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POLITECNICO DI MILANO

THE RECTOR

HAVING REGARD TO the Decree of the President of the Republic no. 382 issued on 11.07.1980, "Review of university teaching staff, its training section and organisational and teaching testing", as amended;
HAVING REGARD TO Law no. 241 issued on 07.08.1990, "New rules regarding the administrative procedure and the rights of access to administrative documents", as amended;
HAVING REGARD TO Law no. 341 issued on 19.11.1990, "Reform of the Italian university educational systems";
HAVING REGARD TO Law no. 724 issued on 23.12.1994, "Measures for the rationalization of public funds", specifically art. 25 (Consultancy appointments), as amended;
HAVING REGARD TO Lgs. D. no. 196 issued on 30.06.2003, "Personal data protection code", as amended;
HAVING REGARD TO Law no. 230 issued on 04.11.2005, "New provisions concerning university professors and researchers and delegation of the reorganisation of university professor recruitment to the government", as amended; HAVING REGARD TO Law no. 240 issued on 30.12.2010, "Rules on organization of Universities, academic staff and recruitment, as well as enabling Government to enhance the quality and efficiency of the university system", specifically art. 23 "Contracts for teaching activities", as amended; HAVING REGARD TO the Interministerial Decree no. 313 issued on 21.07.2011, "Payment of staff with contracts for teaching activities";
HAVING REGARD TO Decree Law no. 5 issued on 09.02.2012, "Urgent provisions on simplification and development", converted, with amendments, into Law no. 35 issued on 04.04.2012;
HAVING REGARD TO the Council of State Rulings, Section VI - no. 1270/2013 and no. 5284/2013, on the cases of incompatibility established by Law no. 240 issued on 30.12.2010, "Rules on organization of Universities, academic staff and recruitment, as well as enabling Government to enhance the quality and efficiency of the university system", as amended;
HAVING REGARD TO the current Statute of the Politecnico di Milano; HAVING REGARD TO the current General University Regulations;
HAVING REGARD TO the University's current Regulations for Administration, Finance and Accounting;
HAVING REGARD TO Decree Law no. 1541/AG issued on 31.05.2012 with which the Regulations for appointment to teaching positions were issued, in accordance with art. 23 of Law no. 240 issued on 30.12.2010, as partially amended by Rectoral decree 1849/AG issued on 26.06.2013;
HAVING ACQUIRED the resolutions of the Academic Senate and of the Board of Governors, during their respective meetings of 22 and 29 September 2014, in relation to the proposal to modify the section on incompatibility for marriage in these Regulations, with the ensuing partial amendment to paragraph 10 of art. 10, "Rights and obligations - Incompatibility";
HAVING RECOGNISED the need to take action;

HEREBY DECREES

Art. 1

For the reasons given in the preambles, art. 10 "Rights and obligations - Incompatibility" of the Regulations for appointment to teaching positions, in accordance with art. 23 of Law no. 240 issued on 30.12.2010, as amended, enacted with Rectoral decree no. 1541/AG issued on 31.05.2012, partially amended by Rectoral decree no. 1849/AG issued on 26.06.2013, is further amended as indicated in the regulatory text that is fully reported herein. The partial amendment to art. 10, paragraph 10, is in *bold italics*.

REGULATIONS FOR APPOINTMENT TO TEACHING POSITIONS

Art. 1

Purposes and scope of application

1. These Regulations govern the methods, criteria and procedures for the appointment to teaching positions in accordance with art. 23 of Law no. 240 issued on 30.12.2010, as amended, in relation to laurea (equivalent to a Bachelor of Science) and laurea magistrale (equivalent to a Master of Science) programmes.
2. These appointments are made to meet justified teaching needs and if the corresponding budget allows therefor.

Art. 2

Programming of educational activities

1. The Schools establish the courses and curricular modules for which appointments to teaching positions are required, taking account of the funds specifically assigned by the governing bodies. They then establish, in agreement with the Departments, the procedure for such appointments, for each programme.
2. The Departments initially allocate the courses and curricular modules assigned as an institutional obligation, or as free assignments, to the teaching staff in service at the University, in accordance with the procedures set out in art. 3 below.
3. Pursuant to art. 23 - paragraph 1 of Law 240/2010, the Departments may directly assign high-level teaching positions to high-level experts with a significant scientific or professional curriculum, in accordance with the procedures set out in art. 4 below.
4. In case of residual, unassigned teaching positions, the Schools will issue calls for applications in accordance with the procedures set out in art. 5 below.

Art. 3

Assignment of courses and curricular modules

1. Full and associate professors and temporary researchers, in accordance with art. 24 of Law 240/2010, are assigned courses and curricular modules to cover their institutional teaching obligation, or as a free assignment, in accordance with the provisions of the Regulations on the teaching commitment of the University's teaching staff.
2. Researchers with permanent positions or graduate technicians under article 50 of the Decree of the President of the Republic no. 382 issued on 11 July 1980, with a 3-year teaching experience within the meaning of article 12 of Law no. 341 issued on 19 November 1990, as amended, and confirmed lecturers may be assigned, with their consent and without prejudice to their professional placement and legal and payment conditions, courses and curricular modules in line with the teaching programme and with the procedures set out in the Regulations on the teaching commitment of the University's teaching staff.
3. The researchers and lecturers referred to in the previous paragraph are classified as adjunct professors for the academic year in which they hold courses and curricular modules. This title is maintained also if the researcher takes extraordinary leave for study purposes in the year following that in which such courses and modules are held thereby.

Art. 4

Direct appointments

1. To fill places for high-level courses, the University may enter into contracts, whether for free or not, for the duration of one academic year, renewable every year for up to 5 years, with high-level experts with a significant scientific or professional curriculum, also based on specific agreements with public bodies and research institutions, as under art. 8 of the Decree of the President of the Council of Ministers no. 593 issued on 30 December 1993.
2. The contracts referred to in the previous paragraph are stipulated by the Rector, at the proposal of the Department,

after hearing the School concerned and once the suitability of the scientific and professional curriculum of the contract holders is verified by the Assessment Commission.

3. To promote internationalisation, contract-tied courses may be assigned to foreign professors, scholars or professionals of high standing.
4. The appointment referred to in the previous paragraph is proposed, for its approval, by the Rector to the Board of Governors, after hearing the Academic Senate. The expert's curriculum is published on the University's web site.
5. The economic conditions of the contracts referred to in paragraph 3 are established by the Board of Governors, based on an adequate comparison with similar appointments assigned by other European universities.

Art. 5

Other types of appointments

1. To meet specific teaching needs, appointments to teaching positions may also be made:
 - a. via assignments to full and associate professors, researchers with permanent positions and temporary researchers within the meaning of art. 24 of Law no. 240 issued on 30.12.2010, whether from the Politecnico di Milano or other Universities, for consideration;
 - b. via the stipulation of private contracts, for consideration, with individuals meeting adequate scientific and professional requirements.
2. If the person appointed to a teaching position under paragraph 1 b., identified in accordance with the articles below, is a Politecnico di Milano technical or administrative employee or director, the corresponding remuneration is paid as ancillary pay.

Art. 6

Selection criteria and procedures

1. The positions referred to in art. 5 are assigned via a comparative procedure consisting of an evaluation of applicants' scientific-professional titles and skills.
2. The procedures referred to in the previous paragraph are commenced by the Schools and are regulated by a specific call which must specify:
 - a. the name of the course and of the corresponding competition macro-sector/competition sector/science-discipline sector;
 - b. the number of university credits and the teaching commitment, as indicated in art. 10 - paragraph 2 below;
 - c. the corresponding remuneration;
 - d. the relevant academic year;
 - e. the type of course to hold and all related activities;
 - f. the criteria governing the comparative evaluation, which must include the assessment of any teaching positions held at the Politecnico di Milano;
 - g. the application submission procedure;
 - h. the applicable deadlines.
3. Applicants must submit the documents below:
 - a. curriculum indicating their scientific, teaching and professional activity;
 - b. detailed list of titles and publications which are considered useful for the selection process;
 - c. self-certified statements on their academic, scientific and professional titles;
 - d. in case of research fellows, the prior authorisation issued by their scientific coordinator;
 - e. in case of holders of private contracts within the meaning of art. 1 - paragraph 14 of Law 230/2005, the prior authorisation issued by the Head of Department.
4. The documents listed in paragraph 3 - points a. and b., are deemed produced, in case of Politecnico di Milano professors, at the time of submission of their application, since the information contained therein is held by the University and is available on the Politecnico's web site - Teaching Section - Professors.
5. The call will be published on the Official Bulletin and on the Politecnico di Milano's web site for at least 14 days.
6. Priority is given to applicants:
 - a. who have a PhD, are qualified to pursue the profession or have

- equivalent academic titles awarded abroad;
 - b. with scientific activities and publications;
 - c. with previous teaching experience, with special regard to the courses or curricular modules addressed by the call;
 - d. with high-level professional qualifications.
7. If a single application is submitted by a university professor belonging to the competition macro-sector/competition sector/science-discipline sector addressed by the call, the School will appoint the applicant directly, subject to a positive assessment of his/her teaching experience, where available.
 8. In all other cases, the School will appoint one or more Judging Panels for a comparative evaluation of applicants.
 9. At the end of the assessments, the Judging Panel will prepare a justified report in accordance with the evaluation criteria established in the call, including an assessment for each applicant and the ranking list. The documents issued by the Judging Panel will be adequately disclosed.
- I O. In the case of equal assessments, priority for the appointment to teaching positions is given:
- a. to University tenured professors belonging to the same competition macro-sector;
 - b. to tenured professors from other universities, belonging to the same competition macro-sector.
11. The economic conditions will be established, in accordance with the Interministerial Decree no. 313 issued on 21.07.2011, via an annual resolution of the Board of Governors.
 12. Teaching positions are assigned by name, by provision of the General Director.
 13. Private contracts for appointments to teaching positions under art. 5 are stipulated by the General Director. The contracts must indicate: the relevant academic year; the course to hold and all related activities; the corresponding remuneration.
 14. The stipulation of contracts for teaching activities does not give any rights to access university positions.
 15. The holders of private teaching contracts may qualify themselves as contract professors, though only for the duration of their activity at the Politecnico di Milano.

ART. 7

APPOINTMENTS FOR SUPPLEMENTARY TEACHING ACTIVITIES

- I. To implement teaching programmes, the Departments give priority, when assigning supplementary teaching activities of courses and curricular modules, to researchers with permanent positions and temporary researchers.
2. Further supplementary teaching activities are then assigned via a comparative procedure consisting of an evaluation of applicants' scientific-professional titles and skills.
3. The procedures referred to in the previous paragraph are commenced by the Departments and are regulated by a specific call which must specify:
 - a. the course or set of courses belonging to the science-discipline sector addressed by the call;
 - b. the type of related supplementary teaching activities;
 - c. the minimum and maximum number of hours and the corresponding hourly remuneration;
 - d. the relevant academic year;
 - e. the criteria governing the comparative evaluation, which must include the assessment of any teaching positions held at the Politecnico di Milano;
 - f. the application submission procedure;
 - g. the applicable deadlines.
4. Applicants must submit the documents below:
 - a. curriculum indicating their scientific, teaching and professional activity;
 - b. the list of publications considered useful for the selection process;
 - c. self-certified statements on their academic, scientific and professional titles;
 - d. in case of research fellows, the prior authorisation issued by their scientific coordinator;
 - e. in case of PhD students, the prior authorisation issued by the Coordinator of the Professors' Board of the PhD School;
 - f. the detailed list of all other titles which are considered useful for the selection process;

- g. in case of holders of private contracts within the meaning of art. 1 - paragraph 14 of Law 230/2005, the prior authorisation issued by the Head of Department.
- 5. The call will be published on the Official Bulletin and on the Politecnico di Milano's web site for at least 14 days.
- 6. Priority is given to applicants:
 - a. who have a PhD, are qualified to pursue the profession or have equivalent academic titles awarded abroad;
 - b. with teaching support experience at the Politecnico di Milano or another University, related to the courses or curricular modules addressed by the call;
 - c. who have professional experience in the issues pertaining to the teaching collaboration addressed by the call.
- 7. The Department will appoint one or more Judging Panels for a comparative evaluation of applicants.
- 8. At the end of the assessments, the Judging Panel will prepare a justified report in accordance with the evaluation criteria established in the call, including an assessment for each applicant and the ranking list. The documents issued by the Judging Panel will be adequately disclosed.
- 9. Private contracts for the assignment of the activities regulated by this article are stipulated by the Head of Department. The contracts must indicate, *inter alia*: the relevant academic year; the supplementary teaching activities addressed by the call; the corresponding remuneration.
- 10. The stipulation of contracts does not give any rights to access university positions.
- 11. Those who are assigned supplementary teaching activities under this article are subject to the incompatibility provisions set out in art. 10 of these Regulations.

Art. 8

Salary and social security

1. Private contracts are regulated by the social security conditions laid down in the current applicable laws.
2. The Politecnico di Milano provides for insurance coverage against accidents and civil liability of contract holders.

Art. 9

Contract renewal

1. Contracts and assignments last one academic year and may be renewed every year for up to three academic years, subject to a prior positive assessment of the teaching activities performed by the teacher and of the actual need for his/her teaching services.

Art. 10

Rights and obligations - Incompatibility

1. Teaching assignments or teaching contracts grant the same teaching rights and obligations established for university tenured professors.
2. The teaching commitment includes performing learning tests (in-course assessments, exam sessions, etc.), providing assistance for thesis preparation and participating in degree exam sessions, also as an assistant supervisor, receiving students, in accordance with the procedures established by the School.
3. When assigning paid activities to pension holders already in service at the Politecnico di Milano, compliance with art. 25 of Law no. 724 issued on 23 December 1994, must be ensured.
4. The holders of teaching assignments or teaching contracts are required to fill out a register with the activities performed thereby. At the end of the course, the register must be sent to the School, in accordance with University procedures, as a certification of completion of the appointment, also for the purpose of payment of the established remuneration.
5. In case of material breaches, the contract may be terminated via a decree issued by the General Director pursuant to a reasoned resolution of the School.
6. The contract may be automatically terminated:
 - a. in case of unjustified non-commencement or late commencement of the activities. This provision does not apply in case of duly

- justified and certified reasons;
- b. in case of unexpected incompatibilities as under art. 13 of the Decree of the President of the Republic 382/80 and/or other provisions of law;
 - c. for infringements of the Code of Ethics;
 - d. for blatant contract violations.
7. The participation in research activities at the university units where the appointed teachers operate, is not a case of incompatibility.
 8. Teaching contract holders participate in Programme Boards without voting rights.
 9. The appointment as a Politecnico di Milano contract professor is incompatible with the status of student enrolled in a PhD programme or specialization school.
 10. Those who are married to or have family or kinship ties (within the fourth degree included) with a professor of the Council of the School that issued the call for applications, in case of appointments to teaching positions under art.s 4 and 5, or with a professor from the Department that issued the call for applications, in case of appointments to teaching positions under art. 7, or with the Rector, General Director or a member of the Board of Governors of the University, cannot participate in the selection process.
 11. Employees from other public administrations may be appointed to teaching positions, subject to the prior acquisition, by the Politecnico, of the authorisation issued by the body which the employee belongs to.

Art.11

Final and temporary provisions - Entry into force

1. These Regulations go into force on the day following the date of their enactment and govern the appointment to teaching positions in accordance with these Regulations.
2. This in any case without prejudice to teaching positions assigned for the academic years 2010/2011 and 2011/2012 in accordance with the provisions of the Regulations for appointment to teaching positions, enacted with Rectoral decree no. 1172/AG issued on 30.04.2009, which will cease to be effective upon expiry of the contracts stipulated in accordance with such Regulations.

THE RECTOR
(Prof. Giovanni Azzone)