the person responsible for the procedure is the Head of the Student Office and Right to Education.

Email: [dirittoallostudio@univpm.it](mailto:dirittoallostudio@univpm.it)

#### **Art. 10 – Publication**

This call for applications and all communications relating to the evaluation procedure will be published on the University website:

[https://www.univpm.it/Entra/Servizi agli studenti/Borse di studio e opportunita/Collaborazioni part time/L/1](https://www.univpm.it/Entra/Servizi%20agli%20studenti/Borse%20di%20studio%20e%20opportunita/Collaborazioni%20part%20time/L/1)

#### **Art. 11 - Final provisions**

As far as not specified in this call for applications, where compatible, the current regulations of Università Politecnica delle Marche apply.

**THE CHANCELLOR**  
Prof. Gian Luca Gregori