

# **PART-TIME STUDENT COLLABORATIONS CALL**

## **SECOND SEMESTER A.Y. 2024/2025**

### **ART. 1 TARGET OF THE STUDENT COLLABORATIONS**

This Call is for students enrolled in a Bachelor of Science program, a Single-cycle Master of Science program, Master of Science program and PhD program. It aims at the inclusion in the list of the students who are entitled to provide part-time collaboration activities, as stated in the Art. 11 of Legislative Decree no. 68/2012.

### **ART. 2 WHO MAY APPLY**

All students enrolled in the following programs for the academic year 2024/2025 are entitled to apply for this Call:

- Bachelor of Science program;
- Single-cycle Master of Science program;
- Master of Science program;
- PhD program.

### **ART. 3 PART-TIME STUDENT COLLABORATIONS**

“Part-time student collaborations” are any types of temporary and occasional support activities which are provided directly by students, referred to in art. 1.



### **3.1 Bachelor of Science, single-cycle Master of Science, Master of Science students**

#### **3.1.1 Types of collaboration to support administrative services**

The types of collaborations to support administrative services are for example:

- cultural and scientific events support;
- archive material collection, classification and conservation;
- access control, functioning and custody of material in libraries, teaching facilities and other spaces open to students;
- collection, storage and processing of data which does not involve confidentiality or administrative responsibilities assumption;

#### **3.1.2 Types of collaboration to support teaching activities**

The types of collaborations to support teaching activities are for example:

- information services for student guidance purposes e.g., assistance to first year students, general information and useful study advice, assistance and information related to study programmes;
- Financial Aid services;
- students reception;
- students with disabilities support;
- activities related to the use of laboratory, computer and audiovisual equipment;
- services for the usability and preparation of practical and applicative teaching activities.

##### **3.1.2.1 Types of peer-to-peer collaboration**

The types of peer-to-peer collaborations are a unique type of teaching support which Bachelor Degree students can apply for. They are for example:

- students support activities for study organisation (study plan structure, teaching organisation, etc.);
- support activities for students who may face difficulties regarding the course teaching or assessment tests unfolding;
- support activities for students who need to bridge basic gaps through clarifications and exercises solutions (without explaining course content).



## 3.2 PhD students

### 3.2.1 Types of collaboration to support teaching activities

The types of PhD students collaborations are for example:

- support aimed to the integration of incoming PhD students;
- new PhD students support during enrolment;
- PhD teaching and training activities involvement and support;
- informational material arrangement relating to the departments involved in this Call;
- PhD students support in using departmental services;
- PhD promotion.

## ART. 4 DEADLINES FOR SUBMITTING THE APPLICATION

The application for this Call must be submitted exclusively by filling in the appropriate online form, which can be accessed from the personal area on the Online Services.

This is the path:

[Benefits and Agreements > Application for student collaborations.](#)

**from December 18th 2024 to 12.00 noon (Italian time) of January 16th 2025**

### Art. 4.1 How to apply

In order to submit an application, students have to click on "create an application."

They have to fill in:

- the "general information" *form*, where they can state their availability to undertake the collaboration at an additional location, besides their primary classes' location;
- type of collaboration choice;
- known languages;
- hard skills (e.g. Office suite, web developing programmes, graphic programmes);
- any technical expertise not listed in the above items can be included under the "Other" section;
- potential exchange projects students may have participated in can be included in the "international mobility" section;
- in "Other" section, students can add any additional skill they consider relevant.

Once they have submitted their application, students can download the receipt.

The application can be cancelled and resubmitted as long as the deadlines are open.

**N.B.** Cancelled and not resubmitted applications will not be considered.

## **ART. 5 LISTING AND SCORE AWARDING**

The awarded score to the student included in the list of those entitled to provide part-time collaborations will be defined by the following formula:

$\text{WEIGHTED AVERAGE} \times \text{REGISTERED ECTS (as of December 31st 2024)}$
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### **Art. 5.1 Correct determination of ECTS**

ECTS must:

- be registered as of December 31st 2024;
- be effective, according to the study plan for the academic year which this Call refers to.

The followings are not considered:

- ECTS related to exams that are labelled as “extra/excess” in the study plan for the academic year which this Call refers to;
- single courses ECTS;
- ECTS related to exams which have been partially registered;
- ECTS related to courses consisting of several modules that will not count for the final score until all modules have been successfully completed;
- ECTS related to the internship and ECTS related to the final or similar exam.

For students enrolled in an internal double degree, it is considered the course of study linked to the students ID through which they have submitted the application and always with reference to the actual ECTS taken.

Students who have zero ECTS will be listed with zero score.

During the convocation phase, should there be equal scores, the student in the most disadvantaged financial conditions will have priority according to the ISEE/ISEEU<sup>1</sup> from the student database at the end of the Call.

Should there be no ISEE/ISEEU value, the student will be awarded with the highest ISEE/ISEEU value as specified in Table n.1 of the Student Contribution Regulations.

If the equity of scores persists, the youngest student will be prioritized.

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<sup>1</sup> Students with income and assets only abroad or abroad and in Italy.

Students will be able to view their provisional score starting from **January 20th 2025**, entering Online Services through which they have applied, namely "**Student collaborations application form**".

Using the 'Review request' function – which will be available only after the publication of the provisional score – it will be possible to submit a review request related to the score awarding.

Any review request has to be submitted no later than 11:59 pm (Italian time) on **January 27th 2025** and must contain details and information in order to check the score.

After the deadline, the Financial Aid Unit will review the requests received. Within 20 days starting the review request reception, students can view their final score.

## **ART. 6 TASKS ASSIGNMENT**

The tasks assignment will be given based on the requests received from the University departments.

Firstly, the score will be considered with reference to the type of student to be selected; secondly, any specific requirements will be considered, if they are useful for the activity to carry out (such as knowledge of a specific foreign language or software, etc.) and the location.

Students who have received negative feedback in a previous collaboration are excluded from the task assignments.

## **ART. 7 CONVOCAZIONE**

The convocation will be notified via an email sent to the students university email address or by telephone call.

Students can start work only after the contract signing and registration which formalises the collaboration.

Students can waive in writing (including university email address) to accept an assignment only once for each type of activity.

A second waiver of the same type of activity will prevent a possible third convocation.



## **ART. 8 OPERATING METHODS AND DURATION OF THE COLLABORATION**

The collaboration must end within the calendar year in which it has begun and cannot exceed 200 hours.

Should there be several collaborations, the student total tasks cannot exceed 200 hours per calendar year.

If a student cannot carry out the hours originally requested in the contract with reference to calendar year, the contract will still be considered ended and the compensation will be paid for the hours performed.

At the discretion of the applicant's department, a new collaboration contract for the remaining hours can be started for the same student at the begin of the new calendar year.

This possibility will be lost, after one month from the end of the previous contract.

Politecnico provides insurance cover against accidents.

Collaborations must be carried out within the spaces used by the University for its activities. They can also take place in external locations, if previously authorised for the performance of activities and under the direct coordination of the department's staff. They can take place "remotely."

Collaborations will be carried out following the methods, and during the periods, set by the Department heads, who have to notify Financial Aid Unit about potential negative feedback of activities carried out by each student.

The abovementioned activities do not give ECTS and do not contribute of the determination of the degree final score.

The abovementioned activities cannot be considered neither as a subordinate work contract, nor as an integration of students into the organisational structure of the University's administrative and teaching services. Moreover, they do not provide any form of evaluation for open competitions.

If the student's performance does not meet the required quality standards, their contract will be dissolved in accordance with the specific contract clause.

Students who are assigned with a collaboration can withdraw from it, by notifying the Department Head with at least five working days' notice.

Compensation will be proportional to the worked hours.

## ART. 9 CANCELLATION AND EXCLUSION

Students are cancelled from the list in the following situations:

- a) they are not properly enrolled in the course of study/ PhD;
- b) they withdraw from their studies or transfer to another university;
- c) they earn their degree;
- d) they have received disciplinary sanctions more severe than a warning;
- e) PhD students repeat or have repeated the year, extend a year (additional year) or have interrupted their PhD carrier in Politecnico di Milano.

In such cases, any ongoing collaboration is interrupted.

Should there be non-compliance with the duties related to the workshop, the collaboration is interrupted.

Should the collaboration be interrupted before its completion, the administration can schedule new collaborations, in order to fulfil the remaining hours.

## ART. 10 REMUNERATION

The minimum hourly fee depends on the type of activity covered by the service referred to in art. 3:

For the student enrolled in	Administrative services support	Teaching Support (also peer-to-peer)
Bachelor of Science program	€12	€14
Single-cycle Master of Science program with <b>no more than 180 ECTS</b> at the Call opening date	€12	€14
Master of Science program	€13	€16
Single-cycle Master of Science program with <b>more than 180 ECTS</b> at the Call opening date	€13	€16
PhD Program	-----	€20

The payment, exempt from taxes, is compatible with the DSU scholarship, and with the Prizes for the best students.

For each collaboration, the payment is made in one solution at the end of the activity and after the issue of a certificate by the Department Head.

## **ART. 11 PERSONAL DATA PROCESSING**

The processing of personal data is carried out in compliance with the provisions of EU Regulation as of April 27th 2016, no. 679 (General Data Protection Regulation, GDPR). Please refer to the dedicated webpage on the University website <https://www.polimi.it/privacy>.

## **ART. 12 TRANSPARENCY FULFILMENTS**

Part-time student collaborations are among the subsidies and financial benefits subject to publication obligations under art. 26 and 27 of Legislative Decree 14 March 2013, no. 33.

The list of students who have carried out part-time collaboration activities will therefore be published in the specific “Amministrazione Trasparente” section of the website through the following path: Sovvenzioni, contributi, sussidi, vantaggi economici > Atti di concessione.

## **ART. 13 HEAD OF THE PROCEDURE**

In accordance with the Law August 7th 1990, no. 241 and subsequent modifications, the following individual is appointed as Head of the Administrative Procedure: Gabriella Rega.

For information, the references are at the bottom of the page:

[Paid student collaborations - polimi](#)

This Call is translated in English for mere informative purposes. For the application and resolution of any dispute and for all legal purposes, solely the Italian version is valid.