



Università
Ca'Foscari
Venezia

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**CALL FOR APPLICATIONS
FOR 150 HOUR NON-SPECIFIC COLLABORATION PLACEMENTS
IN THE 2017/2018 ACADEMIC YEAR**

Art. 1 - Definitions	2
Art. 2 - Summary	2
Art. 3 - Types of collaboration	2
Art. 4 - Remuneration	2
Art. 5 – Basic Requirements	3
Art. 6 – Participation in the contest	5
Art. 7 - Shortlist procedure and duties	6
Art. 8 - Appointment, Activities and Duties of the collaborator	6
Art. 9 – Contract terms and conditions and termination of contract	6
Art. 10 - CFU	7
Art. 11 - Final regulations	7
Art. 12 - Personal Data Handling.	7
Art. 13 - Procedure Supervisor .	7
Art. 14 - Contacts for further information	8
Art. 15 - Legislation	8

Art. 1 - Definitions

1. For the purposes of the present call for applications:
 - a) **University** refers to Ca' Foscari University of Venice;
 - b) **Study programme** refers to the study programmes established and activated by the University or Partner Universities for the qualifications described below;
 - c) **Qualifications** refer to Bachelor's Degree, Master's Degree, PhD, First and Second level Master's Diplomas;
 - d) **Bachelor's Degree programmes** are degree programmes established under Ministerial Decree n.509/1999 and Ministerial Decree n.270/2004;
 - e) **Masters degrees programmes** are degree programmes established under Ministerial Decree n.270/2004;
 - f) **PhD courses** are the courses established under Ministerial Decree n.224/1999 and Ministerial Decree n.45/2013;
 - g) **Professional Master's Programme** refers to 1st and 2nd level Master's Diplomas established under Ministerial Decree n.270/2004, art. 3, comma 9, and classified as a post-graduate course in University Academic Regulations;
 - h) **Inter-university study programme** is a study programme established in partnership with other Italian or international universities;
 - i) **A student** is someone registered to a degree programme at the University;
 - j) **CFU/ECTS** refers to the university credits for higher education ('Crediti Formativi Universitari') prescribed by Ministerial Decree n.509/1999 and n.270/2004;
 - k) **A part-time student** is someone enrolled on a Degree Programme at the University with a part-time status, described on art. 25 comma 3 of the University Academic Regulations signed on December 4th 2012 with subsequent amendments;
 - l) **DSU** refers to the document containing an individual's domestic and financial information (Dichiarazione Sostitutiva Unica) from which the I.S.E.E. is calculated, described on the D.P.C.M. of December 5th 2013, n.159 with subsequent amendments;
 - m) **I.S.E.E.** refers to the Equivalent Economic Status Indicator for households described in the Council of Ministers Presidential Decree n.159 of December 5th 2013 and subsequent amendments;
 - n) **I.S.E.E.E.** refers to the Equivalent Economic Status Indicator for households abroad described in Legislative Decree n.68 of March 29th 2012;
 - o) **I.S.E.E. for university fee concessions**, refers to the Equivalent Economic Status Indicator for households used to request fee reductions for the Right to Tertiary Study described in Legislative Decree n.68 of March, 2012 and D.P.C.M. n.159 of December 5th, 2013 and subsequent amendments;
 - p) **Endorsed I.S.E.E.**, refers to the Equivalent Economic Status Indicator for the households of foreign students or Italian students residing abroad identified by the Memorandum of Understanding concluded between ANDISU (National Bodies for the Right to Education) and CAF, the official Tax Assistance Centres for student workers, on June 3rd 2015.

Art. 2 - Summary

1. Ca' Foscari University of Venice offers paid placements in student services positions to students enrolled at the University in the academic year 2017/2018. The positions – non-specific collaborations lasting 150 hours – will be assigned through a University-wide contest. The initiative was established in accordance with National legislation on the right to higher education and with the aim of encouraging active engagement in the University community.
2. The Human Resources area of the University will offer a maximum of 240 non-specific collaborations with student services lasting 150 hours, depending on the resources available in the University's budget. The Human Resources office will decide the distribution of the student collaborators in the University's facilities in relation to the various areas of activity and taking into account the results of previous experiences in the academic year 2016/2017 where applicable.

Art. 3 - Types of collaboration

1. The following activities are included in this Call:
 - a) Administrative assistantship in the University's facilities;
 - b) Opening/closing University buildings, study rooms and libraries;
 - c) Front-office service;
 - d) Other non-specific activities supporting student services;
 - e) Non-specific activities in other facilities that form part of the University (e.g. the University's Colleges), when these are in partnership with the University.

2. Collaborations cannot involve administrative responsibility or pertain to teaching activities and/or exams.

Art. 4 - Remuneration

1. The collaboration is paid at a rate of EUR 6,50 per hour. The pay is tax-free.
2. Students cannot work more than 150 hours. If the structure which welcomed the student gives a positive work evaluation, the student will receive a bonus of EUR 160,00.
3. The hourly pay of EUR 6.50 indicated in the first subsection will not be given to any student who does not complete at least 30% (45 hours) of the maximum of 150 hours prescribed by contract. Exceptions may be made for proven health issues.
4. Students who apply to this call **must activate their CartaConto Ca' Foscari no later than 30 days after sending their application.**
The **CartaConto Ca' Foscari will be the only method of payment** for all collaborations with students. Failure to activate the Card will result in students forfeiting the right to payment.

Art. 5 – Basic requirements

1. To apply for a position as collaborator, students must have enrolled on the academic year 2017/2018 at Ca' Foscari before the **30th of September, 2017 at 11.59pm**. This deadline is **non-deferrable**.
Students enrolling on a Master's degree programme at Ca' Foscari for the first time in the academic year 2017/2018 are the only exception to this rule. The deadline for these students is the 20th of December, 2017 at 11.59pm.
Students who intend to graduate in the autumn session of the academic year 2016/2017 (October or November 2017) or in the special session in the same academic year (February or April 2018) and are on track with their studies, are only required to be up to date with tuitions for the academic year 2016/2017.
2. Students enrolling in the academic year 2017/2018 may apply for a position as collaborator:
 - a) On the second, or subsequent years, of a Bachelor's Degree programme for the standard duration of studies plus an additional academic year;
 - b) On the first or subsequent years of a Master's degree programme for the standard duration of studies plus an additional academic year;
 - c) On a PhD programme, for three years, as long as you are not receiving a research grant;
 - d) On a first or second level Master's degree programme classified as "post-graduate";
 - e) On an inter-university course, including Bachelor's degree programmes, Master's degree programmes, a first or second level Master's degree programme, PhD programmes as part of the activities included on their personal study plan at Ca' Foscari University of Venice. Students can apply to a position student collaborator in one of the two institutions;
 - f) As an incoming participant in International mobility at Ca' Foscari University of Venice or on programs that award Joint or Double Degrees;
 - g) If enrolled at the University and at an Conservatoire or Dance institution ('Istituto Superiore di Studi Musicali e Coreutici'), students can only apply to a position as collaborator of student services in one of the two institutions in the academic year 2017/2018.
3. Duration of studies refers to the time normally foreseen to complete a degree or diploma programme from the first year of enrolment as indicated by Ministerial Decrees n.509/1999 and n.270/2004. First year of enrolment refers to the first time a student enrolls in a degree programme at any university. Each year a student has enrolled in a study programme at this or any other University, excluding the current year of enrolment. The career year can coincide with the current academic year or not.
In calculating the career years needed to apply tuition reductions:
 - a) Any years taken as periods of suspension of studies or interruption of studies are not considered.
 - b) In determining the career years and merit requirements for students initially enrolled full-time in a programme to continue their university career as part-time students, each year as full-time qualifies as 2 part-time years. Please refer to subsection 5. In determining the career years and merit requirements for students initially enrolled part time in a course to continue their university career as full time students, every two years studied part-time qualifies as one full-time year; in any case, the single academic year studied part-time is considered as equal to a full-time year.

4. Students enrolled in the academic year 2017/18 for their first year must present:
 - a) An average of 95/110 in their Bachelor's degree programme for Master's degree students;
 - b) Admission and registration to their programme for PhD students;
 - c) An average of 95/110 in their Bachelor's degree programme for First level Masters students;
 - d) An average of 95/110 in their Bachelor's degree programme for Second level Masters students.

5. Students enrolled in the academic year 2017/18 in their second or subsequent year must present:
 - a) For **Bachelor's degree programmes**, by August 10th 2017:
 - At least 25 CFU/ECTS if you are enrolled in your second year;
 - At least 80 CFU/ECTS if you are enrolled in your third year;
 - At least 135 CFU/ECTS if you are enrolled in your first year beyond the prescribed time to complete the degree programme.

Part-time students enrolled in their second or subsequent year must present:

 - For the second year, 12 CFU/ECTS;
 - For the third year, 25 CFU/ECTS;
 - For the fourth year, 60 CFU/ECTS;
 - For the fifth year, 80 CFU/ECTS;
 - For the sixth year, 110 CFU/ECTS;
 - For the seventh year, 135 CFU/ECTS.
 - b) For **Master's degree programmes** by the August 10th 2017:
 - At least 30 CFU/ECTS for students enrolled in their second year;
 - almeno 80 CFU/ECTS for students enrolled in their first year beyond the prescribed time to complete the degree programme.

Part-time students enrolled in their second or subsequent year must present:

 - for the second year, 15 CFU/ECTS;
 - for the third year, 30 CFU/ECTS;
 - for the fourth year, 60 CFU/ECTS;
 - for the fifth year, 80 CFU/ECTS;
 - c) For **PhD programmes**: admission to the following year in compliance with the procedures required by the department ;
 - d) For **First and Second level Master's degree programmes**: admission to the following academic year, if applicable.

6. Only registration is required from incoming international mobility students at Ca' Foscari University of Venice or students enrolled on programmes awarding Joint Degrees or Double Degrees, in compliance with mobility agreements.

7. Students can use a "**bonus**" on top of the CFU/ECTS accumulated. The bonus may be used **only once in the duration of studies** and is worth a different number of CFU/ECTS depending on the year it is used:
 - a) For Bachelor's Degree programmes:
 - 5 CFU/ECTS, if used to obtain benefits in the second academic year;
 - 12 CFU/ECTS, if used to obtain benefits in the third academic year;
 - 15 CFU/ECTS, if used to obtain benefits in any successive academic years.
 - b) For Master's degree programmes:
 - 15 CFU/ECTS (if the bonus had not been used in the Bachelor's programme).

The bonus will be considered used if it is necessary to reach the requirements. If the number of bonus points used in an academic year is inferior to the highest number available for that year of study, the remaining points from that year will be available to the student in the following academic years (e.g. if a student requests a bonus,

worth 5 CFU/ECTS to obtain benefits in their second year and use only 3 CFU/ECTS, they will have 2 CFU/ECTS left for the following years).

The following categories of students cannot request bonuses:

- Bachelor's degree students with a part-time status;
 - Master's degree students with a part-time status;
 - PhD students;
 - Students on First and Second level Master's degree programmes;
 - International mobility students at Ca' Foscari University of Venice or students enrolled on programmes awarding Joint Degrees or Double Degrees.
8. If a student transfers to Ca' Foscari from another University, or changes course or option in Ca' Foscari, only the CFU/ECTS recognized by the course of study for which they request benefits will be considered valid.
 9. With the exception of the previous article, CFU/ECTS obtained from the following sources will not be considered valid:
 - Exams/internships accredited in previous university careers concluding in graduation or following withdrawal or forfeiture, or for other activities carried out prior to enrolment for which an exemption has been obtained;
 - Exams taken as single courses before registration to Bachelor's degree and/or Master's degree programs;
 - Exams that were not taken in their entirety (partial exams will not be considered).
 10. The student enrolled on a Bachelor's degree programme must not already have obtained another degree under the old or new Italian University Systems or abroad or a diploma from a Conservatoire/Fine Art institution in compliance with Law n.508/1999.
 11. The applicant enrolled in a Master's degree programme must not already have obtained another degree under the old Italian University System, a post-graduate degree abroad, a specialist degree, a Master's degree, a diploma awarded by a Conservatoire/Fine Arts Academy or a Master's Degree awarded in compliance with law n.508/1999.
 12. Students must have an I.S.E.E. for financial aid not exceeding the limit of EUR 49,000.00 established to request a reduction of tuition fees.
 13. Students with non-Italian citizenship will be required to provide a certification of Italian language competency at a minimum level of B2 if their application is successful. Certification from any of the following organisations will be accepted:
 - School for International Education (SIE) - Ca' Foscari University of Venice
 - CELI: Università per Stranieri di Perugia (<http://www.cvcl.it/categorie/categoria-64?explicit=SI>)
 - CILS: Università per Stranieri di Siena (http://cils.unistrasi.it/79/82/I_LIVELLI_CILS.htm)
 - CERT.IT: Università Roma Tre (<http://www.certificazioneitaliano.uniroma3.it/>)
 - PLIDA: Società Dante Alighieri (<http://roma.ladante.it/index.php/plida/la-certificazione-plida>)
 - OLS: Erasmus Online Linguistic Support – *only for incoming mobility students* (<http://erasmusplusols.eu/it/test-linguistico/>)

Certifications from other organisations may potentially be accepted.

Students with a non-Italian citizenship will not need to provide a certification of Italian language competency if:

- They are enrolled in a degree course at Ca' Foscari after having obtained a high school diploma from an Italian institution with legal headquarters in Italy;
- They are enrolled on a Master's degree programme, a PhD programme or a first or second level Master's degree programme after having obtained a high school diploma from an Italian institution with legal Headquarters in Italy and/or a Bachelor's degree in Italian at a University with legal headquarters in Italy.

Foreign students must provide a certification of the required language competency on the day they sign their contract. If they do not bring the certificate, they must decline the work placement offer.

Students who graduate after submitting a request to participate may still begin or continue their placement as a collaborator as long as they successfully obtained the benefit.

Art. 6 – Participating in the contest

1. Any student that satisfies all basic requirements covered in Art. 5 may participate.
2. To participate in the contest, all interested students must complete the following actions **before the non-deferrable deadline: September 30th 2017 at 11.59pm:**

- a) **Request the I.S.E.E. certificate 2017 specific** to the family unit of the applicant for financial aid. The applicant must include their Italian Tax Code ('codice fiscale'). To request the I.S.E.E. certificate, you must fill in the DSU (Dichiarazione Sostitutiva Unica) form with the information on the family unit and on the incomes and assets of each member of the family unit through the online service of the INPS website (www.inps.it), or with assistance from a Center for Financial Assistance (Centro di Assistenza Fiscale) or a professional. **If two (or more) students from the same family unit request the benefit**, the I.S.E.E. certificate must indicate all the students it refers to and each applicant must include their own tax code. **Foreign students or Italian students living abroad must request the I.S.E.E. equivalent ('parificato')** complying with the calculation procedures of I.S.E.E. that can be found on the following link: www.unive.it/tuitionfees under the heading "How to submit your ISEE request".

No printed certification is required as it will be automatically received by the University. I.S.E.E. certifications requested after the deadline will not be taken into consideration. For this purpose, the date of the receipt issued when submitting the DSU will be considered.

- b) **Fill out and submit the "request for scholarship"** form available in the personal area of Ca' Foscari University of Venice website from the 17th of July 2017 onwards. Applicants will receive a receipt on their university email if they have submitted the document correctly (student'snumber@stud.unive.it.) Applicants must keep the confirmation email as proof of submission.
- c) **Enrol in the academic year 2017/2018** paying the first rate of tuitions, starting from the 3rd of July, 2017 for students registered to the first year of Bachelor's degree programmes, Master's degree programmes and PhD programmes or from the 24th of July, 2017 for students enrolled in the following years.

If the previous steps were to be missed or not done properly, candidates will be automatically excluded.

No amendments will be accepted or made after the deadline for the call for applications.

Art. 7 - Shortlist procedure and duties

1. After an initial evaluation of the applicant's merit, **the rankings of the remaining candidates will be calculated based on the I.S.E.E. 2017 for university tuition waivers in order to favour the most economically challenged students.** Priority will be given to qualified students that didn't win the grant for the right to higher education in the previous academic year.
2. The University reserves the right to exclude any student from the rankings who received a negative evaluation for their work as collaborators in the previous academic year from the authorities in the services they worked in, including those students who had their contract terminated for non-fulfillment of contractual obligations (more information at article 9).
3. **The ranking will be published by the 16th of February 2018 on the following link:** www.unive.it/financialaid under the heading "Student collaborations". Students are required to consult the shortlist.

Art. 8 - Appointment, Activities and Duties of the collaborator

1. Successful applicants will be contacted by phone and/or email directly by the staff at the university facility to which they have been assigned. Students are reminded to ensure that their contact details in the University IT system are kept up-to-date. All official email communications will be sent exclusively to the student's university email address (student'snumber@stud.unive.it) issued at the time of enrolment and which all students are required to activate. The University will attempt to contact successful applicants three times. If the University fails to reach the student after the third attempt and if the student does not contact the University, their place will be forfeited and the student will be excluded from the collaboration.
2. In the event that candidates are unable to document their knowledge of the Italian language, as described in Art. 5, or withdraw from the collaboration assigned to them, the post will be offered to the next eligible candidate in the list. Candidates temporarily unable to take up their post for documented and legitimate reasons will be placed at the bottom of the list of eligible students; in this case there is no guarantee that they will be able to take up their post in the subsequent period.
3. Candidates who do not justify why they do not accept their position or unavailability will be excluded from the ranking.
4. The collaboration period varies depending on the candidate's ranking on the list and on the needs of the facility/service concerned. The collaboration shall, in any case, take place from March 2017 to February 2018. The collaboration may be deferred – within the above period – if students need to participate in international exchange programmes or attend compulsory university lectures.

5. Students are required to perform the duties and activities assigned to them as indicated by their contracts and the instructions and given to them by the head of the facility where the collaboration takes place.
6. Student's working hours will be agreed upon together with the head of the facility, according to the needs of the facility and in consideration of the needs of the collaborator.
7. Students awarded a collaboration contract may not have already been awarded specific collaboration contracts nor accept other specific student collaborations for the academic year 2017/2018.

Art. 9 - Contract terms and conditions and termination of contract

1. Successful candidates will be required to sign a contract drawn up with the University. The contract establishes the following:
 - a. The facility or facilities where the placement will take place;
 - b. The person responsible of the facility in which the placement will take place;
 - c. The number of placement hours the student will need to complete, as previously stated less than 150 per academic year;
 - d. The remuneration owed and the payment method;
 - e. The unilateral clause for the dissolution of the contract in case of non-fulfillment of contractual obligation on the student's part;
 - f. Explicit mention that the collaboration does not confer in any way an employee status;
 - g. Explicit mention that remuneration is tax free;
 - h. Explicit mention of insurance cover against injuries on the job;
 - i. Explicit mention requiring that the University's ethic code visible on the following link <http://www.unive.it/pag/8162> be respected;
 - j. Explicit mention requiring that the behaviour code adopted by the University in compliance with article 54, comma 5, of the Legislative Decree n.165/2001 be respected;
 - k. The student is bound to absolute secrecy concerning all the data and information they will obtain during their activity.
2. The contract must be signed at the Human resources area at the office of the Administrative and Technical staff's careers sector UPTA (Ca' Foscari Headquarters, Dorsoduro 3246, Venezia) the week after the beginning of the placement. The office is open on *Tuesday, Wednesday and Friday: 9.30am – 12.30pm*.
3. The student must take a course in health and safety on the job established in Ministerial Decree n.363/1998; Legislative Decree n.81/2008 and similar; ASR 21/12/2011, in the terms and in the manner indicated on the invitation to the "Formazione generale dei lavoratori in materia di sicurezza e salute sul lavoro" (general health and safety training for employees on the job) course that the student will receive after signing the contract. If the student has already completed a health and safety course, they must send a certificate to formazione.sicurezza@unive.it.
4. The contract is to be considered automatically terminated for un-fulfillment in the following cases:
 - a) The student is unavailable to commence the collaboration within the terms established by the Head of the facility assigned to them (whenever these are essential for the facility); exception made for what is described in comma 4 of article 8;
 - b) The student is proved to be unfit to undertake the tasks required, also in relation to article 5, section 13
 - c) The student has not satisfied their Health and Safety Course requirements as per Legislative Decree n.81/2008. Art. 10 - CFU/ECTS.
1. The University's teaching colleges may recognize upon request CFU from the placements detailed in this call for applications as either substitutive in part or whole of a work stage or as independently chosen working activities. Accreditation is subordinate to evaluation of the relevance and coherence of the placement with the degree course of the individual student.

Art. 11 - Final regulations

1. All matters not explicitly addressed by this Call for Applications shall be subject to the general regulations on access to education and to the regulations governing contracts contained in the Italian civil code, where applicable.

Art. 12 - Personal data handling

1. In the terms prescribed by art. 13 of the Legislative Decree n.196 June 30th 2003, "Codice in materia di protezione dei dati personali":
 - a) All requested or acquired personal data including information regarding students' university career or otherwise produced by Ca' Foscari University of Venice in performing its administrative functions, as well as data resulting from automatic processing may be collected, processed, communicated and transferred – both during students' undergraduate and post-graduate careers – to third parties for purposes connected to the performance of the University's institutional activities.
 - b) Providing the personal data described in a) is mandatory;
 - c) For the purposes described in a), personal data may be communicated to other public subjects, institutions and associations – even abroad – exclusively for work-related orientation initiatives (internships and placements) and for post-graduate training;
 - e) Information is processed by means of manual, electronic or remote data processing tools and procedures guaranteeing security and confidentiality;
 - f) Under Art. 7 of the above law data subjects have the right to access any information that regard them as well as correct, update, complete or cancel erroneous or incomplete data or data collected by unlawful means, as well as the right to contest processing of said data for legitimate reasons;
 - g) Ca' Foscari University of Venice with headquarters in Dorsoduro, 3246 – 30123 – Venice is the data controller.

Art. 13 – Procedure supervisor

1. The person responsible for the procedure is the director of the "Ufficio Servizi agli studenti" (Student Services office) dott.ssa Micaela Scarpa in compliance with law n.241/1990.

ART. 14 – CONTACTS FOR FURTHER INFORMATION

For further information on this call for applications, please contact the "Settore Diritto allo studio" at Ca' Foscari Headquarters – Dorsoduro 3246 – 30123, Venice:

phone +39 041 234 7575 (Call center "Servizi agli studenti")

fax +39 041 234 7579

email: dirittoallostudio@unive.it

Opening times: Tuesday, Friday: 9.30am – 12.30pm ; Wednesday: 9.30am – 12.30pm and 2.30pm – 4.30pm

You must book an appointment to the "Settore diritto" desk online all'indirizzo static.unive.it/prenotazioni. You will need your codice fiscale or the access details for your personal area on the Ca' Foscari website.

Art. 15 - Legislation

University Statute Rector's Decree no. 750 of September 8, 2011 and subsequent amendments

Decree of the president of the republic, 31st August 1999, n.394

Decree of the president of the republic, 28th December 2000, n.445

Decree of the President of the Council of Ministers 9th April 2001

Legislative Decree 29th March 2012, no.68

Decree of the President of the Council of Ministers 5th December 2013, no.159

Decree of the Minister of Employment and Social Policies 7th November 2014

Regional Council of the Veneto Deliberation n.759, 29th May 2017

Ministerial Decree 9th June 2017, n.1455

Venice, 18th of July 2017

The Director Educational Programmes and Student
Services Area
dott.ssa Francesca Magni