

CALL FOR APPLICATIONS FOR THE AWARD OF FIXED-TERM CONTRACTS FOR UNIBZ STUDENTS FOR THE YEAR 2025

Start of the call:
Wednesday, 30th October 2024
Deadline for the online application:
Wednesday, 20th November 2024 – 12:00 midnight

Art. 1 Field of application

The present call for application is reserved for unibz students as indicated under Article 3 in this paper.

The rate paid, exempt from personal income tax and local income tax, is € 13.00 per hour.

In 2025 the students can work a maximum of 120 hours; although it could happen that students work less than 120 hours per year.

The work cannot be regarded as fully employed work, does not give entitlement to welfare and support contributions and cannot be taken into consideration for any competition for a position in the public administration.

The University will stipulate an insurance policy to cover the student against accidents.

Art. 2 Areas of activities

Students who wish to apply for one of these positions have to indicate in their application three of the areas/activities listed below (the choice of three options is mandatory):

- a) Assistance in the various University offices of the central administration in Bozen-Bolzano
 Campus: Bozen-Bolzano
 Estimated number of available places¹: **42**
 Activities: administrative activities such as documents' filing, data gathering, data input, interviews, internet researches, assistance at events, editing of information material etc.; for collaboration in the ICT, passion for the digital world is desirable.

- b) Support activities for the faculties or Competence Centres in Bozen-Bolzano (centre)
 Campus: Bozen-Bolzano
 Estimated number of available places¹: **26**
 Activities:
Faculties: administrative activities for the secretariats (Faculty of Agricultural, Environmental and Food Sciences: also for the laboratories), assistance to the teaching staff (including research, data collection and interviews), assistance at events, etc.

¹ The definitive number of places will be approved in December by the University Council.

Competence Centres: Assistance in the organisation and implementation of various projects, in particular data collection and data evaluation, general support to the scientific staff, assistance with the organisation of events, Social Media and press communication

- c) Assistance in the Faculty of Engineering in Bozen-Bolzano at the NOI Techpark
 Campus: NOI Techpark Bozen-Bolzano
 Estimated number of available places¹: **12**
 Activities: administrative activities for the secretariat and the Smart Mini Factory, assistance to the teaching staff, assistance at events, etc.

- d) Assistance in the Faculty of Design and Art in Bozen-Bolzano (only for students of the Faculty of Design and Art)
 Campus: Bozen-Bolzano
 Estimated number of available places¹: **25**
 Activities: administrative activities, assistance to the teaching staff, collaboration in the implementation of various projects, assistance in the Faculty of Design and Art's workshops, in the BITZ FabLab etc.; Assistance in the exhibition 'Casa Atelier' (Prof Gigliotti)

- e) Assistance in the „By Design or by Disaster 2025“ project of Prof. Krois at the Faculty of Design and Art in Bozen-Bolzano (only for students of the Faculty of Design and Art)
 Campus: Bozen-Bolzano
 Estimated number of available places¹: **4**
 Activities: Preparation of the By Design or by Disaster 2025 Conference (Visual Communication, Web Design, Media Design, Social Media and press communication, Spatial Design and setup of spaces, Speaker and partner relations, cooking and catering, photography, video recording and video editing).

- f) Assistance in the Career Service
 Campus: Bozen-Bolzano
 Estimated number of available places¹: **6**
 Activities: assistance with Career Service events (e.g., Job Speed Dating, Alumni Homecoming, Career Fair, Alumni Talks, etc.) and support in managing the Career Service's social media channels and related content creation, administrative activities.

- g) Assistance in the Staff Unit Press and Event Management in Bozen-Bolzano
 Campus: Bozen-Bolzano
 Estimated number of available places¹: **58**
 Activities: administrative activities, assistance at events (for example scientific congresses, i. a. CERME (End of January to beginning of February 2025) Degree Ceremonies in Bozen-Bolzano and in Brixen-Bressanone, Dies academicus; JuniorUni), assistance in graphic design work for events, editing of information material, audio and video production, photographic and video documentation of events; management and organisation of the warehouse. For students of the Faculty of Design and Arts in addition: General activities in the Faculty's workshops.

- h) Assistance in Brixen-Bressanone, i.e. in the Secretariat of the Faculty of Education, in the Competence Centre for Social Work, Social Pedagogy and Social Policy or in the Student Office
 Campus: Brixen-Bressanone
 Estimated number of available places¹: **72**

Activities: administrative activities such as documents' filing, data gathering, data input, interviews, internet searches, assistance to the teaching staff or to the Competence Centre also with regard to research activities, assistance at events, surveillance during intermediate examinations with the lecturer present, editing of information material and documentation of didactic material in the didactic laboratory, etc.

- i) Assistance in Bruneck-Brunico, i.e. in the Secretariat of the Faculty of Economics and Management or in the Competence Centre Tourism and Mobility

Campus: Bruneck-Brunico

Estimated number of available places¹: **7**

Activities:

Faculty of Economics and Management: administrative activities for the secretariats, assistance to the teaching staff (including research, data collection and interviews), assistance at events, etc.

Competence Centre Tourism and Mobility: Assistance in the organisation and implementation of various projects, in particular data collection and data evaluation, general support to the scientific staff, assistance with the organisation of events (conferences, expert discussions etc.)

- j) University Library

Campus: Bozen-Bolzano, NOI-Techpark Bozen-Bolzano, Brixen-Bressanone, Bruneck-Brunico

Estimated number of available places¹: **50**

Activities: general surveillance during the opening hours, activities in the back office

- k) Specific work as Student Ambassador and support to the Student Support team (for this job the students have to participate in an interview)

Estimated number of available places¹: **25**

Activities:

- Student Ambassador: information and advice for prospective students and cooperation in promotion events that aim to market the University in Italy and abroad, visits to secondary schools, helping with events for the public, taking part in higher education fairs, etc.
- Support and assistance for students with disabilities and learning disorders as well as international degree-seeking students

Some organisational and administrative tasks are also part of the job.

Students are not allowed to undertake any work that can be considered teaching work, work connected to exams or work involving taking on administrative responsibilities.

If students are admitted through the ranking list to more than one area of activity, the Personnel Office for Administrative Staff reserves the right to decide about the assignment to one of the areas.

Art. 3 Participation requirements

Regularly enrolled unibz students in the 2024/2025 academic year and who meet the following requirements can apply:

Bachelor programmes:

Enrolment year	Minimum number of credit points (CP)
2	24
3	48
1st year "fuori corso"	72

Master programmes (2 years):

Enrolment year	Minimum number of credit points (CP)
1	/
2	24
1st year "fuori corso"	48

Master programmes (5 years):

Enrolment year	Minimum number of credit points (CP)
2	24
3	48
4	72
5	96
1st year "fuori corso"	120

Students who cannot apply:

- 1st year bachelor students and 1st year students of 5-year master programmes;
- Students who have exceeded the normal duration of their programme by more than one year;
- students enrolled in training programmes, the Studium generale, PhD programmes and first or second level Master's;
- students enrolled in single subject courses and Senior Students;
- incoming exchange students (Erasmus, Freemover, Joint Incoming etc.);
- students who have an employment relationship of any kind with the University.

Art. 4 Application

Applications must be presented online via

<https://cockpit.scientificnet.org/pages/students/jobapplication.aspx>.

The decree issuing the call, the call itself and the "Regulation concerning students working for the University" can be accessed via <https://guide.unibz.it/en/life-on-campus/student-jobs-120-h/>

Anyone who wishes to apply should first make sure that all the details concerning their postal address are correct and make any corrections in the Cockpit before applying:

<https://cockpit.scientificnet.org/pages/settings/student/personaldetails.aspx>).

Applications must be sent by 20 November 2024, 12.00 midnight.

Art. 5 Ranking lists

In order to form the ranking list for every area of activity according to art. 2 of the present advertisement, the performance criteria will be considered in descending order and, where required, the result of the interview will be taken into consideration.

(1) For first year students of the master programmes (2 years) the final graduation mark of their Bachelor's degree will be considered. If a student graduated abroad, the average final graduation mark of 103/110 will be used (AlmaLaurea Data 2024).

The calculation is carried out according to the following formula:

$$\frac{\text{Final Bachelor's graduation mark of the student} - \text{minimum}}{\text{maximum} - \text{minimum}}$$

(2) For all other students the number of credit points achieved as of 31 October 2024 will be considered:

The calculation is carried out according to the following formula:

$$\frac{\text{Number of credit points of the student} - \text{minimum}}{\text{maximum} - \text{minimum}}$$

Bachelor programmes:

Enrolment year	maximum	minimum
2	60	24
3	120	48
1st year "fuori corso"	180	72

Master programmes (2 years):

Enrolment year	maximum	minimum
1	Final graduation mark bachelor: 110 cum laude/110 (=111)	Final graduation mark bachelor: 66/110 (=66)
2	60	24
1st year "fuori corso"	120	48

Master programmes (5 years):

Enrolment year	maximum	minimum
2	60	24
3	120	48
4	180	72
5	240	96
1st year "fuori corso"	300	120

(3) In the event of two or more applicants having the same final graduation mark (first year students of master programmes) or the same number of ECTS credit points (for all other students), the grade average will be considered.

For this purpose, first year students of the master programmes (2 years) must specify in their application their average grade (expressed in thirtieths) as calculated by their university of origin. If the Bachelor's

degree was obtained abroad, the student must also upload a grading scale showing the lowest positive and the highest possible grading. If the average grade is not given and/or the grading scale is missing, the student will automatically be excluded from the procedure. In the event of inaccurate or erroneous information, the student may be excluded from the procedure.

(4) In the event of further equivalence of value, students who have greater financial hardship will be placed higher. According to the Prime Ministerial Decree of 30.04.1997 (Art. 3) the students' financial situations will be ascertained based on the nature and amount of income they have, their assets and how many family members they have. In this case these students will be asked to submit a specific self-declaration following D.P.R. n. 445/2000 in addition to the application form.

For the issue of the ISEE (Italian acronym for "Indicatore della Situazione Economica Equivalente", i.e. Equivalent Financial Position Indicator) students have to contact a Tax Advice Centre (CAF). For a better execution, the ISEE form (concerning your financial situation) can be requested before the ending of this call. Failure to send it within the time limits according to Article 4 will result in exclusion from the ranking on the basis of equal marks and average marks.

(5) According to the Prime Ministerial Decree of 30.04.1997 (Art. 1 co. 3) students who are entitled to a grant but have not received one from the Autonomous Province of South Tyrol come first. For these students a separate ranking list has to be published.

The ranking lists will be published on the official unibz e-notice board (<http://records.unibz.it/ADP/albo-online-lub-published.aspx>) and will be valid for the year 2024. Any requests for revision of the ranking list can be presented to the Evaluation committee within 10 days of the publication of the rank list.

Art. 6

Assignment of working places for the area 'Student Ambassador and support to the Student Support team'

Students who have applied for the above mentioned area (art. 2, point k) will be asked to take part in an interview with an evaluation committee on 2nd or 3rd December 2024.

Interviews will take place via video call (Microsoft Teams) and only exceptionally in presence in unibz.

Each faculty will receive a limited number of student ambassadors as follows:

- Faculty of Economics and Management: 9
- Faculty of Design and Art: 5
- Faculty of Education: 4
- Faculty of Agricultural, Environmental and Food Sciences: 4
- Faculty of Engineering: 3

In the event that not all the positions can be covered due to a lack of suitable applicants, the remaining positions will be given to the applicants from other faculties.

In order to ascertain their suitability, the committee will establish and apply certain criteria.

The jobs will be assigned according to the ranking list, which is based on the performance criteria according to art. 5 and on the results of the interviews.

Students who do not attend the interview or who are not deemed suitable are not given a position as "Student Ambassador and support to the Student Support team".

Once employed, students are required to follow a training course with a duration of maximum 6 hours that can be split into different days and that takes place in Bozen-Bolzano. The training hours are recognised as working hours.

Art. 7

Allocation und assignment of jobs

The Personnel Office for Administrative Staff informs the students admitted through the ranking list via e-mail to their institutional unibz e-mail address to which area or office they have been allocated. The students have to accept the job offer by the date indicated in the e-mail. If the Personnel Office for Administrative Staff does not receive any written communication, this will be considered as rejection and, consequently, the position will be offered to the next person on the ranking list.

The positions will be allocated on the basis of ranking lists.

Art. 8

Evaluation committees

Every evaluation committee is composed of three members as follows:

Committee for activities with interview:

- the Head of the Advisory Service;
- another representative of the Advisory Service;
- a representative of the Career Service;

Committee for activities without interview:

- a representative of the Personnel Office for Administrative Staff;
- a representative of the Language Centre;
- a representative of the ICT.

If a member of the committee should be absent or prevented from attending, replacement members will be nominated.

Art. 9

Disclosure of Violations – Whistleblowing

In accordance with the provisions of the legislative decree of 10 March 2023, no. 24, unibz set up a procedure for the processing of the disclosure of violations (so-called "whistleblowing"). The term "whistleblower" refers to a natural person who reports any kind of information about violations acquired in the context of his or her work activities. Detailed information about the processing of the disclosures, the sending of information and the processing and storage of personal data can be found at the following website: <https://www.unibz.it/it/legal/amministrazione-trasparente/altri-contenuti/>

Art. 10

Final provisions

For any further consideration that is not expressly written in this call, reference should be made to the regulations as per Legislative Decree no. 68 of 29/03/2012 and to the Regulations concerning students working for the University approved by the University Council on 27/10/2023.