ART. 1 INTRODUCTION

In order to implement applicable legislation regarding the right to university education and for the purpose of encouraging more extensive student participation in the university community, the University of Padova provides students who meet set requirements in terms of merit and economic standing with the opportunity to carry out part-time, paid collaboration activities within its organisation.

ART. 2 CHARACTERISTICS OF THE COLLABORATION

1. The collaboration is to last for no more than 200 hours for each academic year, also structured in modules of 50 hours. Activities involving students must mainly refer to services that are either directly or indirectly aimed at the student community, and specifically, the activities allowed are listed under art. 2 of the Regulations for part-time student activities.

2. The hourly rate for the service is set at € 7.02 net for the supervision of study rooms and € 8.26 net for all other collaborations with the University; different rates of pay may be applicable for activities carried out at the ESU in Padua. This payment is exempt from “IRPEF”, the Italian personal income tax. The collaboration contract does not, in any way, represent employment and does not give rise to any form of assessment for the purposes of public selection processes.

ART. 3 ADMISSION REQUIREMENTS

1. Enrolment requirements

Students duly enrolled at the University of Padova for A.Y.2017 / 18 can apply to be assigned with a student collaboration. Students must meet set economic and merit requirements and candidates on part-time study programmes are excluded.

Students, depending on their degree course, and with reference to their year of first enrolment, can apply for numerous years, starting from the first year of enrolment for second-cycle degree courses and the second year of enrolment for all the other courses (first-cycle and single-cycle degree courses), in particular:

- If enrolled on a first-cycle degree course: for 3 years.
- If enrolled on a second-cycle degree course: for 2 years.
- If enrolled on a single-cycle degree course: for 5 years (6 years only for the degree course in Medicine and Surgery).

2. Economic Requirements

Students meeting the following requirements may apply:

- Equivalent Economic Situation Index (ISEE), calculated for the services provided for the Right to University Education, lower than Euro 70,000.00;

The University can only accept the ISEE for reduced-rate services provided for the Right to University Education. The calculation of the ISEE for 2017 can be requested electronically directly from INPS (Italian National Social Security Institution) or from a Tax Assistance Centre (CAF) or from other competent bodies, in accordance with the “Dichiarazione Sostitutiva Unica” (DSU— a self-certification). Please be reminded that it takes at least 15 working days for the ISEE to be issued from when the DSU is submitted. A different certification (ISEE EQUIVALENT) is required for foreign students whose family DOES NOT reside in Italy, as well as for foreign students residing in Italy whose family resides abroad, but with a working income lower than € 6,500.00. In these cases, the
The data on the ISEE certificate will be imported directly from the INPS database following authorization granted by the student with the "Richiesta di Agevolazioni" (Request for benefits), and will be considered valid by the University only if the Dichiarazione Sostitutiva Unica (DSU) is signed by 30th November 2017.

3. Merit Requirements

By 10th August 2017, students enrolled in degree courses (first-cycle) must have obtained:

- at least 25 credits if enrolled in the second year;
- at least 80 credits if enrolled in the third year;
- at least 135 credits if enrolled in the first year beyond the regular duration of the degree course (an additional 2 semesters).

For students enrolled in second cycle-degree courses:

- if enrolled in the first year, no merit requirements are necessary;
- if enrolled in the second year, they must have reached 30 credits by 10th August 2017, regardless of the date of enrolment.

By 10th August 2017, students enrolled in single-cycle degree courses must have obtained:

- at least 25 credits if enrolled in the second year,
- at least 80 credits if enrolled in the third year;
- at least 135 credits if enrolled in the fourth year;
- at least 190 credits if enrolled in the fifth year;
- at least 245 credits if enrolled in the sixth year
- at least 55 credits in addition to the number of credits required for the last year, limited to 6-year single-cycle degree courses, if they are enrolled in the seventh year (first year beyond the regular duration of the degree course).

N.B. The academic year of enrolment (second, third, etc.) is determined depending on the number of years that the student has been enrolled, starting from the academic year of first enrolment. “Year of first enrolment” means the first year of enrolment for the first time with any University.

ART. 4 SUBMITTING THE APPLICATION

1. Applications must be filled in exclusively online through the “Richiesta di Agevolazioni” procedure, available on the student’s personal area of the Uniweb site, under “Diritto allo studio – Certificazioni di disabilità/dislessia, Corsi estivi” (“Right to university education – Disability/dyslexia certificates, Summer courses”); guidance on how to use the web procedure can be found at www.unipd.it/isee.

The online procedure will be active for everyone from 18th July 2017 until 23.59 on 30th September 2017.

Any technical issues preventing the completion of the online application must be reported by the persons concerned to the Right to Education and Tutoring Service by e-mail (service.studenti@unipd.it) or by fax (+39 049.827.5030), always indicating one’s own surname and name, student ID number or, if not yet assigned, tax code, by the deadline for submitting applications, therefore no later than 23.59 on 30th September 2017.

Once the data required for the procedure has been inserted, the application must be CONFIRMED, otherwise it will not be considered valid.

Once confirmed, the application can no longer be modified directly by the candidate through the online procedure.

Any requests to amend the data entered must be made by e-mail (to service.studenti@unipd.it) or by fax (to +39 049.827.5030) by 21st October 2017, always indicating surname and name, student ID number or, if not yet assigned, tax code.

Students graduating from a first-cycle degree course and continuing their studies by enrolling on a second-cycle degree course must report their new student ID number to the Right to Education and Tutoring Service by e-mail (to Service.studenti@unipd.it), or by fax (to +39049.827.5030), always indicating their surname and first name.

The data entered by the student in the application confirmed online are subject to enquiries pursuant to Article 71 of (Italian) Presidential Decree no. 445 dated 28th December 2000; if benefits are paid out, checks may be carried out by the Guardia di Finanza (Italian Finance Police) with credit institutions and other financial intermediaries who manage financial assets, to make sure that the information provided is true, pursuant to art.11, paragraph 6 of (Italian) Prime Ministerial Decree no. 159 dated 5th December 2013; checks may also be carried out as to whether the family situation declared is true and comparisons maybe made concerning income and wealth data.

Please be reminded that anyone who makes false statements, produces false documents or makes use of false documents shall be punished in accordance with the Penal Code and specific laws on this matter.
2. Students must enter the IBAN code of their current account or joint current account by 31st October 2017 in their section of the Uniweb site, under Didattica – Dati personali (“Education – Personal data”).

Failure to do so will result in accrued payments being suspended until the student correctly inserts the data and provides due notification of having done so.

The Treasury Bank of the University of Padova, the Cassa di Risparmio del Veneto, offers students the nominative “SUPERFLASH” prepaid card, free of charge, which has an IBAN code where the due benefits can be credited. The “SUPERFLASH” card can be collected from branches of the Cassa di Risparmio del Veneto and the corresponding IBAN code can then be entered in the Uniweb section, as stated above.

ART. 5 RANKINGS

1. Collaborations will be assigned based on the student’s position in the final ranking.

Before the final ranking is drawn-up, applicants will be sent an e-mail, to their university e-mail address, with the assessment of their suitability and any reasons for exclusion (students are required to provide notification if they do not receive this email).

If the data indicated in the email are not considered correct, students must submit appropriate notification by 23:59 on 21st October 2017.

Errors relating to the number or average of exams and enrolment status must be reported to the Student Secretary Service - Lungargine del Piovego, 2 – Padua (for Agricultural Sciences and Veterinary Medicine: Agripolis campus, Viale dell’Università, 16 – Legnaro). Errors relating to failure to enroll for the a.y. must be reported to the Right to Education and Tutoring Service, Via Portello 31 - Padua, by sending an e-mail to service.studenti@unipd.it email, indicating surname, name and student ID number.

2. The final ranking will be available from 20th January 2018 on www.unipd.it/tasse-agevolazioni, under the “Collaborazioni per studenti” (Student Collaborations) section.

The ranking will be valid for the current solar year. The position in the final ranking is based on the merit coefficient.

Students attending the first year of a second-cycle degree course will be evaluated on the basis of the merit coefficient accrued during the last year of enrolment on the first-cycle degree course (if they come from another university, they will automatically acquire a zero-average coefficient).

The merit coefficient is calculated by adding together the percentage change in exams (over the year) or credits of exams passed by the student by 10th August, compared to the average for his/her degree course (V%Exams) and the percentage change in weighted average marks of the student’s exams compared to the one set for his/her degree course (V%marks), all divided by 2.

i.e.: \( \frac{(V\%\text{marks})}{2} + \frac{(V\%\text{Exams})}{2} \)

The average exams or exams of the degree course/degree programme is calculated as the sum of the number of exams or credits passed by the students by 10th August, taking into account the number of enrolments for each, divided by the number of students enrolled on the degree course. Students must be enrolled on the same degree course/degree programme for a number of times not exceeding the expected duration + 1; those with zero exams are excluded.

The weighted average mark of the degree course/degree programme is calculated as the sum of the weighted average of the marks of students enrolled on the same degree course/degree programme, divided by the number of students enrolled. Students must be enrolled to the same degree course/degree programme for a number of times not exceeding the expected duration + 1; those with zero exams are excluded.

If the merit coefficient is the same, students with the lower ISEE will have priority.

ART. 6. ASSIGNING ROLES

Suitable candidates will be contacted by the University Organisations in charge, in accordance with the ranking order and taking into consideration the preferences stated during the application process; these availabilities can be changed at any time following a specific request from the individual concerned, by contacting the Servizio Mobilità e Valorizzazione del personale using the following details:

tel. (0039) 049.827.3763; e-mail: collaborazionistudentiTP@unipd.it

Pursuant to (Italian) Legislative Decree no. 81/2008 (known as the “Consolidated Law on Safety”), and the Agreements between the State and the Regions dated 21/12/2011 and 07/07/2016, students who enter into a part-time collaboration contract with the University of Padova are under the obligation, in their role as workers to all intents and purposes, to complete specific mandatory
training. In particular, students must receive mandatory training after signing the contract and before being assigned the activities described therein. The course is entirely online and it is estimated to require around 4 hours to complete, included in the total number of hours for the collaboration.

It is also specified that the ranking only regards suitability; it therefore cannot be guaranteed that all students listed will be called upon.

The following reasons will cause the contract to be unilaterally terminated:
- withdrawal from studies or transfer,
- completing university education after being awarded the degree,
- any cause that makes the student unsuitable to continue the collaboration.

In any case, when a collaboration agreement terminates, the student in question will receive payment for the hours worked up until that moment in time.

**ART. 7 EXCLUSION FROM THE APPLICATION PROCESS**

The following students may not carry out collaborations:
- Students enrolled in the first year of a three-year degree course or single cycle degree course.
- Students who already have a qualification that is equivalent to their current degree course.
- Students who have provided false self-certifications in previous years. In such cases, those who have already carried out the collaboration, even only partially, will be subject to the sanctions decided upon by the Academic Senate.
- Students following a part-time course.
- Students who have not presented an ISEE for subsidies for the right to education, or who have presented an ISEE with omissions and/or discrepancies.

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<tr>
<th>Legal references</th>
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<tbody>
<tr>
<td>- University Charter 27th June 2012</td>
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<td>- (Italian) Presidential Decree no. 306 dated 25th July 1997 “Regulation governing university fees”</td>
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<tr>
<td>- (Italian) Regional Law no. 8 dated 7th April 1998 “Rules for the implementation of the right to university education”</td>
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<tr>
<td>- (Italian) Presidential Decree no. 445 dated 28th December 1997 “Consolidated law on legislative and regulatory provisions on administrative documentation”</td>
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<tr>
<td>- (Italian) Prime Ministerial Decree dated 9th April 2001 “Equality in the right to university education”</td>
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<tr>
<td>- (Italian) Decree Law no. 68 dated 29th March 2012 “Review of the main regulations regarding the right to education and enhancing legally recognised university colleges”</td>
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<tr>
<td>- (Italian) Prime Ministerial Decree no. 159 dated 5th December 2013 “Regulation concerning the review of procedures to calculate the ‘Equivalent Economic Status Index’ (‘ISEE’) and how to apply it.”</td>
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<tr>
<td>- (Italian) Regional Decree no.2357/2013 “Regulation for part-time student activities”</td>
</tr>
<tr>
<td>- Decree issued by the (Italian) Ministry of Labour and Social Policy on 7th November 2014 “Approval of the template for the ‘DSU’ self-certification for ISEE purposes, and the declaration, as well as the relative instructions on how to fill it in, pursuant to article 10, paragraph 3 of (Italian) Prime Ministerial Decree no. 159 dated 5th December 2013.”</td>
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<tr>
<td>- Board of Directors Resolution no.98 dated 21st March 2017</td>
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For information on the competitive application process:

For information on how the Collaborations are organised:

<table>
<thead>
<tr>
<th>Servizio Diritto allo Studio e Tutorato</th>
<th>Servizio Mobilità e Valorizzazione del personale</th>
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<tbody>
<tr>
<td>Via Portello 31 - 35129 Padova</td>
<td>Riviera Tito Livio 6 - 35123 Padova</td>
</tr>
<tr>
<td>Tel. 049.8273131 - Fax 049.8275030</td>
<td>Tel 049.8273763 - Fax 049.8273592</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:service.studenti@unipd.it">service.studenti@unipd.it</a></td>
<td><a href="mailto:e-mailcollaborazionistudentitp@unipd.it">e-mailcollaborazionistudentitp@unipd.it</a></td>
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Padua, 15th June 2017

The Dean
Prof. Rosario Rizzuto

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<th>Person in charge of the Service and the administrative procedure</th>
<th>The Director</th>
<th>Director General</th>
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