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Regulations governing the forms of student involvement in activities relating to services provided by the University

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Art. 1 – Definitions

1. For the purposes of these Regulations, the term:

STUDENT ASSISTANTSHIP AND/OR 150-HOUR ASSISTANTSHIP, refers to a means of exercising the right to education which takes the form of student involvement in activities related to the services provided by the University of Brescia, excluding those pertaining to teaching activities (Article 12 of Law No. 341 of 19 November 1990), the conduct of examinations, as well as the assumption of administrative and/or accounting responsibilities.

UNIVERSITY UNITS defines the administrative units and/or services and/or university departments that provide services not exclusively identified as teaching activities, the administration of examinations, or the assumption of administrative and/or accounting responsibilities;

STRUCTURE ASSIGNING THE STUDENT ASSISTANT, refers to the university structures that benefit from the assistance of one or more students for 150 hours;

EQUIVALENT DEGREE: refers to a qualification previously obtained upon completion of a first-cycle degree programme if the applicant, at the time of application, is enrolled on a three-year degree programme, or upon completion of a master's degree programme or a single-cycle degree programme in other cases, such that enrolment on the current degree programme is aimed at obtaining a second degree;

DEPARTMENT IN WHICH THE STUDENT IS ENROLLED: this refers to all degree programmes affiliated with the department in which the student is enrolled;

DEPARTMENT'S ACADEMIC AREA: this refers to the academic area, which may comprise more than one department, including the one to which the degree programme in which the student is enrolled belongs, grouped together by subject area.

2. The following acronyms stand for:

UOC: Complex Organisational Unit; CPS:

Student Participation Committee.

Art. 2 – Scope of application

1. For the purposes set out in Article 2 of Legislative Decree No. 68 of 29 March 2012, No. 68, to remove the economic and social barriers that limit citizens' equal access to higher education and, in particular, to enable capable and deserving students, even if lacking financial means, to attain the highest levels of study; and in implementation of Article 11 of Legislative Decree No. 68 of 29 March 2012, these regulations govern the forms of student involvement in activities related to the services provided by the University of Brescia, with the exception of those relating to teaching activities (Article 12 of Law No. 341 of 19 November 1990), the conduct of examinations, and the assumption of administrative and/or accounting responsibilities.

Art. 3 – Funding and description of the work

1. In accordance with the provisions of Legislative Decree No. 68 of 29 March 2012, Article 11(2), the allocation of student assistance positions shall be within the limits of the resources available in the University's budget, excluding any cost to be borne by the State.
2. The Board of Directors determines annually, when drawing up the draft budget, the amount of funding to be allocated to student assistantships.
3. Student research assistants are paid a financial allowance (in the form of a stipend or scholarship), in accordance with Article 50(1)(c) of the TUIR, calculated on an hourly basis.
4. This amount is exempt from personal income tax (IRPEF) in accordance with the aforementioned Article 11(3) of Legislative Decree No. 68 of 29 March 2012. This financial benefit is also exempt from regional tax on productive activities (IRAP).
5. Insurance cover against accidents and civil liability is provided by the insurance policies taken out by the University for its enrolled students.
6. The work required under these student assistant roles does not in any way constitute an employment relationship; nor does it give rise to social security or welfare entitlements, nor does it count towards eligibility for public sector recruitment competitions.
7. Student work placements normally last for 150 hours. At the request of the head of the unit to which the student is assigned, and subject to authorisation by the head

of the UOC managing the administrative procedures for student assistantships, and subject to the available budget, the student assistant may be asked to work a further 50 hours. In any case, the assistantship may not exceed a total of 200 hours per year.

8. The hours of work must be completed within a period not exceeding 12 months.
9. Assignments commence following notification by the assigning department from January of each calendar year.
10. The deadline for completing the hours of work is normally set at 31 December of the calendar year in which the work began. If the hours have not been completed by this date, the working arrangement will be terminated and payment will be made for the hours actually worked.
11. The calls for applications referred to in Article 5, paragraphs 6 and 7 of these regulations may provide for a different start and end date for collaborations from those set out in the preceding paragraphs, subject to the limit of 200 hours in total.

Article 4 – Types of activities

1. Four types of support activities are identified, under which the collaboration service is categorised in order to reconcile the operational needs of the facilities with the students' availability:
 - a) supervision;
 - b) support for administrative, secretarial and drafting tasks;
 - c) support for student guidance and normal teaching activities;
 - d) support for the day-to-day running of laboratories.
2. The financial remuneration paid to students varies according to the type of activity carried out and is determined by the Board of Directors. These rates remain in force until the next resolution and are published in the Call for Applications.

Art. 5 – Call for Applications

1. As a general rule, by June of each year, University departments wishing to engage student assistants for the following calendar year must notify the UOC responsible for managing the administrative procedures for student assistantships of the number of student assistants deemed necessary for the services provided. Such requests must include the number of student assistantships, the types of activities to be carried out and the reason for any change in the number of assistantships requested compared with the previous year.

2. When submitting their request, departments may specify, for services that necessarily require specific knowledge, an additional requirement beyond those set out in Article 6 of these regulations, relating to enrolment on a degree programme, the passing of one or more examinations and/or belonging to a specific year of study.
3. Having taken note of the staffing requirements identified by the departments, the Director-General, by his or her own order, shall determine, within the limits of the annual allocation entered in the University's budget, the total number of staff positions to be filled on a regular basis, specifying their type in accordance with Article 4.
4. In the absence of notification of requirements by the deadline referred to in paragraph 1, or in the event that the requirements are underestimated, the Director-General may, by his or her own order, if deemed appropriate, nevertheless allocate a quota of student assistant posts to certain departments, even those that did not initially submit a request, subject to the limits of the annual allocation entered in the University's budget.
5. The call for applications for the allocation of student placements referred to in Article 4, paragraph 1, as a matter of routine, is issued each year by the end of August.
6. In the event of unforeseen administrative requirements, subject to the necessary financial provision, any extraordinary calls for applications may be issued during the course of the year.
7. Where a teaching department or a University department has specific requirements, provided the necessary funding is available, specific calls for applications are issued during the academic year. These calls set out the amount of remuneration to be paid to staff, the duration of the appointment, and any specific requirements that staff must meet.
8. The calls for applications set out the deadlines and procedures for submitting applications.
9. Where applicable, students must indicate in their application, in order of preference, the four types of activities referred to in Article 4(1).

Article 6 – Admission Requirements

1. Students who meet the academic merit and financial eligibility criteria set out below and who are:
 - a) enrolled from the second year onwards in three-year bachelor's degree programmes, master's degree programmes or single-cycle master's degree programmes;
 - b) enrolled from the first year of non-single-cycle master's degree programmes;

c) enrolled no later than the first year of the standard duration of three-year degree programmes and single-cycle and non-single-cycle master's degree programmes, with reference to the year of first enrolment on the current programme.

2. Students must be duly enrolled in the academic year in which the call for applications is published and must have obtained, by 10 August of the year in which the call is published (unless a different deadline is specified in the call), 2/5 of the total credits for the relevant year of study and the student's study plan.
3. The academic merit requirements for students who, at the time of submitting their application, are in the process of transferring from one degree programme to another at the University of Brescia or from another university, are calculated on the basis of their academic record in the degree programme to which they are transferring.
4. Priority is given, in accordance with Article 11(4) of Legislative Decree 68 of 2012, to students in the most disadvantaged financial circumstances. Financial circumstances are determined on the basis of the university equivalent economic situation (ISEEU) indicated in the ISEE certificate valid for the calendar year of participation in the call for applications and self-certified to the University via the student's personal page.
5. Students enrolled in the first year of a non-single-cycle Master's degree programme are assessed, in terms of merit, on the basis of their academic record in the previous programme, provided there is continuity of enrolment between the two cycles.

Art. 7 – Cases of exclusion / incompatibility

1. The following are excluded from the programme:
 - a) students who have been enrolled for more than one year beyond the standard duration of the programme, calculated from the year of first enrolment on the current programme;
 - b) recipients of grants for tutoring activities;
 - c) students who already hold a degree of the same level (second degree).

Art. 8 – Compilation of the ranking list

1. The final ranking list is drawn up in accordance with the procedure set out in the following paragraphs.
2. For each student, three indices are identified, taking into account, respectively, the number of credits earned, the corresponding weighted average mark and financial circumstances.
3. The credit index (Nc) is calculated as 10 times the ratio of the number of credits actually earned (Cc) to the number of credits required (Cp) under the respective degree programmes

$$(Nc = 10 \times (Cc/Cp)).$$

4. The index relating to the weighted average mark (V_p) is calculated as half the difference between the student's weighted average mark (V_{ps}) and the weighted average mark (V_{pc}) of the cohort of students enrolled on the same degree programme and in the same year of study ($V_p = 1/2 * (V_{ps} - V_{pc})$).
5. The index relating to financial circumstances (E_c) is calculated using the formula $(MAX_ISEEU/ISEEU_STUDENT1 - 1)*2.75$, where MAX_ISEEU corresponds to the upper limit of the bracket, and $ISEEU_STUDENT$ is the declared ISEE value, which, for the purposes of applying the formula, may not in any case be lower than the value corresponding to the minimum university fee threshold.
6. The ranking list is drawn up on the basis of the sum of the above indices ($Nc+V_p+E_c$).
7. For students enrolling on non-single-cycle Master's degree programmes from other universities, the score is calculated as follows:
 - a) the index relating to credits (N_c) consists of the maximum score that can be achieved (10 points);
 - b) the weighted average mark index (V_p) consists of the minimum score that can be obtained (0.5 points);
 - c) the index relating to financial circumstances (E_c) is determined on the basis of the ISEE declaration submitted, using the same formula as for all students.
8. Eligible students who did not receive 'diritto allo studio' grants in the previous academic year, in accordance with Article 2(4) of the Prime Ministerial Decree of 9 April 2001, are given priority in the ranking list.
9. The criteria set out in the preceding paragraphs lead to the drawing up and publication of a provisional ranking list.
10. Applicants may submit a 'Request for review of the provisional ranking list' by sending an email to the UOC responsible for managing the administrative procedure for student assistantships, within 15 days of its publication.
11. Once any requests for correction have been examined or the deadline referred to in the previous paragraph has elapsed without action, the final ranking list is drawn up; this is approved by a rector's decree and published, by the UOC responsible for the administrative procedure for research assistantships, on the University's website and in the section dedicated to the Official Notice Board.
12. Students who have received a negative assessment of their research assistance, should they apply for the following year, shall be placed at the bottom of the final ranking list, regardless of the score obtained.

Art. 9 – Allocations to departments

1. Once the final ranking list has been drawn up, the relevant unit of the ICT Service generates a distribution of successful candidates, assigning them to the various University departments based on the following priority criteria:
 - a) starting with the student's first preference, up to their fourth, the possibility of assigning the placement is assessed in the following order: the department in which the student is enrolled; the area to which the department in which the student is enrolled belongs; University departments;
 - b) if it has not been possible to place the student in accordance with the criteria set out in the previous paragraph, consideration is given to the preferences – starting with the first and continuing through to the fourth – associated with the area geographically closest to that in which the student is enrolled;
 - c) if no placement is possible under the above criteria, the first available placement will be allocated.
2. Eligible candidates exceeding the number of positions advertised will remain on the final ranking list to fill any posts that become available.
3. In response to specific requirements, some research assistants may be placed in particular facilities or locations.

Art. 10 – Provisions for the award of research assistantships

1. The student will receive a notification from the assigning department regarding the start of the research assistantship via the email address provided by the University and has two days to accept the post.
2. Any student who refuses to accept the post or fails to respond within the specified time limit will be placed at the end of the reserve list of eligible candidates, regardless of their score; upon a second refusal, they will be removed from the list.
3. A student assigned to a department must normally complete their work placement at that same department, unless authorised by the Head of the Clinical Operational Unit (UOC) responsible for managing the administrative procedures for work placements, following a reasoned request from the head of the assigning department.
4. When calculating the number of hours for which the financial allowance is due, any hours during which students are absent from their placement duties are not taken into account, even if duly justified.
5. In the event of an interruption to the placement for proven health reasons, the student may be permitted to make up all or part of the hours not worked, subject to the prevailing needs of the departments, within the limits of the available budget and, in any case, by the

deadline, in accordance with Article 3, paragraphs 9 and 10.

6. Where necessary, student work placements are preceded by a short training period relating to the activities to be carried out, which is included in the total number of hours.
7. Collaborations are formalised by the signing of a commitment agreement, which must contain:
 - a) the purpose of the collaboration and the assigned department;
 - b) the name of the person in charge of the organisation;
 - c) a clause providing for the unilateral termination of the contract on serious grounds or due to the assignee's breach of contract;
 - d) an express statement that the collaboration does not constitute an employment relationship and that it cannot be recognised for the purposes of public sector recruitment competitions;
 - e) an express statement that the financial remuneration paid is exempt from regional tax on productive activities (IRAP) and from personal income tax (IRPEF);
 - f) an explicit reference to accident insurance cover;
 - g) the student's undertaking to maintain the confidentiality of any information and knowledge acquired whilst carrying out the collaboration activities, in accordance with European Regulation 2016/679.
8. The financial benefit is paid to the student in a single instalment by the end of the month following the date on which the collaboration ends, subject to certification of the work carried out by the head of the department to which the student has been assigned.

Art. 11 – Termination of the collaboration

1. Three instances of unauthorised absence from the collaboration duties shall result in the termination of the collaboration and payment of sums relating solely to the hours actually worked.
2. Both parties – the heads of the departments and the student collaborator – may submit, in writing, any substantiated objections regarding the work carried out to the immediate line manager of the organisational unit responsible, as per the organisational chart, for managing student collaboration procedures, whilst notifying the other party. To examine the dispute, a Guarantee Committee is established, comprising the immediate line manager of the organisational unit which, according to the organisational chart, manages student work placement procedures, or their delegate; the Head of the organisational unit responsible for managing student work placement procedures, or their delegate; and a student representative appointed by the CPS. After hearing the parties, the Committee reports to the Director-General, who decides on the merits of the case.
3. The award of a degree, withdrawal from studies, suspension of studies or any other action resulting in the de facto interruption of studies shall entail the termination

of the work and the payment only of sums relating to the hours worked up to that point.

Art. 12 – Rights and duties of students admitted to the student collaboration scheme

1. The student has the right:
 - a) to carry out their work at the department to which they have been assigned, subject to the provisions of Article 9(3);
 - b) to receive payment based on the hours worked, up to a maximum of 200 hours.
2. A student called upon to carry out collaborative work is required to:
 - a) agree with the Head of the assigned department on the arrangements and timetable for carrying out the work, which must be compatible with the operational needs of the department;
 - b) comply with the agreed arrangements for carrying out the work, as well as with the instructions of the Head of the department responsible for coordinating the work;
 - c) take care of the material resources allocated to the University's institutional functions, ensuring they remain in good working order;
 - d) contribute to the efficient use of the resources made available and to the effective delivery of the services to which they are assigned;
 - e) comply with the working hours and schedule required by the Head of the Department and, where necessary, give prompt notice of any justified absence;
 - f) maintain the confidentiality of any information and news obtained, even incidentally, whilst carrying out collaborative activities, in accordance with EU Regulation 679/2016.
3. The University, on the basis of reports received from the Heads of Departments, reserves the right to reassign student assistants to other departments.
4. During the period of collaboration, the student is required to complete the attendance register.

Art. 13 – Responsibilities of the Heads of Departments

1. The Heads of the department to which the student is assigned are required to:
 - a) identify, in accordance with the principles laid down in Legislative Decree No. 68 of 29 March 2012 and these Regulations, the activities in which the student is to assist;
 - b) agree with the student on the arrangements and timing of the collaboration, which must in all cases be compatible with the needs of the departments;
 - c) coordinate the work carried out by the student to ensure it is performed effectively and efficiently;
 - d) no later than 10 days after the end of the collaboration, the register referred to in paragraph 4 of Article 12, once the assessment by the Head of the assigning unit has been entered

regarding the student's performance and their signature, shall be sent by the Head to the Clinical Operational Unit (UOC) responsible for managing the administrative procedure for student placements, which shall then request payment of the financial benefit due from the relevant office;

e) to ascertain and notify in writing the UOC responsible for managing the administrative procedures for collaborative arrangements of any breach by the student of the duties set out in Article 12, paragraph 2, of these Regulations;

f) to verify that the student devotes their collaboration hours exclusively to carrying out the tasks assigned to them.

2. Should the Head of the department consider it impossible or highly unlikely that the student-assistant will be able to complete their allocated hours, they are authorised to propose to the UOC responsible for the administrative procedures relating to student assistantships that the student be reassigned, indicating departments that require their services.

Art. 14 – Adoption, entry into force and final provisions

1. These Regulations are issued by Rector's Decree, published on the University's online notice board, and come into force on the day following their publication. Procedures and activities already underway under the previous regulations shall continue until their natural expiry.
2. All regulatory provisions and resolutions of the governing bodies, prior to the entry into force of these Regulations, are repealed if they are incompatible.
3. In matters not explicitly governed by these Regulations, the relevant legislation in force shall apply.