



Working at the University

Once the selection procedure phase has been concluded with the Department's call and the Board of Directors' hiring approval, the following documents will be stipulated:

For fixed-term researchers: fixed-term employment contract for **six** years (tenure track researcher)

These documents mark the beginning of the employment at the University.

Prior to employment, each interested party will receive the Code of Ethics, Code of Conduct and Principles of Research Integrity, and the European Charter for Researchers.

The researchers of the University of Insubria are considered civil servants for all intents and purposes, in compliance with article no. 3 of the LEGISLATIVE DECREE no. 165 of 30 March 2001.

Rights

Article no. 33, paragraph 1, of the Constitution of the Italian Republic

The Republic guarantees the freedom of the arts and sciences, which may be freely taught.

Article 6, paragraph 3, of the Law no. 168 of 9 May 1989

Universities carry out teaching activities and organize their related structures complying with professors' freedom of teaching and the general principles provided for in the regulations of academic teaching systems

Article no. 7, paragraph 1, of the Decree of the President of the Republic no. 382 of 11 July 1980

University professors are guaranteed freedom of teaching and scientific research.

Article no. 1, paragraph 2, of the Decree of the President of the Republic no. 382 of 11 July 1980



The regulations provided for in the following articles ensure, in the unity of the teaching function, the differentiation of the tasks and responsibilities of full and associate professors, setting them in two functional contexts, with equal guarantee of freedom in teaching and research.

Article no. 1, paragraph 1, first sentence, Law no. 230 of 4 November 2005

The University, the place where knowledge is formed and critically transmitted, combines research and teaching in a consistent manner, guaranteeing complete freedom.

Article no. 1, paragraph 2, first sentence, Law no. 230 of 4 November 2005

University professors have the right and the duty to carry out research and teaching activities, with utmost freedom of choice of research themes and methods, as well as of the contents and of the cultural setting of their courses; professors teaching clinical subjects must also carry out, without imposing any additional burdens on public finances and without prejudice to the provisions of article no. 5 of the Legislative Decree no. 517/1999, welfare functions which are inseparable from those of teaching and research; professors may also freely participate in cultural dissemination activities through conferences, seminars, advertising and editorial activities, while fulfilling their institutional duties.

Teaching duties

Fixed-term researchers

Pursuant to article no. 24, paragraph 4, of the Law no. 240/2010, and of article no. 3, paragraph 3, of the University Regulations on assignments and teaching contracts, fixed-term researchers are expected to carry out teaching, supplementary teaching and students services activities by fulfilling the following provisions, according to the procedures provided for in employment contracts:

- **with full-time contract:** total annual commitment of 350 hours, with at least 120 hours per academic year of official lectures.
- **with part-time contract:** total annual commitment of 200 hours, with at least 80 hours per academic year of official lectures. Exceeding the upper limits of official lectures



commitment on the part of researchers does not result in salary increases for carrying out teaching activities at the University.

Maternity leave

Mandatory maternity leave.

The general rule on mandatory maternity leave (article no.16 of the legislative decree no. 151 of 26 March 2001) provides for the abstention from work for the 2 months before the presumed date of birth and for the following 3 months.

Without prejudice to **the overall duration of 5 months**, it is possible to opt for flexible mandatory maternity leave, from the month before the presumed date of birth and for the following 4 months (article no. 20 of the legislative decree no. 151 of 30 March 2001).

Following from the amendments introduced by the 2019 Budget Law (article no.1, paragraph 485, Law no.145/2018), as an alternative to what was mentioned above, employees may also abstain from work for the five months following the date of birth, provided that the National Health Service or equivalent physician and the Occupational Health Physician attest that such option is not detrimental to the health of the mother and child.

As soon as possible, and nonetheless by the leave of absence date (**sixth month**), employees must notify the Offices and Department of the pregnancy using the **pregnancy notification form**, together with the pregnancy medical certificate issued by the gynecologist, which should indicate the presumed date of birth. Employees must also communicate whether they intend to opt for the possibility of working until the eight month, or until the date of birth.

The Offices will indicate the procedure that should be followed and the documents that should be submitted.

During mandatory maternity leave employees will receive full remuneration.

Optional leave (parental leave)

Parental leave is an individual right that may be exercised by one of the two parents for a duration of maximum 6 months, which may be continuous or parceled out, and must be used in the child's first 14 years. Both parents' leaves of absence together may not exceed 10 months.

The father may opt for a 6-month leave, also at the same time as the mother. Should he decide to abstain from work for at least 3 months, his parental leave will be increased from 6 to 7 months.



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For optional leaves of absence up to the child's 14th year, employees are entitled to a 30% increase of salary for an overall period of 6 months between both parents. In this overall period of optional leave of absence, which may also be parceled out, there apply for the first 45 days the more favorable economic conditions provided for by extraordinary leave (1/3 of the salary for the first day, full salary for the remaining 44)

Parental leave periods are included in the length of service, with the exception of holidays and thirteenth month pay, and are valid for pension entitlements (article no. 9 of the Decree of the President of the Republic no. 1026/76).

Employees are entitled to parental leave also in case of **adoption**, be it **national or international**, and foster care.

Sick leave

In case of sickness, employees must promptly notify their Structure (Department-School) and the Careers Office (carriere.docenti@uninsubria.it) of their absence, even if of one day only, and of their contact address, no later than 9.00 AM of the first day. Employees should then have their doctor visit them and send the certificate to the email address of the Office.

Teaching staff's extrainstitutional commitments

Generally, researchers should comply with loyalty and exclusivity obligations with regard to the University. To carry out some extra-curricular activities, please refer to the University Regulations on the subject matter, which provide specific regulations depending on the type of activity to be carried out. Generally, there are some completely incompatible activities, some activities which the teaching staff may participate in prior to the Rector's authorization, and some minor activities which may be freely carried out.