

The Rector



POLITECNICO
MILANO 1863

- Having regard to Italian Law No 168 of 09.05.1989 and subsequent amendments;
- Having regard to Italian Prime Ministerial Decree of 30.04.1997 and subsequent amendments;
- Having regard to Italian Law No 240 of 30.12.2010 and subsequent amendments;
- Having regard to the MUR Decree No 226 of 14.12.2021 'Regulation laying down modes for the accreditation of PhD schools and programmes and criteria for the establishment of PhD programmes by accredited bodies';
- Having regard to the Politecnico di Milano Regulation on PhDs, as amended by Rectoral Decree No 7757 of 07.07.2023;
- Having regard to the resolution passed by the Board of Governors at its meeting on 25.07.2023;
- Having regard to the 'University Regulations for the assignment of part-time collaborations to students', issued by Rectoral Decree No 91290 of 01.04.2022 and partially amended by Rectoral Decree No 9116 of 31.07.2023;
- Having acknowledged the availability of funds in the budget;

HEREBY DECREES

Art. 1

Announcement of the Call for Applications

A Selection Call for applications, based on qualifications, is open, reserved for PhD students enrolled in a PhD programme at Politecnico di Milano, **with the aim of drawing up a list of students eligible to collaborate part-time in PhD activities** (or 'PhD tutoring') at the Area Didattica - Scuola di Dottorato and the Departments of Politecnico di Milano, pursuant to Art. 11 of Italian Legislative Decree No 68/2012.

Art. 2

(Definition of part-time collaboration in PhD activities)

1. 'Part-time collaboration in PhD activities' (or 'PhD tutoring') is to be understood as any form of temporary and occasional support activity which, owing to its nature and specific and particular value, is provided directly only by PhD students at Politecnico di Milano, within the limits provided for by the laws and regulations in force and as specified in this Call.
2. Some examples of the types of PhD services and activities in which students can collaborate are the following:
 - a) support for the placement of incoming PhD students, with a special focus on international PhD students;
 - b) support for new PhD students during enrolment, with a special focus on international PhD students;
 - c) participation in and support for the teaching and training activities of the PhD programme;
 - d) preparation of information material on the facilities involved in this Call;
 - e) support for PhD students in using departmental services;
 - f) promotion activities for the PhD programme.
3. The forms of collaboration involved do not in any way represent an employment relationship and do not give rise to any assessment for the purposes of public competitions.

Art. 3
(Requirements for admission to the selection)

1. Only those who meet all the following conditions **may participate** in the selection:
 - a) Be normally enrolled in a PhD programme at Politecnico di Milano;
 - b) Be in good standing with the current year's registration;
 - c) Knowledge of the Italian and/or English language.
2. PhD students who have applied or intend to apply for a suspension of any kind may participate in this Call subject to the provisions set in Art. 8(4).
3. Students who are repeating or have repeated the year, who have obtained an extension or who have interrupted their PhD career at Politecnico di Milano cannot participate in the selection.

Art. 4
(Applications for admission to the selection)

1. The **application** for participation in the selection must be submitted exclusively **via the Politecnico di Milano Online Services application: 'Richieste di ammissione > Ammissione a procedure di selezione'**.
2. All applications must be completed and sent, under penalty of inadmissibility, **by 12 noon (CET) on 15.03.2024**.
3. The following documents must be attached to the application (in a single .pdf file):
 - a) curriculum vitae (CV);
 - b) any certificates and/or documents proving knowledge of the English language;
 - c) any certificates and/or documents proving knowledge of the Italian language;
 - d) any certificates and/or documents proving knowledge of other languages;
 - e) any certificates and/or documents proving research experience in Italy or abroad, for periods of no less than 45 days.

Art. 5
(Commission and assessment Criteria)

1. The applications will be assessed by a Commission consisting of:
 - a) the Director of the PhD School of Politecnico di Milano or his/her delegate;
 - b) the Head of the Teaching Area of Politecnico di Milano or his/her delegate;
 - c) an expert in the field from the Teaching Area.
2. The ranking will be formulated according to the following **criteria**:
 - a) Assessment of the curriculum vitae;
 - b) Proof of knowledge of the English language;
 - c) Proof of knowledge of the Italian language;
 - d) possible knowledge of other languages;
 - e) any research experience in Italy or abroad, for periods of not less than 45 days.

Art. 6
(Drawing up of the ranking list)

1. The **ranking list** will be published **starting from 01.04.2024** at the following address: www.dottorato.polimi.it
2. The selections will take place as follows:
 - a. the successful candidates will first be ordered in a specific ranking, according to a score assigned on the basis of the assessment criteria set out in Article 5(2) of this Call;
 - b. the successful candidates will then be called upon to carry out activities on the basis of resource availability and **according to specific and particular needs**:

- i. of the **PhD School**: in this case, the **facility in charge** ("struttura referente") of the activities will be the PhD School itself and the selection will take place following the order of the ranking list;
 - ii. of a **PhD programme**: in this case, the **facility in charge** ("struttura referente") for the activities will be the **Department** where the programme is established and the selection will be based on the ranking list, in any case considering the **enrolment** of suitable candidates in the programme in question as a **preferential criterion**.
3. Specific collaborations to be reserved for students with **special requirements and/or skills** (such as knowledge of a specific research topic, foreign language, lab equipment, type of software, etc.) may be assigned with **exceptions to the ranking list**.
4. Any convocation for the start of activities will be by e-mail or, in exceptional cases, by telephone.
5. In the case of equal scores, gender balance is taken into account (i.e., the gender that is in the minority among the higher ranked candidates in the same ranking prevails). In the event the scores are still equal, the candidate who is younger in age will prevail.
6. Candidates may renounce their assignment only once while keeping their position in the ranking list. A second renunciation results in disqualification from the ranking.

Art. 7

(Arrangements for collaboration in PhD activities)

1. PhD tutoring activities may **not exceed 80 hours per year** and will be carried out at the Teaching Area - PhD School or at one of the Departments of Politecnico di Milano.
2. The content, modes and timetable of the services will be **agreed with a person in charge** ("**soggetto responsabile**") of the activities (such as the coordinator of a PhD course, the PhD student's supervisor, the Director of the PhD school or others), as the delegate of the referring facility ("struttura referente").
3. PhD tutoring activities **must** be carried out **during the calendar year 2024**.
4. The University Administration may at any time exclude from the activity any students failing to meet the requirements set out in Article 3 of this Call or failing to comply with the duties connected with the type of activity entrusted.
5. PhD students may interrupt their service by notifying the person in charge of the reference facility ("struttura referente"). In this case, remuneration will be proportional to the hours worked.

Art. 8

(Remuneration, terms and timing of payment)

1. The hourly remuneration, defined according to the type of services covered by this Call, is **€20.00/hour** and is exempt from income tax (IRPEF) and regional tax on productive activities (IRAP).
2. Payment is issued in the following ways:
 - a. in a **single, separate payment** by the Administration;
 - b. following the receipt of the **below-listed documents**, which will be provided at the start of the collaboration, being **correctly sent**, to the e-mail addresses notified at the end of the selections:
 - i. The **Collaboration Agreement** ("Contratto di Collaborazione") bearing:
 - the total number of hours allocated,
 - an indication of the reference facility,
 - the signature of an administrative officer of the PhD School.
 - ii. The **Activity Log** ("Registro delle Attività"), to be continually completed and sent at the end of the activities, bearing:
 - the total number of hours worked,
 - the signature of the person in charge of the activities ("soggetto responsabile"), as the delegate of the referring facility.
3. In the event of an interruption of services, remuneration will be proportional to the hours worked.

4. **No PhD tutoring activities may be carried out during periods of suspension.** Any activity carried out during these periods will not be considered valid for the purposes of this Call and will not be entitled to remuneration.
5. As far as timing is concerned, **payment** procedures will be initiated upon receipt of the documents specified in para. 2 (completed and sent as required) and in any case **not earlier than 30 working days** (University closing days are not to be considered as working days).

Art. 9
(Processing of personal data)

The personal data requested will be processed in compliance with Regulation (EU) No 2016/679 of 27 April 2016. Before completing the application, the applicant must confirm that he/she has read the policy relating to the processing of personal data for administrative processes which can be found on Politecnico's website: www.polimi.it/privacy. The applicant is also required to consent to the processing of his/her data aimed at checking whether he/she can apply for this Call and aimed at allowing the Selection Board to carry out the selection process.

Art. 10
(Call Manager)

In accordance with the provisions of Art. 5 of Italian Law No 241 of 7 August 1990, the person in charge of the procedure referred to herein is Dr. Fabrizio Buttò, e-mail: phdschool@polimi.it.

THE RECTOR
Prof. Donatella Sciuto

For more information, please write to: phdschool@polimi.it

The English version of this Call for application is made available for dissemination purposes only. For the settlement of any disputes and for all legal purposes, only the Italian version applies.

Computer document digitally signed pursuant to Italian Legislative Decree No 82/2005 and subsequent amendments and additions and its related regulations.