



**POLITECNICO**  
MILANO 1863

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## POLITECNICO DI MILANO

### THE RECTOR

HAVING REGARD to Italian Presidential Decree No 382 of 11.07.1980, 'Reorganization of university teaching, related training bracket and organizational and educational experimentation', and subsequent amendments;

HAVING REGARD to Law 04.11.2005, no. 230 'New regulations on university professors and researchers and delegation to the Government for the reorganization of the recruitment of university professors', and subsequent amendments;

HAVING REGARD TO Italian Law No 240 of 30.12.2010, 'Regulations on the organization of universities, academic staff and recruitment, as well as delegation to the Government to encourage the quality and efficiency of the university system', and subsequent amendments, and in particular art. 6 'Legal status of full professors and researchers';

HAVING REGARD TO the Statute of the Politecnico di Milano in force; HAVING REGARD

TO the current General University Regulations;

HAVING REGARD TO Rector's Decree No 2855 of 09.11.2012 issuing the 'Regulations for the teaching commitments of professors and researchers at the Politecnico di Milano, pursuant to Art. 6 of Law No 240 of 30.12.2010', and subsequent amendments;

HAVING REGARD TO Rector's Decree No 3337 of 20.12.2012 establishing the Schools with the the relative Programmes and the related Departments and activated from 1 January 2013, as integrated by Rector's Decree No 4447 of 16.10.2015;

HAVING ACKNOWLEDGED the opinions of the Academic Senate and the Board of Governors, in their respective meetings of 19 and 27 July 2021, regarding the approval of certain amendments to the 'Regulations for the teaching commitments of professors and researchers of the Politecnico di Milano, pursuant to Art. 6 of Law No 240 of 30.12.2010', specifically concerning the rewording of Articles 5 and 6, quashing Art. 7 'Allocation of teaching tasks to researchers unconfirmed on permanent contracts', with the consequent renumbering of the subsequent articles, and the partial amendment of Art. 15 - paragraph 2;

### HEREBY DECREES

- 1) For the reasons expressed in the premises, the 'Regulations for the teaching commitments of professors and researchers at the Politecnico di Milano, pursuant to Art. 6 of Law No 240 of 30.12.2010', issued with Rector's Decree No 2855 of 09.11.2012 and amended with Rector's Decrees No 417 of 02.02.2016, No 3980 of 29.05.2019 and No 2853 of 31.03.2021, are further amended as follows: rewording of Articles 5 'Allocation of teaching duties to researchers confirmed on full-time, permanent contracts' and 6 'Allocation of teaching duties to researchers confirmed on part-time, permanent contracts', quashing Art. 7 'Allocation of teaching duties to researchers unconfirmed on permanent contracts', with the consequent renumbering of the subsequent articles, and partial amendment of Art. 15 'Entry into force' - paragraph 2.
- 2) The amendments made to the regulatory text shown below, an integral part of this provision, are marked in ***bold italics***.

**REGULATIONS FOR THE TEACHING COMMITMENTS OF PROFESSORS AND RESEARCHERS AT THE  
POLITECNICO DI MILANO, PURSUANT TO ART. 6 OF LAW NO 240 OF 30.12.2010**

**Art. 1**

**Purpose and field of application**

- 1) These Regulations govern the methods of allocating and fulfilling the teaching commitments of professors at the Politecnico di Milano, pursuant to Art. 6 of Law No 240 of 30.12.2010.
- 2) The provisions of these Regulations do not constitute a constraint on the teaching programme.

**Art. 2**

**Definitions**

- 1) The teaching commitments of the professors includes lectures, lessons and exercises, teaching laboratories/workshops, student support, career guidance, tutoring, supervision for Bachelor's Master's and PhD theses, learning assessment, membership of the Degree and PhD Examination Board.
- 2) In particular, the terms below are understood to mean as follows:
  - lectures: classroom teaching, including, for the School of Architecture, Urban Planning, Construction Engineering and the School of Design, teaching activities carried out within the project workshops/laboratories;
  - lessons and exercises: classroom teaching to support the lectures;
  - teaching laboratories/workshops: teaching to support the lectures, carried out in specially equipped spaces.
- 3) For the Schools of Industrial and Information Engineering, of Civil, Environmental and Land Management Engineering and of Architecture Urban Planning Construction Engineering, a course is defined as high-demand when the presumed number of students enrolled is at least 100. Schools can define high-demand differently provided that, with N being the number of courses defined as high-demand, the presumed total number of students enrolled in these courses is at least equal to 100xN.

**Art. 3**

**Allocation of teaching duties to professors on full-time contracts**

- 1) Professors and associate professors on full-time contracts have an obliged teaching commitment of at least 350 hours/year for lectures, lessons and exercises, teaching workshops/laboratories, student support, career guidance, tutoring, supervision for Bachelor's, Master's and PhD theses, learning assessment, membership of the Degree and PhD Examination Board.
- 2) As part of the commitment referred to in the preceding paragraph, the Departments can assign alternately:

in the Schools of Industrial and Information Engineering and of Civil, Environmental and Land Management Engineering

- lectures only for one or more courses for a total of 15 university credits
- all the teaching activities foreseen for one or more courses for a total of 10 university credits;
- lectures only for one or more high-demand courses for a total of 10 university credits
- a weighted combination of activities according to the methods expressed in the three previous points;
- 120 hours of classroom teaching. in the

School of Design

- lectures only for one or more courses for a total of 12 university credits
- 120 hours of classroom teaching.

In the School of Architecture Urban Planning Construction Engineering:

For each programme, the School instructs the Departments on the ways of allocating a combination of teaching duties from those included in list a) and those included in list b):

- a)
- lectures only (classroom teaching) for one or more courses for a total of 15 university credits
  - lectures only for one or more high-demand courses for a total of 10 university credits
  - all the teaching activities foreseen for one or more courses for a total of 10 university credits (lectures, exercises, teaching laboratories);
  - a weighted combination of activities according to the methods expressed in the three previous points;
  - 120 hours of classroom teaching;
- b)
- all the teaching activities foreseen for one or more courses (lectures, project workshops/laboratories) for a total of 12 university credits;
  - 120 hours of classroom teaching.

#### **Art. 4**

##### **Allocation of teaching duties to professors on part-time contracts**

- 1) Professors and associate professors on part-time contracts have an obliged teaching commitment of at least 250 hours/year for lectures, lessons and exercises, teaching workshops/laboratories, student support, career guidance, tutoring, supervision for Bachelor's, Master's and PhD theses, learning assessment, membership of the Degree and PhD Examination Board.
- 2) As part of the commitment referred to in the preceding paragraph, the Departments can assign alternately:
  - in the Schools of Industrial and Information Engineering and of Civil, Environmental and Land Management Engineering
    - lectures only for one or more courses for a total of 10 university credits
    - 80 hours of classroom teaching. in the

##### School of Design

- lectures only for one or more courses for a total of 8 university credits
- 80 hours of classroom teaching.

##### in the School of Architecture Urban Planning Construction Engineering:

For each programme, the School instructs the Departments on the ways of allocating a combination of teaching duties from those included in list a) and those included in list b):

- a)
- lectures only (classroom teaching) for one or more courses for a total of 10 university credits
  - 80 hours of classroom teaching.
- b)
- all the teaching activities foreseen for one or more courses (lectures, project workshops/laboratories) for a total of 8 university credits;
  - 80 hours of classroom teaching.

#### **Art. 5**

##### **Allocation of teaching duties to researchers confirmed on permanent, full-time contracts**

- 1) *Researchers confirmed on permanent, full-time contracts at the Politecnico di Milano have an obliged teaching commitment of 350 hours/year for lectures, lessons and exercises and/or teaching workshops/laboratories, student support, career guidance, tutoring, supervision for Bachelor's, Master's and PhD theses, learning assessment, membership of the Degree and PhD Examination Board.*
- 2) *As part of the 350 hours, the Departments allocate 80 hours of activities from among those indicated in the previous paragraph.*

#### Art. 6

**Assignment of teaching duties to researchers confirmed on permanent, part-time contracts**

- 1) *Researchers confirmed on permanent, part-time contracts at the Politecnico di Milano have an obliged teaching commitment of 200 hours/year for lectures, lessons and exercises and/or teaching workshops/laboratories, student support, career guidance, tutoring, supervision for Bachelor's, Master's and PhD theses, learning assessment, membership of the Degree and PhD Examination Board.*
- 2) *As part of the 200 hours, the Departments allocate 50 hours of activities from among those indicated in the previous paragraph.*

#### Art. 7

**Allocation of teaching duties to researchers on fixed-term contracts pursuant to Art. 24 - paragraph 3 b (senior) of Law 240/2010 with full-time schedule**

- 1) Researchers on senior fixed-term, full-time contracts have an obliged teaching commitment of 350 hours/year for lectures, lessons and exercises, teaching workshops/laboratories, student support, career guidance, tutoring, supervision for Bachelor's, Master's and PhD theses, learning assessment, membership of the Degree and PhD Examination Board.
- 2) As part of the commitment referred to in the preceding paragraph, the Departments can assign alternately:
  - in the Schools of Industrial and Information Engineering and of Civil, Environmental and Land Management Engineering
    - lectures only for one or more courses for a total of 15 university credits
    - all the teaching activities foreseen for one or more courses for a total of 10 university credits;
    - lectures only for one or more high-demand courses for a total of 10 university credits
    - 120 hours of classroom teaching. in the

##### School of Design

- lectures only for one or more courses for a total of 12 university credits
- 120 hours of classroom teaching.

##### In the School of Architecture Urban Planning Construction Engineering:

For each programme, the School instructs the Departments on the ways of allocating a combination of teaching duties from those included in list a) and those included in list b):

a)

- lectures only (classroom teaching) for one or more courses for a total of 15 university credits
- lectures only for one or more high-demand courses for a total of 10 university credits
- all the teaching activities foreseen for one or more courses for a total of 10 university credits (lectures, exercises, teaching laboratories);
- 120 hours of classroom teaching.

b)

- all the teaching activities foreseen for one or more courses (lectures, project workshops/laboratories) for a total of 12 university credits;
- 120 hours of classroom teaching.

### **Art. 8**

#### **Allocation of teaching duties to researchers on fixed-term contracts pursuant to Art. no. 24 - paragraph 3**

##### **b (senior) of Law 240/2010 with part-time schedule**

- 1) Researchers on senior fixed-term, part-time contracts have an obliged teaching commitment of 200 hours/year for lectures, lessons and exercises, teaching workshops/laboratories, student support, career guidance, tutoring, supervision for Bachelor's, Master's and PhD theses, learning assessment, membership of the Degree and PhD Examination Board.
- 2) As part of the commitment referred to in the preceding paragraph, the Departments can assign alternately:

##### in the Schools of Industrial and Information Engineering and Civil, Environmental and Land Management Engineering

- lectures only for one or more courses for a total of 10 university credits
- 80 hours of classroom teaching. in the

##### School of Design

- lectures only for one or more courses for a total of 8 university credits
- 80 hours of classroom teaching.

##### in the School of Architecture Urban Planning Construction Engineering:

For each programme, the School instructs the Departments on the ways of allocating a combination of teaching duties from those included in list a) and those included in list b):

a)

- lectures only (classroom teaching) for one or more courses for a total of 10 university credits
- 80 hours of classroom teaching.

b)

- all the teaching activities foreseen for one or more courses (lectures, project workshops/laboratories) for a total of 8 university credits;
- 80 hours of classroom teaching.

### **Art. 9**

#### **Allocation of teaching duties to researchers on fixed-term contracts pursuant to Art. 24 - paragraph 3 a (junior) of Law 240/2010 with full-time schedule**

- 1) Researchers on junior fixed-term, full-time contracts have an obliged teaching commitment of 350 hours/year for lectures, lessons and exercises, teaching workshops/laboratories, student support, career guidance, tutoring, supervision for Bachelor's, Master's and PhD theses, learning assessment, membership of the Degree and PhD Examination Board.
- 2) As part of the commitment referred to in the preceding paragraph, the Departments can assign lectures only for one or more courses for a total of **6** university credits or **60** hours of classroom teaching.

### **Art. 10**

#### **Allocation of teaching duties to researchers on fixed-term contracts pursuant to Art. 24 - paragraph 3 a (junior) of Law 240/2010 with part-time schedule**

- 1) Researchers on junior fixed-term, part-time contracts have an obliged teaching commitment of 200 hours/year for lectures, lessons and exercises, teaching workshops/laboratories, student support, career guidance, tutoring, supervision for Bachelor's, Master's and PhD theses, learning assessment, membership of the Degree and PhD Examination Board.
- 2) As part of the commitment referred to in the preceding paragraph, the Departments can assign lectures only for one or more courses for a total of **4** university credits or **40** hours of classroom teaching.

### **Art. 11**

#### **Teaching duties for contract professors as per Art. 1 - paragraph 14 of Law 230/2005**

- 1) Contract professors pursuant to Art. 1 - paragraph 14 of Law 230/2005 working on fixed-term contracts at the Politecnico di Milano have an obliged teaching commitment of 350 hours/year, within the 1500 hours/year provided for by the aforementioned law, for lessons and exercises, seminars, teaching workshops/laboratories, student support, career guidance, tutoring, supervision for Bachelor's, Master's and PhD theses, learning assessment, membership of the Degree and PhD Examination Board.
- 2) As part of the commitment referred to in the preceding paragraph, the Departments can assign alternately 80 hours of lessons and exercises or teaching workshops/laboratories or, at the request of the interested party and subject to approval by the Department, teaching one or more courses for a total of 8 university credits, giving lectures only.

### **Art. 12**

#### **Certification and verification of teaching commitments**

- 1) The professors certify the performance of their duties via a special register.
- 2) The Departments are responsible for verifying compliance with the obligations of the professors belonging to the Department.
- 3) The Head of Department is also responsible for validating the certification referred to in paragraph 1 above.

### **Art. 13**

#### **Additional remuneration**

- 1) Professors are awarded additional remuneration if further duties are assigned by the Departments, relating to teaching one or more courses courses, that exceed the commitment foreseen in the articles above by at least 20%. This remuneration covers the difference between actual commitment and obligatory commitment.
- 2) Researchers are awarded additional remuneration if further duties are assigned by the Departments, relating to teaching one or more courses courses, beyond the commitment foreseen in the articles above.

### **Art. 14**

#### **Flexibility**

- 1) Professors may submit to their Department a request for the inclusion in their teaching duties of up to 20 hours of lectures in PhD programmes. The request must be approved by the Department. These hours cannot be applied for the purposes of the provisions of Art. 13 above.
- 2) Hours of joint teaching are counted as two-thirds of an hour for each professor.
- 3) The teaching commitment for researchers may also be fulfilled by combining the options available, where every 10 hours of exercises and lessons/teaching laboratories/hours of lectures in a PhD programme is equivalent to 1 university credit.
- 4) Each professor can ask their Department, with justified request, to bring forward all or part of the teaching commitment for the following academic year. After consulting the School, the Department Board decides on the matter.
- 5) To ensure improved organization of teaching, a Department may reduce the teaching commitment required of a professor by a maximum of 3 university credits, provided that the reduction is offset by a similar increase in the unpaid teaching duties of other professors in the same Department.
- 6) In exceptional cases, the Head of the relevant Department, subject to the authorization of the Rector, may define the teaching commitment of a professor in derogation from the provisions of these regulations, without prejudice to legal constraints.

**Art. 15**  
**Entry into force**

- 1) *The amendments made to the Regulations for the teaching commitments of professors and researchers at the Politecnico di Milano, pursuant to Art. 6 of Law No 240 of 30.12.2010, are issued by Rector's Decree published on the university website <http://www.normativa.polimi.it>.***
- 2) *The amendments enter into force from the beginning of the 2021/2022 academic year.***

THE RECTOR  
Prof. Ferruccio Resta

Digitally signed in accordance with the Digital Administration Code