

**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. Participating 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 or lack of requests for service.

**3** Luav provides accident insurance coverage.

## **Art.6 Requirements**

### **1 General requirements**

Are allowed to participate 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 10<sup>th</sup> 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.

### **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 26<sup>th</sup> to **October 15<sup>th</sup> 2023**

**Years following the first:** from July 26<sup>th</sup> to **September 30<sup>th</sup> 2023**

**Students who enroll belately are also required to meet the deadline of October 15<sup>th</sup> 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<sup>th</sup> 2023**.

Deadline **of first installment payment** is postponed to **December 16<sup>th</sup>** 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 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
- 3) 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 Iuav
- 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 5<sup>th</sup>, 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:

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

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 10<sup>th</sup> 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 Iuav website, at the following page: <http://www.iuav.it/studenti/quanto-si-/Diritto-al/Collaboraz/index.htm>

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**

Final rankings are published by **January 2024** on University Official Register and Iuav 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 Iuav 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 revoked 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**

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

**2 Merit requirements**

|                                     | <u>Percentage of disability</u> | 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       |

**Required credits must be obtained and registered by August 10<sup>th</sup> 2023**

**3 Bonus**

To reach merit requirements students can benefit from a bonus:

|  | <u>Percentage of disability</u>  | 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**

|                              |              | Credits obtained by<br>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