



University of Gastronomic Sciences
Università degli Studi
di Scienze Gastronomiche

REGULATIONS FOR THE ASSIGNMENT OF PART-TIME COLLABORATIONS TO STUDENTS

pursuant to Article 11, Legislative Decree No. 68 of March 29, 2012

(Approved by the Executive Committee of 9/05/2024)

Article 1 – Purpose of the Regulation

This Regulation, in implementation of Article 11 of Legislative Decree No. 68 of March 29, 2012, governs forms of part-time collaboration for students in activities related to the services provided by the University of Gastronomic Sciences, excluding those related to teaching activities, conducting exams, and the assumption of administrative responsibilities.

Article 2 – Scope of the collaboration activities

Students may offer their part-time collaboration for the following activities:

- a. support for supplementary academic activities;
- b. support for activities that compliment teaching;
- c. support for activities carried out by organizations and companies with which the University has agreements;
- d. support for activities carried out by organizations and companies established with the direct participation of the University;
- e. support for the operation of the library and study spaces and teaching spaces;
- f. support for the activities of scientific laboratories and the garden;
- g. support for the activity
- h. support for the operation and maintenance of laboratories, computer facilities, and equipment;
- i. support for editorial initiatives;
- j. support for cataloging, archiving, storing, recording, and correcting data/texts;
- k. support for information and orientation services for students;
- l. support for reception services during conferences, congresses, events, and cultural activities;
- m. support for concierge and delivery services;
- n. support for cleaning services, moving furniture or books;
- o. support for other non-academic services for students;
- p. other support services for academic, research, and third mission activities not included in the previous categories;
- q. support for performing practical and applicative tasks related to administrative activities that do not require assuming administrative responsibilities.

The collaboration does not establish an employment relationship in any way and does not lead to any assessment that would make the candidate eligible for permanent university positions or participation in public competitions.

Article 3 – Place and duration of the collaborations

The collaborations referred to in this Regulation may take place at the University of Gastronomic Sciences or in spaces where academic activities are carried out, or at the locations where the activities listed in Article 2 of this Regulation take place.

The total duration of the collaborations may not exceed 200 hours during the academic year.

Article 4 –Determination of the collaborations and their corresponding compensation

The part-time collaborations assigned to various activities are determined by the General Director, considering the needs of the University

The General Director issues, from time to time, the calls for applications for the assignment of part-time collaboration activities, setting the hourly compensation, which is exempt from taxes in accordance with Article 11, paragraph 3, of Legislative Decree No. 68 of March 29, 2012. The services

Regolamento per il conferimento agli studenti di collaborazioni a tempo parziale

rendered by the student for part-time collaborations is compensated, tax-exempt, up to an annual limit of 3,500 euros.

The General Director shall inform the Executive Committee about the publication of calls for applications regarding the allocation of part-time collaboration opportunities to students for university services and activities.

Article 5 – Publication of calls for the assignment of collaboration activities

For each part-time collaboration activity to be assigned, a specific call is issued, indicating the selection process for assigning the collaboration activities, defining any required qualifications for candidates, as well as the rules and deadlines for submitting applications.

The call includes details about the structures where the selected students will carry out the collaboration activities and the required level of involvement.

The assignment of collaboration activities is based on a ranking, formulated according to the criteria set out in the following Article 7.

Article 6 – Requirements for submitting applications for the assignment of collaboration activities.

Students who meet the following requirements shall apply for the assignment of collaboration activities:

- be regularly enrolled as full-time students in the Undergraduate Degree program and the Graduate Degree program
- be in possession of the merit requirements specified in the call.

The following candidates are excluded:

- Students who have been enrolled for more than one year beyond the normal duration of the degree program;
- Students who, in the previous year, have been subject to the termination clause referred to in the following Article 14;
- Students who have been subject to disciplinary sanctions more severe than a warning, according to Article 9 of the Student and Enrollment Regulations.

The calls for collaboration assignments may include, for services that require specific expertise, an additional requirement beyond those listed above. This requirement could, for example, be one of the following:

- having passed a specific exam or evaluation test, or having participated in a particular study trip or other academic activity;
- Enrollment in a specific degree program offered by the university;
- Computer skills;
- Language proficiency.

Article 7 – Formation of Ranking

Based on the applications received, a ranking is created, in which each candidate is assigned a score that is the sum of:

- the score assigned to the average of the grades obtained in the exams according to the provisions of the call;
- the score assigned for each honors according to the provisions of the call;
- the score assigned based on the classification of the candidate's country of citizenship, according to the World Bank list of Economies, as outlined in the call.

Regolamento per il conferimento agli studenti di collaborazioni a tempo parziale

The University may request checks and tax verifications on the economic conditions self-certified in the admission application.

In the event of a tie in total scores, preference will be given to the student from the lowest income bracket; if the tie persists, the student with the highest average grade will be favored; if there is still a tie, the student who is younger, according to their date of birth, will be prioritized.

Article 8 – Assignment of collaboration

The assignment of collaborations is carried out starting with the first student in the ranking referred to in Article 7, continuing with the second and subsequent students, until all individual requests are fulfilled.

In the event of a withdrawal by the student called for the assignment, the position will be offered to the next student in the ranking.

The selected student must sign a formal commitment agreement in two copies—one for the University and one for the student—in which, among other details, the following will be outlined:

- the activities covered by the collaboration;
- the operating procedures for carrying out the collaboration, including schedule and overall duration;
- the location where the activities will take place;
- the compensation and payment method;
- the person responsible for the service or department.

Article 9 – Incompatibility

The assignment of collaborations under this regulation is incompatible with any other type of employment undertaken by the student during the period of the assignment, as well as with part-time enrollment in the University's courses."

Article 10 – Insurance Coverage

The University provides, at its own expense, insurance coverage for accidents for students assigned a collaborative activity.

The assignment of the collaborative activity does not, under any circumstances, impose any obligation on the University for contributions or insurance related to social security, welfare, or any other type of coverage.

Article 11 – Supervision of the service, reduction of compensation, and revocation of the assignment

The General Director shall appoint the person responsible for the service or department benefiting from the collaboration as the supervisor-in-charge of the student's activities to coordinate them with the service or department.

This responsible individual shall also perform supervisory duties and is required to notify, in writing, the General Director and the student involved of any irregularities or inadequacies that arise or become apparent during the collaboration.

The General Director may, after consulting the student in question and, if necessary, other individuals familiar with the situation, issue a reasoned decision to:

- suspend the collaboration;
- terminate the assignment.

Regolamento per il conferimento agli studenti di collaborazioni a tempo parziale

In the event of such decisions, the student may appeal to the General Director to review the decision. After hearing the student, in accordance with a reasoned resolution, the General Director may revoke or partially modify the decision or reject the appeal if needed.

The person responsible for the service or department may propose suspending the collaboration, with or without the possibility of recovery, for a justifiable reason.

Article 12 – Terms of the collaboration and grounds for termination

Upon the expiration date specified in the letter of commitment, the collaboration ends without the need for any formal notification. The contract does not automatically renew upon the expiry.

The collaboration is in any case automatically terminated:

- a. upon the passing of degree examination;
- b. in the event of termination of student's enrollment. (due to withdrawal from studies, failure to enroll, suspension of enrollment, transfer to another university);
- c. following a decision pursuant to Article 1;
- d. if the student is subject to disciplinary sanctions more severe than a warning, according to Article 9 of the Student and Enrollment Regulations;
- e. in the event of non-compliance with the obligations stipulated in the collaboration agreement or the unauthorized dissemination of data in violation of privacy regulations.

In the event of unforeseen circumstances or having provided a valid reason, the student may request to be released from the collaboration with the university, leading to its early termination for all purposes.