



Attached to the Decree no. Rec. no.

CALL FOR STUDENT COLLABORATIONS - A.Y. 2019/20

PREMISES	page 1
1. WHAT THE COLLABORATION INVOLVES	page 1
2. WHO CAN APPLY	page 1
3. HOW TO APPLY: APPLICATION PROCEDURE AND DEADLINES	page 2
4. CRITERIA TO ASSESS THE ECONOMIC SITUATION	page 3
5. MERIT ASSESSMENT CRITERIA	page 3
6. HOW MERIT LISTS ARE DRAWN UP	page 3
7. AWARDINGS	page 4
8. EXCLUSION FROM THE COMPETITION	page 5
9. DECLARATIONS: CORRECTIONS, VERIFICATIONS AND SANCTIONS	page 5
10. FINAL PROVISIONS	page 5

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 Padua 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. 2019/20 at the University of Padua meeting specific economic and merit requirements can take part in the competition for student collaborations.

Candidates **regularly enrolled at the University of Padua** for A.Y. 2019/20, 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 Medicina e Chirurgia and Odontoiatria e protesi dentaria).

3. HOW TO APPLY: APPLICATION PROCEDURE AND DEADLINES

In order to obtain the regional scholarship, it is necessary to complete these two steps by **no later than the 30 November 2019**:

- a. fill in and confirm the **Application for benefits** on UNIWEB;
- b. request the **ISEE for Benefits for the right to University studies**.

- a. The "**Application for benefits**" is the self-certification students must fill in in order to get the regional scholarship.
 - ✔ **HOW:** the application is available **in the student's reserved area on Uniweb** by going to "Right to university studies, disability disclosure, summer courses". The guide on how to apply is available at www.unipd.it/en/studying-padova/funding-and-fees/key-documents.

- ✔ **WHEN: from 1 July 2019 to 30 November 2019.**

The compilation of the Application for benefits is possible by simply registering in the UNIWEB portal, so it is not necessary to be already registered. **Those who enroll during the year (enrolments to master's degrees, transfers from another university, etc..) are also required to respect the above deadline.**

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. **30 November 2019**.

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 must be done **by the 30 November 2019** using the corresponding form available at www.unipd.it/en/studying-padova/funding-and-fees/key-documents. Once it is filled in and signed, it must be sent together with a valid ID document to benefici.studenti@unipd.it.

- b. To get their ISEE, students must submit the Unified Substitutive Declaration (Dichiarazione Sostitutiva Unica or DSU) online directly to INPS or in person by going to a Tax Assistance Centre (Centro di Assistenza Fiscale or CAF) or other specific organizations.

Please note that ISEE statements are issued up to 10 working days after the DSU is submitted.

- ✔ **WHICH ISEE TO ASK FOR**

The University can accept only **ISEE for Benefits for the right to University studies (ISEE per le Prestazioni Agevolate per il Diritto allo Studio Universitario)** on behalf of the student 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 or if it shows **any differences and/or omissions**, the students need to ask for it to be changed or, alternatively, for a new ISEE to be issued **by 30 November 2019**. If they don't, they will not be granted the scholarship (the date on the DSU receipt shall be taken as the date of submission).

In the presence of more than one ISEE certificate available from the INPS database, the telematic system will automatically acquire the one that complies with and is valid for the Right to University studies, with the most recent subscription date, provided that it is before 30 November 2019.

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, whether registered or not 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 be followed is outlined in the **Guide to ISEE Parificato**, which is available at: www.unipd.it/en/studying-padova/funding-and-fees/key-documents.

It is also necessary to complete the enrolment to the academic year 2019/20 with the payment of the first instalment within the deadline (art. 6 of the Notice on Tuition fees and Exemptions).

Any further enrolment in the first years of the master's degree after the publication of the final merit list must be reported by sending an email to benefici.studenti@unipd.it.

Should any of the above steps not be followed or be followed incorrectly, the candidate will be excluded from the competition.

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 2019**:

- 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 2019**, regardless of the date of enrolment.

Students enrolled in **single-cycle degree** courses must have earned, by **10 August 2019**:

- 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

PROVISIONAL MERIT LISTS will be available from **9 December 2019** at www.unipd.it/graduatorie-borse-studio-regionali, indicating the assessment of eligibility and any reasons for exclusion, so that the students can make their first report at <https://www.unipd.it/collaborazioni-studenti-200-orendings> and report any mistakes.



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).

Other mistakes 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. Notifications and corrections must be sent by 24:00 of **20 December 2019**. After this deadline, no other extra documents may be added or changes to the application be made.

FINAL MERIT LISTS will be available from **24 January 2020** at <https://www.unipd.it/collaborazioni-studenti-200-ore>.

Collaboration activities are assigned based on the ranking on the final merit list. The merit list shall be valid for the whole calendar year. The ranking on the final merit list depends on the merit factor.

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.

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

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 2019, 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 availabilities can be changed any time upon specific request by the candidate by contacting the Technical and Administrative Staff Office by email: collaborazionistudentitp@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 Padua 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.

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 for purpose of correcting 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 carried out 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, based on the 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 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."*

The payment of the administrative sanction must be made in accordance with the laws in force.

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 revoke the benefit.

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 Padua with registered office in Via 8 Febbraio, 2 - 35122 Padua. 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.*

CENTRAL ADMINISTRATION
ACADEMIC DIVISION AND STUDENT SERVICES
STUDENT SERVICE OFFICE



**UNIVERSITÀ
DEGLI STUDI
DI PADOVA**

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 collaborazionistudentip@unipd.it

Padova

The Rector
Prof. Rosario Rizzuto