Annex 1

CALL FOR APPLICATIONS: PART-TIME CAMPUS JOBS FOR STUDENTS
AY 2020-2021
TO SUPPORT HYBRID EDUCATION, STUDY AND UNIVERSITY ATTENDANCE

Art. 1
Announcement

1. The University of Siena, to implement the provisions of the national legislation in force for the right to university study and in order to encourage the widest possible student participation in the university community, offers deserving students enrolled at the University for academic year 2020/2021 the opportunity to carry out paid work in university facilities, pursuant to art. 11 of Legislative Decree 68/2012.

2. *Resources from the pandemic for Interactive, Participatory and Inclusive Teaching* falls within the framework of the Tuscany Region decree 21687 of 18 December 2020, which uses the Fund for Development and Cohesion (FSC) included in the regional project GiovaniSì to finance projects supporting university attendance during the Covid emergency. In order to achieve, within the context of the project, the specific objective Soft Skills for DAD Tutors, the University:

- shall activate a first tranche of 45 paid part-time student jobs, distributed in accordance with art. 3 of this notice;
- shall activate a second tranche, up to a maximum of a further 85 student jobs, selecting individuals from the ranking list - in accordance with the breakdown by area, type of course and on the basis of the activities envisaged by the regional project - to increase the number of students involved.

Art. 2
Project objectives

1. The project objectives are:
- peer tutoring and providing assistance to lecturers involved in DAD, providing students from the various Departments with information and assistance on the use of the e-learning platform and hybrid teaching methods, as well as on how to carry out distance or face-to-face examination procedures safely;
- supporting the Facilities, Libraries and Laboratories in managing the system for booking study places and providing information about Covid safety rules for attending courses in presence and for the use of common spaces;
- helping Libraries digitize documents to overcome the limitations imposed by the pandemic in accessing analogue documentation;
- helping University Offices facilitate remote access to documentation and administrative procedures, guaranteeing peer-to-peer assistance that reduces the awkwardness of direct contact;

- contributing to the creation, also through the support of interested lecturers, of teaching modules in virtual reality relating to previously identified disciplines, through the use of tools and platforms for the delivery of courses in virtual reality and the archiving of teaching materials.

Acquired competences:
1. Collaborators who have successfully completed the entire distance learning support course shall receive a special **Open Badge** certifying the transversal competences acquired (soft skills) and which will be registered on the Bestr platform. https://bestr.it/organization/show/104?ln=it

Art. 3
Distribution of student jobs

1. The 45 student jobs of the first tranche shall be distributed as follows:

SIENA BRANCH - 29 student jobs paying € 2,000.00= each, working 200 hours in University facilities (central administrative offices, libraries, departments, language centre, laboratories).

AREZZO BRANCH - 8 student jobs paying € 2,000.00= each, working 200 hours to support general and library activities.

SALA ROSA - **8** student jobs paying € 2,000.00= each, working 200 hours in the study room of the University Library System in Piazzetta Silvio Gigli (Siena). For this activity, attendance may be requested (from 9 am to 8 pm) also on Saturdays and Sundays; in the case of special events (e.g. concerts, etc.) attendance may be requested until 10 pm on weekdays.

1. The number of collaborations is also divided among the various areas, as listed below:
SIENA BRANCH
10 student jobs in **Area A** (Area of Economics, Law and Political Sciences), of which 5 are for students enrolled in a Master's degree course (two-year duration);
6 student jobs in **Area B** (Humanities, History, Philosophy and the Arts), of which 3 are for students enrolled in a Master's degree course (two-year duration);
6 student jobs in **Area C** (Biomedical and Medical Sciences), of which 3 for students enrolled in a Master's degree course (two-year duration);
7 student jobs in **Area D** (Experimental Sciences), of which 3 for students enrolled in a Master's degree course (two-year duration).

AREZZO BRANCH
2 collaborations in **Area A** (Economics, Law and Political Science), of which 1 for students enrolled in a Master's degree course (two-year duration);
2 collaborations in **Area B** (Humanities, History, Philosophy and the Arts), of which 1 for students enrolled in a Master's degree course (two-year duration);
2 collaborations in **Area C** (Biomedical and Medical Sciences), of which 1 for students enrolled in a Master's degree course (two-year duration);
2 collaborations in **Area D** (Experimental Sciences), of which 1 for students enrolled in a Master's degree course (two-year duration).

SALA ROSA

2 collaborations in **Area A** (Economics, Law and Political Science Area), of which 1 for students enrolled in a Master's degree course (two-year duration);

2 collaborations in **Area B** (Humanities, History, Philosophy and the Arts), of which 1 for students enrolled in a Master's degree course (two-year duration);

2 collaborations **Area C** (Biomedical and Medical Sciences), of which 1 for students enrolled in a Master's degree course (two-year duration);

2 collaborations in **Area D** (Experimental Sciences), of which 1 for students enrolled in a Master's degree course (two-year duration).

1. Applicants may apply for one location only: Sala Rosa, Arezzo or Siena.

2. Student jobs do not in any way constitute subordinate employment relationships and are not assessed for the purposes of public competitions; activities relating to teaching, delivery of exams and entailing administrative responsibilities are excluded.

Art. 4
Scheduling of activities, early termination, suspension and withdrawal

1. The student is required to serve at the assigned facility and at the times agreed with the facility's reference person.

2. The assigned structure may be changed for special service requirements only.

3. The work hours may not exceed the maximum number of hours assigned.

4. Each student may work for a maximum of 200 hours per academic year, as set out in art. 11, par. 4 of legislative decree 68/2012.

5. Upon notification by the structure's reference person to the Study Grants and Incentives Office (*Ufficio borse e incentivi allo studio*), the student job shall terminate early in the case of:

   a) loss of student status (e.g. withdrawal from studies, graduation, transfer to another University)

   b) participation in study, mobility and training programmes that require a continuous absence of more than two months during the job period;

   c) unjustified and continuous absences;

   d) non-compliance by the student, accompanied by a reasoned request from the university tutor to the Scholarships and Study Incentives Office (*Ufficio borse e incentivi allo studio*).

6. The student may give up or suspend the job for personal reasons, informing the university tutor and the Scholarships and Incentives Office (*Ufficio borse e incentivi allo studio*) accordingly.

7. In the event of early termination of the student job, the ranking may be adjusted to reassign the remaining hours, as set out in article 7.

Art. 5
Application requirements

1. Applications may be submitted by those who:

    a. at the date of expiry of the present notice are regularly enrolled, for academic year 2020/2021, full-time in the second or subsequent year of a bachelor's or a single-cycle master's degree course;

    b. at the date of expiry of this notice, are regularly enrolled full-time, for academic year 2020/2021, in the first year or subsequent year of a two-year master's degree course;

    c. were awarded the number of university credits (CFUs) indicated in the tables in annex 2 by 31 October 2020, taking into account that the year of first enrolment is considered the academic year of the start of the university career and that the years of permanence are counted from that date;

    Those enrolled in the first year of a master's degree course (two-year course) must have been awarded a bachelor's degree final exam mark of at least 99/110

2. The following students cannot participate in the selection procedure:

    a. those in receipt of any scholarship awarded by the Azienda Regionale per il Diritto allo Studio Universitario (DSU) for academic year 2020/2021, pursuant to art. 6, par.2 of Legislative Decree no. 68 dated 29.03.2012 or by other institutions;

    b. those who already hold an academic qualification of the same level;

    c. those enrolled in single courses;

    d. those who have been enrolled for a number of years exceeding the normal duration of the course increased by one, considering the years of permanence, as established in the previous paragraph 1, letter c.

    e. those who have been subject to disciplinary measures

3. For students with certified disability equal to or greater than 66%, the provisions of letter d) of the previous paragraph do not apply.

Art. 6
Establishing rankings

1. The number of university credits registered on 31 October 2020 in the computerised system for the management of teaching at the University of Siena (ESSE3) are considered to calculate merit. Any extra credits awarded are not counted.

2. The following formulas are used to calculate merit:

    - students enrolled in bachelor's or master's degree courses

    [(0.8) * no. CFU earned by 31.10.2020]/max no. CFU]*100 + [(0.2) * average of degree course marks counting towards graduation X 100/30]

- students enrolled in the first year of a master's degree course (2-year duration)

student's final degree mark/110 X 100

3. Should a student have changed degree course, the university credits taken into account are those recognised in the new degree course.

4. Examinations and university credits obtained at foreign universities as part of student mobility programmes are counted only if they are recorded in the computerised educational management system (ESSE3) on 31 October 2020.

5. Applicants must access the Segreteria on-line platform to check their data and credits registered on 31 October 2020.

6. For students referred to in art. 5 paragraph 3 enrolled past the first year in excess of the standard course duration (*fuori corso)*, merit is calculated based on the values reported in the last row of the tables in Annex 2.

7. In the event of equal merit, preference is given to the student with the lowest ISEE (the value considered is that which appears in the ESSE3 computerised education management system).

8. In the event of a further tie, preference is given to the younger student.

9. The rankings are drawn up separately for each of the three locations (Sala Rosa, Arezzo Branch, Siena Branch).

10. Within each location, the rankings are formulated by disciplinary area and, within each of these, by type of degree course (bachelor's, single-cycle master's and two-year master's), as set out in art. 3.

11. If the number of university credits earned is greater than the maximum possible value (see tables in Annex 2), the number of credits earned is set to the maximum value.

12. If the average of exam marks counting towards the degree is greater than 30, the average is considered equal to 30.

13. The provisional rankings can be consulted at: http://www.unisi.it/borse menu *Activities for part-time students*, and any complaints may be lodged within 7 (seven) days of the date of publication.

14. After assessing any complaints, the managing office will formulate the final rankings, which will be published at http://www.unisi.it/borse, menu *Activities for part-time students*.

Art. 7
Ranking adjustments

1. If the ranking list for a subject area and course type runs out, for each location the ranking for the same subject area but different course type will be used; if it runs out, the ranking for the subject area with the highest scoring student will be used, regardless of the course type.

2. Should the list of candidates run out, the list of the other branch shall be used in accordance with the criteria set out in paragraph 1 above.

3. Should University structures or external public bodies request access to the rankings using their own funds or for completing activities within the framework of the regional project referred to in Article 1, paragraph 2 of this call for applications using funds deriving from the project itself, the rankings may be adjusted by location, subject area or course type on the basis of the request of the structure concerned.

4. Should a collaboration terminate early (in the cases envisaged in art. 4 of the call for applications), the ranking list may be updated to complete the remaining hours.

Art.8

Application procedure and deadline

1. Applications for admission may be submitted starting at **10 am on Thursday 25 February 2021 until 12 noon on Thursday 18 March 2021**, exclusively by accessing the reserved area of the *Segreteria on-line* platform (https://segreteriaonline.unisi.it) – administrative offices- 150 hours/tutorship; **applications sent by other means will not be accepted.**

2. To confirm submission of the application, are **required** to print out and **keep** the "final receipt" (valid for applying to the call, WITHOUT THE FINAL PRINTOUT YOU ARE EXCLUDED FROM THE SELECTION PROCEDURE); the receipt **must not** be submitted or sent to the Scholarships and Study Incentives Office (*Ufficio borse e incentivi allo studio*).

Art. 9
Start of the collaboration and remuneration

1. For the start and planning of the activity, the student must contact the reference person for the assigned structure; the list of successful candidates and their assigned structure, as well as the name of the reference person to be contacted shall be published at http://www.unisi.it/borse menu *Activities for part-time students*.

2. The activities carried out will be documented using the specially prepared forms available to students on the site at http://www.unisi.it/borse menu *Activities for part-time students* at the time the student job is assigned.

3. The work hours established for the first tranche must be completed by **28 February 2022**.

4. Students involved in the project activities, following further adjustments of the rankings, must put in the hours by **30 June 2022**.

5. Payment is in a single instalment, at the end of the 200 hours, or, at the request of the interested party, in two instalments, the first of which at the end of 100 hours.

6. Payment is subject to evaluation by the structure's reference person, who also certifies the activity carried out; the methods for requesting payment and the relevant documentation can be found at http://www.unisi.it/borse menu *Activities for part-time students*.

7. Should the student be unable to complete the job, for the reasons indicated in art. 4 of this notice, remuneration will be proportionate to the hours actually worked.

Art. 10
Taxation and insurance coverage

1. The service requested of the student for the campus jobs referred to in art. 11 of legislative decree 68/2012 shall be remunerated and is exempt from tax, within the limit of € 3,500 per year.
2. The University provides private insurance coverage against accidents deriving from the assigned activity.

Art. 11
Code of ethics and confidentiality

1. While carrying out their jobs, students must comply with the University's Code of Ethics and observe the necessary confidentiality and fairness with regard to facts and circumstances that come to their attention.

Art. 12
Processing and protection of personal data. Information pursuant to Art. 13 of the GDPR

1. Personal data shall be processed by the University of Siena exclusively for institutional purposes and for managing this call for applications. The University undertakes to respect the confidential nature of the data and information provided by the Applicant, which shall be processed in accordance with EU Regulation 2016/679 on the protection of personal data and Legislative Decree 196/2013 Privacy Code, for the provisions not incompatible with the Regulation itself. The applicant may exercise his/her rights (Articles 15 et seq. of the EU Regulation) by sending the Data Protection Officer an email (segreteria.rettore@unisi.it) or certified email (rettore@pec.unisipec.it).
2. The Data Controller is the University of Siena, legally represented by the Rector pro-tempore, Prof. Francesco Frati. The privacy policy can be viewed on the web pages https://www.unisi.it/ateneo/adempimenti/privacy
3. By signing the assignment acceptance form, the student authorises the University of Siena to use his or her postal, telephone and e-mail contact details indicated on the above-mentioned form in connection to the performance and organisation of the assigned institutional activities.
4. Data provision is mandatory for the purposes of the assignment, and refusal will lead to exclusion from the selection procedure.

Art. 13
Procedure manager

1. The procedure manager is the Head of the Scholarships and Incentives Office (*Ufficio borse e incentivi allo studio*); any requests for clarification or remarks may be sent to: bando.150orestudenti@unisi.it

Annex 2. University credits (CFU) Table

<u>TABLE A:</u>

Bachelor's degree course:

	University credits (CFU) min on 31 October 2020	University credits (CFU) max
2nd (first enrolment AY 2019-2020)	24	60
3rd (first enrolment AY 2018-2019)	48	120
1st year *fuori corso* (first enrolment AY 2017-2018)	72	180

<u>TABLE B:</u>

Single cycle master's degree courses (5-year duration)

	University credits (CFU) min on 31 October 2020	University credits (CFU) max
2nd (first enrolment AY 2019-2020)	24	60
3rd (first enrolment AY 2018-2019)	48	120
4th (first enrolment AY 2017-2018)	72	180
5th (first enrolment AY 2016-2017)	96	240
1st year *fuori corso* (first enrolment AY 2015-2016)	120	300

TABLE C:

Single-cycle master's degree course (6-year duration)

	University credits (CFU) min on 31 October 2020	University credits (CFU) max
2nd (first enrolment AY 2019-2020	24	60
3rd (first enrolment AY 2018-2019)	48	120
4th (first enrolment AY 2017-2018)	72	180
5th (first enrolment AY 2016-2017)	96	240
6th (first enrolment AY 2015-2016)	120	300
1st year *fuori corso* (first enrolment AY 2014-2015)	144	360

TABLE D:

 Master's degree course (2-year duration):

	University credits (CFU) min or minimum bachelor's degree final mark	University credits (CFU) max
1st (first enrolment AY 2020-2021)	99/110 bachelor's degree final mark	
2nd (first enrolment AY 2019-2020)	24	60
1st year *fuori corso* (first enrolment AY 2018-2019)	48	120