



## REGULATIONS GOVERNING STUDENTS WORKING FOR THE UNIVERSITY OF MILAN

### CHAPTER ONE - JOB POSTINGS AND CALLS FOR APPLICATIONS

#### 1- Types of Jobs Available to Student Workers

1. The following types of jobs may be available from time to time for students (hereinafter "Student Workers") from Bachelor's, Master's and Single-Cycle Master's degree programmes wishing to work at the University of Milan (hereinafter, the "University") in accordance with Art. 11 of Legislative Decree no. 68 of 29 March 2012:

- a) library and collection services, laboratory, study space, academic and scientific facility, gym and student lounge staff (access, circulation, operations);
- b) IT labs, indexing, database storage and recording (access, operations, and security);
- c) student information and orientation services;
- d) disabled-student assistance in the classroom and to help make full use of the main services available to University students;
- e) supplemental cleaning, furniture / book removal, archiving, maintenance;
- f) reception desk for conferences and events;
- g) other non-academic student services with the express consent of the Academic Senate.

2. Instruction, exam proctoring, and administration responsibilities are expressly precluded.

3. Student Workers shall not be University employees, nor shall Student Workers be used to replace professional staff, and no eligibility for purposes of any public job selection process shall be earned.

4. No academic credit shall be provided for any hours worked.

#### 2 - Job Sites and Duration

1. Work under Art. 1 must be carried out on campus, or off campus, provided that advance authorisation is secured, and direct supervision by University department or office staff provided.

2. Total hours worked shall be a minimum of eight (8) hours, but shall not exceed two hundred (200) hours in any academic year.

#### 3 - Job Descriptions and Job Opportunity Postings

1. As a requirement under Art. 1 arises for one or more Student Workers, University offices and departments will generate a call for applications as described immediately *infra*. Thereupon they will appoint an Exam Board (hereinafter, the "Board") made up of three (3) members including one (1) student member, chosen from amongst the members of the Board of Directors, the Academic Senate, the Department Boards, and the Student Council.

2. The call for applications shall contain the following information:

- a) salient information from the Department resolution, or the order issued by the General Director / Executive Officer authorising the call for applications;
- b) the job description;
- c) the number of positions available under that job description;
- d) the job duties;



- e) the start and end date for the job(s), the term for the same, and the daily/weekly schedule;
- f) the worksite;
- g) the hourly wage for the same (set by statute);
- h) any requirements students must meet to apply (see Art. 5, *infra*);
- i) any preferences for hiring, as contemplated under Art. 5, *infra*, and the points awarded for the same;
- j) the date the call for applications was posted to the University's Job Postings Board (hereinafter, the "Job Postings Portal") as identified in Art. 6, *infra*;
- k) the application procedure, as set forth in the last sentence of Art. 6;
- l) the deadline, which shall be no sooner than fifteen (15) days from the date the job is posted, for student applications to be submitted, in accordance with Art. 9, *infra*. For students who have already received a ranking that same year, and should the call for applications contemplate it, the deadline may be waived under urgent circumstances;
- m) the members of the Board.

3. University departments and offices shall generate the job posting and the call for applications for the same, subject to the funding limits appearing in Art. 16, *infra*, using the template available through the designated office on the UNIMI website. The call for applications is then submitted for Department Board or General Director / Executive Officer approval, and forwarded to the proper office to be posted, once reviewed for compliance with this Regulation.

4. There shall be two (2) types of calls for applications: emergency hiring and standard hiring.

5. Emergency hiring is permitted when the department or office must fill the position urgently. Student names are taken from the list of students who have registered on the Job Postings Portal as of the date the call for applications is posted. The relevant office or department may post the call for applications on its own webpage.

6. Standard hiring is used when the call for applications contemplates a review of candidates to determine whether they meet the specific requirements of the job. The designated University office will post the opening to the University website, whilst the department or office may post it to their webpage as well.

#### **4 - Mandatory Requirements for All Applicants**

1. All students, in order to be eligible to apply and to be hired, must not be in arrears with their University enrolment, and have earned two-fifths of their required credits (rounded up); students shall not have fallen more than two (2) years behind in their studies.

2. Those enrolled in years after the first year must have earned 2/5 of the credits contemplated under the study programme through the year prior to the one of their most recent enrolment.

3. For those enrolled in the first year of the Bachelor's degree programme, the 2/5 credit threshold is calculated based on the year of enrolment.

4. The 2/5 credits must be earned at least thirty (30) days before the date the student registers for the list under Art. 6, *infra*.

5. For those enrolled in the first year of a second-level (Master's) degree programme, the 2/5 credit requirement shall not apply, as it shall be deemed met during the first part of the student's academic career.



6. Students who earned their degree through a different university, and who are currently enrolled in a two-year Master's degree programme shall submit the following information on their prior academic career in affidavit form:

- a) credits earned (under the old regulations, prior to the enactment of Ministerial Decree no. 509/1999, and Ministerial Decree no. 270/2004, the number of exams passed);
- b) arithmetic average (in thirtieths) on exams;
- c) year of their initial matriculation;
- d) year they earned their degree.

7. For those enrolled in a two-year Master's degree programme who matriculated from another University, the Board will take steps to verify the accuracy of the information provided on the student's earlier academic career. Therefore, all those who earned a degree at a different university will be asked to produce an affidavit, when they are called before the Board, certifying the exams they have taken, the marks earned, credits awarded, and all years of enrolment. Failure to submit such affidavit will make the student ineligible for hiring.

8. Only those students who meet the eligibility criteria under the immediately preceding paragraphs will be assigned a rank in accordance with the provisions of Art. 6.

9. Students who serve as a representative on any Academic Body are ineligible for University jobs.

## 5 - Additional Application Requirements

1. The call for applications may include one or more of the following eligibility requirements, in addition to those appearing in Art. 4, above;

- a) enrolment in a specific degree programme;
- b) enrolment in a specific year of the programme;
- c) technical and/or language skills;
- d) experience in the relevant area.

2. Each of the foregoing criteria may appear as a preference or a requirement for the specific job posting.

3. The call for applications shall include a detailed point scale for each preferential characteristic. The maximum points awarded for preferential characteristics shall not exceed thirty (30).

4. The criteria under the immediately preceding points may only appear in a call for applications if they are relevant to the needs underlying the job posting and the job description.

## Chapter II - JOB OFFERS

### 6 - Annual Ranking

1. Each year, on 1<sup>st</sup> October, students are allowed to sign up through the Job Postings Portal for the type of work described in Art. 1, above. Students may register on a rolling basis from 1 October to 30 September of each calendar year.

2. Upon registering on the Job Postings Portal, and for those competitive procedures with a more detailed hiring process – Standard Hiring Procedure – students will be issued with a statement of the points they are awarded, based on their merit status thirty (30) days prior to enrolment, and their financial situation.



3. The designated central University office maintains and updates the Job Postings Portal under point 1, above, on an ongoing basis. Students appear by name in the order they register next to a notation of their baseline points.
4. Registrations shall remain in effect and valid until 30 September of each academic year, and until the maximum number of available jobs under Art. 2, above, have been filled.
5. Students appearing on the annual rankings will automatically be eligible for any emergency job postings, provided they are enrolled in the right degree programme for the job in question.
6. However, the Board reserves the right, for all emergency-hiring procedures, to establish ad-hoc interview protocols should the job description require it.

## 7 - Criteria for Awarding Baseline Points

1. The baseline points identified in the third paragraph of Art. 6, above, are awarded based on the sum of merit (m) and financial situation (f) scores, as defined below:

**m (merit score):** calculated by multiplying the number of credits earned by the student's grade point average on exams, and dividing that number by the years enrolled in the programme; the result must be divided by 29;

**f (financial situation score):** different points are awarded based on the income bracket into which the student falls, which is based on the University ISEE thresholds set each year in the Tuition and Fees Regulation: 48 points, 42 points, 36 points, 30 points, 24 points, 18 points, 12 points and 0 points if the student falls into Income Bracket I, II, III, IV, V, VI, VII or VIII, respectively, of the following article.

2. The student's full academic career is taken into account for purposes of their baseline score, beginning on the date they first matriculated.
3. For those enrolled in a two-year Master's degree programme, transfer credits shall not be taken into account.
4. The arithmetic grade point average shall be used for all exams taken. For those enrolled in a two-year Master's degree programme, the grade-point average is calculated by adding the grade-point average from the student's prior academic career, to the grade-point average for their current academic career, and dividing by two.
5. In terms of calculating the number of years of study, the year of enrolment beginning on the date the student first matriculated is used. All years of study, including any leaves of absence or drop periods, will be used. For those enrolled in the two-year Master's degree programme, the calculation will be based on the years of enrolment, plus their years of enrolment in the Bachelor's degree programme. For those working toward a second Bachelor's degree, if they have been awarded transfer credits and admitted to years other than the first year, the calculation will be based on the years of enrolment plus the years waived based on their prior career.
6. Students must check their baseline score (both the merit- and income-based points) for errors, and request corrections be made by their degree programme's Student's Office as soon as possible. Late requests shall not give rise, under any circumstances, to an extension of the application deadline.

## 8 - Income Brackets

1. Upon registering for the ranking procedure under Art. 6, above, students will be awarded income-based points based on their University ISEE as submitted. If, upon registering for the Job Postings Portal, the student does not hold a University ISEE, zero (0) points will be awarded for income.
2. To update their financial status, students must:



1. withdraw any pending applications;
2. delete their profile on the Job Postings Portal;
3. check to make sure that their ISEE has been uploaded to their personal webpage on Unimia (if no ISEE or an incorrect ISEE appears, submit the correct version; the data will be updated as soon as possible);
4. re-register for the Job Postings Portal, and re-apply for jobs.

## 9 - Applying for a Job

1. Upon registering for the Job Postings Portal, the student will automatically be considered for any emergency-hire jobs posted during the academic year in question.
2. Students enrolled in the Job Postings Portal may also submit an application for job postings that follow the standard hiring procedure. In the latter case, registration is not automatic: students must submit their application by following the instructions in the call for applications.
3. Student applicants for any job posting utilising the standard-hiring procedure must submit their baseline score (received at registration for the call for applications) to the hiring office or department as set forth in the call for applications.

## 10 - Ranking Specific to the Call for Applications

1. For emergency-hiring procedures, the hiring office or department will ask the designated central office to provide the list of students registered for the Job Postings Portal as of the date following the call for applications being posted. Their applications will be automatically submitted.
2. Students will be called in descending order of rank. If contemplated under the call for applications, students will take an eligibility test to ensure they meet the criteria for the position.
3. For those job postings featuring a standard-hiring procedure, the list of candidates will be generated by the Board based on those students who appear on the date, time, and place set for the eligibility test, with a confirmed baseline score.
4. The eligibility test is a means of checking that the applicants meet the requirements of the job.
5. The Board generates a ranking based on baseline scores, plus any additional points awarded for those preferential criteria identified in Art. 5, above.
6. That ranking is then posted to the hiring office or department's webpage.
7. In case of a tie, the position will be awarded in the following order:
  - a) to the student with the greater financial situation score;
  - b) for students in the same income bracket, to the student who has earned the greater number of credits above the 2/5 credit threshold;
  - c) for any tie based on credits earned, to the student with the higher grade-point average.

## CHAPTER III - ONBOARDING PROCEDURES

### 11 - Onboarding the New Hire

1. The Head of the hiring office or department where the student will work, or a designee or deputy of the same, will have the selected applicants sign an engagement letter which will set forth the same job



description and duties as appeared in the call for applications, as well as other information needed for the student to start their new job.

2. Should a student withdraw himself or herself from consideration, the Board will select the student with the next-highest rank.
3. Students wishing to accept the position will sign the engagement letter, a copy of which will be provided to them. Notice of the student's hiring will be submitted to the University's central payroll office by way of a student-hire report generated by the Board.
4. Students may be hired for more than one job over the course of the same academic year, provided that the total hours worked across all positions do not exceed two-hundred (200) hours during any academic year.

## **12 - Performance Reviews, Docking Pay, and Termination**

1. Persons tasked with supervising any Student Worker shall promptly report any on-the-job issues or non-compliance to the Head of the hiring office or department.
2. The Head of the hiring office or department may, once he or she has heard from the student themselves, and from any other person with knowledge of the pertinent facts, take the following actions, which shall be memorialised in a detailed, written report:
  - a) dock the student's pay (see Art. 13, *infra*) proportionally to the reported infraction;
  - b) terminate the student from the job.
3. Both steps (docking pay and termination) can be carried out against the same student.
4. Students may appeal any such decision to the General Director.
5. The General Director, following a hearing for the student to make his or her case, may reverse the decision either in whole or in part, or affirm the decision. The General Director shall issue a detailed, written opinion.
6. The person or persons supervising Student Workers may suspend students from the job, with or without pay, for cause.

## **13 - Standard Wage**

1. The standard hourly wage shall be Euro 10.00.
2. When a student is suspended from their job, regardless of the reason, and the entity hiring the student has not authorised back-wages once the student is reinstated, no wages shall be owed during the period the student did not work.
3. Student pay will be disbursed by the designated central office once the student's Supervisor has certified the hours worked.
4. Student part-time work shall entitle them to earn non-taxable income up to the statutory maximum, currently set at Euro 3,500.00 per annum.

## **14 - Ending the Work Relationship**

1. The student's position shall automatically end on the date appearing in their initial engagement letter or other official document, with no further notice required.
2. The work relationship shall end sooner if the student graduates or withdraws from the University prior to such date.



3. Interested students may ask the hiring office or department to allow them to quit the position, on a permanent basis, for just cause or for any intervening impediment.

## **15 - Accident Insurance**

1. The University shall provide, at its own expense, accident insurance for Student Workers.
2. On the other hand, no health insurance or retirement contributions shall be provided.

## **CHAPTER IV - FUNDING**

### **16 - Annual Funding**

1. The Board of Directors shall, during its annual Budget Meeting, allocate funds to the various University offices and departments to cover expenses for student wages and accident insurance.
2. Departments may also use their own funds to engage Student Workers.

### **17 - Transitional Rules and Effective Date**

1. For any matter on which this regulation is silent, the current version of any law cited in Art. 1, above, shall supply gap-filling terms and conditions.
2. This Regulation, approved by the Board of Directors on motion of the Academic Senate, is hereby promulgated by Rector's Decree and shall enter into effect on 1 February 2021.