



# UniSR

Università Vita-Salute  
San Raffaele

**UNIVERSITY REGULATIONS**

# **REGULATIONS GOVERNING STUDENT WORK IN UNIVERSITY FUNCTIONS**



**ISSUED BY RECTOR'S DECREE NO. 7903 OF 18/11/2022**

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## **1 Purpose and Scope**

### *ART.1 Purpose and scope*

These Regulations govern student work within the functions of the University.

## **2 Provisions of the Regulations**

### *ART.2 Types of work*

1. Students on degree courses at Vita-Salute San Raffaele University may contribute to the running of the University and in particular to activities to be carried out within the following functions:

- a) Student Recruitment and Guidance;
- b) IT Systems;
- c) Library;
- d) Marketing and Communication;
- e) other functions that request it.

2. Students may work in the above-mentioned Functions with the exclusion of those related to teaching activities, the holding of examinations and the assumption of administrative responsibilities.

### *ART.3 Procedures by which University functions request student work*

1. University departments wishing to avail themselves of the work referred to in Article 2 must submit an application to the Administration and Finance Department by May at the latest, stating:

- the total number of hours/student required for the following academic year, in numbers equal to or a multiple of 100;
- any skills and availability required of student candidates for the work.

### *ART.4 Deliberation of the expenditure commitment*

1. The Board of Directors or delegated body decides by the end of June, on the basis of budget availability, the hourly remuneration for student work, as well as the overall budget allocated to the requesting Functions.

### *ART.5 Publication of the call for applications*

1. The University will issue and publish the call for applications from students by the end of July.

2. The call for applications must specify the number of positions provided for, each consisting of a maximum of 200 hours.

### *ART.6 Requirements for participation*

1. Students indicated in the call for applications and who meet the merit and family economic condition requirements specified in the call for applications may participate in the selection procedure. However, repeating students will be excluded.

2. Students who have been assessed negatively for any activities carried out in previous years will also be excluded from participation in the selection.

### *ART.7 Formulation of rankings*

1. The formulation of the ranking list consists of two phases:

Phase I - Provisional ranking list;

Phase II – Final ranking list.

2. The provisional and final rankings will be drawn up taking into account merit, the student's family economic situation and the requirements for the job.
3. In the case of an equal educational background, the candidate with a more disadvantaged family economic situation will take precedence. If there is still a tie, in terms of both academic merit and economic status, the younger student will take precedence.

**Phase I – Provisional ranking list:**

4. The assessment of the students' applications, the meeting of the requirements set out in the call for applications to take part in the selection procedure and the formulation of the provisional rankings will be carried out by the University's Administration department.
5. The ranking will be drawn up, according to the procedures indicated in the call for applications, on the basis of the students' merit requirements (i.e. credits and/or average examination mark obtained by the date set out in the call for applications). In case of a tie, the candidate with the poorer family unit economic status will take precedence. If there is still a tie, in terms of both academic merit and economic status, the younger student will take precedence.
6. The sole purpose of this ranking is to indicate the eligibility of candidates and the order in which they are called to the aptitude interview with the head of the function.

**Phase II – Final ranking list:**

7. The candidates already on the provisional ranking list will be called for an aptitude interview with the heads of the functions.
8. The heads of the functions will inform the Administration Department in writing of the names of the successful candidates on the basis of an assessment of the candidate, which is attached to the communication.
9. The Administration Department will then proceed to draw up the final ranking list.

*ART.8 Publication of the rankings*

1. The provisional and final rankings will be published by the Administration Department by the end of October on the University's online register and posted on the University's notice boards.

*ART.9 Awarding of assignments*

1. The work relationship is formed by the signing of a deed of commitment stating:
  - the object and duration of the job;
  - the maximum number of hours of work and the amount of remuneration;
  - the method of payment of the remuneration.

*ART.10 Conditions of student work*

1. The work referred to in Article 2 may be carried out on the University premises or at external locations (e.g. at schools or trade fairs).
2. The services will be rendered in the manner and during the periods determined by the heads of the requesting functions, who are also responsible for evaluating the work done by each paid student and the effectiveness of the services rendered.
3. The above activities do not in any way constitute an employment relationship, do not entail the integration of students into the work organisation of the University's administrative and teaching functions and do not give rise to any assessment in the context of public competitive procedures.

*ART.11 Suspension, interruption and withdrawal of assignments*

1. The University's Administration Department may, at any time, exclude a student from the activity in cases of non-compliance with the duties arising from the work relationship. If a service is interrupted before its completion, remuneration equal to the work actually performed will be paid.

*ART.12 Remuneration*

1. For each job allocated, payment will be made, by the Administration Department, as a lump sum, at the end of the service, subject to receipt of a certificate issued by the Head of the Function for which the work is done.

### **3 Validity and transitional rules**

*ART.13 Final provisions*

1. The Regulations governing student work in University functions shall come into force on the day following the day this Rector's Decree is issued.
2. These Regulations replace the previous Regulations governing student work in University functions, approved by Rector's Decree no. 4171 of 9 July 2014.
3. For all matters not expressly provided for in these Regulations, the applicable legal provisions shall apply.

*The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.*