



Appendix to Decree Ref. no.

Prot. no.

## CALL FOR STUDENT COLLABORATION A.Y. 2023/24

PREAMBLE .....	1
1. CHARACTERISTICS OF THE COLLABORATION .....	1
2. WHO CAN APPLY .....	1
3. HOW TO APPLY: TERMS AND DEADLINES .....	2
4. CRITERIA FOR ASSESSING ECONOMIC CONDITIONS .....	3
5. CRITERIA FOR DETERMINING MERIT .....	3
6. PUBLICATION OF THE RANKING LISTS .....	4
7. ASSIGNMENTS .....	5
8. EXCLUSION FROM THE COMPETITION .....	5
9. DECLARATIONS: CORRECTIONS, VERIFICATIONS AND SANCTIONS .....	6
10. FINAL PROVISIONS .....	6

### PREAMBLE

The University of Padua, in compliance with the provisions of the regulations in force to implement the right to university education and in order to favour the widest participation of students in the university community, promotes among those who meet suitable economic and merit requirements the opportunity to carry out **paid collaboration activities in its facilities**.

[Go back to the table of contents](#)

### 1. CHARACTERISTICS OF THE COLLABORATION

The **duration of the collaboration** is set at **no more than 200 hours** per academic year, also divided into modules of 50 hours. The activities in which students are to be involved must mainly concern services directly or indirectly aimed at the student community. Specifically, the permitted activities are set out in Article 2 of the Regulation for part-time student activities.

The **hourly remuneration** for the service is set at € 7.02 net for classroom surveillance activities and € 8.26 net for all other collaborations carried out at the University's facilities; different remunerations may be envisaged for activities carried out at Padua ESU. This remuneration is exempt from IRPEF. The collaboration contract does not constitute an employment relationship nor does it imply any assessment for purposes of public competitions.

[Go back to the table of contents](#)

### 2. WHO CAN APPLY

**Students enrolled for the a.y. 2023/24** at the University of Padua, **with suitable economic and merit requirements**, may participate in the competition for student collaborations.

Those who regularise their enrolment at the University of Padua for A.Y. 2023/24 may apply, with the exclusion of part-time students.

Depending on the course of study attended, and with reference to the year of first enrolment, students may apply for a different number of years, starting from the first year of enrolment for master's degrees and from the second year of enrolment for all other courses (bachelor's degrees and single-cycle master's degrees), in particular:

- a. if enrolled in bachelor's degree programmes: for three years;
- b. if enrolled in master's degree programmes: for two years;
- c. if enrolled in single-cycle master's degree programmes: for 5 years (6 years for the degree programme in Medicine and Surgery, Dentistry and Dental Prosthetics only).

[Go back to the table of contents](#)

### 3. HOW TO APPLY: TERMS AND DEADLINES

To apply for student collaborations, **both of the following steps must be completed:**

- A. complete and confirm the **APPLICATION FOR BENEFITS** in Uniweb;
- B. request the **ISSUANCE OF THE ISEE** (*Indicatore della Situazione Economica Equivalente*, Equivalent Economic Situation Indicator) **for Benefits for the Right to University Education**.

**BY WHEN:** both mandatory steps to be eligible for student collaborations must be completed **by 30 November 2023**. This deadline also applies to those who register during the year (for example, those awaiting publication of the ranking list of an admission competition). The failure to perform or incorrect performance of even one of the above steps will result in exclusion from the competition.

**A.** The **APPLICATION FOR BENEFITS (RdA)** is a self-certification that must be completed and confirmed online in order to apply for the student collaboration. By doing so, you authorise the University to acquire your ISEE directly from the INPS database (or from the CAF affiliated with the University, in the case of an Equivalent ISEE (*ISEE Parificato*)).

- ✔ **WHERE TO SUBMIT IT:** the **Application for Benefits** is available online, **in your personal area in Uniweb**, under "Right to study - Certifications of disability/dyslexia, Summer courses - Application for Benefits". Entry of the Application for Benefits is possible after registration with Uniweb. For this purpose, only the tax code is required; it is not necessary to have already enrolled. **It follows that those who enrol during the year (enrolments in Master's degrees, transfers from another University, etc.) are also required to comply with the deadline indicated below.**
- ✔ **VERIFICATION TOOLS:** once completed, the application must be definitively confirmed, under penalty of invalidity. The interested party shall receive an email at their personal or institutional email address confirming receipt of the RdA. A second confirmation email will also be sent when the ISEE data has been acquired. The RdA may be amended directly by the user, using the same procedure, until 30 November 2023. **The RdA that has been saved in your personal area in UNIWEB constitutes the only proof of submission of the application, therefore we recommend that you make sure it is present.**

**B.** For the **ISSUANCE OF THE ISEE**, the student must submit and sign a Single Declaration in Lieu (Dichiarazione Sostitutiva Unica, DSU), electronically through the INPS website or personally at a Tax Assistance Centre (CAF) or other competent Body. Please note that the date of signature indicated on the receipt for submission of the Single Declaration in Lieu (DSU) and not the date of issue of the ISEE certificate will be valid.

- ✔ **WHICH ISEE TO APPLY FOR**

The University may only acquire an **ISEE for Benefits for the Right to University Education issued to the benefit applicant** (in the case of members of the same family unit, the tax codes of all applicants must be provided).

The ISEE must **be valid**, i.e. it must not have expired on the date of confirmation of the RdA in Uniweb. In the case of ISEE not issued for the right to university education, or ISEE that has expired upon confirmation of the Application for Benefits, a new release must be requested within the scheduled deadlines.

The student is also required to verify that **there are no comments on omissions/discrepancies** on the ISEE certificate. If there are omissions/discrepancies resulting from filling in the Single Declaration in Lieu (DSU) incorrectly, a new DSU must be submitted, which must include the information previously omitted or otherwise expressed, within the deadlines set.

✓ **CURRENT ISEE**

This is an indicator calculated from an ISEE for the Right to University Education with the above-mentioned requirements, but referring to income over the last twelve months, and **can only be requested if the conditions imposed by the relevant regulations are met** (for more information, contact a CAF/professional). The relevant DSU must, in any case, be signed within the scheduled deadlines, and the certificate must possess the characteristics mentioned above. If it is used, the relevant certificate must be sent to [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it) by the deadlines below.

✓ **EQUIVALENT ISEE FOR INTERNATIONAL STUDENTS**

It is a different certification required for:

- international students residing abroad (outside Italy), with a family unit residing abroad (outside Italy);
- international students residing in Italy, but with earned income of less than € 9,000.00 and with a family unit residing abroad (outside Italy);
- Italian students residing abroad and not registered in the Italian Register of Residents Abroad (AIRE).

Issuance of the Equivalent ISEE must be requested exclusively from the CAF affiliated with the University, the details of which may be viewed at [www.unipd.it/en/isee](http://www.unipd.it/en/isee).

The data contained in the ISEE certificate, if valid, compliant and issued for the right to university education, will be acquired directly from the INPS database (or from the CAF affiliated with the University, in the case of an Equivalent ISEE) following confirmation of the RdA in Uniweb.

**N.B.:** in order to apply for student collaborations, it is also necessary to **finalise enrolment for the 2023/24 academic year by paying the first instalment**.

The **Complete Guide to the Application for Benefits and Calculation of the ISEE** is available at [www.unipd.it/en/isee](http://www.unipd.it/en/isee).

[Go back to the table of contents](#)

#### 4. CRITERIA FOR ASSESSING ECONOMIC CONDITIONS

The student's economic conditions are identified based on the ISEE, calculated in accordance with the procedures set out in DPCM (Decree of the President of the Council of Ministers) No. 159 of 5 December 2013, as subsequently amended and supplemented.

For access to the benefit, **the ISEE for Benefits for the Right to University Education must not exceed the limit of €70,000.00**.

[Go back to the table of contents](#)

#### 5. CRITERIA FOR DETERMINING MERIT

Students enrolled in **degree** programmes must have accrued by **10 August 2023**:

- 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 behind schedule.

Students enrolled in **master's degree programmes**:

- if enrolled in the first year, do not have to fulfil any merit requirements;
- if enrolled in the second year, must have accrued at least 30 credits by **10 August 2023**, regardless of the date of enrolment.

Students enrolled in **single-cycle master's degree programmes** must have accrued by **10 August 2023**:

- 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 more than the number required for the final year, limited to six-year single-cycle master's degree, if enrolled in the seventh year (first year behind schedule).

The determination of the academic year of enrolment (second, third, etc.) is a function of the number of years in which the student is enrolled, starting from the academic year of first enrolment (the year of enrolment for the first time in the Italian university system).

[Go back to the table of contents](#)

## **6. PUBLICATION OF THE RANKING LISTS**

**PROVISIONAL RANKING LISTS** will be available from **6 December 2023** at [www.unipd.it/collaborazioni-studenti-200-ore](http://www.unipd.it/collaborazioni-studenti-200-ore) indicating the eligibility assessment and any reasons for exclusion, so that interested parties can make their observations and point out any errors.

Errors concerning the number or average of examinations taken must be reported to the Student Careers Office in Lungargine del Piovego, 2 - Padua (in Viale dell'Università, 16 - Legnaro, at Agripolis, for courses pertaining to the School of Agriculture and Veterinary Medicine).

Other reports and corrections must be submitted by midnight on **20 December 2023** to the Student Service Office, Via del Portello 19 - Padua, also by email to [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it), indicating surname, first name and student number; after this deadline, any supplementary documents and requests for amendments will not be accepted.

The **FINAL RANKING LISTS** will be available from **22 January 2024** at [www.unipd.it/collaborazioni-studenti-200-ore](http://www.unipd.it/collaborazioni-studenti-200-ore). The allocation of collaborative activities is based on one's position in the final ranking list, determined according to the merit coefficient. The benefit will be granted first to eligible students who are not beneficiaries of the regional scholarships granted for the academic year 2022/23, pursuant to art. 2, par. 4, of DPCM (Decree of the President of the Council of Ministers) of 9 April 2001. The ranking list will be valid for the current calendar year.

First-year students of a master's degree will be assessed on the basis of the merit coefficient accrued in their final year of the bachelor's degree (if they come from another university they will automatically acquire an average coefficient value of zero).

The merit coefficient is calculated by adding the percentage change in the credits accrued by the student by 10 August 2023, compared to the defined average for that course/system (V%Exams), and the percentage change in the weighted average grade of the student for the exams compared to the defined average for that course/system (V%Grades), all divided by 2.

$$\text{i.e.: } (V\% \text{Votes})/2 + (V\% \text{Exams})/2$$

The average of exams or exams of the degree programme/system is calculated as the sum of the number of credits passed by students by 10 August 2023, taking into account the number of enrolments of each, divided by the number of students enrolled in the degree programme. Students must be enrolled in the same degree programme/system for a number of times not exceeding the stipulated duration + 1; students with zero examinations are excluded.

The weighted average grade for the degree programme/system is calculated as the sum of the weighted average of the grades of the students enrolled in the same degree programme/system, divided by the number of enrolled students. Students must be enrolled in the same degree programme/system for a number of times not exceeding the stipulated duration + 1; students with zero examinations are excluded.

Where the merit coefficient is equal, preference is given to students with a lower ISEE.

[Go back to the table of contents](#)

## 7. ASSIGNMENTS

**Within 15 days of the publication of the final ranking list**, eligible students will receive an email in their institutional mailbox with instructions for updating their profile in a special software application by specifying their skills and their availability to enter into a possible part-time collaboration. Providing the information marked as required is a prerequisite for activating the collaboration.

They will subsequently be contacted by the competent University Offices, following the order of the ranking list and taking into account the time preferences expressed.

Pursuant to D.Lgs. (Italian Legislative Decree) No. 81/2008 (Testo Unico sulla Sicurezza - Safety Consolidation Act) and the Accordi Stato-Regioni (State-Regions Agreements) of 21/12/2011 and 07/07/2016, students who enter into a part-time contract of collaboration with the University of Padua are obliged to receive **specific safety training**. In particular, the student must undertake the compulsory training after the contract has been signed and before being assigned to the activities under the contract.

The safety courses take place entirely online and require an estimated commitment of about 4 hours per course, which is included in the collaboration hours.

For each of the courses, it is necessary to complete the various modules and take and pass the final test.

It should also be noted that the final ranking list is for eligibility only; there is therefore no guarantee that all those on it will be called up.

Communication between the student and the Host Organisation must take place exclusively via the institutional email account.

**Remuneration will be credited exclusively to the bank details (IBAN) of the student's current account (held individually or jointly), or prepaid card**, which must be entered by the student in the UNIWEB personal area, under the heading "Teaching – Personal data – Change of refund data" (bank details of third parties, including parents, cannot be accepted). If the student resides abroad (outside Italy), he/she must specify his/her domicile in Italy in the UNIWEB personal area, under "Teaching – Personal data – Change of domicile data"; otherwise it will be impossible to proceed with the reimbursement.

The grounds for unilateral termination of the contract are:

- withdrawal from studies or transfer to another university;
- the completion of a university career following the award of the degree;
- any cause, not depending on health conditions, that renders the student unfit to continue the collaboration.

In any event, the student who terminates the relationship is entitled to receive payment for the hours worked up to that point.

[Go back to the table of contents](#)

## 8. EXCLUSION FROM THE COMPETITION

Not allowed to carry out collaborative activities are the students:

- a. enrolled in the first year of three-year bachelor's degree programmes and single-cycle master's degree programmes;
- b. enrolled who already hold a degree of the same level as that awarded by the current degree programme;
- c. enrolled who have produced untruthful self-certification in past years. In this case, those who have already collaborated, including partially, shall be subject to the sanctions decided by the Academic Senate;
- d. enrolled as part-time students.

[Go back to the table of contents](#)

## 9. DECLARATIONS: CORRECTIONS, VERIFICATIONS AND SANCTIONS

The application for eligibility for the benefit, accompanied by information on economic, personal and merit conditions, is submitted by the student using the self-certification option pursuant to D.P.R. (Presidential Decree) No. 445 of 28 December 2000.

The University is obliged to check the truthfulness of the self-certification produced by the student by means of random or targeted checks, should reasonable doubts arise as to the truthfulness of the documents acquired or the content of the declarations made, which annually involve at least 20% of those eligible for services and interventions not intended for general students; in carrying out these checks the University may request suitable documentation to demonstrate the completeness and truthfulness of the declared data, also in order to correct any material errors. Checks aimed at ascertaining the truthfulness of the information provided may be carried out by the Guardia di Finanza (Tax Police), at banks and other financial intermediaries that manage movable assets, pursuant to Article 11(6) of DPCM (Decree of the President of the Council of Ministers) No. 159 of 5 December 2013; checks may also be carried out on the truthfulness of the declared family situation and analyses of income and asset data.

Please note that, pursuant to Article 10 of D.lgs (Italian Legislative Decree) No. 68/2012: "*whoever [omissis] submits untruthful declarations [omissis] shall be subject to an administrative penalty consisting in the payment of a sum three times the amount received, or the value of the services unduly used, and shall lose the right to obtain other grants for the duration of the course of study, without prejudice to the application of the sanctions set out in Article 38, paragraph 3, of Decreto Legge (Decree Law) No. 78 of 31 May 2010, converted, with amendments, by Legge (Law) No. 122 of 30 July 2010, as well as the criminal provisions for any deeds constituting a crime*".

Payment of the administrative sanction must be made in accordance with the law.

The student must promptly inform the Student Service Office of any event occurring (e.g. corrections to the ISEE, etc.) after the date of submission of the application that is relevant for the purposes of disbursement or revocation of the benefit.

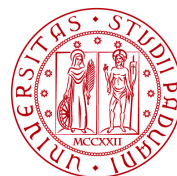
[Go back to the table of contents](#)

## 10. FINAL PROVISIONS

Pursuant to article 4 of Legge (Law) No. 241 of 7 August 1990 (*Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi*, New rules on administrative procedures and on the right of access to administrative documents) and subsequent amendments, the Director of the Student Service Office, Alessandra Biscaro, will be appointed as the Person in Charge of the Administrative Procedure.

Candidates may exercise their right of access to the application documents according to the provisions of the *Decreto del Presidente della Repubblica* (Presidential Decree) No. 184 of 12 April 2006 (*Regolamento recante disciplina in materia di accesso ai documenti amministrativi in conformità al capo V della Legge 241/90*, Regulation governing access to administrative documents pursuant to Chapter V of Italian Law 241/90).

Personal data collected for the purposes set out in this notice is processed in compliance with the provisions of Regulation (EU) No. 679 of 27 April 2016 (General Data Protection Regulation, GDPR).



The “Data Controller” is the University of Padua, with registered office in Via 8 Febbraio, 2 - 35122 Padua. The full privacy policy is available from the Data Controller or on [www.unipd.it/privacy](http://www.unipd.it/privacy).

*N.B. This notice has been translated into English for information purposes only.*

*With regard to the handling and resolution of disputes, and for all legal effects, only the Italian version shall be considered valid.*

[Go back to the table of contents](#)

*For information on the Call:*  
STUDENT SERVICE OFFICE  
Via Portello 19 – 35129 PADUA  
email: [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it)

*For information on organisational aspects:*  
TECHNICAL-ADMINISTRATIVE STAFF OFFICE  
Riviera Tito Livio 6 - 35123 Padua  
email [collaborazionistudentitp@unipd.it](mailto:collaborazionistudentitp@unipd.it)

Padua, date of registration

The Rector  
Prof. Daniela Mapelli  
*digitally signed pursuant to D.lgs (Italian Legislative Decree) No. 82/2005*

Person in charge of the administrative procedure Alessandra Biscaro	Executive Roberta Rasa	Director General Alberto Scuttari
Date	Date	Date