



UNIVERSITY OF GASTRONOMIC SCIENCES

RULES FOR PART-TIME STUDENT JOB ASSIGNMENTS

(in conformity with Art. 13 of Italian Law 390 of December 2, 1991)

Rules for part-time student job assignments

ART. 1 – Subject of the Agreement

These rules are set forth in conformity with Art. 13 of Italian Law 390 of December 2, 1991, and are intended to govern part-time jobs offered to students in areas related to the services within the scope of the University of Gastronomic Sciences.

Student cooperation will not be extended to the teaching (re. Art. 12 of Italian Law 341/1990) or examination areas, nor will it include decision-making administration tasks.

ART. 2 – Scope

Part-time student work may be rendered in the following areas:

- a) integrated learning educational activities
- b) complementary educational activities
- c) institutions and companies with which the University has entered into an agreement
- d) institutions and companies established with the direct involvement of the University
- e) operations of the University Library
- f) upkeep and operations of laboratories, IT facilities, and equipment
- g) publishing projects
- h) cataloguing, recording, storing of data and/or texts
- i) information and guidance services for students
- j) welcome and reception services at conferences, symposia, festivals, and cultural events
- k) welcome and reception services; mail sorting/delivery
- l) occasional cleaning, furniture, or book relocation services
- m) other student-oriented non-educational duties

The work described herein is not intended to assess student performance for hiring purposes within the University, nor is it intended to help students gain access to competitive state examinations.

ART. 3 – Place and Term of Work Agreements

The work services to be provided to the University of Gastronomic Sciences are intended for execution on campus (at either the Pollenzo or Colorno campus), and in any case wherever the educational activities, or any of those listed in Art. 2 above, are carried out.

Work agreements must not exceed a total of 150 hours within one academic year.

ART. 4 – Recruitment Process and Remuneration

Depending on the University's specific requirements, all part-time work agreements will be determined by the Director. The director requires that official announcements will be published for the recruitment of part-time staff, as well as establish the net hourly fee, as provided in ART. 13 of Italian Law 390 of December 2, 1991.

The Director will inform the Administrative Board about the publication of official announcements for hiring students for part-time job assignments.

ART. 5 – Publication of Official Announcements for Part-Time Job Assignments

Part-time job assignments will be entrusted to students based upon a ranking to be defined according to the criteria provided in Art. 9 below.

A special official announcement will be published, containing the facilities and activities for which students may be hired, as well as the conditions and deadlines thereof, based upon which the applicants' ranking will be obtained.

For cases in which specific skills or knowledge are required, the official announcements will include the requirements that will be considered prevailing on the ranking process described in Art. 9 below.

ART. 6 – Application Requirements

All students having the requirements listed hereafter may apply for part-time jobs as per the official announcements published according to the present regulations. Specifically:

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- in-session undergraduate students (*in corso*) in the second or third academic year of the three-year program, and post-session second-year undergraduates (*fuori corso*) with exams pending. On the date they apply for the position, students must have obtained at least 2/5 of the credits stated in the curriculum for the enrollment year
- in-session graduate students in the first or second year of the two-year program, and post-session second-year graduates (with exams pending)

None of the following are allowed to apply,

- students whose enrollment exceeds the regular completion of the program of one year
- students whose part-time work was terminated the preceding year due to legitimate grounds for cancellation (re. Art. 14 below)
- students subject to disciplinary actions more serious than a reprimand, as stated in Article 10 of the “Student Regulations and Course Enrollment”

Additional requirements may be included in the official announcements for those services requiring specific skills and knowledge. For example, such requirements may include either of the following,

- having passed a specific exam, obtained specific qualifications, or participated in a specific stage or other educational activity
- being enrolled in one of the programs offered by the University
- having specific IT skills
- having specific language skills, as stated in the official announcement

ART. 7 – Part-Time Job Application Process

Part-time job applications can be delivered to the Registrar’s Office in person; by mail, via registered letter with acknowledgement of receipt; or by international courier. All applications must be delivered before the deadline stated in each announcement to the following address:

Segreteria Studenti / Registrar’s Office
Università degli Studi di Scienze Gastronomiche
Via Amedeo di Savoia, 8
I-12042 Pollenzo - Bra (Cuneo)
Italy

The registered letter receipt or the signed delivery note from the courier will be considered proof of receipt. Applications arriving after the stated deadline will not be considered. Late delivery of documents will not be accepted even when resulting from *force majeure* or by a delayed delivery by the postal service or carrier, or a delayed issuing of the necessary documents from the relevant offices.

ART. 8 – Applications

Students may apply for as many part-time jobs as stated in the official announcements, by listing them in order of preference.

Applications must contain the following information about the candidate and will not be considered if they are incomplete:

- a) full name and matriculation number
- b) place and date of birth
- c) internal revenue code (codice fiscale)
- d) residence
- e) current domicile and telephone number
- f) University program and year of enrollment
- g) in-session (*in corso*) second- or third-year undergraduates and post-session first-year undergraduates (*fuori corso*) with exams pending must attach a statement indicating that they have obtained at least 2/5 of the credits stated in the curriculum for the current enrollment year, and the corresponding weighted average grading

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- h) students enrolled in the graduate program must attach a statement indicating that they have completed the three-year undergraduate program, and the grade obtained
- i) assurance that the applicant is not subject to disciplinary actions more serious than a reprimand, as stated in Article 10 of the “Student Regulations and Course Enrollment”

Unless already delivered to the University, the following information must also be attached to the application:

▪ Italian students:

- 1) Valid ISEE (Indicator of Equivalent Financial Status) and ISPE (Indicator of Equivalent Property Status) income and asset statements. A consolidated substitute declaration (“Dichiarazione Sostitutiva Unica”) prepared by CAF (Centro di Assistenza Fiscale, or Authorized Center for Fiscal Assistance) operating with INPS (Istituto Nazionale della Previdenza Sociale, or National Social Security Institute) must be also attached. All services and forms provided by a CAF to complete the required documents are free. The issued statement must be attached to the application and delivered to the University’s Registrar’s Office.
- 2) Copy of a valid identity document

▪ Non-Italian students coming from EU countries:

- 1) Certificates or statements on unstamped paper containing information about the student’s family unit, income and actual personal property of each member of the family. These statements must be issued by the authorities of the EU countries outside of Italy, and include an Italian translation certified by the Italian consular authorities (paragraph 3 of the Decree of the President of the Italian Republic no. 445/2000).

The University of Gastronomic Sciences, operating with an Authorized Center for Fiscal Assistance (CAF), will translate the income data contained in the above-stated documentation into ISEE and ISPE values.

Non-Italian EU students whose family units are resident in Italy must produce a self-declaration (in compliance with the Decree by the President of the Italian Republic no. 445/2000) including data about the financial/asset situation of the family, following the same procedures required for Italian students.

- 2) Copy of a valid identity document

▪ Students coming from non-EU countries:

- 1) Certificates or statements on unstamped paper containing information about the student’s family unit, income and actual personal property of each member of the family. These statements must be issued by the authorities of the EU countries outside of Italy, including an Italian translation certified by the Italian consular authorities (paragraph 3 of the Decree of the President of the Italian Republic no. 445/2000).

The University of Gastronomic Sciences, operating with an Authorized Center for Fiscal Assistance (CAF), will translate the income data contained in the above-stated documentation into ISEE and ISPE values.

Non-Italian non-EU students whose family units are resident in Italy must produce a self-declaration (in compliance with the Decree by the President of the Italian Republic no. 445/2000) including data about the financial/asset situation of the family, following the same procedures required for Italian students.

- 2) Copy of a valid identity document

- 3) Copy of a valid study visa, or of a valid residence permit or a residence permit receipt copy

▪ Stateless or refugee students:

Official statement issued by the Italian Ministry of the Interior or by the Italian office of the High Commissioner of the United Nations

ART. 9 – Ranking Lists

The selection committee includes the Director or his appointed representative, the Registrar’s Office coordinator, or her appointed representative, and by a third person appointed by the Director. The

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committee will draw up the ranking lists of students entitled to the part-time jobs. Ranking lists will be obtained from the total points each candidate has obtained at the date the application is delivered. The total points that can be obtained are 2000, thus apportioned,

- 1000 points given based on the merit evaluation of the candidate's university career
- 200 points given based on the student's income level, obtained from the documents attached to the application as stated in Art. 8 above
- 800 points based on an interview with the person responsible for the facility or service requesting part-time staff

➤ **Calculation of Merit-Based Point Allocation**

A total of 1000 points are allotted based upon merit evaluations, and thus divided

- a) 600 based on the number of credits earned
- b) 400 based on the weighted average grading obtained on passed exams

Guidelines for calculating merit-based points

a.1) Credit-based points

$$600 \times \frac{\text{student credits} - \text{minimum credits}}{\text{maximum credits} - \text{minimum credits}}$$

where,

- **student credits** are the total credits earned at the date of application
- **minimum credits** are the credits corresponding to the lowest merit requirements
- **maximum credits** are the total number of credits stated in the curriculum

b.1) Points calculated on the weighted average grading obtained on passed and recorded exams

$$400 \times \frac{\text{student average grading} - \text{minimum grade}}{\text{top grade} - \text{minimum grade}}$$

where,

- **student average grading** is the weighted average obtained by the student for passed and recorded exams/modules at the date of application
- **minimum grading** is the lowest grade with which an exam is passed, i.e. 18/30
- **maximum grading** is the highest grade obtainable at an exam, i.e. 30/30

For students enrolled in the first academic year of the graduate program, merit requirements are evaluated based on the undergraduate degree grade obtained.

Degree grade

110/110 cum laude > 1000 points
between 106 and 110 > 950 points
between 101 and 105 > 900 points
between 96 and 100 > 850 points
between 91 and 95 > 800 points
between 86 and 90 > 750 points
between 76 and 85 > 700 points
between 66 and 75 > 650 points

➤ **Calculation of Income-Based Point Allocation**

A total of 200 points are allotted based upon the following brackets,

- 0 points with an ISEE value exceeding €32,000

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- 50 points with an ISEE value between €25,000 and €31,999
- 150 points with an ISEE value between €19,000 and €24,999
- 200 points with an ISEE value lower than €19,000

With an ISPE asset value exceeding €70,000, applicants will obtain no points, regardless of whether they belong in one of the above-stated income brackets.

➤ **Interview-Based Point Allocation**

A total of 800 points are allocated based on student performance during the interview with the person responsible for the department or service requiring part-time staff.

Rankings are valid throughout the timespan stated in the official announcements.

Application deadlines may be modified in the event that the total number of students in the ranking is lower than the total number of available activities.

The Director is authorized to issue new official announcements for non-allocated part-time collaborations.

Rankings are displayed on the University noticeboard and advertised on the University website.

ART. 10 – Position Allocation Process

Position allocations are made starting with the top-ranking student (re. Art. 9), followed by the second, and proceeding thus until all the available positions are filled.

If a student waives his or her right to a position, the subsequent candidate will be offered the position.

The appointed student will have to sign two copies of a Letter of Commitment (one for the University archives; one for the candidate). In it, the following information will be specified,

- work activities required
- operating procedures, working hours, and total duration
- place of work
- remuneration and payment terms
- person in charge of the service or department

ART. 11 – Incompatibility

Part-time work for which the present regulations are incompatible with other working activities performed by the student during his or her commitment.

ART. 12 – Insurance

The University will cover the insurance costs of personal accident policies for students appointed to the part-time positions.

No other welfare contributions or insurance will be required or paid by the University under the part-time work agreements.

ART. 13 – Supervision, Pay Cuts, and Revocation of Assignment

The person responsible for the service or department for whom student part-time work is required will supervise and coordinate student activities.

The person responsible for the service or activity will report, in writing, to the Director should any irregularities occur, or should the student prove to be unsuitable for the task.

In such an event, the Director will interview the student and others involved in the activity or project, and eventually decide to:

- suspend the student from his or her duties
- revoke the contract

This being the case, the student may appeal to the Selection Committee (re. Art. 9 above) who, after hearing the student, will decide whether to confirm the revocation, partially reverse the order, or reject the appeal, by issuing a motivated resolution.

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If justifiable reasons are produced, the person responsible for the service or department may ask that the work be suspended, with or without a make up for the time loss.

ART. 14 – End or Termination of Cooperation

The work agreement will end on the expiration date stated in the Letter of Commitment, with no communication required from either party. No implied renewal of the contract is assumed.

In any case, the work agreement will be terminated automatically:

- a) on the date the student passes his or her degree exam
- b) if the student's enrollment ceases due to renunciation of student status, failed enrollment, discontinuation of enrollment, or transfer to another university
- c) following an order as per Art. 11 above
- d) if the student is subject to a disciplinary action more serious than a reprimand, as stated in Article 10.1 of the "Student Regulations and Course Enrollment"
- e) if the student fails to comply with his or her duties as set forth in the work agreement, and non-disclosure policy

If justified reasons are provided, or in case of sudden impediment, students may ask to be dismissed from continuing the work, and the contract will be terminated before its expiration.