



## UNIVERSITY OF GASTRONOMIC SCIENCES

### Call for Applications for Part-Time Collaborations 2024/2025 Academic Year

In accordance with the “Regulations for the assignment of part-time collaborations to students,” the opening of two part-time collaboration positions for students is hereby announced, as per the Executive Committee’s decision of February 13, 2025.

#### **ART. 1 – WHO CAN APPLY**

Applicants must:

- be enrolled as a current full-time student in the Undergraduate or Postgraduate Degree Course for the 2024/2025 academic year.
- meet the merit requirements set out in the table in Attachment 1.

#### **ART. 2 – WHEN AND HOW TO APPLY**

Applications can be presented in person to the Academic and Registrar Office during office hours or e-mailed to [segreteria@unisg.it](mailto:segreteria@unisg.it) with the subject line “*Part-time collaboration - 24/25 A.Y.*”.



Applications must arrive before **12 noon on May 2, 2025**

The following documents must be presented:

- Completed application form (available online)
- Certificate with exams taken and weighted average grade up to the date of April 3, 2025.

Each applicant is responsible for the accuracy of the declarations made in the application. If a confirmation e-mail is not received within three working days of submitting the application, applicants should contact the Academic and Registrar Office.

Applications will not be considered if:

- the application arrives after the deadline.
- the required documentation is not included.
- the requirements set out in Art. 1 above are not met.

#### **ART. 3 – HOW THE RANKING LIST IS COMPILED**

The coordinator of the relevant area for the activities covered by the collaboration, supported by the university's technical and administrative staff, will prepare a ranking of students entitled to the assignment of a university service collaboration.

The ranking will be drawn up based on the applications received, with each applicant assigned a score calculated by adding together:

- the points assigned to the average of the grades awarded in exams as per the table in Attachment 1. An average between 18/30 and 21/30 will receive no points. Qualifying tests without a grade,



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optional courses, study trip activities (Undergraduate Degree) field project/field experience activities (Postgraduate Degree) will not be included in the calculation;

- the points assigned for honors as per the table in Attachment 1.
- the points assigned based on the classification of the student's citizenship country, according to the [World Bank List of Economies](#), as per the table in Attachment 1.
- the points assigned following an interview to evaluate aptitude for the activity, following convocation via e-mail.

In the case of equal overall scores, the applicant with the lower income band will be awarded the assignment, then the applicant with the best average grade score and, in the case of continued equality, the student with the youngest age.



The ranking list will be published on the university website ([www.unisg.it](http://www.unisg.it)) by **May 16, 2025**.

### **ART. 4 – DURATION AND SIGNING OF THE COMMITMENT AGREEMENT**

The successful applicant must sign a specific commitment agreement no more than seven days after the publication of the ranking list. The agreement must be signed in duplicate, with one copy for the university and one for the student. It will specify, among other things:

- the activities covered by the collaboration
- operational methods for carrying out the collaboration, schedule and overall duration
- where the collaboration will take place
- compensation and payment method
- coordinator of the service or structure

If the successful applicant withdraws or does not sign the commitment agreement before the specified date, the collaboration position will be offered to the next student in the ranking list.

**The collaboration does not bring with it any university credits nor does it contribute to the graduation score.**

### **ART. 5 – COMMITMENT AND COMPENSATION**

The collaboration will take place in the UNISG teaching garden, **from June 2, 2025 to September 30, 2025**. The commitment required of every student will be 3.5 hours every day for five days a week, for a maximum total of 200 hours. The compensation for every hour of work is €8.00 (eight euros) and the payment is exempt from taxes in accordance with Art. 11 of D. Lgs. 68/2012.

In the event of a suspension of the collaboration, whatever the cause, and if recuperation in a subsequent period has not been authorized by the awarding body, no compensation will be due for the collaboration that has not been carried out. Payment of the compensation will be made by crediting the beneficiary's bank account within 60 days of submitting the certification of the collaboration carried out, signed by the coordinator of the structure, who will certify the collaboration within 10 working days of its completion.

### **ART. 6 – TERMINATION OF THE AGREEMENT**

As set out in Art. 12 of the “Regulations for the assignment of part-time collaborations to students,” the collaboration ends, without the need for any communication, on the expiration date indicated in the



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commitment agreement. Tacit renewal is excluded. The collaboration is in any case automatically terminated:

- on the date the graduation exam is passed.
- if the student's enrollment ends (due to withdrawal from studies, failure to enroll, suspension of enrollment or transfer to another university).
- following a measure as set out in Art. 11.
- if the student incurs a disciplinary sanction more severe than a warning, in accordance with Art. 9 of the Student Regulations.
- in case of failure to comply with the duties set out in the collaboration agreement or dissemination of data in violation of privacy regulations.

The student may request to be released from continuing the collaboration, resulting in its early termination to all effects and purposes, due to an unexpected impediment or other justified reason.

### **ART. 7 – ACCIDENT INSURANCE**

The university will provide accident insurance for the individuals who have been assigned the collaboration. The assignment, however, does not entail any obligation for pension insurance.

### **ART. 8 – VERIFICATION OF THE STUDENT'S DECLARATIONS**

#### **Sanctions**

In the case of untruthful declarations, the student will lose:

- the awarded benefits (Art. 75 of DPR 445/2000).
- the right to any other payments for the duration of the course of studies.

#### **Data processing**

Upon submitting the self-certification form, by signing it, the student is informed of the information provided by European Regulation (EU) 2016/679 and Italian Legislative Decree June 30, 2003, No. 196 and subsequent amendments and additions, as well as the provisions of the Data Protection Authority. The personal data provided by the student will be processed exclusively for the purposes indicated in this notice and are collected at the University of Gastronomic Sciences – Academic and Registrar Office, through IT procedures.

The provision of such data is mandatory for the assessment of the eligibility requirements for the position, under penalty of exclusion from the evaluation procedure.

The interested party may exercise their rights under the aforementioned regulations, including the right to access their data, as well as complementary rights such as the right to rectify, update, complete, or delete erroneous, incomplete or unlawfully collected data.

Bra, February 21, 2025

General Director  
Stefania Ribotta



Attachment 1

**OBLIGATORY REQUIREMENTS**

Applicants **must**:

- be enrolled as a current full-time student in the Undergraduate or Postgraduate Degree Course for the 2024/2025 academic year.
- meet the merit requirements as per the table below. Optional courses, study trip activities (Undergraduate Degree), field project/field experience activities (Postgraduate Degree) as well as all activities that do not earn university credits are not included in the calculation.
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<b>FOR ALL DEGREE COURSES</b>	<b>MINIMUM CREDITS</b>
Enrolled in 1st year (undergraduate and postgraduate)	To have passed at least 2 exams from compulsory courses
Enrolled in 2nd year (undergraduate and postgraduate)	45 credits (undergraduate) or 65 credits (postgraduate)
Enrolled in 3rd year (only undergraduate)	90 credits

**CALCULATION OF THE SCORE**

Each applicant will be assigned a score calculated by adding together:

- the points assigned to the average of the grades awarded in the exams as per the table. An average between 18/30 and 21/30 will receive no points. Qualifying tests without a grade, optional courses, study trip activities (Undergraduate Degree), field project/field experience activities (Postgraduate Degree) will not be included in the calculation.
- the points assigned for honors as per the table.
- the points assigned based on the classification of the student's citizenship country, according to the [World Bank list of Economies](#), as per the table.
- the points assigned following an interview to evaluate aptitude for the activity.

**POINTS FOR AVERAGE GRADES AWARDED IN EXAMS**

for every full point greater than 22/30 – points for every honors

Average	Points	Average	Points	Average	Points	Average	Points
23	1	25	3	27	5	29	7
24	2	26	4	28	6	30	8
<b>EVERY HONORS</b>			0.5				



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<b>POINTS BASED ON THE CLASSIFICATION OF THE APPLICANT'S CITIZENSHIP COUNTRY ACCORDING TO THE WORLD BANK LIST OF ECONOMIES</b>	<b>POINTS</b>
Students from "low-income" countries or beneficiaries of a total exemption	3
Students from "lower-middle income" countries or beneficiaries of a partial exemption	2
Students from "upper-middle income" countries	1
Students from "high income" countries	0

<b>INTERVIEW TO EVALUATE APTITUDE FOR THE ACTIVITY</b>	<b>POINTS</b>
Student very motivated with previous experience	4
Student motivated with previous experience	3
Student motivated with little experience	2
Student motivated with no experience	1