
Call for application for the assignment of students part-time activities (150 hours collaborations) for academic year 2026-2027

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Art.1 - Subject of the call

Assignment of part-time activities (150 hours collaboration) to the students enrolled at Università luav di Venezia for the academic year 2026/2027.

Art.2 - Types of activities

Two types of activities:

General activities

- a. Supporting luav venues, study rooms and libraries
- b. Participating in collection, classification and preservation of archive materials
- c. Collecting, saving and processing data

Specific activities

- a. Supporting the operation and monitoring of computer labs and equipment
- b. Students' orientation and international students reception
- c. Assistance for students with disabilities

Students assigned with specific activities are requested to attend a training course, as part of the 150 hours.

Art.3 - Duration

Students' collaborations start from February 2027. The activity cannot exceed 150 hours per calendar year.

Students who graduate have to interrupt the collaboration. It can be resumed and completed only in case of enrollment in a Master degree programme in the same year.

Art.4 - Payment

1 General collaboration's hourly pay is **7,74 €**, specific collaboration's hourly pay is **10 €**.

The pay is exempt from income tax.

Payment is made in two instalments:

1. 50% once you've reached 75 hours of activity
2. 50% once you've reached 150 hours

Upon notification by the venue where the activity took place and subject to available funds, students can get an extra pay **bonus** of 150 €.

Payment: Students may receive the amounts by using luav card. As an alternative, students can upload the IBAN code of a personal bank account on their SPIN area.

Other payments methods are not available.

Art.5 Contract details

- a) Student collaboration is not an employment subordinate contract and cannot be considered for "public competitions" (Concorsi pubblici).
- b) The contract is made between the student and Università luav di Venezia. luav can terminate it in case of good cause, non-compliance o lack of requests for service.
- c) luav provides accident insurance coverage.

Art.6 Requirements

1. General and economic requirements

Are allowed to participate students enrolled in:

- Second year, third year e first off-course year of Bachelor's degree programmes
- Second, third, fourth, fifth, and first first off-course year of their single-cycle master's degree programs;
- First, second and first off-course year of Master's degree programmes

We will only consider applications coming from students who:

1. Paid the first 2026/27 installment of tuition fees by:

- For first-year students: **30th of September 2026**
- For students enrolled in years following the first: **15th of September 2026**

2. Have an ISEE value not exceeding **35.439,48 €**

3. Have a ISPE value not exceeding **54.599,58 €**

4. Submitted their application by the deadline stated at Art. 7 of this call for application

2. Merit requirements:

Required credits must be obtained and registered by August 10th 2026

Students enrolled in Bachelor's degree programmes:

- 25 credits for second year
- 80 credits for third year
- 135 credits for first off-course year

Students enrolled in single-cycle master's degree programs:

- 25 credits for those enrolling in the second year;
- 80 credits for those enrolling in the third year
- 135 credits for those enrolling in the fourth year
- 190 credits for those enrolling in the fifth year
- 245 credits for first off-course year

Students enrolled in Master's degree programmes:

- 30 credits for second year
- 80 credits for first off-course year

Merit requirements for students with disability equal or higher than 66% and for part-time students are shown in Annex 1 and 2.

3. Bonus:

To reach merit requirements students enrolled in Bachelor's degree courses can benefit from a bonus:

- from 1 to 5 credits for the second year
- from 1 to 12 credits for the third year
- from 1 to 15 credits for last semester

Bonus **can only be used once** and it is not combinable. If you use just a part of it (for examples 3 of 5 disposable credits for the second year), you can use the remaining part for the following year.

Students enrolled in a Master's degree course may use the bonus accrued and not used in the previous Italian Bachelor's degree course.

Part time students don't have access to any bonus and the same rules applies to international students enrolled in master's degree programs who hold a foreign degree (starting with the 2023-24 cohort).

4 Rules for Dual Enrollment (Law 33/2022)

Student collaboration activities may be requested for only one of the degree programs

in which they are enrolled.

Those enrolling for the first time in both courses of study: may choose for which course of study to apply for the benefits; this choice must be maintained for the entire

period of simultaneous enrollment in the two courses of study;

If you are already enrolled in a degree program for a previous academic year (regardless of whether the university is Italian or foreign) and enroll in another program, maintaining both enrollments, they may request the benefit exclusively **in the first-degree program** in which you are enrolled.

5. Exclusions

Students who meet any of the following criteria are ineligible:

- They are enrolled beyond the first year of study beyond the standard duration of their degree program;
- They were subject to contract termination due to failure to comply with the terms of the contract during the previous year.

6 Special cases:

Students who have previously withdrawn from university studies:

- a. In case they **did not benefit from scholarship**: they are considered as first year students. Any approved credits from previously closed academic career are not included in merit calculation.
- b. In case they **were granted of a scholarship**: they are considered as students enrolled in years following the first and years of previous career are also counted.

Students transferred from other Italian course or University: years of previous enrolment and validated credits for the current degree program are also considered.

International Students: Only the years of study and credits earned since first enrolling in Italy are taken into account.

Years of interruption are not considered as years of enrollment and for the calculation of merit.

Art.7 How and when to apply

1 How:

1. On your personal web area SPIN, **fill out the on-line self-certification form** with the request for scholarship, student collaboration and tuition fees waiver for academic year 2026/27. **If the application is correctly submitted you will get a confirmation email with a summary pdf document.** (*You don't need to be enrolled to fill out the self-certification, you can enter your SPIN area using pre-enrollment username and password.*)
2. Submit your **ISEE 2026/ISEE Parificato 2026** (Equivalent Economic Situation Indicator) declaration.
3. **Pay the first installment of tuition fees** for academic year 2026/27.

2 When

- **By 30th of September 2026**

Students who enroll belately are also required to meet the deadline of 30th of September for the self-certification filling and ISEE 2026 submission.

Missing one of the deadlines will result in exclusion.

3 Allowed exceptions

International and Italian students with foreign income and assets have to **provide an ISEE Parificato IPU**. Only for these students the deadline for request and documents submission to luav's partner CAF is postponed to **October 10th 2026**.

Deadline of first installment payment is postponed to **December 18th 2026** only for:

- a) Students transferred to Iuav University
- b) Students who are on study suspension, interruption or are attending Italian community service during the opening of the application
- c) Students who are suffering from verifiable severe illness during the opening of the application

Art.8 Rankings and funds allocation

1. There are 3 rankings:

- **Students enrolled in first year of Bachelor and Master's degree programs:** the ranking is in ascending order of ISEE/IPU value.
- **Students enrolled in years following the first:** the ranking is in ascending order of merit coefficient. Priority is given to students who were scholarship's eligible but not winners in the previous academic year

2. **Specific collaborations:** candidates are not ranked, calls are made according to specific necessity

3. Available funds are divided as follows:

- 1) First year students: 30%
- 2) Students enrolled in years following the first: 70%

4. The committee may exclude students who received a negative evaluation in the collaboration of the previous year.

Art.9 - Economic conditions assessment

Student's economic condition is identified on the basis of the equivalent financial situation indicator (ISEE), equivalent asset situation indicator (ISPE) and foreign equivalent financial situation indicator (IPU). The declaration must be specifically released for the benefits for the right to a higher education.

- Economic conditions of international students coming from **particularly poor countries**, listed DM n. 176 del 24 Febbraio 2026, can be identified on the basis of a certificate that states that they don't belong to a high family income.
- **Political refugees and stateless students:** we only consider Italian income and assets, if present, with the same modalities as for other students.
- **ISEE CORRENTE:** Provided in the event of a worsening of financial circumstances, provided that an ordinary ISEE 2026 has already been filed for the purpose of the right to education.
- **Students** can be considered **independent from their family unit** when they have:
 - been **residing outside of their family house** for at least **2 years**
 - been declaring at least **9.000 € of their own income** to tax authorities.

Art.10 - Merit assessment

The merit coefficient is calculated with the following formula:

$$[(\text{CREDITS OF THE STUDENT} - \text{REFERENCE CREDITS}) + (\text{GRADE OF THE STUDENT} - \text{REFERENCE GRADE})]/2$$

- **Reference grade:** the average of the scores obtained on exams by all students in the same year and program.
- **Reference credits:** the average of the credits earned by August 10, 2026, by students enrolled in the same program with the same seniority.
- In the event of a tie in the score coefficient, the student with the **lower ISEE/IPU will prevail**.

Art.11 - Publication of rankings and notices

1. Provisional rankings: by **November 2026** on University Official Register and Iuav website.

Students have **15 days** of time since publication to submit appeal or report errors, by sending the form provided on the same web page.

2. Final rankings: by **January 2027** on University Official Register and Iuav website

3. Rankings are valid until January 2028.

Art.12 - Performance of the activity

- Eligible students will be contacted directly by the manager of the facility where the activity will take place, starting from **February 2027**.
- Before starting the activity, in accordance with Legislative Decree 81/2008 on workplace safety, it is **mandatory** to have completed the general safety training course.
- Students not available for **two consecutive calls**, are removed from the rankings.

Art. 13 - Revocation of the collaboration

- Collaboration may be revoked in case of withdrawal or failure to comply with the rules. The student gets paid for the worked hours and is removed from the rankings.
- In case of good documented reasons, the Rector can allow the postponement of the collaboration, within the same calendar year

Annex 1

Duration, merit requirements and bonus for students with disability equal or higher than 66%

1 Duration

- Bachelor's degree programmes - for a maximum of nine six-month terms, starting from the the first year of first registration with any Italian University
- Master's degree programmes - for a maximum of seven six-month terms, starting from the the first year of first registration with any Italian University

2 Merit requirements

	Percentage of disability	66%-79%	80%-100%
<u>Bachelor's degree programmes</u>	<u>Second year</u>	20	15
	<u>Third year</u>	64	48
	<u>First off-course year</u>	108	81
	<u>Second off-course year</u>	144	108
<u>Master's degree programmes</u>	<u>Second year</u>	24	18
	<u>First off-course year</u>	64	48
	<u>Second off-course year</u>	96	72

Single-cycle master degree	Second year	20	15
	Third year	64	48
	Fourth year	108	81
	Fifth year	152	114
	First off-course year	196	147
	Second off-course year	240	180

Required credits must be obtained and registered by August 10th 2026

3 Bonus

To reach merit requirements students can benefit from a bonus:

	Percentage of disability	66%-79%	80%-100%
<u>Bachelor and Master's degree programmes</u>	<u>Second year</u>	4	3
	<u>Third year</u>	9	7
	<u>Years following the first</u>	12	9

Bonus **can only be used once** and it is not combinable. If you use just a part of it (for examples 3 of 5 disposable credits for the second year), you can use the remaining part for the following year.

4 Calculation of merit coefficient for students enrolled in years following the first:

- Disability **between 66% and 80%**: student is considered as enrolled one year after the real one

- Disability **higher than 80%**: student is considered as enrolled two year after the real one

Annex 2

Merit requirements and bonus for part-time students

1 Merit requirements:

Bachelor's degree programmes	Second year	12
	Third year	25
	Fourth year	60
	Fifth year	80
	Sixth year	110
	Seventh year	135
Master's degree programmes	Second year	15
	Third year	30
	Fourth year	60
	Fifth year	80
Single-cycle master degree	Second year	12
	Third year	25
	Fourth year	60
	Fifth year	80
	Sixth year	110
	Seventh year	135
	Eighth year	165
	Ninth year	190
	Tenth year	220
	Eleventh year	245

Part-time students do not have access to bonus