

Rome, September 8th, 2021

Prot. n. 44/21/D

THE DIRECTOR

GIVEN the Law n. 508 of 19 December 1999, for the reform of the Academies of Fine Arts, the National Academy of Dance, the National Academy of Dramatic Arts and the Music Conservatories;

GIVEN the Presidential Decree n. 132 of February 28, 2003, containing criteria for the statutory, regulatory and organizational autonomy of artistic and musical institutions;

GIVEN art. 13 of the Law 2 December 1991 n. 390;

GIVEN the Prime Ministerial Decree. April 30, 1997;

GIVEN the Legislative Decree no. 196 of June 20, 2003 (and subsequent amendments);

GIVEN art. 90 of Title IX, related to the right to study, of the Academy's General Academic Regulations;

ESTABLISHES

THE NOTICE OF THE CALL FOR APPLICATION FOR 3 (three) STUDENT COLLABORATION GRANTS (150 hours) for UNIVERSITY ORIENTATION ACTIVITIES - AY 2021/22

ART. 1 – CALL FOR APPLICATIONS

Competition to award n. 3 collaboration grants for activities related to the services provided by this Academy, to be granted to students enrolled in Bachelor and Master of Arts courses.

ART. 2 – DESCRIPTION OF THE COLLABORATION ACTIVITIES

1. Each collaboration will involve a total of 150 hours of activities to be carried out according to the needs of the Institution itself, which will be completed approximately by June 30, 2022.

2. The collaboration activities will be divided among the following sectors of the Academy:

• UNIVERSITY ORIENTATION – n. 3 collaboration grants.

The services required from the grant-holders are:

- support for on-site and off-site orientation activities;
- management of the e-mail inboxes of the orientation office and of the Head of guidance;
- management of telephone contacts with high schools, to set meetings for RUFA orientation activities at the Academy.
- personal data entry through Excel and CRM Salesforce (customer relationship management) applications of the contacts collected during the orientation activities. Reporting and use of the same platforms.
- collaboration in the organization and implementation of the open days on site.

3. These services, that are connected to the services offered by the Academy, do not in any way constitute an employment relationship, and are not considered for State competitions. The collaboration cannot exceed 150 (one hundred and fifty) hours per academic year.

ART. 3 – COMPENSATION FOR THE COLLABORATION

The compensation for the collaboration activity is of Euro 1,095.00, exempt from personal income taxation. Only the hours actually carried out by the student will be paid, which are equal to 7.30 euros per hour. The grant is provided through two installments after reaching 75 hours. A presentation letter must be signed by the person in charge authorizing payment after assessing the work of the student in terms of effectiveness, seriousness and discipline, pursuant to the provisions of art. 13 of the aforementioned Law 390/91.

ART. 4 – CARRYING OUT THE SERVICE

1. Given that the restrictions related travel within Italy are less strict and off-site promotional activities are again permitted, candidates must demonstrate, already during the interview, their willingness to travel to reach the venues of the events, where the information and advertising activity will take place. In this case, the Academy will pay the costs of transport, board and lodging in advance. The calendar of the fairs and other events will be promptly provided to the student when available.

2. Selected students must first sign their work plan, related to participating in student fairs and events, with the Administration and the Head of Guidance, before the start of the collaboration services with the Academy. The student must respect the agreed work plan and, in case of serious impediment, send his / her unavailability to attend one of the events well in advance, so that the Manager can find a replacement in time. The withdrawal of students is not allowed for personal and / or academic reasons, only for force majeure.

3. The activities indicated in this announcement must be as compatible as possible with the student's academic commitments.

4. If there is an incompatibility between the attendance of one or more academic courses and the off-site collaboration activity, the student reports the problem to the Manager, who informs the lecturers in writing.

5. Collaborations must be carried out in compliance with the protocol to protect the health and safety of workers from possible contagion from Covid-19 and ensure the safety of the work environment. It is available at the following link : <https://www.unirufa.it/2020/09/03/covid-19-phase-3-from-1-9-2020-to-31-1-2021-organization-of-the-curricular-and-extracurricular-activities/>

6. The Head of Guidance takes care of the training of the winning students regarding the use of the CRM software Salesforce (Customer Relationship Management).

7. The data entry duties on the Salesforce software, a strategic activity for academic orientation activities, must be carried out within maximum 5 days from the date of return from a tour. Failure to enter within the time limits established above entails an official warning. If the non-compliance is repeated, the scholarship may be withdrawn, as indicate by c. 10 of this article.

8. If the selected student does not intend to carry out the collaboration, he/she will be replaced by another student chosen by scrolling the ranking.

9. The student that is temporarily unable to carry out his / her service during the collaboration, must promptly notify the Head of Guidance who defines a plan to make up for the hours of collaboration not provided.
10. Failure to comply with the calendar of collaboration activities assigned more than twice will result in forfeiture of the scholarship.
11. Failure to comply with the Code of Conduct, signed at the same time as the collaboration grant assignment, will result in forfeiture of the scholarship.

ART. 5 – ADMISSION REQUIREMENTS

1. The assignment of the collaboration grants is carried out on the basis of a ranking, drafted by the Evaluation Commission according to the criteria set out in this Announcement.

2. The admission requirements for the selection, which candidates must possess by the deadline for submitting applications for participation, are:

- a) students must be regularly enrolled in the Academy's Bachelor or Master of Arts courses, with the exclusion of students enrolled in the first year of a Bachelor and Master of Art course;
- b) students must be in good standing with the payment of the fees to RUFA and the regional tax for the right to university studies (DSU);
- c) by the end of the autumn session of the year preceding that of enrollment, students must have acquired at least the following credits:

YEAR OF ENROLLMENT		CREDITS
BACHELOR OF ARTS	2 nd year	38
	3 rd year	64
	GRADUATING enrolled – upon condition – to the 1 st year of the Master of Arts programs	160
MASTER OF ARTS	2 nd year	38 credits of the Master of Arts

- d) students must have an average grade of the exams taken in the years before that of enrollment equal to a minimum of 26/30;
2. The administration may decide at any time, through a motivated provision, to exclude one or more candidates from the selection for lack of the admission requirements, as described above.

ART. 6 – SCORE SYSTEM

Having verified that the candidate has the requirements to access the competition, the Evaluation Commission assigns to each competitor a score based on the following criteria, and up to a maximum of 30 points:

a) Average of the marks achieved in the exams taken in the years following that of enrollment, indicated with a grade out of thirty (rounded to the second decimal place), for a maximum of 10 points:

- average grade between 26/30 and 26,99/30: 2 points;
- average grade between 27/30 and 27,99/30: 4 points;
- average grade between 28/30 and 28,99/30: 6 points;
- average grade between 29/30 and 29,99/30: 8 points;
- average grade 30/30: 10 points.

b) Additional qualifications held by the candidate at the time of submitting the application, for a maximum of 5 points:

Bachelor of Arts/Degree: 3 points;

Master of Arts/Degree: 5 points;

Four-year Degree: 4 points;

Other qualifications (having benefited from an Erasmus Student Mobility LLP scholarship, advanced courses, European computer license, certificate of knowledge of languages, certificate of service in public administrations, eligibility for public competitions): 1 point for each qualification for a maximum of 2 points;

c) interview during which the candidate can present a portfolio of the works and projects carried out, for a maximum of 15 points. The candidate's previous experience in the communication and promotion sector is considered preferential. The date of this interview will later be communicated by e-mail. As the health emergency from Covid-19 continues, the interviews will take place online.

d) In the event of equal scores, being included as a "suitable non-beneficiary" candidate in the ranking of the previous year for the DSU scholarships is an advantage.

ART. 7 – APPLICATION AND DEADLINE

The application for participating in the selection must be drafted online using the form available at: <https://www.unirufa.it/servizi-e-facilities/borse-di-collaborazione/>. It must be sent by the 23rd of September 2021, together with any attachments required. Any certificates of activities that contribute to achieving a score, as in Art. 6 / b, must be sent to concorsi@unirufa.it. Applications received after the aforementioned deadline will not be considered.

ART. 8 – EVALUATION COMMITTEE

The awarding of the collaboration grants referred to in art. 1 of this announcement takes place on the basis of a ranking drafted by the Evaluation Committee appointed by the Director of the Academy, and is composed of three members.

ART. 9 – RESULTS AND RANKING

Scholarships are awarded to candidates with the highest score.

The rankings are published in the Academy Register and on the website <https://www.unirufa.it/servizi-e-facilities/borse-di-collaborazione/>. The scholarship is paid to those

entitled to it in the manner established by art. 3. Those who have been excluded from the ranking can appeal, within five (5) days from the date of publication, to the Director of the Academy. After this deadline, in the absence of litigation, the published ranking is considered final.

ART. 10 – APPOINTMENT

The assignments are entrusted by stipulating individual entrustment acts. The winners must show up at the Management's office to draft the collaboration during the days and times indicated in the communication related to the rankings. Failure to show up on the days and times indicated is considered renouncing to the collaboration grant with consequent forfeiture of the right to benefit from it.

ART. 11 – CODE OF CONDUCT AND CAUSES OF FORFEITURE

At the same time of signing the agreement the student signs the code of conduct. Failure to sign and non-compliance with the Code of Conduct will result in forfeiture of the collaboration grant.

The student that wins the collaboration grant loses it if: 1) he/she achieved the Bachelor of Arts but does not enroll in the Master of Arts; 2) he/she finishes the Master of Arts; 3) in case of a disciplinary measure related to his/her status of student; 4) failure to comply with the code of conduct; 5) withdrawal from studies or transfer to another Academy, University, Institute or other institution equivalent to the University; 6) renouncing to the scholarship. This information must be communicated at least 30 calendar days in advance, unless there are proven reasons that do not allow the student to respect the aforementioned deadline.

ART. 12 – TREATMENT OF PERSONAL DATA

The personal data provided through the application to participate in the call is treated in compliance with the right to the protection of personal data and the right to the protection of confidentiality and personal identity, pursuant to Legislative Decree no. 30 June 2003, n. 196 and subsequent amendments and of the GDPR (EU Regulation 2016/679).

The acquired data is processed exclusively for the obligations related to the execution of this announcement. The treatment is carried out both through computer systems and manually through paper means.

The provision of the requested data is mandatory. Any refusal to communicate it will result in being excluded from the call.

For the purposes of this announcement and any other consequent and connected activity, RUFA - Rome University of Fine Arts, Via Benaco 2 - 00199 Rome is responsible for the processing of personal data.

Roma, 8th of September 2021

The Director of the Academy
Arch. Fabio Mongelli