

Anx. to the Decree no.

Rec. no.

CALL FOR APPLICATIONS FOR STUDENT COLLABORATIONS A.Y. 2020/21

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PREMISE

In order to comply with the regulations in place regarding the right to higher education and for the purpose of encouraging a broader participation of students in the university community, the University of Padua gives students who meet specific economic and merit requirements the opportunity to carry out paid collaboration activities within its facilities.

1. FEATURES OF THE COLLABORATION

The **collaboration is expected to last not more than 200 hours** per academic year, possibly structured in 50-hour blocks. Activities that may be carried out by students must mainly concern services that are either directly or indirectly aimed at the student community; more specifically, the activities allowed are listed under art. 2 of the Regulations for students' part-time activities.

The **hourly pay** for the service is set at € 7.02 net as to supervision of study rooms and € 8.26 net as to all other collaborations with the University; different rates of pay may be applied to activities carried out at the ESU in Padua. The pay is exempted from "IRPEF" (*personal income tax*). The collaboration contract does not in any way constitute an employment relationship and does not grant any consideration for the purpose of recruitment competitions.

2. WHO CAN APPLY

Students enrolled at the University of Padua in a.y. 2020/21 and meeting specific economic and merit requirements can apply for student collaborations.

Candidates regularly enrolled at the University of Padova for A.Y. 2020/21, except for students studying part time, may apply.

According to their degree programme and to the year of first enrolment, students can apply for several years, starting from the first year of enrolment as to Master's degree programmes and the second year of enrolment as to all the other programmes (Bachelor's and Single-cycle degree programmes). In particular:

- a. if enrolled in a Bachelor's degree programme: for 3 years;
- b. if enrolled in a Master's degree programme: for 2 years;
- c. if enrolled in a Single-cycle degree programme: for 5 years (6 years only for the degree programmes in Medicina e Chirurgia and in Odontoiatria e protesi dentaria).

3. HOW TO APPLY: APPLICATION PROCEDURES AND DEADLINES

In order for students enrolled in A.Y. 2020/21 to apply for student collaborations, the following two steps are to be made within and not later than the deadlines mentioned below:

- a. filling in and confirming the **Application for benefits** on UNIWEB;
 - b. applying for the **ISEE** (Indicatore Situazione Economica Equivalente - *Equivalent Economic Status Index*) **for the Right to Higher Education**.
- a. The **Application for benefits (Richiesta di Agevolazioni - "RdA")** is the self-certification students must fill in and confirm in order to apply for student collaborations. By applying for benefits, students authorise the University to acquire their ISEE, previously issued as per instructions in section b below, from the INPS database.
- ✓ **WHERE:** the application form (RdA) is made available **online, in the student's personal area on UNIWEB**, by clicking on "Right to university studies, disability disclosure, summer courses - Application for benefits", starting from the **15 July 2020**.
Students can fill in the Application for benefits by simply registering into the UNIWEB portal, with no need to be already enrolled. **The above-mentioned deadline also applies to students who enrol during the year (enrolments in Master's degree programmes, transfers from another university, etc.).**
 - ✓ **VERIFICATION TOOLS:** students receive a confirmation email either to their personal or institutional email address (if already activated) attesting the RdA has been received. A second confirmation email will be sent once the ISEE data has been acquired.
 - ✓ **IN CASE OF MISTAKE:** once confirmed, students can no longer edit their application through the online procedure. To add an entry to or edit the application form, students must fill out and sign the relevant form, available at www.unipd.it/isee, attach a valid identity document and email it to benefici.studenti@unipd.it.
- b. To **have their ISEE certificate issued**, students must submit the DSU self-certification ("Dichiarazione Sostitutiva Unica") either online through the INPS' website, or in person at a Tax Assistance Centre (Centro di Assistenza Fiscale - CAF) or other relevant organizations. Please note that ISEE certificates are issued up to 10 working days after the DSU self-certification has been submitted.
- ✓ **WHICH ISEE TO ASK FOR:** the University can acquire and accept only the **ISEE for the Right to Higher Education (ISEE per le Prestazioni Agevolate per il Diritto allo Studio Universitario)** issued on behalf of the student who is to benefit from the reduction (in case of two or more students from the same household, the Tax Identification Number of each student applying for the benefit must be included).
The ISEE must be **valid**, meaning it cannot be expired on the date of confirmation of the Application for benefits on UNIWEB.
Finally, **there must be no omissions and/or discrepancies.**

In all cases other than the previous ones (ISEE not issued for the right to higher education, ISEE expired on the date of confirmation of the Application for benefits on UNIWEB, ISEE with omissions and/or discrepancies), students must apply for a new one within the deadlines hereinafter specified.

- ✔ **CURRENT ISEE:** if the conditions laid down in the relevant legislation are met, it is possible to apply for a current ISEE. The relevant DSU self-certification must in any case be signed by the deadlines hereinafter specified, and the certificate must have the above-mentioned features. Students who wish to apply for it to obtain the regional scholarship should email benefici.studenti@unipd.it.
- ✔ **ISEE PARIFICATO FOR INTERNATIONAL STUDENTS:** a different certification is needed for:
 - international students residing abroad and whose family unit resides abroad;
 - international students residing in Italy, whose income is less than € 6,500.00 and whose family unit resides abroad;
 - Italian students residing abroad, whether registered or not in the Registry of Italians Residing Abroad (AIRE).Students can apply for ISEE Parificato only to a CAF with an agreement in place with the University.

WHEN: both steps are mandatory to apply for student collaborations (confirmation of the RdA and submission of the DSU self-certification for ISEE) and must be made **by 30 November 2020**. Such deadline also applies to students enrolling during the year (e.g. students awaiting publication of ranking list for admission).

The ISEE certificate must be valid, with no omissions and/or discrepancies, and issued for the right to higher education on behalf of the student. If this is the case, the data on the ISEE certificate will be automatically acquired from the INPS database (or from the tax assistance centre -CAF- with an agreement in place with the University, in the case of 'ISEE Parificato'), following confirmation of the RdA on UNIWEB.

Students are also required to finalise enrolment in academic year 2020/21 by paying the first instalment within the deadline (art. 1 of the Call for applications for tuition fees and fee-waivers).

Should any of the above steps be missed or not made properly, candidates will be automatically excluded from the competition.

The complete **Guide to ISEE and Application for benefits** is available at www.unipd.it/en/isee.

4. ECONOMIC CONDITIONS ASSESSMENT CRITERIA

Student's economic conditions are considered according to the ISEE, which is calculated following the procedures set forth in Italian Prime Ministerial decree no. 159 dated 5 December 2013 and subsequent amendments and integrations.

In order to access the benefit, **the ISEE for the right to higher education must not exceed € 70,000.00.**

5. MERIT ASSESSMENT CRITERIA

Students enrolled in **Bachelor's degree** programmes must have earned the following number of educational credits by **10 August 2020**:

- at least 25 educational credits if enrolled in the second year;
- at least 80 educational credits if enrolled in the third year;
- at least 135 educational credits if fallen behind with their studies by one year.

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

- do not have to meet any merit requirements if enrolled in the first year;
- must have earned at least 30 educational credits by **10 August 2020**, regardless of the date of enrolment, if enrolled in the second year.

Students enrolled in **Single-cycle degree** programmes must have earned, by **10 August 2020**:

- at least 25 educational credits if enrolled in the second year;
- at least 80 educational credits if enrolled in the third year;
- at least 135 educational credits if enrolled in the fourth year;
- at least 190 educational credits if enrolled in the fifth year;
- at least 245 educational credits if enrolled in the sixth year;
- at least 55 educational credits more than the number envisaged for the last year, only for Single-cycle degree programmes lasting 6 years, if enrolled in the seventh year (i.e. if fallen behind with their studies by one year).

N.B. The academic year of enrolment (second, third, etc.) is determined depending on the number of years students have been enrolled since the academic year of first enrolment. "Year of first enrolment" means the year the student first enrolled in and entered the Italian university system.

6. RANKING LISTS CRITERIA

The **PROVISIONAL RANKING LIST** will be available from **9 December 2020** at www.unipd.it/collaborazioni-studenti-200-ore, and it will also include eligibility assessment and reasons for exclusion, allowing students to make their checks and report any mistakes.

Any mistakes in the number or average of exams passed must be reported to the Student Office located in Lungargine del Piovego, 2 – Padova (in Viale dell'Università, 16 – Legnaro, at Agripolis, as to programmes of the School of Agriculture and Veterinary Medicine).

Other types of mistakes must be reported to the Student Service Office in Via del Portello 31 - Padova, either in person or by sending an email to benefici.studenti@unipd.it, stating students' full name and student ID. All notifications must be sent by 24:00 on **18 December 2020**. No amendments or integrations to documents will be admitted after such deadline.

FINAL RANKING LISTS will be made available from **25 January 2021** at www.unipd.it/collaborazioni-studenti-200-ore. Collaboration activities are awarded based on students' ranking on the final list, which is drawn up according to the merit factor. The ranking list shall be valid for the whole calendar year.

Master's degree first-year students will be evaluated on the merit coefficient accrued in the last year of their Bachelor's degree (if they come from another university, they will automatically acquire an average coefficient value, equal to zero).

The merit factor is calculated by adding up the percentage change in credits of examinations passed by 10 August 2020, compared to the average for the degree programme/university system (V% Exams) and the percentage change in weighted average marks of the student's examinations compared to the one set for their degree programme/university system (V% Marks); the total is divided by 2.

$$\text{Namely: } (V\% \text{ Marks})/2 + (V\% \text{ Exams})/2$$

The average examinations for the degree programme/university system is the sum of the number of credits earned by students by 10 August 2020, taking the number of enrolments for each degree programme into account, divided by the number of students enrolled in the degree programme. Students must be enrolled in the same degree programme/university system for a period of years not exceeding the expected duration + 1 in number; those with zero exams are excluded.

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

In case of equal merit factor, students with lower ISEE will be given priority.

7. AWARDING

Eligible candidates will be contacted by the relevant University offices in ranking list order and considering the preferences expressed when submitting their application; candidates may change their preferences at any time by making explicit request to the Technical and Administrative Staff Office via email: collaborazionistudentitp@unipd.it.

Pursuant to Italian Legislative Decree no. 81/2008 ("Consolidated Law on Safety"), and Agreements between central Government and Italian regions, dated 21/12/2011 and 07/07/2016, students who enter into a part-time collaboration contract with the University of Padua are under the obligation, as they are to all intents and purposes workers, to receive specific mandatory training. More specifically, students must receive mandatory training after signing the contract and before being assigned the activities described therein.

Safety training is entirely online, and it is estimated to require around 4 hours to be completed; such hours are included in the total number of hours of the collaboration.

For each of the courses, students are required to attend and complete all modules and to sit and pass the final test; after passing the test the certificate will be made available and must be sent by e-mail to: aulestudio.studenti@unipd.it

Please note that final ranking list is drawn up for eligibility purposes only; it therefore cannot be guaranteed that all listed candidates will be awarded the collaboration.

Students and the host facility should keep in contact exclusively by institutional email.

The pay will be credited to students' bank account or prepaid card, provided the bank account number (IBAN) has been entered into students' personal area on Uniweb ("Home, Master Data, Refund methods, Edit Bank Account Refund Data"). Students must be holders or joint holders of the bank account or the prepaid card; bank account numbers of third parties, parents included, are not accepted.

It is also possible for students to enter the IBAN of their University Flash Card, received by post following enrolment, provided the card has been upgraded to a "Flash Up Studio" prepaid card at any Intesa Sanpaolo branch.

If students reside abroad, their Italian address must be entered into personal area on UNIWEB, under "Home, Master data, Modify domicile address"; if not, no refunds will be possible.

The following circumstances are grounds for unilateral termination of the contract:

- students withdrawing from studies or transferring to another university;
- students who complete their university career by achieving their qualification;
- any cause, except for health-related reasons, which makes students no longer eligible to continue the collaboration.

In any case, when a collaboration agreement is terminated, students are entitled to receive payment for the hours they worked up to that moment.

8. EXCLUSION FROM THE COMPETITION

The following categories of students cannot carry out any collaboration activities:

- a. students enrolled in the first year of Bachelor's or Single-cycle degree programmes;
- b. students who already have a qualification of the same level as the one issued by the current degree programme;
- c. enrolled students who submitted false self-certification in previous years. Should this be the case, students who have already collaborated with the University, even if only partially, will be subject to sanctions decided by the Academic Senate;
- d. students enrolled part time.

9. STATEMENTS: CORRECTIONS, VERIFICATIONS AND SANCTIONS

Students must submit their application together with a self-certification with information on their economic, personal and merit situation, pursuant to Italian Presidential Decree no. 445 dated 28 December 2000.

The University must check the truthfulness of such self-certification by means of both random and targeted checks if reasonable doubts on the truthfulness of the documents acquired or on their content arise. Such checks annually affect at least 20% of students eligible for services not aimed at the majority of students. In order to carry out such checks, the

University may request appropriate documents proving that the data declared is complete and true, also for the purposes of correcting clerical errors. Direct checks on the truthfulness of the information provided may be carried out by the Guardia di Finanza (*Italian Financial Guard*) at financial institutions and other financial intermediaries dealing with movable assets, in accordance with article 11, paragraph 6 of Italian Prime Ministerial Decree no. 159, dated 5 December 2013. Checks may also be carried out on the truthfulness of the family situation declared, as well as comparisons between income and property data.

Please note that, as per art. 10 of Italian legislative decree no. 68/2012: *"anyone [omissis] submitting untrue statements [omissis] is subject to an administrative sanction consisting in payment of a sum of triple amount compared to the value perceived, or the value of the services unduly used, and loses the right to obtain further allowances for the duration of their studies, without prejudice to the sanctions referred to in Article 38, paragraph 3, Decree No.78 dated 31 May 2010, converted, following amendments, by Law no. 122 dated 30 July 2010, as well as to criminal law concerning offences"*. The administrative sanction must be paid in accordance with regulations in place.

Students will have to promptly notify the Student Service Office of any circumstance arising (e.g. changes to ISEE, change of status, etc.) following application submission which may be relevant to the awarding or revocation of the benefit.

10. FINAL PROVISIONS

Pursuant to art. 4 of law 241 of 7 August 1990 (New rules on administrative procedures and right to access administrative documents) and subsequent amendments, Dr. Alessandra Biscaro, Head of the Student Service Office, is appointed to oversee the administrative procedure.

Candidates may exercise their right to access the competition records following the procedures set forth by Italian Presidential Decree no. 184, dated 12 April 2006 (Regulations on accessing administrative documents in compliance with item V of law 241/90).

The personal data collected for the purposes outlined in this call for applications is processed in compliance with EU Regulation no. 679, dated 27 April 2016, (General Data Protection Regulation, GDPR).

The 'data controller' is the University of Padua, registered office in Via 8 Febbraio, 2 - 35122 Padova. The full text of the privacy policy statement is held by the data controller or it is available at www.unipd.it/privacy.

*NB The present call for applications is translated into English for informational purposes only.
Should any disputes arise and for all legal purposes, only the Italian version shall be considered valid.*

For further information on the call for applications:

STUDENT SERVICE OFFICE

Via Portello 31 – 35129 PADOVA

e-mail address: benefici.studenti@unipd.it

For further information on organisational aspects:

TECHNICAL AND ADMINISTRATIVE STAFF OFFICE

Palazzo Storione Riviera Tito Livio, 6 35123 Padova

e-mail address: collaborazionistudentitp@unipd.it

Padua,

The Rector
Prof. Rosario Rizzuto

digitally signed as per Italian legislative decree no. 82/2005

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| Person appointed to oversee the administrative procedure Dott.ssa Alessandra Biscaro | The Head of Academic Division and Student Services Dott. Andrea Grappeggia | The Director General Ing. Alberto Scuttari |
| Date | Date | Date |