This is the official selection notice regarding **524** part-time collaborations, pursuant to Art. 11 of Legislative Decree no. 68/2012, available in the following **structures** of the university:

<table>
<thead>
<tr>
<th>STRUCTURE</th>
<th>Number of Collaborations</th>
</tr>
</thead>
<tbody>
<tr>
<td>General and Legal Affairs Office</td>
<td>1</td>
</tr>
<tr>
<td>University Communications Office</td>
<td>3</td>
</tr>
<tr>
<td>Research Office</td>
<td>10</td>
</tr>
<tr>
<td>Medicine (Physiotherapy and Nursing, Vicenza campus):</td>
<td>1</td>
</tr>
<tr>
<td>Medicine (Medicine and Surgery, Physiotherapy, Verona campus)</td>
<td>8</td>
</tr>
<tr>
<td>Medicine (Exercise Science Teaching and Students) + Exercise Science Library</td>
<td>14</td>
</tr>
<tr>
<td>Humanities, Economics and Law</td>
<td>52</td>
</tr>
<tr>
<td>Humanities, Economics and Law (Economics, Vicenza)</td>
<td>3</td>
</tr>
<tr>
<td>Science and Engineering</td>
<td>8</td>
</tr>
<tr>
<td>Science and Engineering (Viticulture and Oenology, S. Floriano VR)</td>
<td>1</td>
</tr>
<tr>
<td>External campus libraries: Trento/Rovereto/Ala combined hub</td>
<td>3</td>
</tr>
<tr>
<td>Libraries: Medicine and Science (Meneghetti)</td>
<td>40</td>
</tr>
<tr>
<td>Libraries: Humanities, Economics and Law (Frinzi)</td>
<td>150</td>
</tr>
<tr>
<td>European Documentation Centre (EDC)</td>
<td>4</td>
</tr>
<tr>
<td>Assessment Centre</td>
<td>4</td>
</tr>
<tr>
<td>University Language Centre</td>
<td>12</td>
</tr>
<tr>
<td>University Sustainability Commission</td>
<td>1</td>
</tr>
<tr>
<td>Teaching and Student Services Head Office</td>
<td>89</td>
</tr>
<tr>
<td>Technical, Purchasing and Procurement Head Office</td>
<td>1</td>
</tr>
<tr>
<td>Administration and Finance Head Office</td>
<td>1</td>
</tr>
<tr>
<td>Information Systems and Technology Head Office</td>
<td>75</td>
</tr>
<tr>
<td>Science teaching hub, Vicenza</td>
<td>3</td>
</tr>
<tr>
<td>Video library for teaching and pedagogy</td>
<td>3</td>
</tr>
<tr>
<td>Disability Services</td>
<td>37</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>524</strong></td>
</tr>
</tbody>
</table>

Applications must be sent to the **University of Verona** as specified in **Appendix 1** of this call for applications.
ART. 1 PARTICIPANTS AND REQUIREMENTS

1.1 Students may apply for a part-time 150-hour collaboration if they are enrolled for the 2017-2018 academic year at the University of Verona by the strict deadline of 16th October 2017 (the date of payment of student fees will be used for this purpose), except in the case of different payment deadlines established by application calls for limited entry degrees or degrees with an admission test. Students must be enrolled:

- full-time in a Bachelor’s degree, from the second year of the degree until the first year ‘fuori corso’ (beyond the normal programme duration); or
- full-time in a Master’s degree until the first year ‘fuori corso’; or
- in a combined Bachelor+Master’s degree (Law, Medicine and Surgery or Dentistry and Dental Implants), from the second year of the degree until the first year ‘fuori corso’.

Non-first year students must have the obtained a minimum number of credits by 10th August 2017, as follows (in calculating credits, any CFU gained for surplus activities/examinations, and examinations that are not yet registered, are not counted; for the latter, exams will be considered as passed on the date they are registered):

Full-time Bachelor’s degree students

<table>
<thead>
<tr>
<th>YEAR</th>
<th>CREDITS (CFU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>24</td>
</tr>
<tr>
<td>3rd</td>
<td>72</td>
</tr>
<tr>
<td>1st year fuori corso (beyond the normal programme duration)</td>
<td>150</td>
</tr>
</tbody>
</table>

Combined Bachelor+Master’s degree students

<table>
<thead>
<tr>
<th>YEAR</th>
<th>CREDITS (CFU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>24</td>
</tr>
<tr>
<td>3rd</td>
<td>72</td>
</tr>
<tr>
<td>4th</td>
<td>120</td>
</tr>
<tr>
<td>5th</td>
<td>175 (Law, Dentistry)</td>
</tr>
<tr>
<td>6th</td>
<td>230 (Medicine and Surgery)</td>
</tr>
<tr>
<td>1st year fuori corso (beyond the normal programme duration)</td>
<td>40 more credits than that required for the last year of the degree</td>
</tr>
</tbody>
</table>

NB: Please remember that for students enrolled in combined Bachelor+Master's degrees in Medicine and Surgery and Dentistry and Dental Implants, up to 15 CFU of elective credits can also be counted towards the merit points.

Full-time Master’s degree students:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>CREDITS (CFU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>24</td>
</tr>
<tr>
<td>2nd</td>
<td></td>
</tr>
<tr>
<td>1st year fuori corso (beyond the normal programme duration)</td>
<td>90</td>
</tr>
</tbody>
</table>

Students enrolled full-time in the first year of a Master’s degree will be assessed by their Bachelor’s degree graduation mark if:

a) their qualification (old or new system Bachelor’s degree or equivalent) was completed at the University of Verona;

b) their qualification (old or new system Bachelor’s degree or equivalent) was completed at ANOTHER UNIVERSITY by 10th August 2017.

To determine their position in the ranking list, students who are conditionally enrolled for
full-time study of the first year of a Master’s degree will be evaluated under the following alternative criteria:

a) Students who were enrolled in the third year of a three-year Bachelor’s degree in 2016-2017 will be evaluated on the number of credits gained by 10th August 2017 using the credit parameters set for the first year fuori corso as a reference, since they are considered similar to first year fuori corso students for 2017-2018.

b) Students who were enrolled in the first year fuori corso of a Bachelor degree in 2016-2017 and students enrolled at another university in 2016/2017 are not eligible to apply, as they are considered similar to second year fuori corso students for 2017-2018.

Other cases:
► Students who are in the process of transferring from another university will not be able to apply, since time-wise it will not be possible to evaluate their ranking in the application round with reference to all the requirements of their new university study pathway.
► For students who are transferring between degree programmes in the new system or who enrol after gaining recognition of prior learning, their position in the final ranking list will be determined on the basis of the degree year of their new degree as at 11th December 2017.
► Students who already have a qualification of the same level may apply.

1.2 The following types of students are NOT eligible to apply:
   a) Students enrolled in the first year of a Bachelor’s degree or combined Bachelor+Master’s degree;
   b) Students who applied for a collaboration the previous year and did not gain a place on the ranking lists;
   c) Students whose previous collaboration contract was terminated for serious reasons, who did not fulfil the duties of the contract as set out in Art. 9(1)(d) of the Regulations or who did not pass the contract trial period the year before;
   d) Part-time students;
   e) Students enrolled at another university in 2016-2017 who gained their qualification after 10th August 2017;
   f) Students enrolled at another university in 2016-2017 who have a conditional offer to the first year of a Master’s degree at the University of Verona.

1.3 The collaborations concerned in this call for applications are incompatible with any other university work contract of any nature at the same time.

ART. 2 PURPOSE OF THE COLLABORATION

2.1 The work to be done for the Structures offering part-time collaborations is detailed as follows.

<table>
<thead>
<tr>
<th>Collaboration work for the various Structures</th>
</tr>
</thead>
<tbody>
<tr>
<td>General and Legal Affairs: providing support for the elections of university bodies (Senate, RSU, Student Council).</td>
</tr>
<tr>
<td>University Communications Office: organisation and communication of university events; opening and managing the UnivrStore, updating the Community Relations and Events Office database.</td>
</tr>
<tr>
<td>Research Office: front office and back office work.</td>
</tr>
<tr>
<td>Medicine (Physiotherapy and Nursing, Vicenza campus): providing support to the Coordinator of Physiotherapy and Nursing degrees at the Vicenza campus.</td>
</tr>
<tr>
<td>Medicine (Medicine and Surgery, Physiotherapy, Verona campus): providing support to the School of Medicine and Surgery and the Coordinator of Physiotherapy degrees at the</td>
</tr>
</tbody>
</table>
**VERONA CAMPUS**

**Medicine (Exercise Science Teaching and Students) + Exercise Science Library:** managing the gym (including opening and closing) and providing support for events organised by Exercise Science degree programmes. Library: book loans and front office.

**Humanities, Economics and Law:** assistance with the running of the Teaching and Students Office; collaborating in orientation and tutoring projects, helping with reception and assistance services for students and teachers.

**Humanities, Economics and Law (Economics, Vicenza):** helping with tasks for the Teaching and Students Office.

**Science and Engineering:** assistance in the teaching laboratories, computer and multimedia rooms for Computer Science, Bioinformatics and Mathematics degrees.

**Science and Engineering (Viticulture and Oenology, S. Floriano VR):** assistance in the teaching laboratories and possible assistance in the Teaching and Students Office.

**External campus libraries: Trento/Rovereto/Ala combined hub:** helping the library staff, checking the condition of the books, tidying journals, sorting parcels and mail and using the Trentino Library Catalogue to check for book availability.

**Libraries: Medicine and Science (Meneghetti):**

- Meneghetti library: supervision and support in the rooms in the evenings, at weekends and on public holidays; helping with loans and room management services; shelving books.
- Library for the Departments of Computer Science, Biotechnology and Neuroscience, Biomedicine and Movement: supervision in the study room, user support, loans, returns and notices for users, shelving books.

**Libraries: Humanities, Economics and Law (Frinzi):** support and shadowing in the central and departmental libraries, monitoring the study rooms, loans, shelving and tidying library resources, helping students search for resources, help with monitoring in the afternoons at Santa Marta Library.

**European Documentation Centre (EDC):** helping with the centre’s activities, information and support for research on EU policies (conventions, workshops, summer school, seminars, etc.), filing and data entry.

**Assessment centre:** preparing admission test kits and the opening of the centre.

**University Language Centre:** working at the reception desks for Italian and foreign students, providing support in issuing language certificates; supporting tandem@CLA activities and completing forms for carrying out the foreign students project; providing assistance for computer-based tests; supporting the administration office staff in administration work and information for users.

**University Sustainability Commission:** helping with University Sustainability Commission activities; managing the website.

**Teaching and Student Services Head Office:**

- **Scholarships and Grants Office:** front office and telephone help – reception services and information about the applications calls for student benefits and fees reductions, prizes and incentives for high-achieving students and regional study scholarships.
- **Student registrations and teaching logistics:** helping with registration procedures and signing up for limited entry degree programmes; helping with enrolments for single modules and room allocations.
- **International mobilities:** helping with activities to organise and manage Erasmus outgoing/incoming student mobilities; assistance at the Welcome Office; helping with internal calls for application to promote mobilities.
- **Orientation for Studies:** front office, back office and telephone support to provide information to future students about university courses and services; summer welcome service, helping out with job&orienta.
- **Postgraduate Office:** front office, back office and telephone support to welcome and assist students; uploading and checking documents, filing; helping with
graduate lists, assistance with implementing traineeships (checking surveys and tax statements), help to contact companies/organisations for promotion services, getting in touch with graduates about job offers.

- Internships and work experience: helping to communicate with companies/organisations to implement curricular internships, data entry of company/organisation details for internships/work experience, collecting/delivering post, help with filing student and company/organisation information.

Technical, Purchasing and Procurement Head Office: logistical support with the organisation of university events and university welfare policies (childcare centre, meal tickets and transport).

Administration and Finance Head Office: helping with activities and services concerning scholarships/grants and tutoring.

Information Systems and Technology Head Office: assistance in computer rooms (monitoring and support), administration office services, forwarding telephone calls and checking material; scanning and writing documents, helping with file management (archives, official register, records).

Science teaching hub, Vicenza: help with the running of the library and assistance in the computer and language lab; administration office work and help with events.

Video library for teaching and pedagogy: opening, monitoring and closing of the video library when it is open to the public, loans, assistance and orientation to help users make use of research tools, checking the state of materials going out and coming in; updating, monitoring and sending loan returns reminders in collaboration with the Services Officer.

Disability services: assistance providing personalised services to students with disabilities; helping to facilitate, organise and socialise with students to ensure their studies at university go as smoothly as possible.

On the application form for 150-hour collaborations, students can select up to three choices regarding the Structures they wish to collaborate with.

**ART. 3 DURATION AND LOCATION OF COLLABORATIONS**

3.1 Part-time collaborations are for a maximum of 150 hours per solar year (01/01/2018–31/12/2018). It is possible to finish the collaboration in the first three months of the following year (i.e. by 31/03/2019) ONLY if the collaboration already began in the current year (started by 31/12/2018).

3.2 **Collaborations must end when the student graduates**, except for students who are conditionally enrolled in the first year of a Master’s degree, who may continue a collaboration that is already in progress without stopping.

3.3 The collaboration work described in point 2.1 must be carried out within the Structures of the university or wherever the student is sent for the specific service needs of the Structure that the collaboration is for.

**ART. 4 PAYMENT**

4.1 The hourly wage for part-time collaborations is set at €8.00 and is exempt from income tax for physical persons up to the limit of €3,500 annually pursuant to Art. 11(3) of Legislative Decree no. 68/2012. This amount will be paid in one lump sum at the end of the collaboration after the Head of the Structure has submitted a report of the activities carried out and the student has completed the “Questionnaire evaluating part-time work (150 hours)”, which will be sent to their university email account.

4.2 Payment will be made to students who have correctly added their IBAN to their personal details in Esse3: [https://univr.esse3.cineca.it/Start.do](https://univr.esse3.cineca.it/Start.do) Go to “Home - Anagrafica” >
“Reimbursement details”, click “Change reimbursement details” and enter the information requested. ENTERING THE BANK ACCOUNT DETAILS OF A THIRD PARTY IS NOT PERMITTED.
Payments cannot be made until the IBAN number has been provided.

4.3 Students who only carry out a part of their collaboration will be paid only for the hours worked, as recorded on the official timesheet.

ART. 5 RANKING LISTS

5.1 Based on the correctly completed applications received and students’ choices of Structure, a ranking list of collaboration winners will be drawn up according to merit (credits) in decreasing order for each of the Structures in the call for applications.
All evaluations (independently of the graduation mark or total CFU obtained) will subsequently be rescaled to between 0 (minimum merit) and 1 (maximum merit). In this way, all students are comparable to each other. Students’ position on the ranking list will be determined by merit coefficient:

- For first year Master’s degree students, the following formula applies:

  \[
  \text{Student's graduation mark} - \text{Average graduation mark} \\
  110 - \text{Average graduation mark}
  \]

  where ‘average graduation mark’ refers to the average of all the graduation marks obtained in the student’s particular degree programme. For students coming from a degree that is not offered at the University of Verona, the average Bachelor’s degree graduation mark of the Master’s degree programme that the student is enrolling in will be used. A table with up-to-date information about average Bachelor’s degree graduation marks, categorised by Department, is available on the university website at http://www.univr.it/150ore.

- For all other students, the following formula applies:

  \[
  \text{Student's number of credits} - \text{Minimum number of credits} \\
  \text{Maximum credits} - \text{Minimum credits}
  \]

For BACHELOR’S DEGREES:

<table>
<thead>
<tr>
<th>Year of degree</th>
<th>Minimum credits</th>
<th>Maximum credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>24</td>
<td>60</td>
</tr>
<tr>
<td>3rd</td>
<td>72</td>
<td>120</td>
</tr>
<tr>
<td>1st year fuori corso</td>
<td>150</td>
<td>180</td>
</tr>
</tbody>
</table>

For MASTER’S DEGREES:

<table>
<thead>
<tr>
<th>Year of degree</th>
<th>Minimum credits</th>
<th>Maximum credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>24</td>
<td>60</td>
</tr>
<tr>
<td>1st year fuori corso</td>
<td>90</td>
<td>120</td>
</tr>
</tbody>
</table>

For COMBINED BACHELOR+MASTER’S DEGREES in Medicine and Surgery:

<table>
<thead>
<tr>
<th>Year of degree</th>
<th>Minimum credits</th>
<th>Maximum credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd year</td>
<td>24</td>
<td>60</td>
</tr>
<tr>
<td>3rd year</td>
<td>72</td>
<td>120</td>
</tr>
</tbody>
</table>
For **COMBINED BACHELOR+MASTER’S DEGREES** in Dentistry and Dental Implants and **COMBINED BACHELOR+MASTER’S DEGREES** in Law:

<table>
<thead>
<tr>
<th>Year of degree</th>
<th>Minimum credits</th>
<th>Maximum credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd year</td>
<td>24</td>
<td>60</td>
</tr>
<tr>
<td>3rd year</td>
<td>72</td>
<td>120</td>
</tr>
<tr>
<td>4th year</td>
<td>120</td>
<td>180</td>
</tr>
<tr>
<td>5th year</td>
<td>175</td>
<td>240</td>
</tr>
<tr>
<td>1st year fuori corso</td>
<td>215</td>
<td>300</td>
</tr>
</tbody>
</table>

5.2 In drawing up the **ranking list of collaboration winners**, as set out in Art. 2(4) of Prime Ministerial Decree 09/04/2001, priority will be given to students who were eligible but did not receive a regional scholarship in the 2016-2017 academic year.

5.3 Where students have an **equal merit ranking**, those with **lesser income conditions** have priority. This will be based on the students’ ISEE for University statement submitted as per the Regulations for Student Fees for 2017-2018, issued by specific Rector’s Decree. Failure to submit the ISEE for University statement will not lead to being excluded from the ranking list, but students who present their statement will have priority over those who do not.

5.4 Where students have equal merit points and an equal financial situation, priority will be given to the **younger student** (Art. 3(7) of Law 127/97 and subsequent amendments and additions).

5.5 **Students are assigned to a particular Structure based on their preference as indicated in their application for 150-hour collaborations.**

For each Structure, places are assigned according to students’ first choice until no more places are available. If there are no more places available at the student’s first choice, the student will be assigned to their second choice, if available. If not, students will be assigned to their third choice, if available.

Once all places have been filled, whenever replacements are required for students who have forfeited or renounced their award, collaborations are assigned in order of the ranking list of eligible students without considering any preferences indicated by those students.

5.6 Based on the criteria specified above, a ranking list of **eligible students not awarded a collaboration opportunity** will also be drawn up, to be used in case replacements are required for collaboration recipients who forfeit or renounce their award, or for part-time collaborations at ESU Verona as described in the relevant regulations with the funds established for such. **In this ranking list, students’ preferences** for the Structure they wish to be allocated to are not taken into consideration.

5.7 **Students on the “eligible but not awarded a collaboration” ranking list** may only carry out the activities agreed upon by the Heads of the Structures, taking the Structures’ necessities into account.

5.8 The **provisional rankings** of winners and eligible students will be **published by 17th November 2017** on the university website: [http://www.univr.it/150ore](http://www.univr.it/150ore).

5.9 Any comments regarding the **provisional rankings** must be submitted in writing using the specific “remarks form” on the university website: [http://www.univr.it/150ore](http://www.univr.it/150ore) by the non-extendable deadline of **24th November 2017 at 1:00 pm** by:

- email to benefici@ateneo.univr.it from the student’s university email account (…..@studenti.univr.it); or
- only if the student does not have a university email account, from another email account, attaching a copy of the front and back of their ID document.
Remarks submitted via any other method, or after the deadline, will not be considered.

5.10 The final rankings will be published on the university website: http://www.univr.it/150ore by 22nd December 2017.

5.11 The ranking list is valid for one solar year: collaborations under this application call must start by 31st December 2017 at the latest, otherwise the right to carry out a collaboration will be lost for the whole academic year of the application round.

ART. 6 PERFORMING THE COLLABORATION

6.1 The final ranking lists state:
- the winning students for each Structure
- the place and time students must present themselves
- the eligible students who were not awarded a collaboration, placed on the ranking list.

6.2 Students awarded a collaboration must present themselves to the Head of the Structure to which they have been assigned, at the specified time and place, in order to accept the collaboration. The absolute final deadline is 31st January 2018. Students who cannot present themselves by 31st January 2018 due to serious illness, pregnancy, military or civil service or international exchange must inform the Head of the relevant Structure in writing, by the same deadline, that they are unable to present themselves but accept the collaboration.

6.3 Eligible students who are not awarded a collaboration remain on the list to cover any places that may become vacant during the year due to renouncement or forfeiture by any winning student. Eligible students will be contacted in order of position on the ranking list to fill any vacant positions.

6.4 After receiving an invitation email from the particular Structure, winning students and eligible students summoned to cover any vacant positions must formally accept the collaboration offer within 5 days (including weekends and public holidays). If not, the award will be forfeited and the position will be offered to the next available eligible student on the ranking list.

6.5 The carrying out of the collaboration will be agreed upon with the Head of the Structure, taking into account both the Structure’s needs and the student’s study commitments. Any changes to the agreement, except in cases of serious proven illness, must be agreed upon with prior notice from the student.

6.6 There is an initial trial period of 25 hours to ascertain students have the necessary diligence to carry out the collaboration (only hours actually worked count towards the trial period).

If a student does not pass the trial period, this must be communicated in writing by the Head of the Structure:
- to the student, with an indication of the lack of diligence in carrying out the work;
- and at the same time to the Rector, for the subsequent termination of the collaboration agreement for that academic year.

6.7 Students are expected to carry out the collaboration diligently as far as established by the contract, following the instructions given by the Head of the Structure to which they are assigned and keeping a record of the hours worked by completing the time sheet each work day, or otherwise the contract may be terminated by the university. The time sheet is an official document, so students must be careful to avoid omissions or changes that may constitute criminal offences. Scratches and erasures should also be avoided.

The time sheet must be completed in full and signed at least weekly by the Head of the Structure.

6.8 During the collaboration period, students who are temporarily unable to work must promptly notify the Head of the Structure in writing.

6.9 Communication between the student and the Head of the relevant Structure must
occur only through the university email account (.....@studenti.univr.it), as specified by point 2.4 in the University Regulations for students.

6.10 This part-time collaboration (150 hours) does not constitute any type of employment relationship with the university and does not comprise any kind of evaluation for public competition exams or applications, as set out in Art. 11(3) of Legislative Decree no. 68/2012.

6.11 The collaboration work, which is to be carried out as instructed by the Head of the Structure, does not imply that students are part of the University of Verona administration.

6.12 The university shall provide for accident insurance cover.

ART. 7 REASONS FOR EXCLUSION FROM THE APPLICATION PROCESS, FORFEITURE AND TERMINATION OF THE COLLABORATION

7.1 The following types of students may not apply:
- Students who are not fully and correctly enrolled at the University of Verona by 16th October 2017 (see Art. 1);
- Students with a conditional offer to the first year of a Master’s degree who were in the first year forti 1 corso (beyond the normal programme duration) of their Bachelor’s degree in the 2016-2017 academic year.
- Students enrolled at another university in 2016-2017 who did not graduate by 10th August 2017.

7.2 The collaboration is forfeited and students will be replaced immediately if:
- They do not present themselves to the Head of the relevant Structure by 31st January 2018 to officially accept the collaboration, or they do not notify the Structure in writing (by the same deadline) that they cannot present themselves due to serious illness, pregnancy, military or civil service or being abroad on an international student exchange. Students will be advised via email to their university email address if their collaboration agreement is forfeited.
- They sign the contract but do not start the collaboration within 5 days (including weekends and public holidays) of the date determined by the Structure for any reason other than serious illness, pregnancy, military or civil service or international student exchange.
- They do not show up for the collaboration for a period of (3 days) without first notifying and coming to an agreement with the Structure.
- Eligible students not initially awarded a collaboration who are summoned by a Head of Structure, who do not give written confirmation of their acceptance of the collaboration within 5 days (including weekends and public holidays) of the invitation email.

7.3 The collaboration is terminated and students will be immediately replaced if:
- They obtain their Bachelor’s degree and do not enrol in a Master’s degree at the same time (if conditionally enrolled for the first year of a Master’s degree, the collaboration will continue without stopping);
- They withdraw from the collaboration for justified reasons due to a supervening impediment;
- They are subjectively or objectively found to be unsuitable to continue the collaboration in line with the needs of the relevant Structure. The Head of the Structure must give written notification of the contract termination, stating the relevant reasons (see Art.s 6.6 and 6.7).

7.4 The university can order investigations of its own motion to check the truthfulness of the statements provided by the students put on the final ranking lists (students who are awarded a benefit and students who are deemed eligible). If a declaration is found to be false, under Presidential Decree 445/2000, the relevant student shall forfeit all the benefits awarded. Furthermore, under Legislative Decree no. 68/2012: "Whoever [...] submits false statements [...] is subject to administrative penalties consisting of the
payment of three times the amount made, or the value of services accessed incorrectly, and loses the right to receive other funds for duration of their course of studies, subject in all cases to the application of the penalties provided for in Art. 38(3) of Decree Law no. 78 of 31 May 2010, converted with amendments by Law n. 122 of 30 July 2010, as well as the criminal laws for the acts that constituted the offence."

ART. 8 VERIFICATION AND PENALTIES

Applications for university bursaries and the information regarding a student’s financial situation and merit are submitted by students themselves through self-declaration forms, as set out in Presidential Decree no. 445 of 28/12/00. The university is obliged to perform spot checks on the truthfulness of students’ self-declarations, which must be carried out on a sample of 5-15% of the statements received each year. These checks may be carried out even after the bursaries or scholarships have been awarded. They apply to students who present an ISEE for University statement for the current academic year.

In accordance with the Regulations for implementing checks on applications for university bursaries, while performing these checks the university may ask for appropriate documentation to support the completeness and truthfulness of the information provided by students. Through a memorandum of understanding, the university also sends students’ self-declarations of financial position to be further investigated by the Provincial Command of the Italian Finance Police (Guardia di Finanza) in Verona. Following appropriate administrative and financial checks, if a declaration that was submitted is found to contain untruthful information, penalties will be applied pursuant to Art.s 71, 75 and 76 of Presidential Decree no. 445/2000, Art. 316-ter of the Criminal Code and Legislative Decree no. 68/2012, which states: “Whoever […] submits false statements […] is subject to administrative penalties consisting of the payment of three times the amount made, or the value of services accessed incorrectly, and loses the right to receive other funds for duration of their course of studies, subject in all cases to the application of the penalties provided for in Art. 38(3) of Decree Law no. 78 of 31 May 2010, converted with amendments by Law n. 122 of 30 July 2010, as well as the criminal laws for the acts that constituted the offence.”

All communication regarding information checks shall be transmitted by the University exclusively by email to the student’s email address. Students are responsible for checking their inbox regularly.

ART. 9 TREATMENT OF PERSONAL DATA

With reference to the provisions of Legislative Decree no. 196 of 30/06/03, “Personal data protection code” on the protection of persons and other subjects regarding the processing of personal data, and particularly the provisions of Art. 13, the personal information provided by applicants will be collected at the University of Verona for purposes related to the management of the application process and subsequent procedures, and will be processed by computer. Providing such data is compulsory in order to evaluate students’ fulfilment of the application requirements; if not their application will be excluded. Data may be disclosed to public administration according to law or regulation or in cases where it is necessary for institutional activities. Applicants have the rights set out in Art.s 7, 8, 9 and 10 of the aforementioned Legislative Decree, which include the right of access to data relating to them and other rights including the right to modify, update or delete information that is incorrect, incomplete or not collected in conformity with the law, plus the right to object to their data being treated, for legitimate reasons.

Treatment holder: University of Verona, headquarters in Verona, via dell’Artiglierie, 8.
Personal data treatment officer: Teaching and Student Services Manager.
ART. 10 PROCEDURE OFFICER

The Procedure Officer, in accordance with and for the purposes of Law no. 241/1990 and following modifications, is the Head of the University Scholarships and Grants Office - Teaching and Student Services Head Office, Via Vipacco 7, 37129 Verona. Ph: 045 8028711.

Candidates may exercise their right of access to the procedures by submitting a request that can be downloaded from: www.univr.it (click University > General Administration > Institutional and Legal Affairs > Protocol, General Archive > Archive and Protocol Forms > Access to documents).

ART. 11 CONTACT DETAILS FOR FURTHER INFORMATION

For more information about this call for applications, please contact: University Scholarships and Grants Office - Teaching and Student Services, Via Vipacco 7, 37129 Verona. Ph: 045 8028711. Opening hours: Monday, Tuesday, Wednesday and Friday, 10:00 am–1:00 pm. CLOSED ON THURSDAYS

Reference legislation:
− Art. 11 of Legislative Decree no. 68/2012 Review of the main legislation on university bursaries and the enhancement of legally recognised university colleges, in implementation of the mandate provided for in Art. 5(1)(a: second sentence) and (d), Law no. 240 of 30 December 2010 and according to the principles and guidelines laid down in para. 3(f) and para. 6;
− Art. 1 of Prime Ministerial Decree 09/04/01 concerning “Equal treatment regarding university bursaries”;
− Regulations for part-time work for University of Verona students, modified by Rectoral Decree 2652-2008, prot. no. 25158 of 18/06/08, hereinafter called “Regulations”;  
− University Regulations for students, issued by Rectoral Decree 2637-2008 of 16/06/08, prot. no. 24818.

RECTOR
Prof. Nicola Sartor
To apply for a 150-hour student collaboration, students must complete and submit a Benefits Application Form (DUB). This form allows students to apply online for the following student benefits:

- university fees reduction
- regional scholarship for university studies
- 150-hour student collaboration

There is just one form to submit for any or all of the possible awards. If requesting several benefits, students should pay attention to the different deadlines – since the DUB is a single application form, students must submit their application by the earliest relevant deadline.

For example:
150-hour collaboration for non-first year students (deadline 30/09/17 at 1:00 pm) + fees reduction (deadline 16/10/17 at 1:00 pm) = application due by 30/09/17 at 1:00 pm.

To apply for a 150-hour collaboration, students must do the following by the non-extendable deadline of 30 SEPTEMBER 2017 AT 1:00 PM:

- Submit a Benefits Application Form (DUB) online only (from 19 July 2017) via ESSE3 at: https://univr.esse3.cineca.it/Start.do Log in to your student account using your GIA login and password if you are already enrolled at the university, or your temporary credentials for the university’s online services if you are not yet enrolled. Click the link “Segreteria” and choose “Benefits Application Form” from the menu.
- After completing the application, it needs to be CONFIRMED DEFINITIVELY or it is not valid. As a receipt, students should print and keep a copy. The computer system will also send out a receipt to the student’s email address (.....@studenti.univr.it), which the student should keep as proof that they submitted their application.

ATTENTION

Any:
- requests to change the information provided; or
- reports regarding technical problems attributable to the university (system malfunctions) that prevent students from submitting the application via the web in the 24 hours before the deadline

must be communicated by the student using the specific change request form or technical fault report form in one of the following ways:
- by sending an email to benefici@ateneo.univr.it from the student’s university email account (.....@studenti.univr.it);
- or, only if the student does not have a university email account yet, then from another email account, attaching a copy of the front and back of an ID document.

BY 30 SEPTEMBER 2017 at 1:00 pm (same deadline as for DUB applications).

Applications submitted by any method other than those listed above, or received after the deadline, will NOT be considered.