



**PART-TIME COLLABORATIONS FOR UNIVERSITY OF VERONA STUDENTS
OFFICIAL SELECTION NOTICE - YEAR 2023**

**APPLICATION DEADLINE:
30 SEPTEMBER 2022 AT 1:00 PM**

This is the official selection notice regarding part-time student collaborations, pursuant to Art. 11 of Legislative Decree no. 68/2012, available in the **university Structures** based in the following locations:

| LOCATION | Places available |
|---|------------------|
| Verona city centre (Veronetta – Cittadella) | 490 |
| Verona Borgo Roma | 110 |
| Verona Borgo Venezia | 8 |
| San Pietro in Cariano – San Floriano (VR) | 1 |
| Rovereto/Trento | 3 |
| Vicenza | 13 |

Students may choose **only one of the above options** in their application for part-time collaborations.

Applications must be sent to the **University of Verona** as specified in **Annex 1** of this selection notice.

ART. 1 - PARTICIPANTS AND REQUIREMENTS

1.1 Students may apply for a part-time collaboration if they are enrolled for the 2022-2023 academic year at the University of Verona by the strict deadline of **15 October 2022** (the date of payment of the first instalment of student fees will be used for this purpose), or **other deadlines** set out in the Call for applications for limited-entry degree programmes (if applicable), or when relating to students who transferred from another University, **provided that the relevant late payment fee has not been charged.**

Students must be **enrolled full-time** in:

- a Bachelor's degree, from the second year of the degree until the first year '*fuori corso*' (beyond the normal programme duration);
- a Single cycle/Combined Bachelor+Master's degree, from the second year of the degree until the first year '*fuori corso*'; or
- a Master's degree until the first year '*fuori corso*'.

Moreover, applicants must be fluent in Italian.

► Non-first year students must have obtained a minimum number of **credits** by **10 August 2022**, as follows (*in calculating credits, any CFU gained for surplus activities/examinations, and examinations that are not yet registered, are not counted; for the latter, exams will be considered as passed on the date they are registered*):

Full-time Bachelor's degree students

| YEAR | CREDITS (CFU) |
|--|---------------|
| 2nd | 24 |
| 3rd | 72 |
| 1st year <i>fuori corso</i> (beyond the normal programme duration) | 150 |

Full-time Single cycle/Combined Bachelor+Master's degree students

| YEAR | CREDITS (CFU) |
|--|---|
| 2nd | 24 |
| 3rd | 72 |
| 4th | 120 |
| 5th | 175 (Law, Primary teacher education) |
| 6th | 230 (Medicine and Surgery, Dentistry and Dental Prosthetics) |
| 1st year <i>fuori corso</i> (beyond the normal programme duration) | 40 more credits than those required for the last year of the degree |

NB: Please remember that for students enrolled in Single cycle/Combined Bachelor+Master's degrees in Medicine and Surgery and Dentistry and Dental Prosthetics, **up to 15 CFU of elective credits** can also be counted towards the merit points.

Full-time Master's degree students:

| YEAR | CREDITS (CFU) |
|--|---------------|
| 1st | |
| 2nd | 24 |
| 1st year <i>fuori corso</i> (beyond the normal programme duration) | 90 |

► Students enrolled full-time in the first year of a Master's degree will be assessed based on their Bachelor's degree **graduation mark** if:

- their **qualification** (old or new system Bachelor's degree or equivalent) was **completed at the University of Verona**;
- their **qualification** (old or new system Bachelor's degree or equivalent) was **completed at ANOTHER UNIVERSITY by 10 August 2022**.

► To determine their position in the ranking list, students who are conditionally enrolled for full-time study in their first year of a Master's degree will be evaluated under the following alternative criteria if enrolled at the University of Verona in the a.y. 2021/2022:

- Students who were enrolled in the third year of a three-year Bachelor's will be evaluated on the **number of credits gained by 10 August 2022** using the credit parameters set for the first year *fuori corso* as a reference, since they are considered similar to first year *fuori corso* students for 2022-2023.
- Students who were enrolled in the first year *fuori corso* of a Bachelor's degree and

students enrolled at another university in 2021-2022 **are not eligible to apply**, as they are considered similar to second year *fuori corso* students for 2022-2023.

Other cases:

- ▶ Students who are **in the process of transferring from another university** will not be able to apply, due to chronological impossibility to evaluate their ranking in the application round with reference to all the requirements of their new university study pathway.
- ▶ For students who are **transferring between degree programmes in the new system** or who enrol after **gaining recognition of prior learning**, their position in the final ranking list will be determined on the basis of the degree year of their new degree, and their new exam record, as of 7 December 2022.
- ▶ Students who already have a qualification of the same level may apply.

1.2 The following types of students are NOT eligible to apply:

- a) Students enrolled in the first year of a Bachelor's degree or Single cycle/Combined Bachelor+Master's degree;
- b) Students who were negatively assessed during a collaboration in the previous year;
- c) Students whose previous collaboration contract ended due to for serious reasons, who did not fulfil the duties of the contract, or who did not pass the contract trial period the previous year;
- d) Part-time students;
- e) Students enrolled at another university in 2021-2022 who gained their qualification after 10 August 2022;
- f) Students enrolled at another university in 2021-2022 who have a conditional offer to enrol in the first year of a Master's degree at the University of Verona;
- g) Students who are not fluent in Italian.

1.3 The collaborations covered by this call for applications are incompatible with any other university work contract of any nature at the same time.

ART. 2 – ACTIVITIES AND STRUCTURES AVAILABLE

2.1 Under this Call, the admitted students will be required to provide support in the following activities/structures:

- a) University Libraries;
- b) teaching and language laboratories, computer and multimedia classrooms;
- c) Teaching and Student Services Units and Scholarships and Grants Office;
- d) student orientation projects, tutoring and student support activities;
- e) reception and assistance for international students, professors and delegates taking part in national and international exchange programmes;
- f) support for students with disabilities.

2.2. Please find below a list of the structures available for part-time student collaborations:

a) Verona city centre (Veronetta and Cittadella)

- Communications Office;
- Planning and Directional Control Head Office;
- Research Office;
- European Documentation Centre - EDC;
- University Language Centre - CLA;

- The University Committee for International Development Cooperation;
- The University Committee for the Italian University Network for Sustainable Development (RUS);
- Department of Foreign Languages and Literatures;
- Department of Economics;
- Department of Law;
- Teaching and Student Services Head Office;
- Human Resources Head Office;
- Information Systems and Technology Head Office;
- University Library System;
- Teaching and Learning Center di Ateneo - TaLC
- 'Pietro Roveda' video library for teaching and research.

b) Verona Borgo Roma

- Research Office;
- Prevention and Protection Service Area;
- Department of Diagnostics and Public Health;
- Department of Computer Science;
- Department of Medicine;
- Teaching and Student Services Head Office;
- University Medical Service;
- University Library System.

c) Verona Borgo Venezia

- University Library System.

d) San Pietro in Cariano - San Floriano (VR)

- Teaching and Student Services Head Office;

e) Rovereto/Trento

- External campus libraries: Trento/Rovereto combined hub.

f) Vicenza Campus

- Teaching and Student Services Head Office;
- Information Systems and Technology Head Office;
- Vicenza Univ Hub (VUH).

2.3 Students are assigned to the above Structures based on the needs of such Structures and taking into account the preference for the LOCATION included by the student in the application form (without prejudice to Art. 5.5 of this selection notice).

ART. 3 - DURATION AND LOCATION

- 3.1 Part-time collaborations are **for a maximum of 150 hours per solar year (01/01/2023–31/12/2023). It is possible to finish the collaboration in the first three months of the following year (i.e. by 31/03/2024) ONLY if the collaboration began in the current year (started by 31/12/2023).**
- 3.2 **Collaborations must end when the student graduates**, except for students who are conditionally enrolled for the first year of a Master's degree, who may continue a collaboration that is already in progress.
- 3.3 The part-time collaboration must be carried out within the Structures of the university or wherever the student is sent for the specific service needs of the Structure concerned.

ART. 4 - PAYMENT

- 4.1 The hourly wage for part-time collaborations is set at **€ 8,00** and is **exempt from income tax for physical persons up to the limit of € 3,500 annually** pursuant to Art. 11(3) of Legislative Decree no. 68/2012.
This amount will be paid in one lump sum at the end of the collaboration after the Head of the Structure has submitted a report of the activities carried out and the student has completed the "Evaluation questionnaire on part-time collaborations", which will be sent to their university email account.
- 4.2 Payment will be made to students who have correctly added their IBAN to their personal details in Esse3: **<https://univr.esse3.cineca.it/Start.do>** Go to "Home - Anagrafica" > "Reimbursement details", click "Change reimbursement details" and enter the information requested. Students must enter the IBAN details of a current bank account, or a prepaid card enabled to receive incoming bank transfers without limitation of amount, for which they are the holder or co-holder.
Payments cannot be made until the IBAN number has been provided.
- 4.3 In the year following payment of the collaboration, the University will provide the collaboration-holder with the CU - CERTIFICAZIONE UNICA (Single Certification), an income tax statement, which must be kept for tax purposes and used for any tax returns and for calculating the ISEE.
- 4.4 Students who only carry out a **part** of their collaboration will be paid only for the hours worked, as recorded on the official timesheet.

ART. 5 - RANKING LISTS

- 5.1 Based on the correctly completed applications received and the student's preferences, a **ranking list of successful applicants will be drawn up according to merit (credits) in descending order for each of the Structures in the call for applications.**
All evaluations (independently of the graduation mark or total CFU obtained) will subsequently be rescaled to between 0 (minimum merit) and 1 (maximum merit). **In this way, all students are comparable to each other.** Students' position on the ranking list will be determined by merit coefficient:

- For **first-year Master's degree students**, the following formula applies:

$$\frac{\text{Student's graduation mark} - \text{Average graduation mark}}{110 - \text{Average graduation mark}}$$

where 'average graduation mark' refers to the average of all the graduation marks

obtained in the student's particular degree programme. For students coming from a degree that is not offered at the University of Verona, will be used the average Bachelor's degree graduation mark of the Master's degree programme that the student is enrolling in. A table with up-to-date information about average Bachelor's degree graduation marks, categorised by Department, is available on the university website at <http://www.univr.it/collaborazionistudentesche>

- For all other students, the following formula applies:

$$\frac{\text{Student's number of credits} - \text{Minimum credits}}{\text{Maximum credits} - \text{Minimum credits}}$$

For **BACHELOR'S DEGREES:**

| Year of degree | Minimum credits | Maximum credits |
|-----------------------------|-----------------|-----------------|
| 2nd | 24 | 60 |
| 3rd | 72 | 120 |
| 1st year <i>fuori corso</i> | 150 | 180 |

For **MASTER'S DEGREES:**

| Year of degree | Minimum credits | Maximum credits |
|-----------------------------|-----------------|-----------------|
| 2nd | 24 | 60 |
| 1st year <i>fuori corso</i> | 90 | 120 |

For **SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREES** in Law and Primary teacher education:

| Year of degree | Minimum credits | Maximum credits |
|-----------------------------|-----------------|-----------------|
| 2nd year | 24 | 60 |
| 3rd year | 72 | 120 |
| 4th year | 120 | 180 |
| 5th year | 175 | 240 |
| 1st year <i>fuori corso</i> | 215 | 300 |

For **SINGLE CYCLE/COMBINED BACHELOR+MASTER'S DEGREES** in Medicine and Surgery, and Dentistry and Dental Prosthetics:

| Year of degree | Minimum credits | Maximum credits |
|----------------|-----------------|-----------------|
| 2nd year | 24 | 60 |
| 3rd year | 72 | 120 |
| 4th year | 120 | 180 |

| | | |
|-----------------------------|-----|-----|
| 5th year | 175 | 240 |
| 6th year | 230 | 300 |
| 1st year <i>fuori corso</i> | 270 | 360 |

- 5.2 In drawing up the **ranking list of successful applicants**, as set out in Art. 2(4) of Prime Ministerial Decree 09/04/2001, **priority will be given to students who were eligible but did not receive a regional scholarship in the 2021-2022 academic year.**
- 5.3 Where students have an **equal merit ranking**, those with **lesser income conditions** have priority. This will be based on the students' ISEE for University statement submitted as per the Regulations for Student Fees for 2022-2023, issued by specific Rector's Decree. Failure to submit the ISEE for University statement will not lead to exclusion from the ranking list, but students who present their statement will have priority over those who do not.
- 5.4 Where students have equal merit points and an equal financial situation, priority will be given to the **younger student** (Art. 3(7) of Law 127/97 and subsequent amendments and additions).
- 5.5 **Admitted (and eligible) applicants will be given a place in a university Structure in their chosen location, based on their position in the final ranking list: the Structure students will be assigned to will be identified at the discretion of the University.**
If there are no eligible or successful applicants in a specific ranking list, each Structure may select students from the ranking lists of the other Structures.
- 5.6 **The provisional list of students eligible for admission will be published by 10 November 2022** on the University's website: <http://www.univr.it/collaborazionistudentesche>
- 5.7 **Any comments regarding the provisional list of students eligible for admission** must be submitted **in writing** using the specific "remarks form" on the university website: <http://www.univr.it/collaborazionistudentesche> **within seven days of the publication of the provisional list (by 1:00 pm on the seventh day following the date of publication)** by:
- email to benefici@ateneo.univr.it from the student's university email account (.....@studenti.univr.it); or
 - only if the student does not have a university email account yet, from another email account, attaching a copy of the front and back of their ID document.
- Remarks submitted via any other method, or after the deadline, will not be considered.
- 5.8 The **final ranking list** will be **published** on the university website: <http://www.univr.it/collaborazionistudentesche> **by 20 December 2022.**
- 5.9 The ranking list is valid for one solar year: collaborations under this application call must start **by 31 December 2023** at the latest, **otherwise the student will lose their right to carry out a collaboration for the whole academic year of the application round.**

ART. 6 - PERFORMING THE COLLABORATION

- 6.1 The **final ranking lists for each Structure** state:
- the **successful** applicants for each Structure;
 - the **eligible** applicants who were not awarded a collaboration (that may still be awarded a collaboration, pursuant to Art. 6(3));
 - the **excluded** applicants.
- 6.2 Students awarded a collaboration (**successful** applicants) will be contacted exclusively **via email** by the relevant Structure, which will indicate the start date of the collaboration.
- 6.3 **Eligible students who are not awarded a collaboration** remain on the list to cover any places that may unexpectedly become vacant during the year due to renouncement or forfeiture by any successful applicants (or for part-time collaborations at ESU Verona, with funding and methods established by the ESU Verona regulations). Eligible students will be contacted exclusively via email by the relevant Structure, which will indicate the start

- date of the collaboration.
- 6.4 After receiving an invitation e-mail from a specific Structure, successful and eligible applicants summoned to cover any vacant positions must formally accept the collaboration offer **within 3 days (including weekends and public holidays)**, or else the award will be forfeited.
- 6.5 Students who are offered a collaboration may be asked to attend specific training seminars for the collaboration.
- 6.6 The activities included in the collaboration shall be agreed between the student and the Structure concerned, taking into account both the Structure's needs and the student's study commitments, and shall be carried out either on site or remotely. Any changes to the agreement, except in cases of serious proven illness, must be agreed upon with prior notice from the student.
- 6.7 There is an **initial trial period** of 25 hours to ascertain students have the necessary diligence to carry out the collaboration (only hours actually worked count towards the trial period).
If a student does not pass the trial period, this must be communicated in writing by the Head of the Structure:
- to the student, with an indication of the lack of diligence in carrying out the work;
 - and at the same time to the Rector, for the subsequent termination of the collaboration agreement for that academic year.
- 6.8 Students are expected to carry out the collaboration **diligently** as far as established by the contract, following the instructions given by the Structure to which they are assigned and keeping a record of the hours worked by completing the **time sheet** each work day, or otherwise the contract may be terminated by the university.
The **time sheet** is an official document, so students must be careful to avoid omissions or changes that may constitute criminal offences. Scratches and erasures should also be avoided.
The time sheet must be completed in full and **signed at least weekly by the Head of the Structure**.
- 6.9 During the collaboration period, students who are temporarily unable to work must promptly notify the Head of the Structure in writing.
- 6.10 **Communication between the student and the Head of the relevant Structure must occur only through the university email account (...@studenti.univr.it)**, as specified by Art. 7 of the University Regulations for students.
- 6.11 **This part-time collaboration does not constitute any type of employment relationship with the university and does not comprise any kind of evaluation for public competition exams or applications, as set out in Art. 11(3) of Legislative Decree no. 68/2012.**
- 6.12 The collaboration work, which is to be carried out as instructed by the Head of the Structure, does not imply that students are part of the University of Verona administration.
- 6.13 The university shall provide for accident insurance cover.
- 6.14 In compliance with the current health and safety regulations, students who carry out a part-time collaboration must attend the online course '*Health and Safety in the workplace*' by the University of Verona, and pass the relevant test.

ART. 7 - REASONS FOR EXCLUSION FROM THE APPLICATION PROCESS, FORFEITURE AND TERMINATION OF THE COLLABORATION

- 7.1 The following types of students may **not** apply:
- students who are **not fully and correctly enrolled** at the University of Verona by 15 October 2022 (see Art. 1);
 - students conditionally enrolled for the first year of a Master's degree **who were in the first year fuori corso** (beyond the normal programme duration) of their Bachelor's degree in the 2021-2022 academic year.
 - three-year Bachelor's degree students enrolled at another university in 2021-2022 **who did not graduate by 10 August 2022**.

7.2 The collaboration is **forfeited** and students will be replaced immediately if:

- not having started the collaboration yet, they obtain a bachelor's degree and do not conditionally enrol in the first year of a Master's degree (Bachelor's graduates who conditionally enrol in their first year of a Master's degree will continue their collaboration without interruptions if already in progress);
- **they have not accepted the offer by replying in writing to the invitation e-mail sent by the University within 3 days (including holidays) of receipt of the invitation e-mail**, nor have they communicated to the University their inability to accept the offer due to serious illness, pregnancy, military or civil service, international student exchanges;
- **they do not show up to sign the contract on the date communicated or have not signed the contract within the deadline communicated by the Structure** or have not communicated their inability to show up and/or sign the contract due to serious illness, pregnancy, military or civil service, international student exchanges;
- they are summoned by a Structure but **do not give written confirmation of their acceptance of the collaboration within 3 days (including weekends and public holidays)** from the invitation email, or do not notify the Structure of their absence for serious illness, pregnancy, military or civil service or international student exchange.
- they sign the contract but do not start the collaboration **within 3 days (including weekends and public holidays)** from the date determined by the Structure for any reason other than serious illness, pregnancy, military or civil service or international student exchange.
- they are not fluent in Italian.

Students whose collaboration was forfeited will be notified of the process **by email** (the student's university email account will be used).

7.3 The collaboration is **terminated** and students will be immediately replaced if:

- they obtain their Bachelor's degree and do not conditionally enrol in a Master's degree (Bachelor's graduates who conditionally enrol in their first year of a Master's degree will continue their collaboration without interruptions if already in progress);
- they withdraw from the collaboration for justified reasons due to a supervening impediment;
- they are subjectively and/or objectively found to be unsuitable to continue the collaboration in line with the needs of the relevant Structure.

ART. 8 – CHECKS, COMMUNICATIONS AND PENALTIES

Applications for university bursaries and the information regarding a student's financial situation and merit are submitted by students themselves through self-declaration forms, as set out in Presidential Decree no. 445 of 28/12/00.

The university is obliged to perform spot checks on the truthfulness of students' self-declarations, which must be carried out on a sample of 5-15% of the statements received each year.

These checks may be carried out even after the bursaries or scholarships have been awarded. They apply to students who present an ISEE for University statement for the current academic year.

In accordance with the *Regulations for implementing checks on applications for university bursaries*, while performing these checks the university may ask for appropriate documentation to support the completeness and truthfulness of the information provided by students.

Through a memorandum of understanding, the university also sends students' **self-declarations of financial position** to be further investigated by the Provincial Command of the **Italian Finance Police (Guardia di Finanza)** in Verona.

Following appropriate administrative and financial checks, if a declaration that was submitted is found to contain untruthful information, penalties will be applied pursuant to Art.s 71, 75 and 76 of Presidential Decree no. 445/2000, Art. 316-ter of the Criminal Code and Legislative

Decree no. 68/2012, which states: "Whoever [...] submits false statements [...] is subject to administrative penalties consisting of the payment of three times the amount made, or the value of services accessed incorrectly, and loses the right to receive other funds for duration of their course of studies, subject in all cases to the application of the penalties provided for in Art. 38(3) of Decree Law no. 78 of 31 May 2010, converted with amendments by Law n. 122 of 30 July 2010, as well as the criminal laws for the acts that constituted the offence."

All communication regarding information checks shall be transmitted by the University exclusively by email to the student's email address. Students are responsible for checking their inbox regularly.

ART. 9 - INFORMATION ON THE PROCESSING OF PERSONAL DATA

Pursuant to EU Regulation 2016/679, the University of Verona is the Data Controller of the personal data of those who apply for a grant or scholarship. Detailed information on the purposes of the processing, data recipients and rights of Data Subjects is available on the University's website, at the following link: www.univr.it/en/privacy

ART. 10 - PROCEDURE OFFICER

10.1 The Procedure Officer, in accordance with and for the purposes of Law no. 241/1990 and following modifications, is the Head of the University Scholarships and Grants Office - Teaching and Student Services Head Office, Via San Francesco 22, 37129 Verona. Ph: 045 8028711.

10.2 Candidates may exercise their right of access to the procedures by submitting a request form that can be downloaded at <https://www.univr.it/it/altri-contenuti-accesso-civico>

ART. 11 - CONTACT DETAILS FOR FURTHER INFORMATION

For more information about this call for applications, please contact: University Scholarships and Grants Office - Teaching and Student Services Head Office, Via San Francesco 22, 37129 Verona. Ph: 045 8028711.

Reference legislation:

- Art. 11 of Legislative Decree no. 68/2012 Review of the main legislation on university bursaries and the enhancement of legally recognised university colleges, in implementation of the mandate provided for in Art. 5(1)(a: second sentence) and (d), Law no. 240 of 30 December 2010 and according to the principles and guidelines laid down in para. 3(f) and para. 6;
- Art. 1 of Prime Ministerial Decree 09/04/01 concerning "Equal treatment regarding university bursaries";
- Regulations for part-time work for University of Verona students, modified by Rectoral Decree 2652-2008, prot. no. 25158 of 18/06/08;
- University Regulations for students, issued by Rectoral Decree rep. 1713 of 02/03/2022.

THE RECTOR
Prof. Pier Francesco Nocini

To apply for a a part-time student collaboration, students must complete and submit a Benefits Application Form (DUB). This form allows students to apply online for the following student benefits:

- **university fees reduction**
- **regional scholarship for university studies**
- **part-time student collaboration**

There is just one form to submit for any or all of the possible awards. If requesting several benefits, students should pay attention to the different deadlines – since the DUB is a single application form, students must submit their application by the earliest relevant deadline.

For example:

part-time student (deadline 30/09/22 at 1:00 pm) + fees reduction (deadline 15/11/22 at 1:00 pm) = application due by 30/09/22 at 1:00 pm.

To apply for a part-time student collaboration, students must do the following by the non-extendable deadline of 30 SEPTEMBER 2022 AT 1:00 pm (if only applying for a part-time student collaboration):

- Submit the application **exclusively by completing the Benefits Application Form (DUB) online**, available from the student's personal account in ESSE3 – SEGRETERIA (<https://univr.esse3.cineca.it/Start.do>). Students should log in using their GIA login details if they are already registered (those who are not yet registered should use their SPID login details), then select from the menu: 'Menù > Area riservata > Segreteria > Domanda Unica Benefici'.
- After completing the application, it needs to be CONFIRMED DEFINITELY or else it is not valid. The computer system will send a copy of the submitted DUB application to the student's email address (.....@studenti.univr.it, or other email account). The document will also appear in the student's personal area on ESSE3: this will be regarded as the **only proof** that the application was submitted, so please make sure to **keep a copy of the document**.

Students enrolled in a double/joint university degree must submit their grant/scholarship application to the institution where their programme is administratively based, i.e. the university where they pay their enrolment fees.

PLEASE NOTE:

Any:

- **requests to change the information provided;** or
- **reports regarding technical problems attributable to the university** (system malfunctions) that prevent students from submitting the application via the web **in the 72 hours before the deadline**

must be communicated by the student using the specific **change request form** or **technical fault report form** in one of the following ways:

- by sending an email to benefici@ateneo.univr.it from the student's university email account (.....@studenti.univr.it);
- or, only if the student does not have a university email account yet, then from another email account, attaching a copy of the front and back of an ID document.

BY 30 SEPTEMBER 2022 at 1:00 pm (same deadline as for DUB applications).

Applications submitted by any method other than those listed above, or received after the deadline, will NOT be considered.