



Università
Ca'Foscari
Venezia

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**CALL FOR THE ASSIGNMENT OF CONTRACTS OF
GENERIC COLLABORATION (150 HOURS)
ACADEMIC YEAR 2021/2022**

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Art. 1 - Definitions

1. Pursuant to this call, the following terms shall be understood as indicated:
 - a) **University**: the Ca' Foscari University of Venice
 - b) **study programmes**: the study programmes established and activated in the University, or in other associated universities, for the achievement of one of the academic qualifications referred to in the following point;
 - c) **academic qualifications**: Bachelor's degree, Master's degree, PhD, the 1st and 2nd level Master's classified as "post-graduate";
 - d) **degree programmes**: the courses of the systems referred to in Ministerial Decree no. 509/1999 and Ministerial Decree no. 270/2004;
 - e) **Master's degree programmes**: the courses of the systems referred to in Ministerial Decree no. 270/2004;
 - f) **PhD programmes**: the courses of the systems referred to in Ministerial Decree no. 224/1999 and Ministerial Decree no. 45/2013;
 - g) **Master's courses**: the 1st and 2nd level Master courses of the systems referred to in Ministerial Decree no. 270/2004, art. 3, paragraph 9, classified "post graduate" in the University Teaching Regulations;
 - h) **inter-university study programmes**: courses established in agreement with other Italian or international universities;
 - i) **student**: a person enrolled in a study programme at the university;
 - j) **credits**: the university credits provided for by Ministerial Decree no. 509/1999 and no. 270/2004;
 - k) **part-time student**: a person enrolled in a part-time study programme at the university, pursuant to art. 25 paragraph 3 of the University Teaching Regulations issued on 4 December 2012 and subsequent amendments and additions;
 - l) **DSU**: the self-certification form as referred to in Prime Ministerial Decree no. 159 of 5 December 2013 and subsequent amendments and additions;
 - m) **I.S.E.E.**, the household Equivalent Financial Situation Indicator referred to in Prime Ministerial Decree no. 159 of 5 December 2013 and subsequent amendments and additions;
 - n) **I.S.E.E.E.**: the foreign household Equivalent Financial Situation Indicator referred to in Prime Ministerial Decree no. 68 of 29 March 2012;
 - o) **I.S.E.E. for the financial aid for the right to university education**: the equivalent financial situation indicator of the student's household valid for the financial aid for the right to university education pursuant to Legislative Decree no. 68 of 29 March 2012 and to Prime Ministerial Decree no. 159 of 5 December 2013 and subsequent amendments and additions;
 - p) **I.S.E.E. Equivalent**: the equivalent financial situation indicator of the household of a foreign student or Italian student residing abroad identified by the Memorandum of Understanding concluded on 3 June 2015 between the National Association of Bodies for the Right to University Education (ANDISU) and the CAF centres (government office for tax assistance and information) registered on the Register of Tax Assistance Centres for employees who are members of the National Council;
 - q) **I.S.E.E. Equivalent**: the equivalent financial situation indicator that may be required if an I.S.E.E. certificate is already present for the financial aid for the right to university education and there has been a change in self-employed or employed work situation (or welfare , social security or indemnity payments, even exempt from personal income tax) or a variation in the total income of the household greater than 25%, pursuant to Legislative Decree no. 147 of 15 September 2017 and Legislative Decree no. 34 of 30 April 2019.

Art. 2 - Introduction

1. In implementation of the provisions of the national legislation in force for the implementation of the right to university education and in order to encourage the broadest participation of students in the university community, Ca' Foscari University offers the opportunity of undertaking paid collaboration activities for student services by means of a competitive selection for generic collaboration (150 hours), to be assigned to capable and deserving students enrolled at the Ca' Foscari University of Venice and to be carried out for the academic year 2021/2022.
2. The Human Resources Area (ARU) of the University, within the limits of the resources available in the university budget, will assign for the 2021/2022 academic year a number of generic collaboration activities (150 hours) based on the needs expressed by all the departments. The Area will decide how the collaborators will be distributed among the University departments in relation to the different areas of activity and also taking into account the results of any previous collaborations carried out in the 2020/2021 academic year.

Art. 3 - Activities

1. The activities for which forms of collaboration of this call are foreseen are the following:
 - a) simple administrative support to the university departments;
 - b) opening/closing of university buildings, study rooms and libraries;
 - c) front-office services;
 - d) other generic activities to support student services;

- e) generic activities carried out by students within other university facilities (such as university residences) if affiliated with the University.
2. Collaborations cannot involve taking on administrative responsibilities or concern teaching activities and/or conducting exams.

Art. 4 - Remuneration

1. The remuneration for each hour of collaboration is set at €6.50. This remuneration is tax free.
2. Students cannot exceed the maximum number of 150 hours' work. Students who complete the 150 hours with a positive assessment of the activity completed by the assignee department shall be paid €160.00.
3. The remuneration referred to in paragraph 1 above shall not be paid to students who fail to complete at least 30% (45 hours) of the maximum hours of collaboration foreseen in the contract. Remuneration shall also be paid for hours of collaboration that do not reach this percentage, where the interruption is motivated by proven health reasons.
4. Students who submit the application for participation in this call **must activate the Ca' Foscari CartaConto** within 30 days of submitting the application.

The **Ca' Foscari CartaConto** shall be used as the sole method of remuneration for any collaboration activities completed; failure to activate the CartaConto will lead to the forfeiture of the right to receive the sum owed.

Art. 5 - Admission requirements

1. In order to be admitted to the collaboration activities referred to in this call, students must submit the application, request the issue of I.S.E.E. certification and be enrolled in the academic year 2021/2022, within the deadlines indicated in Article 7 below.
2. Admission to collaboration activities shall be granted to student who enrol in Academic Year 2021/2022:
 - a) from the second year onwards of a Bachelor's degree course up to the normal duration of the course plus one academic year;
 - b) from the first year onwards of a Master's degree course up to the normal duration of the course plus one academic year;
 - c) on a PhD course, for a duration of three years, provided that they are not a PhD grant holder and not under co-supervision;
 - d) on a 1st or 2nd level Master's course classified as "post graduate";
 - e) on an inter-university study programme - pertaining to Bachelor's degree, Master's degree, PhD programmes or 1st and 2nd level Master's courses - for the attendance of part of the activities foreseen by their course programme at Ca' Foscari University of Venice. Students may apply for collaboration in only one of the two universities;
 - f) participating in incoming international mobility programmes at the Ca' Foscari University of Venice or in programmes that lead to the award of a Joint Degree or Double Degree;
 - g) in case of simultaneous enrolment at the University and the Higher Institutes of Music and Dance Studies, students may apply for collaboration for the academic year 2021/2022 in just one of the two study courses.
3. Course duration is understood to mean the normal duration, foreseen by the teaching regulations referred to in Ministerial Decree no. 509/1999 and Ministerial Decree no. 270/2004, of the study programme from the first year of enrolment.

First year of enrolment is understood to mean the first year of enrolment for the first time at any university. Years of academic career are considered to be all years in which the student has been enrolled in any study programme, at this or another university, other than that in which they are currently enrolled. Therefore, the year of academic career may not coincide with the course year.

In calculating the years of academic career, mentioned above, required to be able to claim the benefit:

- a) any years of suspension/interruption of studies are not considered;
 - b) for students enrolled in the course attended with "full time" status and who, during their university career, have opted for "part-time" status, for the purpose of determining the number of years and the consequent merit requirement referred to in paragraph 5 below, each academic year attended with full-time status is counted as two "part-time" years.
For students enrolled in the course attended with "part time" status and who in the course of their university career have changed to "full time", for the purpose of determining the number of years and the consequent merit requirement referred to in paragraph 5 below, two academic years attended with "part-time" status are counted as one "full-time" year; a single academic year attended with "part-time" status will however be considered as on "full-time" year.
4. Students enrolled for the academic year 2021/2022 in the first year of the following study programme must meet the requirements indicated:
 - a) Master's degree programme: 1st level degree with mark of at least 95 out of 110;
 - b) PhD course: admission and subsequent enrolment on the course;
 - c) 1st level Master's degree course: 1st level degree with a mark of at least 95 out of 110;

- d) 2nd level Master's degree course: 2nd level degree with a mark of at least 95 out of 110;
5. Students enrolled for the academic year 2021/2022 in the second year onwards must have:
- a) for **Bachelor's degree programmes**, as at 10 August 2021:
- at least 25 credits for students enrolled in the second year;
 - at least 80 credits for students enrolled in the third year;
 - at least 135 credits for students enrolled in the first year beyond the prescribed duration of their programme.
- For part-time students enrolled in the second year onwards, the requirements are as follows:
- for the second year, 12 credits;
 - for the third year, 25 credits;
 - for the fourth year, 60 credits;
 - for the fifth year, 80 credits;
 - for the sixth year, 110 credits;
 - for the seventh year, 135 credits;
- b) For **Master's degree programmes**, as at 10 August 2021:
- at least 30 credits for students enrolled in the second year;
 - at least 80 credits for part-time students enrolled in the first year beyond the prescribed duration of their programme;
- For part-time students enrolled in the second year onwards, the requirements are as follows:
- for the second year, 15 credits;
 - for the third year, 30 credits;
 - for the fourth year, 60 credits;
 - for the fifth year, 80 credits;
- c) for **PhD courses**: admission to the following year according to the procedures required by the respective teaching systems;
- d) for **1st and 2nd level Master's courses**: admission to the following year, if required.
6. Students participating in incoming international mobility programmes at the Ca' Foscari University of Venice or in programmes that lead to the award of a Joint Degree or Double Degree require only enrolment at the university according to the mobility agreement;
7. Students can use a 'bonus' in addition to the actual credits earned. The bonus can be applied only once during the study programme and takes on different values based on the year in which it is used:
- a) for degree courses:
- 5 credits, if used to obtain benefits for the second academic year;
 - 12 credits, if used to obtain benefits for the third academic year;
 - 15 credits, if used to obtain benefits for subsequent academic years.
- b) for Master's degree programmes:
- 15 credits, if not used in the previous degree programme.
- The bonus is considered used if it is actually necessary to achieve the requirements. The bonus quota not used in the academic year in which it was requested can be used in the subsequent ones only for the residual part (*e.g. if you request the bonus for obtaining the benefit for the second academic year, of 5 credits, and if only 3 credits are used, for subsequent years, the student will only be able to use the remaining 2 credits*).
- The use of the bonus referred to in letters a) and b) is not envisaged for students:
- enrolled on Bachelor's degree programmes with part-time status;
 - enrolled on Master's degree programmes with part-time status;
 - enrolled on PhD courses;
 - enrolled on 1st and 2nd level Master's courses;
 - participating in incoming international mobility programmes or in programmes that lead to the award of a Joint Degree or Double Degree;
8. In case of transfer from another University, internal course transfer or option, only the credits earned for the study programme for which the student requests the benefit shall be valid.
9. Except as provided in the previous paragraph, credits earned from the following shall not be considered valid:
- exams/internships acknowledged in previous academic careers concluded with the award of the qualification or following withdrawal/forfeiture or other activities, even held before enrolment, for which an exemption has been granted in the career;
 - exams taken as single courses prior to enrolment in the Bachelor's degree and/or Master's degree programmes;
 - exams that have not been completed (partial exams shall not be considered).

10. Students enrolled on a Bachelor's degree programme must not already have another degree, awarded both according to the system prior to Ministerial Decree 509/99 or according to the new system, awarded in Italy or abroad or a diploma issued by a College of Music/Academy of Fine Arts, or a first-level academic diploma (Triennium) issued pursuant to Law no. 508/1999, or other equivalent qualification.
11. Students enrolled on a Master's degree programme must not already have a degree awarded both according to the system prior to Ministerial Decree 509/99, a degree awarded abroad considered to be second-level, a - specialisation degree, diploma issued by a College of Music/Academy of Fine Arts, second level academic diploma (Biennium) issued pursuant to Law no. 508/1999, or other equivalent qualification.
12. Students must be in possession of an ISEE 2021 for financial aid for the right to university education not exceeding the limit set for obtaining a reduction in fees and contributions, set at €59,999.99.
13. Students with citizenship other than Italian, who are successfully awarded the collaboration contract, are required to have B2 proficiency in Italian which must have been obtained before students are contacted to check their availability for the collaboration; they will be required to produce Italian language certification at the time of signing the contract, issued by one of the following entities:
 - School for International Education (SIE) - Ca' Foscari University of Venice
 - CELI: Università per Stranieri di Perugia (<https://www.unistrapg.it/en/conoscere-l-ateneo/organizzazioni/center-language-evaluation-and-certification>)
 - 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: Dante Alighieri Society (<https://plida.it/certificazione-plida.html>)
 - OLS: Erasmus Online Linguistic Support - for incoming mobility students only (<https://erasmusplusols.eu/en/>)
 - Certifications issued by entities other than those mentioned above may be considered.

Students with citizenship other than Italian will not be required to certify B2 proficiency in Italian in the following cases:

- they are enrolled on a Bachelor's degree programme and were awarded a high school diploma in Italian at an institution based in Italy;
- they are enrolled on a Master's degree programme, a PhD course or a Master's course and were awarded a high school diploma in Italian at an institution based in Italy and/or a degree in Italian at a university based in Italy.

During the signing of the contract, students will be required to present the certificate of the required level of proficiency in Italian. In case of failure to present the certificate, students will no longer be eligible for performing the collaboration activity.

14. The achievement of the academic qualification after the submission of the application for admission to this call does not preclude the start or continuation of the collaboration for students successfully awarded the benefit.

Art. 6 - I.S.E.E. and criteria for the evaluation of the financial situation

1. The financial situation of students is identified according to the I.S.E.E. certificate, as referred to in Prime Ministerial Decree no. 159 of 5 December 2013 and subsequent amendments and additions;
2. To request the 2021 I.S.E.E. certificate for "**financial aid for the right to university education**", students must complete the DSU (self-certification), which includes information on the household unit and on the income and assets of each member of the household, directly from the Online Services section of the INPS website (www.inps.it), or with the help of a Tax Support Centre (CAF) or a qualified professional.

The ISEE must be issued for the student applying for the benefit, and must show their tax code. In the case of two (or more) students belonging to the same household both requesting the benefit, the I.S.E.E. certificate must indicate that it applies to each student, whose tax codes must all be displayed.

The paper copy of the 2021 I.S.E.E. certificate must not be delivered to the University, which will import it if drawn up according to the above characteristics and the student has sent the benefit application according to procedure. I.S.E.E. certificates for the university will not be taken into consideration without submitting the benefit application or with applications made after the aforementioned deadline; to this end, the date shown on the DSU submission receipt shall be taken as proof.

3. The student may decide to submit the Current I.S.E.E., valid as at the deadline for submitting the Collaboration application (30 September 2021), in the event of the following:
 - a change in the work situation, as referred to in Article 9, paragraph 1, letters a), b) and c) of Prime Ministerial Decree no. 159/2013; or
 - a change in the indicator of the current income situation of more than twenty five percent, as referred to in the same Article 9, paragraph 2; or
 - an interruption of the benefits foreseen by Article 4, paragraph 2, letter f) of the aforementioned Prime Ministerial Decree no. 159/2013,

pursuant to Article 10, paragraph 5 of Legislative Decree no. 147 of 15/09/2017, as amended by Art. 28-bis of Legislative Decree no. 34 of 30/04/2019.

The Current I.S.E.E. and its I.S.R.E. income component are calculated on the basis of an I.S.E.E. certificate applicable to valid benefits for the right to education.

Students must notify the Right to Education and Disability Sector (dirittoallostudio@unive.it), within the deadline for the submission of the Collaboration application of 30 September 2021, expressing clearly their intention to apply the Current I.S.E.E., indicating the INPS registration number of this certificate.

4. The student's household is defined according to the methods outlined in Prime Ministerial Decree no. 159 of 5 December 2013 and in particular Article 8.
5. In the case of parents not cohabiting with the student making the application, the applicant enrolled even on PhD courses shall be considered part of the parents' household, unless both of the following requirements are met:
 - a) residence outside the family home, for at least two years prior to the date of submission of the first application for enrolment on each study programme, in accommodation not owned by a family member;
 - b) income from employment or similar income declared for tax purposes, for at least two years, of at least €6,500.00 per year, with reference to a one-person household.
6. The parents of applicant students who are not cohabiting belong to the same household, defined according to the procedures referred to in Article 3, paragraph 2 of Prime Ministerial Decree no. 159/2013, with the exception of the cases referred to in Article 3, paragraph 3 of the aforementioned Prime Ministerial Decree if married, and the cases referred to in Article 7, paragraph 1 of the aforementioned Prime Ministerial Decree if unmarried. Should the cases referred to in Article 7, paragraph 1 of the aforementioned Prime Ministerial Decree apply, the I.S.E.E. is supplemented with an additional component, calculated on the basis of the financial situation of the non-cohabiting parent, according to the procedures referred to in Annex 2, paragraph 2 of the aforementioned Prime Ministerial Decree.
7. The household of applicants for the benefits for PhD courses is made up exclusively of the applicant, their spouse, children under the age of 18, as well as adult children, according to the rules referred to in paragraphs 2 to 5 of Article 3 of Prime Ministerial Decree no. 159/2013, and in any case without prejudice to the possibility for the beneficiary to establish the household according to the ordinary rules referred to in Article 3 of the aforementioned Prime Ministerial Decree (INPS Circular no. 171 of 18 December 2014 under the subject header "Riforma I.S.E.E. D.P.C.M. n. 159/2013").
8. Pursuant to Article 8, paragraph 3 of Legislative Decree no. 68 of 29 March 2012, the financial situation of foreign students or Italian students residing abroad is defined through the I.S.E.E.E., calculated as the sum of income received abroad and 20% of assets owned abroad, valued according to the procedures referred to in Article 7, paragraph 7 of Legislative Decree no. 68 of 29 March 2012. Pending the adoption of the decree referred to in Article 7, paragraph 7 of Legislative Decree no. 68/2012, the financial situation of foreign students or Italian students residing abroad is defined through the I.S.E.E. Equivalent, as established by the Memorandum of Understanding concluded on 03/06/2015 between the National Association of Bodies for the Right to University Education (ANDISU) and the CAF centres (government office for tax assistance and information) registered on the Register of Tax Assistance Centres for employees who are members of the National Council.
9. The student must book an appointment only with the CAF affiliated with the university and must present the list of documents necessary for the calculation of the I.S.E.E. Equivalent; in the absence of such documents, the CAF will not issue an I.S.E.E. Equivalent. The operating methods for calculating the I.S.E.E. Equivalent are indicated at the address <https://www.unive.it/pag/19734/> ISEE and Financial Aid.
10. For access to the benefit referred to in Article 2, the I.S.E.E. certificate for financial aid for the right to university education / Current I.S.E.E. / I.S.E.E. Equivalent must not exceed the cap of €59,999.99 .

Art. 7 - Application

1. Students who meet the access requirements referred to in Article 5 can submit a Collaboration application.
2. In order to apply for the call, students must complete ALL of the following operations:
 - a) **SUBMIT the Application for Collaboration** by filling in and submitting the "Benefits Application" available online only in the Reserved Area of the University website in the section "Right to education and tuition fees" > "Benefits Application", or following the link <https://esse3.unive.it/auth/Autocertificazioni/Autocertificazione.do> for those not yet enrolled; the submission of the Benefits Application simultaneously authorises the the University to receive from INPS all the information contained in the I.S.E.E. certificate.

The non-deferrable deadline for submitting the Collaboration application is set for **30 September 2021 at 11:59 pm** .

If, having completed the Benefits Application, the Collaboration application is not sent, it shall not be accepted under any circumstances. Following successful submission of the application, a receipt will be issued which the applicant must save as proof of submission of the application; this receipt shall also be sent via email to the student's address (matriculationnumber@stud.unive.it). It is also recommended that you print or save the receipt that is displayed after submitting the application.
 - b) **REQUEST I.S.E.E. 2021 CERTIFICATE valid for "financial aid for the right to university education"** - by presenting the DSU to INPS - or I.S.E.E. Equivalent, in the name of the student applying for the benefit,

which must display their tax code, by the deadline of **30 September 2021 at 11:59 pm** (the date of presentation of the DSU shall be taken as proof).

for students enrolled in the first year of Master's degree programmes or for students transferred from another university (who must however have submitted an application for transfer to Ca' Foscari by 30 September 2021) only, the deadline for the I.S.E.E. request is deferred to 30 November 2021 at 11:59 pm.

This ISEE certificate must be without omissions/non-conformities. For all other indications relating to I.S.E.E. certificates, please refer to the provisions of Article 6 above.

- c) **ENROL IN THE ACADEMIC YEAR 2021/2022 by paying the first instalment of fees and contributions by the deadline of 30 September 2021 at 23:59.** For students enrolled in the first year of Master's degree programmes or for students transferred from another university (who must however have submitted an application for transfer to Ca' Foscari by 30 September 2021) only, the deadline for the I.S.E.E. request is deferred to 17 December 2021 at 11:59 pm.

Students enrolled in Bachelor's and Master's degree programmes who are expected to graduate in the autumn session of the academic year 2020/2021 (October - November 2021) or in the extraordinary session of the same academic year (February - April 2022) and who are not enrolled in years beyond the prescribed duration of their programme, must simply be up to date with the payment of fees and contributions for the 2020/2021 academic year.

Failure or error in even one of the operations (referred to in letters a, b, c) described in this paragraph shall result in exclusion from the call.

After the closing of the call, no documentary additions or modification requests shall be admitted.

It will also be possible to check the progress of the aforementioned operations by connecting to your own reserved area in the section "Right to education and fees" > "*Summary of benefits application*".

Art. 8 - Rankings and collaboration activity

1. Having ascertained that the merit requirements are met, the ranking is defined in ascending order on the basis of the 2021 I.S.E.E. certificate, favouring those suffering greatest financial hardship. Priority is given to eligible students who did not win the scholarship for the right to education for the previous academic year.
2. The university has the right to exclude from the annual rankings students who received a negative assessment for collaboration undertaken in the previous academic year, after consulting the supervisors of the services concerned, as well as students whose contract was terminated due to serious non-compliance pursuant to the Article 10 below.
3. By 18 February 2021 the ranking will be published in the reserved area of the university website in the section "Right to education and tuition fees". Students are responsible for consulting the rankings thus ensuring that they are eligible for collaboration.

Art. 9 - Assignment, performing the activity and obligations of the collaborator

1. Eligibility to undertake the collaboration does not imply certain admission to the activity; the ranking position must also be high enough in relation to the number of collaboration contracts available. Students awarded collaboration contracts shall be contacted by telephone and/or e-mail directly by the contact person of the University department to which they will be assigned. To this end, please remember to update the contact details entered in the University IT systems and that all university email notifications are made exclusively to the mailbox `matriculationnumber@stud.unive.it`, issued during the enrolment phase, which each student must activate.

In the event that the student awarded the collaboration contract proves unavailable or fails to respond to three contact attempts, they shall be **removed from the ranking and shall be unable to perform the service.**

2. In the event of a lack of proficiency in Italian, as referred to in Article 5, or of voluntary renunciation of the assigned collaboration contract, another candidate shall be called in the order of the ranking.
In the event of temporary unavailability to perform the collaboration for documented and justified reasons, the candidate shall be placed at the bottom of the ranking of students eligible for the benefit; in this case, there is no guarantee that the student will actually be able to undertake the activity at a later date.
3. Undocumented and unjustified renunciation of or lack of availability to undertake the collaboration work shall lead to removal from the ranking.
4. The period of collaboration varies according to the position occupied in the ranking; the needs of the assigned department/service and in any case shall be between March 2022 and February 2023.

Within this period, the activity may be deferred due to participation in international exchange programmes and work experience or due to the attendance of compulsory university lessons.

5. Students are bound to carry out the work required for the collaborations assigned to them according to that established in the contract and in compliance with the instructions given by the supervisor of the department in which the work is undertaken.
6. The timetable shall be agreed with the supervisor, taking into account the needs of the department, to be reconciled with the needs of the collaborator.

7. Students awarded this form of collaboration contract must not have already completed or cannot undertake any other targeted student collaboration for the 2021/2022 academic year.

Art. 10 - Contract and contract termination

1. Candidates assigned collaboration work must sign the contract stipulated with the university. The contract shall establish:
 - a) the department or departments in which the activity shall be performed;
 - b) the manager of the services as part of which the work shall be performed;
 - c) the number of hours of work the assigned student is bound to complete, without prejudice to the cap of 150 hours in any one academic year;
 - d) payment due and how it is paid;
 - e) the unilateral termination clause for default by the collaborating student;
 - f) the express mention that collaboration does not in any way constitute an employment relationship;
 - g) the express mention that the payment is exempt from taxes;
 - h) the express mention of insurance cover against accidents;
 - i) the express mention of compliance with the University Code of Ethics and Conduct available in Italian at the following web address <http://www.unive.it/pag/8162>;
 - j) the commitment according to which all the data and all information that shall come into the student's possession during the collaboration must be considered confidential and their disclosure is strictly prohibited.
2. The contract must be signed, starting from the week following the start date of the collaboration, at the Human Resources Area (ARU) - Technical Administrative Staff Office - Administrative Staff Career Unit (main building of Ca' Foscari, Dorsoduro 3246, Venice) during the following public opening hours to the public: *Tuesday, Wednesday and Friday: 9.30 - 12.30 am.*
3. Students undertake to complete the compulsory training on health and safety in the workplace (Ministerial Decree No. 363/1998; Legislative Decree No. 81/2008 and subsequent amendments; ASR 21/12/2011), according to the deadlines and procedures indicated in the invitation to the course "General training of workers on safety and health at work", of which they will receive a copy after signing the contract. If the student has already completed the compulsory training on health and safety in the workplace, they undertake to send the relative certificate to the following e-mail address within 30 days of signing the contract: formazione.sicurezza@unive.it.
4. Students who carry out collaboration activities during the period of Covid-19 Emergency are invited to check the information and the provisions established by the central Administration and by the University structures (<https://www.unive.it/pag/40177>) as well as to attend the online course "How to use Covid-19 protection devices". Students can access the course through the Moodle platform of the University: instructions related to the access methods shall be given afterwards.
5. The contract shall be automatically terminated for default in the following cases:
 - a) unavailability of the student to start the collaboration within the deadlines established by the supervisor of the department to which they are assigned, when these deadlines are essential for the department, except as provided in paragraph 4 of Article 9;
 - b) ascertained inability of the student to perform the services requested even in relation to the provisions of paragraph 13 of Article 5.

Art. 11 - Credits

1. According to the provisions of Art. 10 of Ministerial Decree 270/2004 and Resolution no. 85 of the Academic Senate of 27 April 2004, the competent teaching boards of the university may award, upon request, credits for the collaboration work referred to in this call either as substitute activities, in whole or in part, of work experience or as training activities independently chosen by the student. Accreditation is subject to an assessment of the relevance and consistency of the collaboration activities with the specific training course of the student's study programme.

Art. 12 - Final rules

1. Although not expressly provided for in this call, the general rules on the right to education and those of the Civil Code on contracts shall apply, where compatible.

Art. 13 - Head of the procedure

1. The person in charge of the procedure, pursuant to and in accordance with Law no. 241/1990, is the director of the Office for Student Careers and the Right to Education, Dr. Micaela Scarpa.

Art. 14 - Information references

For information on this call, contact the Right to Education and Disability Sector (c/o Palazzo Ca' Foscari - Dorsoduro, 3246 - 30123 - Venice) of the Teaching and Student Services Area, Office of Student Careers and Right to Education via:

- tel. +39 041 234 7575 ("Student Services" call centre)
- report to <https://www.unive.it/pag/36768>
- help desk available by appointment, to be booked online at <https://www.unive.it/pag/20062/>, during the following opening hours: Tuesday, Friday: 9.30 - 12.30 am; Wednesday: 9.30 - 12.30 am and 2.30 - 4.30 pm

Art. 15 - Regulatory references

University Statute - Rector's Decree no. 750 of 8 September 2011 and subsequent amendments and additions
University Regulations for part-time collaboration activities by students - Rector's Decree no. 304/2014 of 14 April 2014

Italian Presidential Decree no. 394 of 31 August 1999

Regional Law no. 15 of 18 June 1996

Regional Law no. 8 of 7 April 1998

Law 21 December 1999, no. 508;

Italian Presidential Decree no. 445 of 28 December 2000

Prime Ministerial Decree 9 April 2001

Ministerial Decree no. 270 of 22 October 2004

Legislative Decree no. 68 of 29 March 2012

Prime Ministerial Decree no. 8 of 7 April 1998

Decree of the Ministry of Labour and Social Policies of 7 November 2014

Legislative Decree no. 147 of 15 September 2017

Decree-Law no. 34 of 30 April 2019

Ministerial Decree no. 156 of 12 February 2021

Veneto Regional Council Resolution no. 809 of 22 June 2021

This call is also translated into English for informational purposes only. For the application and resolution of any dispute and for all legal effects, the Italian version only shall apply.

Venice, 09 July 2021

signed Area Manager
Educational Programmes and Student Services
Dr. Francesca Magni

Privacy Statement

Pursuant to Article 13 of EU Regulation 2016/679 containing "General Regulations on the Protection of Personal Data - GDPR", applicants to this selection are informed that the processing of personal data provided by them or in any case acquired for this purpose by the university is intended solely for the completion of the selection and shall take place at the Ca' Foscari University of Venice by authorized personnel, including with the use of computerized processes, in the ways and within the limits necessary to pursue the aforementioned purposes. Data shall be retained in compliance with the rules on the retention of administrative documentation.

The Data Controller is the Ca' Foscari University of Venice, based in Dorsoduro, 3246 - 30123 - Venice Certified E-mail protocollo@pec.unive.it.

The provision of such data is necessary to evaluate the participation requirements and the possession of the qualifications and failure to provide them may prevent this evaluation, with the consequent exclusion from the procedure.

The rankings shall be published according to the legislation in force; no disclosure to third parties is foreseen, unless to comply with possible requests from judicial and control bodies and to carry out activities related to the provision of benefits.

Data subjects have the right to obtain from the university, in the foreseen cases, access to personal data and the rectification or erasure of said data or the restriction of processing, or the right to oppose the processing (Articles 15 et seq. of the Regulation). The request to the University is presented by contacting the Data Protection Officer at the Ca' Foscari University of Venice - Data Protection Officer, Dorsoduro, 3246 - 30123 - Venice Certified e-mail protocollo@pec.unive.it, e-mail: dpo@unive.it.

Data subjects who believe that the processing of personal data referring to them occurs in violation of the provisions of the Regulation have the right to lodge a complaint with the Italian Data Protection Authority, as foreseen by Article 77 of the Regulation, or to take legal action (Article 79 of the Regulation).