

Regulations for students' part-time activities (D.D. n. 493 dated 11.10.2016)

Art. 1

According to art. 11 of the Legislative Decree n. 68 of 29.03.2012 and art. 26, paragraph 3 of its Statute, published in the Official Gazette no. 36 of 13.02.2012, SISSA periodically announces forms of collaboration of students in activities related to the services rendered with the exception of those relating to teaching activities, the conduct of exams and the assumption of administrative responsibilities.

The attribution of the aforementioned collaborations takes place within the limits of the resources available in the School's budget, thus excluding any additional charges to be borne by the State budget.

Art. 2

Access to such collaboration is limited to SISSA Ph.D and "Professional Master" students.

Art. 3

The number of collaborations to be assigned to the Services of general interest, to the Areas and to the Interdisciplinary Laboratory, the number of hours for each collaboration (between 50 and 150) and the relative hourly remuneration, are set each year by the Board of Directors on the proposal of the Academic Senate.

For each activity, or for several homogeneous activities, a Responsible is appointed with supervisory functions.

The remuneration is exempt from local income tax and from that on the income of individuals (IRPEF).

The collaboration does not in any way constitute a subordinate employment relationship and does not give rise to evaluation for the purposes of public competitions.

Art. 4

The application for admission to the selection, addressed to the Director of SISSA, must be delivered by the date indicated and according to the procedures mentioned in the competition announcement. It must also be accompanied by a short letter of motivation highlighting the specific competence relating to the activities subject to the request and by a declaration of actual performance with a brief assessment of previous similar collaborations by the Responsible of the

activity. Candidates can also attach any other documentation deemed useful for the purposes of forming the ranking.

Each student can apply for a maximum of two different activities, being understood that the performances cannot exceed a maximum number of 150 hours for each year.

Art. 5

After a preliminary examination of the documentation by the Students' Secretariat, aimed at ascertaining the actual possession of the admissibility requirements required by the announcement, the applications are sent to the competent Commissions. These Commissions, one for each activity (collaboration) or for several homogeneous activities, are appointed by the Director and must include the Responsible of the activities themselves.

In order to ascertain the preparation of the students, in addition to considering the activities previously carried out, the Commissions can hold short interviews.

The preference for the performance of services in a specific Area goes to the students of the same Area. Where possible, in the presence of a large number of positions, an equitable distribution of collaborations between the different Areas must also be guaranteed.

The commissions then draw up a ranking of merit expressing the judgments of "insufficient", "sufficient", "fair", "good" and "excellent". An "insufficient" evaluation excludes the candidate from the ranking of suitable candidates.

In the event of equal judgment, among those eligible to perform the requested service, for the purposes of the final ranking, students in conditions of objective financial disadvantage duly documented (ISEE) are privileged. All things being equal, the student who has never used previous collaborations is preferred over those who have already used them. ~~In the event of further equality, the student who does not use an ARDISS accommodation will be preferred to an assignee~~ (not applicable anymore).

The Commissions have the right not to consider suitable the students involved in episodes that have endangered the security of the computer system or have made improper use of sensitive data and / or confidential information.

The rankings will be posted on the School notice board: any appeal against one's position in the ranking may be addressed by the interested parties to the Director of SISSA within 7 days from the posting date.

Art. 6

The Administration provides specific insurance coverage against accidents in favor of students whom the collaboration has been assigned.

Art. 7

The payment of the collaborations will be carried out at a conclusion of the activity at the request of the student, countersigned by the Responsible, and containing a summary judgment on his/her work.

Art. 8

The commitment assumed by the student in terms of the number of hours of collaboration can only be interrupted in cases of illness or other exceptional reasons recognized by the Responsible. In this case, the number of hours of collaboration actually performed is paid even if less than 50. The assignment of collaborations can be revoked if the student demonstrates little commitment, reliability or inability to perform the tasks entrusted to him.

The hours of collaboration remaining following interruption of the activity, provided that they are equal to or greater than 50, must be assigned to the next student in the ranking of suitable candidates. If the remaining hours are less than 50, they can be redistributed among students who already carry out similar activities.

Art. 9

For the purpose of a final assessment of the activity carried out by each student and the effectiveness of the collaborations activated, specific information sheets are prepared to be filled in by the Responsible of the activity.