

# **PART-TIME STUDENT COLLABORATIONS CALL**

## **SECOND SEMESTER A.Y. 2025/2026**

### **ART. 1 PURPOSE**

This Call is for students enrolled in a Bachelor of Science program, a Single-cycle Master of Science program, Master of Science program and PhD program. It aims at the inclusion in the list of the students who are entitled to provide part-time collaboration activities, as stated in the art. 11 of Legislative Decree no. 68/2012.

### **ART. 2 WHO MAY APPLY**

All students enrolled in the following programs offered by the Politecnico di Milano for the academic year 2025/2026 are entitled to apply for this Call:

- 1) Bachelor of Science program;
- 2) Single-cycle Master of Science program;
- 3) Master of Science program;
- 4) PhD program.

Referring to the PhD programs, active PhD students who are compliant with the cycle enrollment can apply for this Call.

### **ART. 3 TYPES OF COLLABORATIONS**

“Part-time student collaborations” are any types of temporary and occasional support activities which are provided directly by students, referred to in art. 1.



## **3.1 BACHELOR OF SCIENCE, SINGLE-CYCLE MASTER OF SCIENCE, MASTER OF SCIENCE STUDENTS**

### **3.1.1 Types of collaboration to support administrative services**

In order to support administrative activities, collaborations can be for example:

- 1) cultural and scientific events support;
- 2) archive material collection, classification and conservation;
- 3) access control, functioning and custody of material in libraries, teaching facilities and other spaces which are open to students;
- 4) collection, storage and processing of data which does not involve confidentiality or administrative responsibilities assumption;

### **3.1.2 Types of collaboration to support teaching activities for BSc and MSc**

In order to support teaching activities, collaborations can be for example:

- 1) information services for students orientation and guidance e.g., assistance to first year students, general information and useful study advice, assistance and information related to study programmes;
- 2) Financial Aid services;
- 3) students with disabilities or with specific needs support;
- 4) activities related to the use of laboratory, computer and audiovisual equipment;
- 5) services for the usability and preparation of practical and applicative teaching activities.

#### **3.1.2.1 Types of peer-to-peer collaboration**

Peer-to-peer collaborations are a unique type of teaching support which Bachelor Degree students can apply for. They are for example:

- 1) students support activities for a practical study organisation (study plan structure, teaching organisation, etc.);
- 2) support activities for students who may face difficulties regarding the course teaching or assessment tests unfolding;
- 3) support activities for students who need to bridge basic gaps through clarifications and exercises solutions.

## **3.2 PHD STUDENTS**

### **3.2.1 Types of collaboration to support PhD programmes activities and PhD School**

Types of collaboration to support PhD programmes activities and PhD School are for example:

- 1) support aimed at the integration of incoming PhD students;
- 2) new PhD students support during enrollment;
- 3) PhD student teaching and training activities involvement and support;
- 4) informational materials arrangement relating to the departments involved in this Call;
- 5) PhD students support in using departmental services;
- 6) PhD activities promotion.

### **3.2.2 Types of collaboration to support teaching activities**

In order to support teaching activities, collaborations can be for example:

- 1) Individual support activities – One to One – for students enrolled in Bachelor of science, Master of Science and Single-cycle Master of Science.

### **3.2.3 Types of collaboration to support curricular teaching activities**

In order to support curricular teaching activities, collaborations can be for example:

- 1) mentoring services to support study programmes teaching activities and subjects;
- 2) support activities for students who may face difficulties regarding the course teaching or assessment tests unfolding or may need to bridge basic gaps through clarifications and exercises solutions.

## **ART. 4 HOW TO APPLY AND DEADLINES**

The application form for this Call must be submitted

**from January 8th 2026 to 12.00 (Italian time) of February 12th 2026**

exclusively by filling in the appropriate online form, which can be accessed from the personal area on the Online Services.

This is the path:

[Benefits and Agreements](#) > [Application for student collaborations](#).

The application form is made up of the following sections:

- 1) **General information:** state the availability to undertake the collaboration at an additional location, besides their primary classes' location;
- 2) **Type of collaboration:** choose the type of collaboration desired;
- 3) **Known languages:** indicate the languages spoken and level of knowledge;
- 4) **hard skills:** indicate the skills e.g.: Office suite, web developing programmes, graphic programmes, etc.;
- 5) **Other skills:** insert any technical expertise not listed in the above items;
- 6) **International mobility:** indicate potential exchange projects;
- 7) **Other information:** add any additional skill they consider relevant.

Once the application has been completed in all its parts, it must be submitted by clicking on "*Close and submit application*".

You can download the receipt to confirm that it has been submitted within the deadlines.

The application can be cancelled and resubmitted as long as the deadlines are open.



**NOTA BENE** - Cancelled applications will not be considered.

## ART. 5 LISTING AND SCORE AWARDING

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

$WEIGHTED\ AVERAGE \times REGISTERED\ ECTS$  (as of December 31st 2025)

### Art. 5.1 Correct determination of ECTS

ECTS must:

- 1) be registered in the students Career Plan as of August 10th 2025;
- 2) be effective, according to the study plan for the academic year which this Call refers to.

The followings are not considered:

- 1) ECTS related to exams that are labelled as “extra/excess” in the study plan for the academic year which this Call refers to;
- 2) single courses ECTS;
- 3) ECTS related to exams which have been partially registered;
- 4) ECTS related to courses consisting of several modules that will not count for the final score until all modules have been successfully completed;
- 5) ECTS related to the internship and ECTS related to the final or similar exam.
- 6) ECTS related to validations from previous careers

For students enrolled in an internal double degree project, only the study course which the matricula is linked to and through which the enrollment has been finalised is considered. Moreover, only the actual ECTS are taken into consideration.

 **NOTA BENE** - Students who have zero ECTS will be listed with zero score. CFU from previous careers are not considered.

During the convocation phase, should there be equal scores, the student in the most disadvantaged financial conditions will have priority according to the ISEE/ISEEU<sup>1</sup> 2025 from the student database at the end of the Call.

Should there be no ISEE/ISEEU 2025 value, the student will be awarded 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.

Students will be able to view their provisional score starting from **February 13th 2026**, entering Online Services through which they have applied, namely "**Student collaborations application form**".

Using the 'Review request' function – which will be available only after the publication of the provisional score – it will be possible to submit a review request related to the score awarding.

Any review request has to be submitted no later than 11:59 pm (Italian time) on **February 20th 2025** and must contain details and information in order to check the score.

After the deadline, the Financial Aid Unit will review the requests received. Within 20 days starting from the review request reception, students can view their final score.

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<sup>1</sup> Students with income and assets only abroad or abroad and in Italy.



## **ART. 6 TASKS ASSIGNMENT**

The tasks assignment will be given based on the requests received from the University departments.

Firstly, the score will be considered with reference to the type of student to be selected; secondly, any specific requirements will be considered, if they are useful for the activity to carry out (such as knowledge of a specific foreign language or software, etc.) and the location.

Students who have received negative feedback in a previous collaboration are excluded from the task assignments.

## **ART. 7 CONVOCATION**

The convocation will be notified via an email sent to the students university email address or by telephone call.

Students can start work only after the contract signing and registration which formalises the collaboration.

Students can waive in writing (using their university email address) to accept an assignment only once for each type of activity.

A second waiver of the same type of activity will prevent a possible third convocation.

## **ART. 8 OPERATING METHODS AND DURATION OF THE COLLABORATION**

The collaboration must end within the academic year in which it has begun and cannot exceed 200 hours. For the purposes of this call, the academic year runs figuratively from September 16th 2025 to September 15th 2026.

Should there be several collaborations, the student total tasks cannot exceed 200 hours per calendar year.

Politecnico provides insurance cover against accidents.

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."



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.

The abovementioned activities do not give ECTS and do not contribute of the determination of the degree final score.

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.

If the student's performance does not meet the required quality standards, their contract will be dissolved in accordance with the specific contract clause.

Students who are assigned with a collaboration can withdraw from it, by notifying the Department Head with at least five working days' notice.

The collaboration ends at the time of graduation or as a result of career termination for any reason. In this case, the remuneration will be proportional to the hours actually worked.

## **ART. 9 CANCELLATION AND EXCLUSION**

Students are cancelled from the list in the following situations:

- a) they are not properly enrolled in the course of study;
- b) they withdraw from their studies, incurs forfeiture or transfer to another university;
- c) they earn their degree;
- d) they have received disciplinary sanctions more severe than a warning;
- e) PhD or have repeated or are repeating the year or are currently in an extension status.

In such cases, any ongoing collaboration is interrupted.

Should there be non-compliance with the duties related to the workshop, the collaboration is interrupted.

Should the collaboration be interrupted before its completion, the administration can schedule new collaborations, in order to fulfil the remaining hours.

## ART. 10 REMUNERATION

The minimum hourly fee depends on the type of activity referred to in art. 3:

<b>For the student enrolled in</b>	<b>Administrative services support</b>	<b>Teaching Support and peer-to-peer</b>
Bachelor of Science program	12,00 €	14,00 €
Single-cycle Master of Science program with <b>no more than 180 ECTS</b> at the Call opening date	12,00 €	14,00 €
Master of Science program	13,00 €	16,00 €
Single-cycle Master of Science program with <b>more than 180 ECTS</b> at the Call opening date	13,00 €	16,00 €

<b>For the student enrolled in</b>	<b>PhD programmes activities and PhD School support</b>	<b>Curricular teaching activities support</b>
PhD program	20,00 €	35,00 €

In compliance with art. 11 of D.Lgs. 68/2012, the compensation must not exceed the maximum of 3,500 euros per year.

The payment is exempt from taxes and it is compatible with the DSU scholarship, and with the Prizes for the best students.

For each collaboration, the payment is made in one solution at the end of the activity and after the issue of a certificate by the Department Head where the activity has been carried out.

It is not possible to sign the collaboration contract which this Call refers to if students have already achieved a total of 200 hours students collaboration at the University for the same academic year (2025-2026) or if they have reached the maximum of 3,500 euros per year.

## ART. 11 PERSONAL DATA PROCESSING

The processing of personal data is carried out in compliance with art.13 of the EU Regulations as of April 27th 2016, no. 679 (General Data Protection Regulation, GDPR). Please refer to the dedicated webpage on the University website <https://www.polimi.it/privacy>.

## **ART. 12 TRANSPARENCY FULFILMENTS**

Part-time student collaborations are among the subsidies and financial benefits subject to publication obligations under art. 26 and 27 of Legislative Decree as of March 14th 2013, no. 33.

The list of students who have carried out part-time collaboration activities will therefore be published in the specific “Amministrazione Trasparente” section of the website through the following path: Sovvenzioni, contributi, sussidi, vantaggi economici > Atti di concessione.

## **Art. 13 - FINAL AND TRANSITIONAL RULES**

The regulations of this Call refer to collaborations which have been activated during the academic year 2025/2026, which figuratively ends to September 15th 2026.

## **ART. 14 HEAD OF THE PROCEDURE**

In accordance with the art.5 of the Law as of August 7th 1990, no. 241 and subsequent modifications, the following individual is appointed as Head of the Administrative Procedure: Gabriella Rega.

For information, the references are at the bottom of the page:

[Paid student collaborations - polimi](#)

This english translation has mere informative purposes. In case of conflicts or disagreements, solely the Italian version is valid.