

POLITECNICODIMILANO

THE RECTOR

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

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

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';

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

HAVING REGARD TO the Statute of Politecnico di Milano;

HAVING REGARD TO the General University Regulations;

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

HAVING REGARD TO Rector's Decree Ref. 9116 of 31.07.2023 by which the University Regulations for the assignment of part-time collaborations to students were issued;

HAVING ACKNOWLEDGED the favorable opinion expressed by the Student Council at its meetings on 11.06.2025;

HAVING ACKNOWLEDGED the favorable opinions expressed by the Academic Senate and the Board of Governors in their respective meetings of 16.06.2025 and 23.06.2025 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 9116 of 31.07.2023, 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 TO CONFER PART-TIME COLLABORATION UPON STUDENTS.

Art. 1 - Purpose

- 1) In order to foster students to take part in the university community, the Politecnico of Milano offers to its students the possibility to carry out remunerated collaboration activity.
- 2) These regulations discipline the types of students collaboration related to activities that the university offers to students, teaching and administrative activities that involve any responsibility are excluded.

Art. 2 - Types of collaborations

- 1) "Part-time student collaborations" are any types of temporary and occasional support activities which are provided directly by students, referred to in art. 1.
- 2) Le tipologie dei servizi e delle attività di tutorato alle quali gli studenti possono collaborare, sono indicativamente rappresentate da:
- 3) Types of services and mentoring activities that students can carry out can be for example:
 - a) general informative services related to students and PhD Student tools for study choice such as freshman assistance, enrollment support, informative materials preparation, information about course of study or PhD course of study, focusing on international students.
 - b) Financial Aid services;
 - c) students with disabilities or with specific needs support;
 - d) cultural and scientific events support;
 - e) archive material collection, classification and conservation;
 - f) activities related to the use of laboratory, computer and audiovisual equipment;
 - g) access control, functioning and custody of material in libraries, teaching facilities and other spaces which are open to students;
 - h) collection, storage and processing of data which does not involve confidentiality or administrative responsibilities assumption;
 - i) compliance with safety standards collaboration and practical teaching activities preparation.
 - j) mentoring services to support study programmes teaching activities and subjects both peer-to-peer and for groups of students.
 - k) teaching and training activities participation and support, both for courses of study and PhD programmes and informative materials preparation related to structures and reference units.

Art. 3 - Who may apply

- 1) All students enrolled in the following programs for the academic year which the Call refers to are entitled to apply for:
 - a) Bachelor of Science program;
 - b) Single-cycle Master of Science program;
 - c) Master of Science program;
 - d) PhD program.



Referring to the PhD students, they have to follow the same procedures and deadlines set out in the relevant Calls for admission and/or the relevant regulations, however by the deadlines of the academic year which the Call refers to.

- 2) Students enrolled in a single-cycle master of science program that have achieved a number of ECTS ≤ 180 are compared to students referred to in letter a). Students enrolled in a single-cycle master of science program that have achieved a number of ECTS > 180 are compared to students referred to in letter c). ECTS must refer to effective exams. ECTS which refer to validated exams of previous academic career are excluded. ECTS related to exams which are labelled as “extra/excess”, related to internship and related to the final exam or similar are excluded.
- 3) Students which letters b), c) and d) refer to will take priority during the selection for mentoring activities.

Art. 4 - Calls for applications

- 1) Part-time collaborations are assigned to students through open competitions which foresee the admission in a list according to a merit-based score. Approximately, a single call is published each semester and it is addressed to the recipients referred to in art.3.
- 2) Moreover, it is possible to prepare and publish Call in addition to the previous Calls in order to start collaboration that will meet specific and particular needs.

Art. 5 - Listing and score awarding

- 1) The awarded score to the student included in the list of those entitled to provide part-time collaborations will be defined by the following formula:

WEIGHTED AVERAGE x REGISTERED ECTS

- 2) ECTS must be effective, according to the study plan for the academic year which the Call refers to. The followings are not considered:
 - a) ECTS related to exams that are labelled as “extra/excess” in the study plan for the academic year which this Call refers to;
 - b) ECTS related to validated exams of previous academic career.
 - c) single courses ECTS;
 - d) ECTS related to exams which have been partially registered;
 - e) ECTS related to courses consisting of several modules that will not count for the final score until all modules have been successfully completed;
 - f) ECTS related to the internship and ECTS related to the final or similar exam.
- 3) Students who have zero ECTS will be listed with zero score.
- 4) Should there be equal scores, the student in the most disadvantaged financial conditions will have priority according to the ISEE (ISEEU for students who have income and assets abroad) from the student database at the end of the Call. Should there be no ISEE/ISEEU value, the student will be awarded (only for purposes linked to this ranking) with the highest ISEE/ISEEU value as specified in Table n.1 of the Student Contribution Regulations. If the equity of scores persists, the youngest student will be prioritized.
- 5) Students will be able to view their provisional score entering their profile on the Online Services.
- 6) Within 10 days from the publication of the provisional score it will be possible to submit a review request, according to the procedures specified in the Call. The Financial Aid Unit will review the received requests and then publish the final score that will be valid until the publication of the

score related to the next Call.

Art. 6 - Convocation

- 1) The tasks assignment will be given based on the requests received from the University departments.
- 2) Specific tasks which need to be assigned to students with particular requirements, may be designated notwithstanding the score order.
- 3) Students who have received negative feedback in a previous collaboration are excluded from the task assignments referred to in art. 7.
- 4) The convocation will be notified via an email sent to the students university email address or by telephone call.
- 5) Students can start work only after the contract signing and registration which formalizes the collaboration.
- 6) Students can waive in writing (including university email address) to accept an assignment only once for each type of activity (specifically: administrative services support and teaching support); A second waiver of the same type of activity will prevent a possible third convocation.
- 7) The second waiver to an activity during the month of August, will not considered to the invalidity of the application.

Art. 7 - Operating methods

- 1) The collaboration must end within the calendar year in which it has begun and cannot exceed 200 hours. Should there be several collaborations, the student total tasks cannot exceed 200 hours per calendar year.
- 2) Politecnico provides insurance cover against accidents.
- 3) Collaborations must be carried out within the spaces used by the University for its activities. They can also take place in external locations, if previously authorised for the performance of activities and under the direct coordination of the department's staff. They can take place "remotely."
- 4) Collaborations will be carried out following the methods, and during the periods, set by the Department heads, who have to notify Financial Aid Unit about potential negative feedback of activities carried out by each student.
- 5) The abovementioned activities cannot be considered neither as a subordinate work contract, nor as an integration of students into the organisational structure of the University's administrative and teaching services. Moreover, they do not provide any form of evaluation for open competitions.
- 6) If the student's performance does not meet the required quality standards, their contract will be dissolved in accordance with the specific contract clause.
- 7) Students who are assigned with a collaboration can withdraw from it, by notifying the Department Head with at least five working days' notice.
- 8) In this case, the remuneration will be proportional to the hours actually worked.
- 9) Students are cancelled from the list in the following situations:
 - a) they are not properly enrolled in the course of study/ PhD or have repeated the year;
 - b) they withdraw from their studies or transfer to another university;
 - c) they earn their degree;
 - d) they have received disciplinary sanctions more severe than a warning.

Art. 8 - Remuneration

- 1) The minimum hourly fee depends on the type of activity referred to in art. 2 and the type of student referred to in art. 3:
 - a) for students referred to in art. 3 letter a) and similar:
 - 12,00 €/hour for collaborations which support administrative services;
 - 14,00 €/ hour for collaborations which support teaching, also peer-to-peer.
 - b) for students referred to in art. 3 letter c) and similar:
 - 13,00 €/ hour for collaborations which support administrative services;
 - 16,00 €/ hour for collaborations which support teaching, also peer-to-peer.
 - c) for PhD students referred to in art. 3 letter d) and similar:
 - 20,00 €/ hour for collaborations which support teaching;
 - 35,00 €/ hour for collaborations which support curricular teaching.
- 2) The payment is exempt from the income tax (I.R.P.E.F.) and from the regional production tax (I.R.A.P.).

Art. 9 - Budget

- 1) The collaborations are financed by:
 - a) University funds, which must be covered by the annual budget;
 - b) ministerial funds;
 - c) funds which are derived from other public and private external entities;
 - d) funds issued by Departments and Regional Campuses.
- 2) Regarding the University funds, the unit in charge has to collect annually structures needs which want to activate students collaboration and then propose a budget request to the Board of Governors.

Art. 10 - Final and transitional rules

- 1) These regulations are published in the "Statute and Regulations" section of the University at the following link: <http://www.normativa.polimi.it> and enter into force within fifteen days from its publication.
- 2) Referring to all collaboration activities activated by Calls which were published before the come into effect of the current regulations, instructions in force remain valid until their conclusion.

THE RECTOR
Prof.ssa Donatella Sciuto