



**UNIVERSITÀ DEGLI STUDI
DELL'INSUBRIA**

REGULATIONS ON ASSIGNMENTS AND TEACHING CONTRACTS

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**REGULATIONS ON ASSIGNMENTS AND TEACHING
CONTRACTS**

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Article 1 - Scope and principles

1. These Regulations discipline the criteria, manners and procedures with which the University of Insubria may confer teaching assignments, whether for consideration or not, in order to meet specific teaching needs.
2. These regulations also discipline, in compliance with article no. 6, paragraphs 2 and 3, of the Law no. 240 of 30 December 2010, the criteria and procedures to carry out teaching and students services tasks on the part of professors and researchers, in order to guarantee the educational offer of the University of Insubria.

Article 2 - Definitions

1. Teaching and students services tasks refer to, besides official lectures, the activities carried out in the educational programs, those related to orientation and tutoring, learning assessment (participating in assessment and final exams commissions), stage/internship and thesis elaboration support, students reception, as well as activities which do not entail professors' interaction with students in class or laboratory lectures (distance teaching), "fieldwork" activities which entail professors guiding and supporting students in activities with practical and experimental purposes (guided tours, open-air measurements, hospital activities, etc.), and activities for the programming, coordination and organization of teaching.
2. Lectures refer to all the activities, which include lessons, workshops, seminars, laboratories, of the curricular courses that are included in the teaching regulations of the degree programs and that aim at the acquisition of the ECTS dispensed in the Degree Programs. Lectures are considered for the purposes of teaching duties if carried out within the context of the University's teaching program, as specified in articles 3 and 4 below.
3. Official teaching refers to curricular courses and modules from the University's Degree Programs which entitle students to the acquisition of the ECTS dispensed in the Degree Programs.
4. Supplementary teaching refers to official teaching support and integration activities, such as workshops, seminars, laboratories.

TITLE I – TEACHING DUTIES

Article 3 - Professors' and researchers' teaching duties

1. Professors are expected to annually reserve to teaching and students services tasks, which include official lectures, orientation and tutoring activities, as well as learning assessment activities, no less than 350 hours, if under a full-time contract, and no less than 250 hours, if under a fixed-time one. Professors' minimum official lecture commitment is fulfilled according to the following procedure:
 - a. for professors under a full-time contract: 120 hours exclusively on courses in the Academic Field they belong to, or which were declared equivalent, or on courses which they were assigned for their expertise by the Department in the Bachelor's, Master's or five-year Degree courses of the University. If the minimum commitment of 120 hours is not fulfilled within official courses, the commitment may be fulfilled with at least 80 hours in the Bachelor's, Master's and five-year Degree courses, integrating the remaining hours with Doctoral Programs, Master Courses and Specialization Schools, as well as with training and refresher courses organized as seminars, prior to the favorable opinion of the relevant governing bodies.
 - b. for fixed-time professors: 80 hours exclusively on courses in the Academic Field they belong to, or which were declared equivalent, or on courses which they were assigned for their expertise in the Bachelor's, Master's or five-year Degree courses of the University. If the minimum commitment of 80 hours is not fulfilled within official courses, the commitment may be fulfilled



with at least 60 hours in the Bachelor's, Master's and five-year Degree courses, integrating the remaining hours with the Doctoral Programs, Master Courses and Specialization Schools, as well as with training and refresher courses organized as seminars, prior to the favorable opinion of the relevant governing bodies..

Exceeding the upper limits of official lectures commitment (120/80 hours) on the part of the professors does not result in additional remuneration for carrying out teaching activities at the University.

2. Permanent University researchers, with the exception of research and scientific update activities, are expected to annually reserve to supplementary teaching and students services tasks, which include orientation and tutoring activities, as well as to learning assessment activities, up to a maximum of 350 hours, if under a full-time contract, and up to a maximum of 200 hours, if under a part-time one. Permanent researchers are expected to annually carry out at least 40 hours of supplementary teaching activities.

To permanent researchers there also apply the provisions described in article no. 6, paragraph 4, of the Law no. 240/2010, which provide for the possibility to assign them, with their consent, curricular courses and modules, depending on the annual teaching program, thus acquiring the title of adjunct professor for the academic year in which they carry out the teaching activity and an additional compensation, following the procedures provided for by the University Regulations on the matter.

3. Fixed-time researchers employed by the University, pursuant to article no. 24, paragraph 3, of the Law no. 240/2010, are expected to carry out teaching, supplementary teaching and students services activities, with a total annual commitment of 350 hours, if under a full-time contract, or of 200 hours, if under a part-time one. Exceeding the limits of maximum official lectures commitment on the part of fixed-time researchers does not result in salary increases for carrying out teaching activities at the University.

Researchers described in letter a) above, are expected to carry out at least 40 hours, if under a part-time contract, and at least 60 hours, if under a full-time one, of official lectures per academic year, following the procedures indicated in the employment contract stipulated with the University; Researchers described in letter b) above are expected to carry out at least 80 hours, if under a part-time contract, and at least 120 hours, if under a full-time one, of official lectures per academic year, following the procedures indicated in the employment contract stipulated with the University. The minimum commitment is fulfilled following the procedures provided for in article no. 3, paragraph 1, letters a) and b) of these Regulations.

4. A limitation of official teaching is allowed to those who serve as Rector, Deputy Rector, Director of the Department, Dean of the School and, where provided for in ministerial provisions, for the commissioners appointed by the Ministry of Education, University and Research (MIUR) in the Committees for the obtainment of the National Scientific Qualification (ASN). The limitation may be granted by the Rector, and by the Deputy Rector to the Rector.
5. Courses belonging to the academic fields in which there are professors who have not fulfilled their official lectures commitment as provided for in paragraph 1, letters a) and b) above, may not be assigned to internal researchers, nor covered through the assignment of teaching contracts.
6. Some courses may be appointed to professors or researchers of the University on the part of a different teaching structure from the one they belong to, prior to the establishment of an agreement between the interested structures and to the authorization on the part of the Coordinator of the structure they belong to.
7. Professors and researchers have to carry out the teaching activities which have been assigned to them and are expected to self-certify in the teaching activities register the topics, days and hours of the lessons they taught during each academic year. The register should also include the overall provisional and final plan of academic commitments and the several organizational, management and research activities which contribute to the fulfillment of institutional commitments according to the qualifications and type of contract.
8. The Director of the Department and the Dean of the School will monitor the fulfillment of the commitments on the part of professors and researchers

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