

Rome, 18th September 2025

Prot. n. 112/25/D

THE DIRECTOR

SEEN Law no. 508 of 19 December 1999, concerning the reform of the Academies of Fine Arts, the National Academy of Dance, National Academies of Dramatic Arts and the Conservatories of music;
SEEN Presidential Decree no. 132 of 28 February 2003, containing criteria for the statutory, regulatory and organizational autonomy of artistic and musical institutions;
SEEN art. 13 of Law 2 December 1991 no. 390;
SEEN the Decree of the President of the Council of Ministers 30 April 1997;
SEEN Legislative Decree no. 196 of 30 June 2003 (and subsequent amendments);
SEEN art. 11 of Legislative Decree 29 March 2012 no. 68;
SEEN art. 90 of Title IX, relating to the right to study, of the General Didactic Regulation of the Academy;

DECREES

COMPETITION ANNOUNCEMENT for the assignment of N. 1 (one) STUDENT COLLABORATION GRANT (150 hours) for ACTIVITIES WITH THE INTERNATIONAL STUDENTS AND ERASMUS OFFICE – ROME CAMPUS - A.Y. 2025/26

ART.1 – SUBJECT OF THE ANNOUNCEMENT

A competition is announced for the Academic Year 2025/26 for the award of **n. 1 collaboration grant for activities related to the services provided by this Academy**, to be addressed to students enrolled in Bachelor and Master of Arts courses.

ART.2 – DESCRIPTION OF COLLABORATION ACTIVITIES

1. The collaboration involves a total of 150 hours of activity to be distributed according to the internal needs of the structure, in modules normally not exceeding 3 hours per day, and to be completed approximately by September 30th, 2026.
2. The collaboration activities are divided into the following organizational areas of the Academy:

ERASMUS OFFICE / INTERNATIONAL STUDENTS AND FOUNDATION COURSE OFFICE – n. 1 collaboration grant.

The services required from the grant holders are the following:

- welcoming Erasmus+ students for the 1st and 2nd semesters and tours of all campuses;
- administrative support in managing inbound and outbound mobility;
- management of the Erasmus+ platform with data entry;
- welcoming international students during dedicated events throughout the academic year, both outside and inside the RUFA campuses;
- collection of information related to the purchase of educational materials requested by teachers;
- collection of useful information and suggestions for the transfer of international students to Italy;
- information activities about the RUFA academic organization.

Furthermore, to participate in the selection, candidates must possess a certification proving knowledge of the English language (minimum B2). The certification must be sent before the day scheduled for the interview to the mail account concorsi@unirufa.it. Knowledge of the Spanish language is considered a preferential qualification for the selection.

The tasks to be entrusted to the winning student are exclusively to support the functioning of the structures. The collaborator cannot in any way replace the teaching, technical, or administrative staff, and must perform these tasks under the direct coordination of the structured staff.

The services in question, related to the services provided by the Academy, **do not** in any way constitute an employment relationship, **do not** lead to any evaluation for the purpose of public competitions, and **cannot** ordinarily exceed the maximum individual number of 150 (one hundred and fifty) hours for each year.

ART.3 – COMPENSATION FOR THE COLLABORATION and methods of disbursement

The compensation for the collaboration activity is set at Euro 1,095.00, which is exempt from personal income tax. This compensation is disbursed only for the hours actually worked by the grant holder, equal to 7.30 euros per hour. The compensation is paid to the grant holder in two installments after reaching 75 hours, subject to the presentation of a letter, signed by the responsible manager, that authorizes the payment based on a summary evaluation of the student's work, in terms of effectiveness, seriousness, and discipline, in accordance with the provisions of art. 13 of the aforementioned Law 390/91.

ART.4 – SERVICE PERFORMANCE

1. The selected student must agree on their work plan with the respective managers of the organizational areas in advance and sign it before the start of the collaboration services with the Academy.
2. Attendance must be structured to ensure full compatibility between the services covered by this announcement and the student's academic commitments, which must maintain their priority.
3. In the event that the selected student must withdraw from the collaboration, they can be replaced by another student chosen by advancing down the rankings.

4. The student who is temporarily unable to perform their service during the collaboration must promptly notify their Manager, who will arrange the recovery plan for the unworked hours of collaboration.
5. Non-compliance with the assigned collaboration activity schedule for more than two shifts results in the forfeiture of the grant.
6. Non-compliance with the Code of Conduct, signed at the time of the assignment, results in the forfeiture of the grant.

ART.5 – ADMISSION REQUIREMENTS

1. The awarding of collaboration grant is based on a ranking list, drawn up by the Evaluation Committee, according to the criteria established by this Regulation.
2. The admission requirements for the selection, which candidates must possess by the application deadline, are the following:
 - a) students must be regularly enrolled in Bachelor or Master Degree courses at the Academy, **with the exception of students enrolled in the first year of a first and second-level academic diploma;**
 - b) students must be in good standing with the payment of the enrollment fee to this Academy and with the regional fee for the university right to study (DSU);
 - c) students must have acquired, by the end of the autumn session of the year preceding the enrollment year, at least the following academic credits:

ANNO D'ISCRIZIONE		CREDITS
FIRST LEVEL	2 nd year	48
	3 rd year	72
	GRADUATING STUDENTS enrolled – upon condition – in the 1st year of Master of Arts Degree course	168
SECOND LEVEL	2 nd year	48

- d) students must have achieved a minimum average grade of 26.00/30 in the exams taken in the years preceding the enrollment year;
- 3. The administration can at any time, with a reasoned provision, order the exclusion of one or more candidates from the selection for a lack of the admission requirements as described above.

ART.6 – SCORE ATTRIBUTION

After verifying that the candidate meets the admission requirements, the Evaluation Committee assigns a score to each competitor based on the following criteria, up to a **maximum of 30 points**:

- a) Average grade of the exams taken in the years following the enrollment year, expressed in thirtieths (evaluated to the second decimal place), up to 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 possessed by the candidate at the time of application, up to a **maximum of 5 points**:

1st level academic diploma, 1st level degree: 3 points;

2nd level academic diploma, 2nd level degree: 5 points;

four-year academic diploma: 4 points;

other qualifications (having received a student mobility LLP Erasmus grant, advanced courses, European Computer Driving License, language proficiency certificate, public administration service certificate): 1 point for each qualification for a maximum of 2 points;

- c) interview during which the candidate can present an explanatory portfolio of the works and projects carried out, up to a **maximum of 15 points**.

The date and location of the interviews will be communicated to the candidates by e-mail later.

- d) In the event of a tie in scores, being listed as an "eligible non-beneficiary" in the DSU scholarship ranking for the previous year constitutes a priority requirement.

ART.7 - APPLICATION AND DEADLINE FOR SUBMISSION

The application for the selection must be submitted electronically using the form available at the following web address:

<https://www.unirufa.it/orientamento/borse-di-studio-e-agevolazioni-economiche/borse-di-collaborazione/>. It must be submitted by **September 30th 2025**, along with any required attachments.

Applications received after the aforementioned deadline and through methods other than those described above will not be considered.

ART.8 - EVALUATION COMMITTEE

The collaboration grant referred to in art. 1 of this announcement is awarded based on a ranking formulated by an Evaluation Committee appointed by the Director of the Academy and composed of three members.

ART. 9 – COMPETITION RESULTS AND RANKING

The grant is awarded to the candidate with the highest score, according to the methods indicated in art.5. The ranking is published by posting it on the Academy's Official Notice Board and on the website <https://www.unirufa.it/orientamento/borse-di-studio-e-agevolazioni-economiche/borse-di-collaborazione/>. The scholarship is paid to those entitled according to the methods established by art. 3. Against the ranking, excluded candidates can file an appeal, within five (5) days from the date of publication, to the Director of the Academy. After this deadline, in the absence of disputes, the published rankings are to be considered final.

ART.10 – ASSIGNMENT ACT

The assignment is conferred through the signing of a single assignment act. The winner must present themselves for signing at the Directorate on the days and times indicated in the communication regarding the publication of the rankings. Failure to present on the indicated days and times is considered an explicit waiver of the collaboration grant and a consequent forfeiture of the right to use it.

ART.11 – CODE OF CONDUCT AND CAUSES OF FORFEITURE

At the same time as the signing of the assignment act, the student signs the code of conduct. The failure to sign and non-compliance with the Code of Conduct result in the forfeiture of the collaboration grant. The student who wins the collaboration grant forfeits the collaboration contract in the following cases: 1) Obtaining a three-year degree, without subsequent enrollment in a second-level RUFA academic diploma course; 2) Obtaining a Master's degree; 3) Imposition of a disciplinary measure more severe than a reprimand concerning student status; 4) Failure to comply with the code of conduct; 5) Withdrawal from studies or transfer to another Academy, University, University Institute, or other equivalent Institution; 6) Waiver of the grant, formulated with at least 30 consecutive calendar days' notice, except for proven reasons that do not allow the aforementioned deadline to be met.

ART.12 – PERSONAL DATA PROCESSING

The personal data provided with the application to participate in the announcement are processed in compliance with the right to personal data protection and the right to privacy and personal identity, as per Legislative Decree no. 196 of 30 June 2003 and subsequent amendments and the GDPR (EU Regulation 2016/679). The data acquired are processed exclusively for the obligations related to the execution of this announcement. The processing is carried out both through computer systems and in manual form with paper documents. The provision of the requested data is mandatory, and any refusal to communicate them results in exclusion from the announcement. For the purposes of this announcement and any other subsequent and related activities, RUFA – Rome University of Fine Arts, Via Benaco 2 – 00199 Rome is the data controller.

Rome, 18th September 2025

The Director
Arch. Fabio Mongelli

