Call for application for students part-time activities (150 hours collaborations) for academic year 2021/22.

**article 1 – call for application**
1. By decree n.68 of March 29th 2012 no. 68, a public competition is announced for a. y. 2021/22 to formulate a ranking list to assign student collaborations.
2. Assignable collaborations shall be determined based on financial resources set by IUAV University of Venic’s Administrative Council, according to provisional budget.
3. Additional financial resources for the activities covered by student collaborations are made available during the year by indipendent spending centres.
4. The ranking list is valid for 12 months, starting from February 2022.

**article 2 – type of activities**
1. General activities
   a) Supporting venues, study rooms and libraries functioning, including books distribution and users information service, according to each site’s opening and closing times;
   b) Participating in collection, classification and preservation of archive materials;
   c) Collecting, saving and processing data not subject to confidentiality restrictions or that does not require taking on administration responsibilities;
2. Specific activities
   a) Supporting functioning and surveillance of computer labs and equipments;
   b) Information services for students guidance: assistance for first-year students, general information and useful advices for students, assistance and information about specific study courses;
   c) Assistance for disabled students;
   d) Foreign students welcome;
   In all cases of activities, students who graduate have to quit the collaboration, in such case payment shall be proportional to the number of worked hours. They may extend the activity, within the validity period of the ranking list, when enrolling in a master degree programme for the following year.

**article 3 - remuneration**
1. Hourly pay for general collaboration is fixed at 7,74 euros. Hourly pay for specific collaboration is fixed at 10,00 euros. These amounts are exempt from personal income tax.
2. Collaboration does not constitute a subordinate employment and does not give rise to any form of assessment for the purpose of public selection processes.
3. IUAV University provides insurance coverage for accidents.
4. Working hours may not exceed the maximum amount of 150 per calendar year.
5. Student participating in specific collaboration will attend a training course regarding the activities covered by this call for application. The course, taught in Italian, may take place before the assignment to facility and concurs to the reachment of the 150 hours, with its remuneration.

**article 4 – economic and merit’s requirements and incompatibility**
1. Who can apply?
   Students of secondary, third and first year off-course of a Bachelor’s study programme and students of first, secondary or first year off-course of a Master’s degree study programme who are duly enrolled in a.y. 2021/22 and paid first installment by the deadline. First-year Master’s degree students have to meet the forwardly indicated deadline, even if they enroll later, after the reallocation of available sits.
Economic requirements:
a) have an ISEE declaration (Equivalent Status Economic Indicator), not exceeding 35,439.48 euros, as defined in art.6.
b) have an ISP (Welth Status Indicator) not exceeding 54.599.58 euros, as defined in art.6

Merit requirements:
c) Students enrolled in the first year of a Master’s degree programme: must have at least 150 university credits and no more than 30 credits of formative debt.
d) Students enrolled in a Bachelor’s degree programme, in years following the first, must have obtained by August 10, 2021:
   - At least 25 credits for the second year
   - At least 80 credits for the third year
   - At least 135 credits for the last semester

e) Students enrolled in Masters’ degree programme in years following the first must have obtained:
   - At least 30 credits by August 10, 2021 for the second year
   - At least 80 credits by August 10, 2021 for the last semester

To reach the minimum number of credits required, students can add some bonus points:
   - 5 credits if used for the first time during the second year
   - 12 credits if used for the first time during the third year
   - 15 credits if used for the first time during the following academic years

Bonus points cannot be cumulated, students can use the remaining part of annual bonus for the following years, when not used entirely.
Merit requirements and bonus points are differently calculated for part-time students and students with disability equal to or higher than 66%. Further information is available on request by contacting Diritto allo Studio service.

**article 5 – application deadline**

Online application will be active from July 26, 2021. Deadlines are the following:

**STUDENTS ENROLLED IN YEARS FOLLOWING THE FIRST**

By September 30, 2021 they must:
a) submit the online application through web service area.
b) provide ISEE (Equivalent Economic Situation Indicator) declaration. This deadline is postponed to November 30, 2021 only for Italian/non-Italian students residing abroad and non-Italian students residing in Italy who are not financially independent.
By September 21, 2021 or September 30, 2021 with penalty for late payment, they must:
c) Pay the first instalment of tuition fees.

**STUDENT ENROLLED IN FIRST YEAR OF MASTER’S DEGREE PROGRAMS**

By October 15, 2021 they must:
a) submit the online application through web service area.
b) provide ISEE (Equivalent Economic Situation Indicator) declaration. This deadline is postponed to November 30, 2021 only for Italian/non-Italian students residing abroad and non-Italian students residing in Italy who are not financially independent.
Failure to meet one of the above mentioned deadlines will result in exclusion from the competition for student collaborations.

For the following cases, 21 September deadline for first instalment payment is postponed to December 16, 2021:

a) students transferring from another university to IUAV
b) students being abroad for international mobility during the opening of the application
c) student with serious proven illness during the opening of the application

**article 6 – assessment of economic conditions**

1. Student's economic conditions are defined on the basis of ISEE and IPU declaration, in compliance with Prime Minister Decree no. 159 dated 2013 and following additions.
2. For extra-EU students coming from particularly poor countries, the assessment of economic conditions is based on a certification issued by Italian diplomatic missions, stating that he/she does not belong to a high-income and high-social level family.

3. Students acknowledged as political refugees or stateless will submit an ISEE declaration regarding only Italian income and properties, when owned.

**article 7 – selection procedures and ranking lists**

1. 30% of resources are intended for first-year students. Remaining resources are distributed among students enrolled in years following the first.

2. Two ranking lists will be published:

First-years students, in increasing order based exclusively on ISEE

Students enrolled in years following the first, in increasing order based on merit criteria, according to the following merit coefficient: \(\frac{(\text{student's credits} - \text{reference credits}) + (\text{student's grade} - \text{reference grade})}{2}\)

As regards international students, their years of studies are counted starting from their first enrollment into the Italian University system. The ranking position is determined by merit coefficient, in the event of a tie priority will be given to students with lower ISEE.

Priority is also given to students who, in the previous academic year, were eligible but not winners of scholarship.

**article 8 – development of the activity**

1. Beneficiary students will receive a direct call through institutional email from the university facility to which they are assigned. Not answering positively to the call twice in a row will result in the removal from ranking lists.

2. An agreement is signed between the student and IUAV University of Venice, represented by the General Manager. The contract may be cancelled by IUAV on serious grounds, student's non-compliance, or lack of request for service. In the latter case student may be offered to continue the collaboration with an alternative general or specific activity.

3. Student is required to perform the activities as per provisions of the head of the unit he/she is assigned to. Working time is agreed with head of unit, in line with facility’s needs.

4. Non-compliance with the above provisions or renunciation will result in the withdrawal of collaboration and cancellation of the student from the ranking lists. In any of these cases student shall retain the right to the payment for the carried out activities. In case of valid and proven reasons the Rector can postpone, whenever possible, the performance of the activities within the same calendar year.

5. Payment is made by transfer to carta IUAV account and it is divided into two instalments: the first when reaching 75 hours of activity and the second upon completion of 150 hours.

**article 9 – publication of ranking lists**

1. Provisional ranking lists are published on IUAV website by the end of November 2021, on Fee and scholarships section. Students can file an appeal and/or report errors within 15 days from publication. Final rankings are usually published in January 2022.

2. According to art.4 of Regulation, the Committee may exclude students who got negative assessment about a previous year collaboration, students who did not fill out the final questionnaire and students who got their previous agreement cancelled due to non-compliance.

Regulation is available at Diritto allo Studio service.

**article 10 – processing of personal data**

All personal data provided by applicants shall be processed in compliance with the principles and provisions of the Italian and European Data Protection regulations and exclusively for the purposes of this call for applications. Data will be processed using electronic and manual (paper) methods. The provision of the requested data is compulsory, under penalty of the candidate’s application not being considered.

**article 11 – final provisions**

This document is a translation of “Bando per l’assegnazione di attività di collaborazione per l’anno accademico 2021/22”. Please note that in the case of discrepancies between the language versions of the notice, the Italian language version prevails.
1. The office in charge of administrative procedure is Diritto allo Studio office – Education and Students’s Service Area, Campo della Lana, Santa Croce, n. 601, 30135 Venezia (Italia) – diritto.studio@iuav.it.
2. According to the Italian Law n. 241/1990 (Administrative Procedure Law) the Supervisor of this call is Lucia Basile, Director of the Education and Students’ Service Area – basile@iuav.it.