

Rectoral decree

Call for application for the assignment of students part-time activities (150 hours collaborations) for academic year 2023-2024

ADSS/dmbpl/dir-stu/gg

Art.1 Subject of the call

Assignment of part-time activities (150 hours collaboration) to the students enrolled at Università luav di Venezia for calendar year 2024.

Art.2 Types of activities

Two types of activities:

- 1. general activities
 - a. Supporting luav venues, study rooms and libraries
 - b. Parecipating in collection, classification and preservation of archive materials
 - c. Collecting, saving and processing data
- 2. specific activities
 - a. Supporting functioning and surveillance of computer labs and equipments
 - 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 2024. 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.

- 2 Payment is made in two instalments:
 - 1. 50% upon reaching 75 hours of activity
 - 2. 50% upon completion of 150 hours

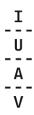
Upon notification by the venue where the activity took place, students can get an extra pay bonus of 150 €.

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

- **1** Student collaboration is not an employment subordinate contract and cannot be considered for the purpose of public competitions.
- **2** 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.
- 3 luav provides accident insurance coverage.



Art.6 Requirements

1 General requirements

Are allowed to partecipate students enrolled in:

- Second year, third year e first off-course year of Bachelor's degree programmes
- First, secon and first off-course year of Master's degree programmes

We will only consider applications coming from students who:

- a) Paid the first 2023/24 installment of tuition fees by the deadline
- b) Have an ISEE value not exceeding 35.439,48 €
- c) Have a ISPE value not exceeding 54.599,58 €
- d) Submitted their application by the deadline

2 Merit requirements:

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 Master's degree programmes:

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

Required credits must be obtained and registered by August 10th 2023

The number of required credits shall be proportionally increased in accordance with the number of eventually recognised credits when enrolling in first 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, to reach 25 CFU required for second year
- from 1 to 12 credits, to reach 80 CFU required for third year
- from 1 to 15 credits, to reach 135 CFU required 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.

- 4 Special cases:
- 1 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 **benefited from scholarship**: they are considered as students enrolled in years following the first and years of previous career are also counted.
- 2 Students **transferred** from other Italian course or University: years of previous enrolment and validated credits are also considered.
- 3 Students **transferred** from other Italian course or University: years of previous enrolment and validated credits are also considered.
- 5 Years of interruption are not considered as years of enrollment and for the calculation of merit.

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Art.7 How and when to apply

1 How:

- a) On your personal web area SPIN, fill out the on line self-certification form with the request for scholarship, student collaboration and tuition fees for academic year 2023/24. 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 the self-certification out, you can enter your SPIN area using pre-enrollment username and password.
- b) Provide your **ISEE 2023** (Equivalent Economic Situation Indicator) declaration.
- c) Pay the first tuition fees installment for academic year 2023/24.

2 When

First year students: from July 26th to October 15th 2023

Years following the first: from July 26th to September 30th 2023

Students who enroll belately are also required to meet the deadline of October 15th for the self-certification filling and ISEE 2023 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 ISEE parificato IPU.** Only for these students the deadline for request and documents submission to luav's partner CAF is postponed to **November 30**th **2023**.

Deadline of first installment payment is postponed to **December 16**th only for:

- a) Students transferred to luav University
- b) Students who are abroad for an international exchange programme during the opening of the application
- c) Students who are on study suspension, interruption or are attending Italian community service during the opening of the application
- d) Students who are suffering from verifiable severe illness during the opening of the application

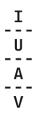
Art.8 Rankings and funds allocation

- 1 There are 3 rankings:
 - 1) Students enrolled in **first year** of Bachelor and Master's degree programmes: the ranking is in **ascending order of ISEE/IPU value**.
 - 2) Students enrolled in **years following the fist**: the ranking is in **ascending order of merit coefficient.** Priority is given to students who were schoalrship's elegible but not winners in the previous academic year
 - Specific collaborations: candidates are not ranked, calls are made according to specific necessity
- 2 Available funds are divided as follows:
 - 1) First year students: 30%
 - 2) Students enrolled in years following the first: 70%
- **3** The committee may exclude students who received a negative evaluation in the collaboration of the previous year.

Art.9 Economic conditions assessment

1 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 academic study.

2 Economic conditions of International students coming from **particularly poor countries**, listed in D.M. no.115 of February 28th 2023, can be identified on the basis of a certificate that states



that they don't belong to a high social level and high family income. The declaration can be released by:

- a) Italian embassy
- b) Home country University when affiliated with luav
- c) Italian entitled bodies
- **3 Political refugees and stateless** students: we only consider Italian income and assets, if present, with the same modalities as for other students.
- 4 Student's family unit is set according to Italian law n°159 of December 5th, 2013.
- 5 Student can be considered independent from his/her family unit when he/she has been residing outside of his/her family house for at least 2 years and has been declaring at least 9.000 € of his/her own income to tax authorities.

Art.10 Merit assessment

The merit coefficient is calculated with the following formula:

[(CREDITS OF THE STUDENT - REFERENCE CREDITS) + (GRADE OF THE STUDENT - REFERENCE GRADE)]/2

Reference grade is given by the average of all students' grades in the same year and for the same disciplines of the considered student.

The amount of reference credits is given by the average of credits registered by August 10th 2023 by all the students enrolled by the same number of years and in the same programme of the considered student.

The first position in the ranking correspond to the higher merit coefficient. In case of a tie, the lower ISEE/IPU value prevails.

Art.11 Publication of rankings and notices

1 Provisional rankings

Provisional rankings are published by **November 2023** on University Official Register and luav website, at the following page: http://www.iuav.it/studenti/quanto-si-/Diritto-

al/Collaboraz/index.htm

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

2 Final rankings

Final rankings are published by **January 2024** on University Official Register and luav website, at the following page: http://www.iuav.it/studenti/quanto-si-/Diritto-al/Collaboraz/index.htm

Any notice relating to this call and its results takes place through University Official Register and luav website.

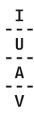
3 Rankings are valid until January 2025.

Art.12 Performance of the activity

- **1** Awardees will be contacted directly by the manager of the facility where the activity will take place, starting from February 2024.
- 2 Students who are not available for two consecutive calls are deleted from the rankings.

Art. 13 Revocation of the collaboration

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



Annex 1

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

1 Duration

- a) 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
- b) 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

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

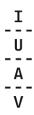
Required credits must be obtained and registered by August 10th 2023 3 Bonus

To reach merit requirements students can benefit from a bonus:

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

		Credits obtained by
		August 10th, 2023
Bachelor's degree programmes	Second year	12
	Third year	25
	Fourth year	60
	Fitfh year	80
	Sixth year	110
	Seventh year	135
Master's degree programmes	Second year	15
	Third year	30
	Fourth year	60
	Fitfh year	80

Part-time students do not have access to bonus