CALL FOR STUDENT COLLABORATIONS - A.Y. 2018/19

PREMISES

In order to implement the regulations in place regarding the right to university studies and for the purpose of encouraging more extensive student participation in the university community, the University of Padova gives students who meet set specific economic and merit requirements the opportunity to carry out paid collaboration activities within its organisation.

1. WHAT THE COLLABORATION INVOLVES

The collaboration is expected to last no more than 200 hours per academic year, possibly structured in 50-hour modules. Activities involving students must mainly refer to 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 part-time student activities.

The hourly pay 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 exempted from "IRPEF". The collaboration contract does not in any way constitute an employment relationship and does not grant any consideration for the purpose of public competitions.

2. WHO CAN APPLY

Students enrolled for a.y. 2018/19 at the University of Padova meeting specific economic and merit requirements can take part in the competition for student collaborations.

Candidates regularly enrolled at the University of Padova for A.Y. 2018/19, except for students studying part-time, may apply.

Depending on their degree course, and with reference to their year of first enrolment, students can apply for several 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:
a. if enrolled in a first-cycle degree course: for 3 years;
b. if enrolled in a second-cycle degree course: for 2 years;
c. If enrolled in a single-cycle degree course: for 5 years (6 years for the degree course in Medicine and Surgery).

3. HOW TO APPLY: APPLICATION PROCEDURE AND DEADLINES

To apply for the Call for Student Collaborations, candidates students need to complete this procedure by no later than 23:59 of 30 September 2018:

a. request their ISEE 2018 statement.
To get their ISEE (Equivalent Economic Situation Indicator), students must submit the Dichiarazione Sostitutiva Unica (DSU) online directly to INPS or in person by going to a Tax Assistance Centre (Centro di Assistenza Fiscale or CAF) or other specific bodies.
Please note that ISEE statements are issued at least 15 working days after the DSU is submitted.
The information on the ISEE statement will be automatically imported from the INPS database (or from the CAF with an agreement in place with the university, in case of ISEE Parificato) following authorisation granted by the student in their Application for benefits (the paper version must not be handed in).
The university can accept only ISEE for Benefits for the right to university studies on behalf of the candidate who is to benefit from the reduction (in case of two or more students from the same family unit, the tax identification numbers of all students applying for the benefit must be included). If the ISEE is not issued for this specific purpose, the student needs to ask for it to be changed or, alternatively, for a new ISEE to be issued by 20 October 2018. If they don’t, they will be excluded.
Following checks by the tax office and/or INPS during the issuing stage, ISEE must not show any differences and/or omissions. The non-compliant ISEE must be amended by submitting a new request for ISEE which includes all the information which was previously missing or not expressed clearly, by 20 October 2018. If the deadline is not met, the student will be excluded from the competition.
A different certification (ISEE Parificato) is needed for:
- foreign students residing abroad whose family unit resides abroad;
- foreign students residing in Italy but with an earned income lower than € 6,500.00 and whose family unit resides abroad;
- Italian students residing abroad, but registered in the Register of Italians Residing Abroad (AIRE).
The request for ISEE Parificato must be submitted only to a CAF with an agreement in place with the university.
The procedure to follow is explained in the Guide to ISEE Parificato which is available at www.unipd.it/isee.

b. follow the online procedure for the Application for Benefits.
The “Application for benefits” is the self-certification students must fill in in order to submit their application to the competition and it is available in the student's reserved area on Uniweb by going to “Right to university studies, Disability/dyslexia certifications, Summer courses”. Instructions are available at www.unipd.it/see.
The online procedure will be available from 9 July 2018 to 23.59 of 30 September 2018. Also candidates who have not enrolled yet may apply using the same procedure by using their tax identification number.
Candidates who are awarded their first-cycle degree after 30 September 2018 and continue their studies by enrolling in a second-cycle degree during the year must inform the Student Service Office of their new student ID number by sending an email to benefici.studenti@unipd.it
The deadlines for candidates who wish to enrol in the first year of a PhD course are the same as those to finalise their enrolment; after the deadline of 30 September 2018 they will need to inform the Student Service Office of their wish to participate in the competition by sending an email to: benefici.studenti@unipd.it, stating their full name, tax identification number and number of INPS record of the Dichiarazione Sostitutiva Unica submitted.
Any technical issues preventing candidates from submitting their application online must be notified to the Student Service Office by sending an email to benefici.studenti@unipd.it, always stating the candidate’s full name, student ID number or, if they don’t have it yet, their tax identification number, by the deadline set to submit the application, i.e. 23.59 of 30 September 2018.
Once it is filled in, the application must be **confirmed** otherwise it will be considered void. Once it is confirmed, the application cannot be modified directly by the student using the online procedure. Any requests to make changes/additions to the data submitted must be done using the corresponding form available at www.unipd.it/see. Once it is filled in and signed, it must be sent together with a valid ID document to benefici.studenti@unipd.it.

**c. enrol in academic year 2018/19 and finalise the enrolment by paying the first instalment.**

Students who are awarded their first-cycle degree after 30 September 2018 and continue their studies by enrolling in a second-cycle degree in a.y. 2018/19 must follow the procedure outlined above by 30 September 2018. The enrolment can be finalised during the year by the deadlines set in each admission notice.

Should any of the above steps not be followed or be followed incorrectly, the candidate will be excluded from the competition. After the notice deadline passes and no later than 20 October 2018, no other extra documents may be added or changes to the application be made.

**4. CRITERIA TO ASSESS THE ECONOMIC SITUATION**

The economic situation is determined depending on the ISEE which is calculated following the procedures set forth in Prime Ministerial decree no. 159 of 5 December 2013 and subsequent amendments and integrations.

To access the benefit, the **ISEE for Benefits for the right to University studies or the ISEE Parificato must not exceed the € 70,000.00 limit.**

**5. MERIT ASSESSMENT CRITERIA**

Students enrolled in **first-cycle degree** courses must have earned, by **10 August 2018**:

- 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 but behind with their studies.

Students enrolled in **second-cycle degree** courses:

- if they are enrolled in the first year, they do not have to meet any merit requirements;
- if they are enrolled in the second year, they must have earned at least 30 credits by **10 August 2018**, regardless of the date of enrolment.

Students enrolled in **single-cycle degree** courses must have earned, by **10 August 2018**:

- 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 envisaged for the last year, in case of single-cycle degree courses lasting 6 years, if enrolled in the seventh year (first year behind with their studies).

N.B. The academic year of enrolment (second, third, etc.) is determined depending on the number of years the student has been enrolled since the academic year of first enrolment. “Year of first enrolment” means the year the student first enrolled and entered the Italian university system.
6. HOW MERIT LISTS ARE DRAWN UP

Applicants will receive an email sent to their university email address by mid October 2018 with the result of their eligibility assessment, the reasons why they were deemed not eligible, if this was the case, and the income and merit data used; students must contact the university if they don’t receive this email. Those who enrol in the first year will receive the email once after they have enrolled and got their student ID number. Should the data in the email be incorrect, students are required to inform the university of this by 24:00 of 20 October 2018.

Any mistakes in the number or average of the exams passed and the enrolment status must be notified to the Student Career Office in Lungargine del Piovego, 2 – Padova (in Viale dell’Università, 16 – Legnaro, at Agripolis, in case of courses of the School of Agricultural Sciences and Veterinary Medicine). Mistakes about not being enrolled in the academic year of reference and the status as off-site, commuter, on-site student must be notified 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 full name and student ID number. Any notifications and corrections must be sent by 24:00 of 20 October 2018.

Collaboration activities are assigned based on the ranking on the final merit list. The final merit list will be available from 21 January 2019 at: www.unipd.it/collaborazioni-studenti-200-ore

The merit list shall be valid for the whole calendar year. The ranking on the final merit list depends on the merit factor. Students from the first year of the second-cycle degree will be assessed based on the merit factor accrued in the last year of enrolment in the first-cycle degree (if they come from another university they will automatically be given an average factor value of zero).

The merit factor is calculated by adding up the percentage change in credits of exams passed by the student by 10th August, compared to the average for his/her degree course/university system (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/degree course regulations (V% Marks), all divided by 2.

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

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

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

7. AWARDINGS

Eligible candidates will be contacted by the relevant University offices following the merit list and considering the preferences put when submitting their application; these availabilitys can be changed any time upon specific request by the candidate by contacting the Technical and Administrative Staff Office by email: collaborazionistudenti@unipd.it. Pursuant to Legislative Decree no. 81/2008 (“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.

Please note that the merit list is only in terms of eligibility; it therefore cannot be guaranteed that all students listed will be called upon.

The contract can be unilaterally terminated for the following reasons:
- the student drops out of their studies or transfers to another university;
- the student completes their university career by earning their qualification;
- any cause, regardless of health reasons, which makes the student unsuitable to continue the collaboration.

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

**8. EXCLUSION FROM THE COMPETITION**

The following categories of students cannot undertake any collaboration activities:

a. students enrolled in the first year of first-cycle or single-cycle degree courses;

b. students who already have a qualification at the same level as the one awarded by the current degree course

c. students enrolled who submitted a false self-certification in the past years. In these cases, students who have already collaborated, even if only partially, with the university, will be subject to sanctions decided by the Academic Senate;

d. students enrolled as part-time students;

e. students enrolled with an ISEE statement not issued for Benefits for the right to university studies or whose ISEE shows differences and/or omissions.

**9. DECLARATIONS: CORRECTIONS, VERIFICATIONS AND SANCTIONS**

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

The University must check the truthfulness of said self-certification submitted by the students both with random checks and targeted checks, in case reasonable doubts on the truthfulness of the documents acquired or on their content arise. Such checks usually target 20% of the beneficiaries of 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 to correct material errors. Checks may be carried out by the Financial Police (Guardia di Finanza) to verify the truthfulness of the information provided. These checks are made at credit institutions and other financial intermediaries who manage securities, in accordance with article 11, paragraph 6 of Prime Ministerial Decree no. 159 of 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 anyone who makes false statements, writes false documents or uses them shall be punished pursuant to the criminal code and special laws in place. Current regulations in place at a national level still apply without prejudice. In particular, art. 71, 75 and 76 of Presidential Decree no.445/2000, Article 316-ter of the Criminal Code and the Regional Ministerial Memorandum on "Personal sworn declarations and affidavits. Assessment of non-compliance. Sanctions" referred to in registry note 592867/59.11 of 27 October 2009 of the Regional Education Department and Legislative Decree no. 68/2012 which reads: "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 other allowances for the duration of their studies, subject to the application of the sanctions referred to in Article 38, paragraph 3, Decree No.78 of 31 May 2010, converted with amendments from Law no. 122 of 30 July 2010, as well as of criminal law for actions constituting offences.”

Students will have to promptly notify the Student Service Office of any circumstance arising (e.g. changes to ISEE, change of status, etc.) after they have submitted their application, which is relevant to grant or withdraw the scholarship.
10. FINAL PROVISIONS

Pursuant to art. 4 of law 241 of 7 August 1990 (New norms 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 Presidential Decree no. 184 of 12 April 2006 (Regulation on accessing administrative documents in compliance with item V of law 241/90).

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

The “data controller” is the University of Padova with registered office in Via 8 Febbraio, 2 - 35122 Padova. The full text of the privacy statement is held by the data controller and it is available at www.unipd.it/privacy.

N.B. The present call is translated into English for informational purposes only. Should any disputed arise and for all legal purposes, only the Italian version shall be considered valid.

For more information on this call, please contact:
STUDENT SERVICE OFFICE
Via Portello 31 - 35129 PADOVA
e-mail: benefici.studenti@unipd.it

For more information on the organizational aspect, please contact:
TECHNICAL AND ADMINISTRATIVE STAFF OFFICE
Riviera Tito Livio 6 - 35123 Padova
e-mail collaborazionistudentitp@unipd.it

Padova, 26 June 2018

The Rector
Prof. Rosario Rizzuto