



UniSR

Università Vita-Salute
San Raffaele

UNIVERSITY REGULATIONS

REGULATIONS GOVERNING STUDENTS' COLLABORATION IN UNIVERSITY FUNCTIONS

ISSUED BY RECTOR'S DECREE NO. 10185 OF 31/08/2026

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1 Purpose and Scope

ART.1 Purpose and scope

These Regulations govern students' collaboration in University functions.

Where these Regulations use the masculine form in an over-extended manner, it is intended to refer inclusively to all persons, irrespective of their gender.

2 Provisions of the regulations

ART.2 Types of collaborations

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 at Directorates that request it, centrally managing the needs of the respective offices.

2. Students' collaboration may be connected to the services provided by Directorates and Offices that request it, with the exclusion of those related to teaching activities, the holding of examinations, the assumption of administrative responsibilities and the processing of sensitive data.

ART.3 Procedures by which University Directorates request students' collaboration

1. University technical and administrative Directorates wishing to avail themselves of the collaborations referred to in Article 2 must submit an application by email to the Fees & Funding Office by March at the latest, stating:

- the total number of collaborations required for the following academic year, each amounting to no fewer than 100 hours and up to a maximum of 200 hours per student;
- any skills and availability required of students applying for collaboration.

ART.4 Deliberation of the expenditure commitment

1. Authorisation for expenditure is granted as part of the Board of Directors' approval of the University's annual budget.

ART.5 Publication of the call for application

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

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

ART.6 Requirements for participation

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

2. Students who, for any collaboration activities carried out in previous years, have received an unsatisfactory evaluation shall also be excluded from the possibility of participating 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. Provisional and final rankings will be drawn up taking into account merit, the student's family economic situation and the requirements for the collaborations.

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 application to take part in the selection procedure and the formulation of the provisional rankings will be carried out by the Fees & Funding Office.

5. The ranking will be drawn up, according to the procedures indicated in the call for applications, on the basis of the student's merit requirements.

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 Directorate/Office.

Phase II – Final ranking list:

7. Subsequently, the Heads of the Directorates/Offices and/or their appointees will contact the candidates already included in the provisional ranking list to schedule an aptitude interview.

8. At the end of interviews, the Heads of Directorates involved shall communicate in writing to the Fees & Funding Office the names of the selected candidates.

9. Fees & Funding will then proceed to draw up the final ranking list, in accordance with the order of the provisional ranking list.

ART.8 Publication of the rankings

1. The provisional and final rankings shall be published, no later than October, on the University's official website.

ART.9 Awarding of assignments

1. Following the publication of the rankings, the Fees & Funding Office shall transmit the necessary information to the Human Resources Administration Office for the assignment of duties.

2. The collaboration relationship with the students is formed by the signing of a deed of commitment stating:

- the object and duration of the collaboration;
- the maximum number of hours of collaboration and the amount of remuneration;
- the method of payment of the remuneration.

ART.10 Collaboration Procedures

1. The collaborations 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 Directorates/Offices applicants, 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 technical and administrative Directorates 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 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 collaboration, payment will be made in two instalments: the first halfway through and the second at the end of the contract period, subject to receipt of a certificate issued by the Head of Directorate/Office in which the collaboration took place.

3 Validity and transitional rules

ART.13 Final provisions

1. The Regulations governing students' collaboration 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. 7903 of 18 November 2022.
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.