



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE



HR EXCELLENCE IN RESEARCH

Da un secolo, oltre.

AREA  
SERVIZI ALLA DIDATTICA

## Call for applications for Part-Time Students activities (150h) – year 2026

### THE RECTOR

- HAVING CONSIDERED Legislative Decree No. 68 of 29 March 2012, entitled *“Revision of the basic regulations on the right to education and the enhancement of legally recognised university colleges, in implementation of the delegation provided for in Article 5, paragraph 1, letters a), second sentence, and d), of Law No. 240 of 30 December 2010, and in accordance with the principles and guidelines established in paragraph 3, letter f), and paragraph 6”*, in particular Article 3, paragraph 4, letter d);
- HAVING CONSIDERED Ministerial Decree No. 1047 of 29 December 2017, entitled *“MEASURES IN FAVOUR OF UNIVERSITY STUDENTS”*;
- HAVING CONSIDERED Law No. 33 of 12 April 2022, entitled *“Provisions on simultaneous enrolment in two higher education courses”*;
- HAVING CONSIDERED Legislative Decree No. 165 of 30 March 2001, entitled *“General provisions on the organisation of work in the public administration”*, in particular Article 7;
- HAVING CONSIDERED Legislative Decree No. 81 of 9 April 2008, entitled *“Implementation of Article 1 of Law No. 123 of 3 August 2007, concerning the protection of health and safety in the workplace”*;
- HAVING CONSIDERED Law No. 17 of 28 January 1999, entitled *“Integration and amendment of Framework Law No. 104 of 5 February 1992, on assistance, social integration and the rights of persons with disabilities”*;
- HAVING CONSIDERED the Regulations governing forms of part-time work for students at the University of Florence, issued by Rectoral Decree No. 1 (prot. No. 886) of 7 January 2026;
- HAVING CONSIDERED Resolution No. 399 adopted by the Board of Directors at its meeting on 23 December 2025;
- HAVING VERIFIED the financial availability in the budget of the Teaching Services Area under item CO.04.01.02.01.01.05 - Part-time student activities for the year 2026,
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## HEREBY DECREES

the issuance of the call for applications for part-time student activities (150 hours) - year 2026.

### **ART. 1 – Purpose**

Through this call for applications, the University of Florence aims to promote a wider participation of students in the university community, offering those who meet the necessary financial and merit requirements the opportunity to carry out paid part-time work at its facilities.

### **ART. 2 – Nature of collaborations**

1. The activities for which student collaboration is required concern services directly or indirectly aimed at the student community, specifically:
  - a. use, operation and maintenance of libraries, book and document collections, and study areas;
  - b. use and operation of spaces and facilities belonging to the University Museums;
  - c. information and counselling services for students;
  - d. use and operation of laboratories, computer and multimedia classrooms in which the University's educational activities are carried out;
  - e. support for the activities of the organisational units within the Administration. fruizione, funzionamento e custodia di biblioteche, raccolte di libri e documenti, spazi studio;
  
2. For the year 2026, the structures in which collaborations may take place are:
  - a. Schools;
  - b. The University Library System;
  - c. Departments;
  - d. The University Museum System;
  - e. The Teaching Services Area.



3. The duration of each collaboration is set at no more than 150 hours per academic year, which must be completed by 31 December 2026.
4. The collaboration will be interrupted if the student:
  - a. withdraws from their studies,
  - b. takes a break from their university career,
  - c. transfers to another university,
  - d. obtains their degree without continuing their studies at the University of Florence in the same academic year.

In any case, the student is required to promptly notify the head of the assigning department.

5. The remuneration for the service is set at €8.00 per hour and is exempt from income tax. It is paid in a single instalment at the end of the activity, based on the number of hours actually worked and upon presentation of a statement by the head of the administrative unit where the activity took place, certifying that the activity was carried out and the number of hours worked.
6. The collaboration contract does not in any way constitute an employment relationship and does not give rise to any assessment for the purposes of public competitions.

### **ART. 3 – Requirements of applicants**

1. Applications may be submitted by students:
  - a. enrolled **full-time** from the second year up to the first year outside the standard duration of study (for the first time), in the following types of degree programmes: Bachelor's degree; Master's degree; Single-cycle Master's degree.

The year of enrolment is calculated from the first year of enrolment in the national university system; in the event of transfer, change of university or enrolment in a shortened course, previous academic history is also taken into account when calculating the number of years spent at university;



- b. in possession of an ISEE (Equivalent Economic Situation Indicator) for the right to university education not exceeding **€90,000**;
  - c. in possession of the following merit requirements, accrued by **10 August 2025**:
    - **Bachelor's degree** courses:
      - at least 25 credits if enrolled in the second year;
      - at least 80 credits if enrolled in the third year;
      - at least 135 credits if enrolled in the first year outside the standard duration of the course.
    - **Master's degree** courses:
      - at least 30 credits if enrolled in the second year,
      - at least 80 credits if enrolled in the second year outside the standard duration of the course for the first time.
    - **Single-cycle Master's degree** courses:
      - at least 25 credits if enrolled in the second year;
      - at least 80 credits if enrolled in the third year;
      - at least 135 credits if enrolled in the fourth year;
      - at least 190 credits if enrolled in the fifth year;
      - at least 245 credits if enrolled in the sixth year;
      - at least 55 credits more than the number required for the final year, limited to single-cycle Master's degree programmes lasting 6 years, if enrolled in the seventh year (first year outside the standard duration of the programme).
2. Those who are enrolled in two courses of study at the same time pursuant to Law No. 33/2022 may participate in this call for applications exclusively for the course for which they have exercised the option relating to study rights benefits.
  3. Credits resulting from validations and recognitions will not be considered as 'achieved', with the exception of those obtained through curricular internships and/or training activities at foreign universities or institutions as part of exchange programmes.



4. Participation is also open to those who obtain a first-level degree from the University of Florence and, in the same academic year, continue their studies by enrolling in a Master's degree course at the same university.
5. The requirements referred to in the preceding paragraphs must be met cumulatively.

#### **ART. 4 - Application procedures and submission deadlines**

1. Applications must be submitted via the online procedure available on the University's [Online Services](#) page within 30 days of the publication of this call for applications. After this deadline, the system will no longer accept any further applications.
2. In order to apply, students must have registered their ISEE for university study entitlement benefits. The ISEE must be retrieved by the deadline for submitting applications for this call, using the online service provided by the University.

*Please note: INPS takes up to 15 days to calculate the ISEE; therefore, students who do not have one must sign the Dichiarazione Sostitutiva Unica (DSU) well in advance at a CAF or on the INPS web portal. Applications without ISEE registration will not be accepted.*

3. For students residing abroad, the figurative university ISEE (Equivalent Economic Situation Indicator) automatically entered in their academic record is taken into account. This is calculated for groups of countries based on the annual income classification of countries compiled by the *World Economic Bank*. For details, please refer to section 13.4 of the [2025/2026 Study Manifesto](#).
4. Students are required to check online services to verify that the exams passed as of 31 December 2025 correspond to those recorded in their academic career on the same date.

#### **ART. 5 – Creation of rankings**

1. The rankings are based on merit requirements, economic and financial status, and the highest merit coefficient (C) calculated based on the number of credits earned.



The merit coefficient **C** is calculated using the following formula:

$$C = \frac{n}{\frac{2}{5}p}$$

where **n** is the number of credits acquired

**p** is the number of credits expected for the year of enrolment.

For each year of enrolment, 60 credits are conventionally considered.

2. For students who have had exams taken at foreign universities recognised, with marks not expressed in a scale of 30, the calculation of 2/5 of the credits earned will be made taking into account the total number of credits valid for the purposes of their career, while for the assessment of the average mark, only exams with marks expressed in a scale of 30 will be taken into account.

Passing the exam with honours entails the addition of 0,25 points to the average for each honour achieved.

3. The rankings are approved by Rector's Decree and published on the University website. In the event of a tied score, the following criteria will be applied in order of priority:
  - a. higher weighted average exam score;
  - b. lower ISEE score for the right to university education;
  - c. younger age.
4. Based on the score obtained, students on the ranking list will be assigned to the facilities referred to in Article 2, paragraph 2, in the order indicated therein. In the event of a lack of candidates or insufficient candidates on the ranking list for one or more facilities, the ranking lists of other facilities will be used.

#### **ART. 6 – Allocation**

1. Winners will be notified of the signing of the collaboration contract by email sent to their institutional email address. From the date of dispatch of the communication,



the student has **5 working days** to communicate their acceptance or refusal of the collaboration. If no communication is received from the student within this period, they will be considered to have declined the offer.

2. After the start of the collaboration, the student has the right to withdraw by giving appropriate notice to the Responsible person at the assigned institution. Withdrawal will result in the student's removal from the ranking list and the next student on the list will be considered.
3. The collaboration is considered terminated if the degree is obtained without continuing studies in the same academic year at the University of Florence.
4. Following acceptance of the assignment, the collaboration contract is signed via the App *IO*. Students are therefore required to check in advance that the app is installed on their smartphone.

#### **ART. 7 – Training on health and safety in the workplace**

1. Pursuant to Legislative Decree 81/2008 (Consolidated Law on Safety) and the State-Regions Agreements of 17/04/2025, students who enter into a part-time collaboration contract with the University are required to receive specific health and safety training. In particular, the mandatory training is carried out after the contract has been signed and before the student begins to carry out the activities provided for by the assignment structure.
2. The health and safety courses are divided into two parts:
  - first part: general training, lasting 4 hours and conducted entirely online, with a final assessment test in person;
  - second part: specific training, of variable duration (4-8-12 hours) and conducted in person or via synchronous videoconference.

Health and safety training hours are included in the total number of hours worked.

3. For each course, you must complete the various sections, take the final test, and pass it.

#### **ART. 8 – Incompatibility**



1. The collaborations referred to in Article 2 are incompatible with:
  - a. tutoring support activities referred to in Law No. 170 of 11 July 2003 and Decree No. 1047 of 29 December 2017 of the Minister of Education, University and Research, carried out in the same academic year;
  - b. tutoring activities referred to in Law No. 17 of 28 January 1999, carried out in the same academic year;
  - c. employment activities, if carried out concurrently with the term of the contract.
2. The collaboration referred to in Article 2 may be combined with the measures and services for the right to university education provided by the Region or the State.

#### **ART. 9 – Verifications**

1. The University of Florence:
  - a. carries out verifications of the accuracy of the declarations submitted by students pursuant to Articles 43 and 71 of Presidential Decree 445 of 28 December 2000, on the accuracy of the Single Substitute Declarations and related ISEE Certifications, present in the INPS database,
  - b. verifies economic and financial data by consulting the databases of the Revenue Agency, requesting written confirmation from other public entities concerned of the information provided when submitting the application to participate in this call for applications,
  - c. verifies the actual completion of courses and the passing of tests relating to general and specific training on health and safety in the workplace, in accordance with the provisions of Legislative Decree 81/2008 and subsequent amendments and additions.

#### **ART. 10 – Responsible of the proceedings**

1. For all purposes of this announcement, the competent Organisational Unit is identified as the Teaching Services Area / 'Right to Education and Student Services' Sector – Piazza S. Marco, 4 – 50121 FLORENCE – email: [benefici.studenti@unifi.it](mailto:benefici.studenti@unifi.it)
2. Dr Alessandro Leomanni is responsible for the procedure.

#### **ART. 11 - Information on data processing**



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Personal data provided with applications to participate in the call for applications will be processed in compliance with the right to personal data protection and the rights to privacy and personal identity, as set out in the GDPR - General Data Protection Regulation (EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016), Legislative Decree No. 101 of 10 August 2018. The data will be processed exclusively for the purposes of this call for applications. The privacy policy for students is available on the web page [https://www.unifi.it/upload/sub/protezionedati/Informativa\\_STUDENTI.pdf](https://www.unifi.it/upload/sub/protezionedati/Informativa_STUDENTI.pdf).

#### **ART. 12 – General provisions**

1. This announcement and the necessary forms are published on the Official Notice Board and on the website of the University of Florence at the following address: <https://www.unifi.it/it/studia-con-noi/accesso-e-iscrizioni/incentivi-e-borse/attivita-tempo-parziale-degli-studenti>
2. This notice has also been translated into English for informational purposes only. For all legal purposes, only the Italian version is valid.

The Rector  
(*Prof.ssa Alessandra Petrucci*)