



**POLITECNICO**  
MILANO 1863

**POLITECNICO DI MILANO**  
**THE RECTOR**

HAVING REGARD TO Italian Law No 168 of 09.05.1989, 'Establishment of the Ministry of Universities and Scientific and Technological Research' and subsequent amendments;

HAVING REGARD TO Italian Law No 341 of 19.11.1990, "Reform of university education systems", and subsequent amendments;

HAVING REGARD TO Italian Legislative Decree No 68 of 29.03.2012, 'Revision of the legislation governing the Diritto allo Studio (right to education) and enhancement of legally recognised university colleges, in implementation of the delegation provided for in Art. 5, para. 1, letters a), second sentence, and d) of Italian Law No 240 of 30 December 2010, and in accordance with the guiding principles and criteria set out in para. 3, letter f) and para. 6 and, in particular, Art. 11 "Student Part-time Collaborations";

HAVING REGARD TO Italian Law No 241 of 07.08.1990, 'New rules on administrative procedure and the right of access to administrative documents', and subsequent amendments;

HAVING REGARD TO Italian Prime Ministerial Decree of 09.04.2001, laying down the 'New rules on the right to university education', and subsequent amendments;

HAVING REGARD TO the Statute of Politecnico di Milano in force;

HAVING REGARD TO the General University Regulations in force;

**HAVING REGARD TO** the current Code of Ethics and Conduct of the Politecnico di Milano;

HAVING REGARD TO Rector's Decree 2359 Ref. 21304 of 11.09.2008 by which the University Regulations for the assignment of part-time collaborations to students were issued;

HAVING ACKNOWLEDGED the favourable opinion expressed by the Student Council at its meetings on 03 and 10 July 2023;

HAVING ACKNOWLEDGED the favourable opinions expressed by the Academic Senate and the Board of Governors in their respective meetings of 17.07. 17.07 and 29 March 2022 concerning the amendments made to the University Regulations for the assignment of part-time collaborations to students;

HAVING RECOGNISED the need to take action;

**HEREBY DECREES**

**Art. 1**

- 1) For the reasons mentioned in the introduction, the University Regulations for the assignment of part-time collaborations to students, issued by Rector's Decree No 3199 of 10.12.2012, are partially amended as highlighted in the text, which is an integral part of this decree.
- 2) The amendments made to the regulatory text are marked in ***bold italics***.

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# UNIVERSITY REGULATIONS FOR THE ASSIGNMENT OF PART-TIME COLLABORATIONS TO STUDENTS.

## Art. 1

### Purpose:

- 1) *In order to encourage the widest possible participation of students in the university community, Politecnico di Milano offers its students the opportunity to carry out remunerated collaborations.*
- 2) These Regulations govern the forms of collaboration of students in activities related to the services rendered by the University to student users, with the exclusion of those relating to teaching activities and those involving administrative accountability.

## Art. 2

### Forms of collaboration

- 1) 'Part-time student collaboration' is to be understood as any form of temporary and occasional support activity provided directly by students, within the limits set out in Art. 1 above.
- 2) The types of tutoring services and activities in which students can collaborate are approximately represented by:
  - a) general information services for student orientation such as: first-year students' assistance, general information and useful study advice, assistance and information in the specific study programme;
  - b) services and interventions for the 'diritto allo studio universitario';
  - c) reception of foreign students;
  - d) support for disabled students;
  - e) support for cultural and scientific events;
  - f) collection, classification and preservation of archive material;
  - g) collaboration in the use of laboratory, computer and audiovisual equipment;
  - h) handling, operation and storage of material in libraries, teaching facilities and other spaces open to students;
  - i) collection, storage and processing of data that does not involve confidentiality or administrative accountability;
  - j) collaboration in the facilitation and preparation of practical-application teaching activities.

## Art. 3

### Addressees

- 1) The competition is open to students who, in the academic year covered by the announcement and on the announcement deadline, are regularly enrolled in:
  - a) a Laurea triennale (equivalent to Bachelor of Science) programme;
  - b) a Laurea magistrale (equivalent to Master of Science) programme;
  - c) *a PhD programme in good standing.*
- 2) *Students enrolled in a 5-year single-cycle programme who have obtained < 180 ECTS are equated with the students referred to in para. a). Students enrolled in a 5-year single-cycle programme who have obtained > 180 ECTS are equated with the students referred to in para. b). The ECTS relate to actual exams only, ie excluding exams to be validated from a previous academic career, additional exams, traineeship-type exams and exams relating to the final exam (or similar).*
- 3) Students under (b) and (c) will be selected with priority for tutoring assignments.

## Art. 4

### Selection Announcement

- 1) Part-time collaborations are assigned to students via competitive procedures on the basis of merit rankings. **Approximately:**
  - *an announcement is published each academic year for students under Art. 3(a) and equivalents;*

- *an announcement is published each semester for students under Art. 3(b) and equivalents;*
  - *an announcement is published each semester for PhD students under Art. 3(c)*
- 2) *In addition to the previous announcements, it is possible to prepare and publish announcements for collaborations which are necessary to meet specific and special needs.*

#### Art. 5

##### Preparation of rankings: general principles and procedure

- 1) The rankings *for students under Art. 3 (a) and (b) and equivalents*, broken down by School, by Campus *and by type of activity (in this case: support to administrative services and support to teaching)*, will be defined automatically by assigning a mark following the formula:

WEIGHTED AVERAGE OF MARKS x REGISTERED ECTS (on the date of the announcement deadline)

*The ECTS relate only to actual exams, ie excluding exams to be validated from a previous academic career, additional exams, traineeship-type exams and exams relating to the final exam (or similar).*

- 2) *Students with no ECTS obtained will be placed at the bottom of the ranking list.*
- 3) *In the event of an equal score, candidates in the most disadvantaged economic situation according to their ISEE (Equivalent Economic Situation Indicator) or ISEEU parificato (for those who have no income in Italy) certificate resulting from the student database on the deadline of the Selection Announcement will take precedence in the ranking; in the absence of such ISEE/ISEEU certificate, students will be assigned, for the sole purposes of this ranking, the highest ISEE/ISEEU economic value as indicated in Table 1 of the Regulations on student contributions. In the event the scores are still equal, the candidate who is younger in age will prevail.*
- 4) *Each competitor can view his/her provisional ranking position on his/ her personal profile in Online Services.*
- 5) *Any requests for reconsideration may be submitted, as specified in the announcement, within 10 days from the publication date of the provisional ranking list. The Diritto allo Studio service will assess the applications and then publish the final ranking list. The final rankings for each announcement will be valid until the selection list for the following announcement is published.*
- 6) *The ranking for PhD students under Art. 3 (c) will be defined according to the specifications in the relevant competition announcement.*

#### Art. 6

##### Assignments

- 1) The tasks will be assigned following the order of the ranking list, based on the applications received from the University.
- 2) Positions that must be reserved for students with special requirements may be assigned by derogation from the ranking list. In this regard, tasks may be assigned for Diritto allo studio services and, in particular, for tutoring activities.
- 3) All those whose activities have been assessed negatively in the previous year in the evaluation referred to in Art. 7 below are excluded from the assignments.
- 4) The convocation takes place by e-mail sent to the institutional mailbox and/or by telephone contact.
- 5) *Each student may only start his/her activity after the contract formalising the assignment has been signed and.*
- 6) The student may renounce an assignment in writing (also via institutional e-mail), retaining his/her position in the ranking list, only once *for each type of activity (in this case: support of administrative services and support of teaching); a second renouncement of the specific type of activity will result in disqualification from the ranking list.*
- 7) Renouncing assignments to be carried out in August will not be considered for disqualification from the ranking.

## Art. 7

### Performance modalities

- 1) Each collaboration may not exceed **200 hours** per calendar year. **Similarly, in the case of multiple collaborations, the student's** total commitment may not exceed **200 hours** per calendar year.
- 2) Politecnico di Milano only provides accident insurance cover.
- 3) Collaborations must be carried out within the spaces used by the University for its activities. **They may also take place in external locations, provided they are authorised in advance for carrying out the activities and under the direct coordination of internal staff. They can also take place in 'remote' mode.**
- 4) The services will be rendered in the manner and during the periods established by the facility Heads, who are also responsible for informing the department **in charge** of any negative assessment of the activity carried out by each student.
- 5) The above activities do not in any way constitute an employment relationship nor do they entail the integration of students into the work organisation of the University's administrative and teaching services or give rise to any assessment in the context of public competitions.
- 6) In the case the collaboration is not in line with the required quality, the contract will be terminated in accordance with the relevant clause therein.
- 7) Assigned students may terminate their collaboration by giving **at least five working days' notice** to the facility Head.
- 8) In the above cases, remuneration will be proportional to the hours worked.
- 9) The student lapses from the ranking list in the following cases:
  - a) withdrawing from studies or transfer to another campus;
  - b) obtaining a degree;
  - c) disciplinary measures beyond a warning.

## Art. 8

### Remuneration

- 1) The minimum hourly remuneration is defined **according to the type of activity covered by the service referred to in Art. 2 and the type of student referred to in Art. 3:**
  - **for students referred to in Art. 3(a) and equivalents:**
    - 12.00 €/hour for collaborations in support of administrative services;**
    - 14.00 €/hour for collaborations in support of teaching;**
  - **for students referred to in Art. 3(b) and equivalents:**
    - 13.00 €/hour for collaborations in support of administrative services;**
    - 16.00 €/hour for collaborations in support of teaching;**
  - **for PhD students as referred to in Art. 3(c):**
    - 20.00 €/hour for collaborations in support of teaching.**

The remuneration is exempt from income tax (I.R.P.E.F.) and regional tax on productive activities (I.R.A.P.).

## Art. 9

### Budget

- 1) **Collaborations are financed**
  - **with University funds, which must be covered in the annual budget;**
  - **with ministerial funds;**
  - **with other funds earmarked for this purpose from external public or private entities;**
  - **with funds allocated by the Departments or the Campus.**
- 2) **As for University funds, the Service in charge annually acknowledges the needs of the facilities interested in activating collaborations in order to propose a budget request to the Board of Governors.**

**Art. 10**

**Transitional, final and abrogating provisions**

- 1) *These Regulations are published in the 'Statute and Regulations' section of the University at <http://www.normativa.polimi.it> and enters into force fifteen days after its publication.*
- 2) *Announcements issued prior to the entry into force of these Regulations are governed by the provisions of the Rules issued by Rector's Decree 3199 Ref. No 33722 of 10.12.2012*
- 3) *For all collaboration activities activated following announcements published prior to the entry into force of these Regulations, the provisions in force therein shall be valid until their completion.*

THE RECTOR  
Prof. Donatella Sciuto

Digitally signed in accordance with the eGovernment Code and subsequent amendments and additions.