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Università Vita-Salute
San Raffaele

COMPETITION CALL FOR THE AWARDING OF STUDENTS' COLLABORATIONS A.Y. 2026/2027

This is a simplified translation of the competition call for students' collaborations on the official on-line board of Vita-Salute San Raffaele University website that describes the procedure and steps to take in order to apply. The only official and legal document regulating this competition is the Italian version of the call.

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Having seen the by-laws of Vita-Salute San Raffaele University, Milan, Italy, approved with the decree of the Italian Ministry for Universities, Scientific Research and Technology of 2 August 1996, as amended;

Having seen article no. 11 of Legislative Decree no. 68 of 29 March 2012, "*Review of the legislation establishing the principles for the right to education and the proper operation of legally recognised university colleges*";

Having seen Prime Ministerial Decree no. 159 of 5 December 2013, "*Regulations governing the calculation and fields of application of the Economic Status Indicator (ISEE)*", as amended;

Having seen Ministerial Decree no. 176 of 24 February 2026, "*Definition of the list of particularly impoverished states for the 2026/2027 academic year*";

Having seen Law no. 241 of 7 August 1990, as amended "*New regulations governing administrative procedures and right of access to administrative documents*";

Having seen the current Regulation governing the employment of students in University services;

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**IT IS HEREBY ENACTED THE ISSUANCE OF THE NOTICE OF COMPETITION CALL TO
AWARD STUDENTS' COLLABORATIONS
A.Y. 2026/2027**

ARTICLE 1. NUMBER OF CONTESTED COLLABORATIONS AND SCOPE OF ACTIVITIES

A call for applications is hereby issued for the award of **45 collaborations**, each for activity of maximum **100 hours** in total, in the following services:

- a) Student Affairs;
- b) Library;
- c) Marketing and Communication;
- d) Academic Affairs
- e) "Peer-to-Peer Tutoring" activities for students enrolled in the International Medical Doctor Program;
- f) "Peer-to-Peer Tutoring" activities for students enrolled in the Master's Degree in Medicine and Surgery.

Applicant students must meet the following skills and availabilities:

Student Affairs: collaboration on Student Center events, including activities organized by Unisr Sport, as well as potential support for projects from the Diversity & Inclusion office and other offices related to the area. Knowledge of the English language (at least B2 level) is a preferred requirement.

Library: Availability to work primarily in the 5-7 p.m. time slot, aptitude to archival activities and to public relations, flexibility and methodology.

Marketing and Communication: the activities involve participation in guidance and promotion initiatives, such as:

- Campus Tour Guide;
- presentations at fairs and schools (in person or online);
- support during institutional events or orientation;
- assistance to future students, including the use of IT platforms;
- involvement in writing content for the institutional website and for social media. Writing skills and an aptitude for the social media world are required. Interest in photography and video is a preferred requirement.

Requirements are public speaking ability, willingness to travel outside the University, flexibility, even beyond the usual academic hours.

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Students enrolled in subsequent year than the first of the International Medical Doctor Program, some of whom hold non-EU citizenship, will be selected for support and assistance collaborations aimed at future international students.

Academic Affairs: for some Services pertaining to Academic Affairs, the activities include support and collaboration in the organization and management of training, institutional and functional events. For these areas, an aptitude for public relations and a good knowledge of the English language are required. Collaboration activities are also included in the management of logistical aspects and preparation of spaces for events; interest in technology and simulation, precision and reliability are required for these activities.

“Peer to peer tutoring” activities for students enrolled at the International Medical Doctor Program: tutoring activities can be carried out by students enrolled in the A.Y. 2026/2027, in their second, third, fourth or fifth year at the International Medical Doctor Program; they have to be able of providing support to other students enrolled at the same degree course in organizing the studies, in dealing with criticalities regarding their study and the individual learning techniques.

Each tutor can apply for more than one course and, during the interview with the Service Manager, he/she can be eligible to provide tutoring either for one or more courses. By all means, each collaboration assigned will derive in an activity of maximum **100 hours** in total.

The courses for which the service will be organised are indicated below:

- Medical Genetics
- Basic Medical Statistics
- Medicinal Chemistry and Biochemistry
- Molecular Cell Biology
- Principles of Pharmacology
- Pathologic Anatomy
- Microbiology
- Endocrine and kidney diseases
- Blood and Immune system diseases

“Peer-to-Peer Tutoring” activities for students enrolled in the Master’s Degree in Medicine and Surgery: tutoring activities can be carried out by students enrolled in the A.Y. 2026/2027, in their third, fourth, fifth or sixth year at the Master’s Degree in Medicine and Surgery; they have to be able of providing support to other students enrolled at the same degree course in organizing the studies, in dealing with criticalities regarding their study and the individual learning techniques.

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The tutoring activity covers the first and second year courses. Each candidate during the interview with the Service Manager can be eligible to provide tutoring either for one or more courses. By all means, each collaboration assigned will derive in an activity of maximum **100 hours** in total.

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ARTICLE 2. PARTICIPATION REQUIREMENTS FOR THE COMPETITION

Concerning the collaborations mentioned in article no. 1, **letters a), b), c) and d)** in order to be **admitted** to the selection procedure, students must be properly enrolled or declaring the intention to enrol in a subsequent year than the first of a Bachelor's Degree, Single Cycle Degree and the first and second years of Master's Degree for the A. Y. 2026/2027.

Concerning the collaborations mentioned in article no. 1, **letter e)**, in order to be **admitted** to the selection procedure, students must be enrolled or declaring the intention to enrol in their second, third, fourth or fifth year during the A.Y. 2026/2027 of the International Medical Doctor Program and have passed the exams for which they ask to be a tutor with the $\geq 26/30$ grades.

Concerning the collaborations mentioned in article no. 1, **letter f)**, in order to be **admitted** to the selection procedure, students must be enrolled or declaring the intention to enrol in their second, third, fourth, fifth or sixth year during the A.Y. 2026/2027 of the Medical Doctor Program and have passed the exams with the $\geq 26/30$ grades, as of 10/08/2026.

Merit criteria

The **students in years following the first** who participate in the competition must have obtained, by 10 August 2026, the number of credits indicated below:

➤ **Bachelor's Degree Courses:**

Year 2 44 ECTS-credits

Year 3 86 ECTS-credits

➤ **Single Cycle Degree Courses:**

Year 2 44 ECTS-credits

Year 3 86 ECTS-credits

Year 4 144 ECTS-credits

Year 5 194 ECTS-credits

Year 6 243 ECTS-credits

➤ **Master's Degree Courses:**

Year 1 150 ECTS-credits (referring to the Bachelor's degree course)

Year 2 41 ECTS-credits

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ECTS-credits for examinations taken in order to recoup educational deficits are not considered in the above totals (OFA).

The results of the final internship examinations and the suitability assessments of the professionalising activities carried out in accordance with the university teaching organisation after 10 August 2026 shall be considered valid if they are recorded by 31 October 2026.

In the event that failing to pass the final internship examination or failing to pass the licensing activities within the aforementioned deadlines result in failure to reach the minimum amount of credits required, the student will be excluded from the assignment.

For **first-year students of the Master's Degree programs**, the bachelor's degree must be obtained by 30 November 2026.

Students that fall within the following criteria, are not eligible to participate on the call:

- enrolled in the first year of a Bachelor's Degree or a Single Cycle Degree for the A.Y. 2026/2027;
- intermediate year repeating;
- final year repeating.

ARTICLE 3. SUBMISSION OF APPLICATIONS

Application must be submitted **exclusively online, by no later than 3 July 2026 at noon CEST** on the www.unisr.it website, following the computerized procedure available at Students' Collaborations section.

Students access the platform using their UniSR (**UNIVERSITY LOGIN**) credentials.

The application must indicate availability for at least three services, in order of preference. The priority assigned to the collaboration is purely indicative and will be assessed based on the service's needs.

On the online platform, after filling in and closing the application (by clicking "CONFIRM"), it is possible to upload, in the "upload documents" section, the following documents for the assessment of the economic condition and the acquisition of the relative score, in pdf format:

1. ISEE certificate for the right to university funding issued after 1 January 2026 and a copy of the Personal Declaration signed by the applicant; for foreign students and Italian students resident abroad, in addition, ISEEU parificato and the documentation listed in annex A of this call for applications "Income and asset assessment for foreign students";
2. for independent students the documents, in addition, listed in annex A of this call for application, at the paragraph "Financially independent student";
3. students enrolling in the a.y. 2026/2027 in the **first year of a Master's degree course** must upload on platform **by 21 August 2026** a **self-certification indicating the credits and marks of the examinations**

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taken. Those enrolled in a Bachelor's Degree Course at Università Vita-Salute San Raffaele will not have to submit this document.

Students who do not submit the documents indicated in items 1 and 2 will still be placed on the ranking list.

Information on the assessment of economic status is provided in annex A.

ARTICLE 4. RANKINGS

PROVISIONAL RANKING:

The ranking is formulated in a descending manner by adding the score obtained in the evaluation of the merit requirement (maximum 800 points) to the score obtained in the evaluation of the economic condition (maximum 200 points).

In case of a tie in position in the ranking, 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.

The provisional ranking will be published by no later than **15 September 2026**, for the sole purpose of announcing the candidates' eligibility and the order of the calls for their aptitude interviews.

Method for calculation of scores:

➤ Points available for academic merit (maximum 800 points):

The score for the number of **ECTS**-credits gained by **10 August 2026** is calculated using the following formula:

$$(\text{Student's ECTS} - \text{Minimum ECTS}) \times \frac{500}{(\text{Maximum ECTS} - \text{Minimum ECTS})}$$

The score for the **average mark** in the examinations succeeded within **10 August 2026** is calculated using the following formula:

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$$(\text{Student's average mark} - \text{Minimum mark}) \times \frac{300}{(\text{Maximum mark} - \text{Minimum mark})}$$

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The grade 30/30 cum laude is counted as 30,33.

➤ **Points available for economic status (maximum 200 points):**

The **economic status** score is calculated on the basis of their family unit's Economic Status Indicator for university funding entitlement ("University I.S.E.E."), (Detailed information is provided in annex A) only for students submitting this document, in relation to the maximum limit of € 70.000,00, with a maximum of 200 points awarded on the basis of the following formula:

$$\left\{ 1 - \frac{\text{I.S.E.E. Universitario}}{70.000,00} \right\} \times 200$$

Students who don't submit ISEE/ISEEU parificato or who claim to have a ISEE/ISEEU parificato of more than € 70.000,00 will receive 0 points.

FINAL RANKING:

Service Managers will hold aptitude interviews with the candidates listed in the provisional ranking in order to verify the basic knowledge required for the concerned collaborations.

At the end of the interviews the eventual scrolling of the ranking list, if there are still available spots, eligible students who were not assigned, will be called regardless of the preferences indicated.

The final ranking that indicates the selected students will be published once the aptitude interviews have been completed.

ARTICLE 5. PUBLICATION OF THE RANKING LIST

University Vita-Salute San Raffaele will publish the results of the competition call on the university website (www.unisr.it).

At the end of the procedure of this call for applications, if some collaborations are not awarded, the competition deadlines for their awarding may be rescheduled.

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If vacant positions become available during the year, eligible students from the ranking list, who were not previously selected, may be considered.

ARTICLE 6. FINANCIAL STATUS ASSESSMENT

For verification of economic status, Vita-Salute San Raffaele University will exercise the options available to it under current law, specifically art. 10 of Legislative Decree no 68 of 29 March 2012, art. 71 of Presidential Decree no. 445 of 28 December 2000, art. 38 of Decree Law no. 78 dated 31 May 2010 (converted, with amendment, into law no. 122 of 30 July 2010), and art. 11 of Prime Ministerial Decree no. 159 of 5 December 2013 and the relative INPS Pension Authority Circular no.171 of 18 December 2014, also demanding all relevant documentation for verification of the accuracy of the statements issued (personal and corporate tax returns, VAT returns, etc.).

In the event of false declarations, appointments made will be revoked and the parties concerned will receive the penalties envisaged by articles 75 and 76 of Presidential Decree no. 445/2000, art. 10 of Legislative Decree 68/2012 and art. 38 of Decree Law n. 78/2010, converted with amendments by law no. 122/2010.

In any case, provision is made for reporting to the judicial authorities if an offence is detected. The adoption of disciplinary sanctions is also possible.

ARTICLE 7. PLACE AND DURATION OF COLLABORATION

Each collaboration shall involve the provision of up to a maximum total of **100 hours** work, to be distributed through the 2026/2027 academic year, according to the inner needs of each service.

These collaborations do not result in a form of subordinate employment under any circumstances, do not imply students' inclusion in the organisation of labour within the University's administrative and teaching services and do not give rise to any form of qualification valid for public competitive examinations.

Under no circumstances shall the collaborations in the aforementioned services imply any administrative students' responsibility.

Activities might be performed either on campus, within Vita-Salute San Raffaele University premises, or in temporary off campus locations, where the University considers necessary due to its activity's nature; as same as through diverse modalities (e.g. online) previous authorisation of the Service Manager.

ARTICLE 8. PAYMENT

Payment for the above activities is set at **€ 12,00 per hour**, exempt from Italian personal income tax under art. 11 of Legislative Decree no. 68 of 29 March 2012.

Students will be paid in a single instalment upon completion of their collaboration, previous receipt of the activities certificate provided by the Services Manager.

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Payments will only be made by bank transfer to the account indicated in the application form. This has to be an Italian account, headed or jointly held by the student.

ARTICLE 9. ACTIVITIES SUPERVISION AND CAUSES FOR DISMISSAL

The University Administration may dismiss students from the collaborations at any time if they fail to fulfil their relative duties. If students are dismissed prior to completion of the specified hours, they will be paid for the services actually rendered.

ARTICLE 10. INSURANCE STATUS

The University ensures students who have been assigned a collaboration, at its own expense against accidents.

Awarding of a collaboration does not imply any obligation on the University's part to pay social security, pension or any other form of contributions.

ARTICLE 11. PRIVACY POLICY

Vita-Salute San Raffaele University, with registered office in Milan, Via Olgettina 58, tax code 97187560152 (hereinafter the “**University**”) undertakes to constantly protect the personal data of data subjects, in accordance with the provisions of Reg. (EU) 2016/679 (hereinafter the “**Regulation**” or “**GDPR**”) and of Italian Legislative Decree no. 196 of 30 June 2003 (hereinafter the “Data Protection Code”).

DATA CONTROLLER AND DATA PROTECTION OFFICER

The Data Controller is Vita-Salute San Raffaele University.

In accordance with the provisions **(i)** of the Regulation (see article 37) and **(ii)** of the CODAU University Administration Association Guidelines, the University has designated GSD SISTEMI E SERVIZI S.C.A.R.L. as its Data Protection Officer (hereinafter “DPO”).

The DPO is at data subjects' service for any information regarding the University's personal data processing operations.

The contacts of the Data Controller and DPO are as follows:

Data Controller's email: titolare.privacy@univr.it

DPO's email: privacy@univr.it

CATEGORIES AND TYPES OF DATA PROCESSED AND PURPOSES OF THE PROCESSING

The personal data which you contribute - personal details, contacts, data concerning your academic/educational career, financial data and health data (all together defined as “Personal Data”) - are processed for purposes relating solely to the process of selection for the assignment of students' collaborations.

Data will be processed in accordance with art. 6, para 1, point e) of the GDPR and, with regard to health data, in accordance with art. 9, para 2, point g). Except for your special categories of data, your personal

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data may be disseminated through the online publication of the student rankings. You will never be publicly identified by means of your name and/or surname; only your ID code (pre-registration/registration number) will be used.

COMPULSORY NATURE OF THE CONTRIBUTION OF DATA AND STORAGE TIMES

The contribution of the Personal Data requested is compulsory and in case of failure to contribute them it will be impossible to proceed with the selection process.

The Personal Data acquired will be stored for a period of 1 year from the end of the selection, after which your data will be completely anonymised.

DATA PROCESSING PROCEDURES

Personal Data are processed using manual and automated tools, by methods strictly correlated to the relative purposes, by means of appropriate security measures and for the period of time required by the current regulatory framework.

DISCLOSURE OF DATA

Your Personal Data will not be disseminated. This will, however, not apply if the disclosure or dissemination of your Personal Data is required, in accordance with the law, by public authorities for the purposes of defence, security or the prevention, investigation or repression of crimes, or by public entities (government bodies, ministries, Inland Revenue, pension and welfare institutions, public health surveillance organisations and the police) in accordance with legal obligations. The aforesaid will usually operate as independent Data Controllers for their respective processing operations.

DATA PROCESSOR

Your Personal Data may be disclosed to the providers of services strictly related to and necessary for the Data Controller's operations, normally acting as data processors under art. 28 of the GDPR. The full list may be requested from the Data Controller at any time by writing to the contacts provided above.

AUTHORISED PROCESSORS

Your Personal Data may be processed by staff of the departments assigned to pursue the purposes set out above, who have been specifically authorised to process them and have received appropriate operating instructions in accordance with the provisions of art. 29 of the GDPR.

TRANSFER OF PERSONAL DATA

Personal data acquired by the University will not be transferred outside the EU.

RIGHTS OF DATA SUBJECTS

Data subjects are entitled to apply to the University, at any time, for access to their personal data, or for their rectification or erasure, or to object to their processing in the circumstances envisaged by art. 20 of the Regulation, and are entitled to request the restriction of processing in the circumstances covered by art. 18 of the Regulation, and to obtain the personal data concerning them in a structured, commonly used, machine-readable format (portability) in the circumstances envisaged by art. 20 of the Regulation. Requests must be sent in writing, by email to the Data Controller and the DPO.

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Data subjects are entitled at all times to lodge a complaint with the competent supervisory authority (Italian Personal Data Protection Authority), under art. 77 of the Regulation, if they believe that their data are being processed in breach of the current law.

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ARTICLE 12. FURTHER INFORMATION

For any further information, interested students may call 0291751500.

This competition call is available on the university website: <https://www.unisr.it>.

The official in charge of the administrative procedure is Roberta Biscioni.

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Annex A

Financial Condition Requirements

Students participating in the selection procedure, in order to obtain the evaluation of the financial situation of their family unit, must submit a family unit Economic Status Indicator (ISEE) Statement for entitlement to university funding, issued after 1 January 2026, not exceeding **70.000,00 euro**.

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Please note: Failure to submit the documentation required for the assessment of the economic condition does not preclude participation in this call. However, applicants who do not submit such documentation will not receive any points for the evaluation of their economic condition in the ranking process.

Family unit

Student's family unit is defined in accordance with and using the methods specified in Prime Ministerial Decree no. 159 of 5 December 2013, as amended.

Financially independent student

A student is considered financially independent when both the following circumstances apply:

- he/she has lived separately from him/her family unit of origin for at least two years prior to the date of submission of the DSU certification that determines ISEE, in accommodation not belonging to a member of the said family unit;
- he/she has filed tax returns declaring income from regular employment or contract work of not less than € 9.000,00, for at least two years and not employed by a family member within the third degree of kinship.

If both the above circumstances do not apply or are not sufficiently documented, the student shall not be considered financially independent and therefore the income and asset status of his/her family unit of origin shall be considered for the purposes of the selection process.

Income and asset assessment for foreign students

The economic status of foreign students or Italian students resident abroad is assessed in accordance with the provisions of article 8 comma 5 of Prime Ministerial Decree 159/2013 and, pending approval of the Ministerial Decree envisaged by article 7, comma 7 of Legislative Decree 68/2012, the economic status of foreign students is assessed on the basis of the Foreign Equivalent Economic Status Indicator established by articles 5 and 13 of the Prime Ministerial Decree of 9 April 2001.

The income and asset status of foreign students from outside the European Union is assessed using the methods established by Legislative Decree n. 286 of 25 July 1998, as amended (articles 4 comma 3 and 39) and Presidential Decree no. 394 of 31 August 1999 (art. 46, comma 5).

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The income and asset status of the family units of foreign students must be certified by suitable documentation issued by the competent authorities of the countries in which the incomes are produced and must be translated into Italian by the Italian diplomatic authorities with competence for the territory concerned.

In case of countries where there are particular difficulties in issuing the certification authenticated by the Italian local Embassy, this must be issued by the competent foreign representations or consuls in Italy and legalised by the Prefectures in accordance with art. 33 of Presidential Decree no. 445 of 28 December 2000.

For foreign students from particularly impoverished Countries¹ economic status is assessed on the basis of certification by the Italian Representation in the country of origin, confirming that the student does not belong to a wealthy family of high social status. This certification may also be issued by the foreign university where the student is enrolled, linked to the University by agreements or conventions, or by Italian authorities empowered to issue guarantees of economic cover, in accordance with current regulations governing the matriculation of foreign students at Italian universities.

However, the student is obliged in all cases to declare any incomes and assets held by his/her family unit in Italy in accordance with Prime Ministerial Decree 159/2013, with an ISEE certificate for university funding entitlement.

All foreign students and Italian students resident abroad, in order to be evaluated based on the income/assets of their family unit, must submit the originals of the following documentation:

- document certifying the composition of the family unit;
- income generated by every member of the family unit during the 2024 calendar year;
- documentation on the real estate owned by the family unit, specifying the square meters of the properties owned as at 31 December 2024;
- certification of the investments owned by the family unit during 2024.

In all cases, the income declared by foreign students must be at least € 6.947,33, equivalent to the minimum living income, which must be proven when applying for a study visa for entrance to Italy. This value is the minimum threshold for the evaluation of economic status prerequisites.

¹ Ministerial Decree no. 176 of 24 February 2026 "Definition of the list of particularly impoverished states for the 2026/2027 academic year": Afghanistan, Angola, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia.



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