



POLITECNICO
MILANO 1863

POLITECNICO DI MILANO

THE RECTOR

HAVING REGARD to Italian Presidential Decree No 382 of 11.07.1980, 'Restructuring of university teaching,

related training level as well as organisational and educational experimentation', and subsequent amendments;

HAVING REGARD TO Italian Law No 168 of 09.05.1989, 'Establishment of the Ministry of Universities and Scientific and Technological Research' and subsequent amendments;

HAVING REGARD to Italian Law No 230 of 04.11.2005, 'New regulations on university professors and researchers and delegation to the Government for the restructuring 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 permanent professors and researchers';

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

HAVING REGARD TO the General University Regulations in force;

HAVING REGARD TO the current Code of Ethics and Conduct of the Politecnico di Milano;

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

HAVING ACKNOWLEDGED the opinions of the Academic Senate and the Board of Governors, in their respective meetings of 18 and 19 December 2023, regarding the approval of amendments to the 'Regulations on the teaching commitment of professors and researchers at Politecnico di Milano, pursuant to Art. 6 of Law No 240 of 30.12.2010', specifically concerning the rewording the title into Regulations on the teaching commitment of professors and researchers at Politecnico di Milano;

WHEREAS it is necessary to proceed with the enactment of the Regulations on the teaching commitment of professors and researchers at Politecnico di Milano as amended and approved;

HEREBY DECREES

Art. 1

- 1) For the reasons expressed in the introduction, the Regulations on the teaching commitment of professors and researchers at Politecnico di Milano pursuant to art. 6 of Law no. 240 of 30.12.2010, issued with Rectoral Decree no. 2855 of 09.11.2012 and amended with Rectoral Decrees no. 417 of 02.02.2016, no. 3980 of 29.05.2019, no. 2853 of 31.03.2021 and no. 6800 of 29.07.2021, is further amended, including in titles, as in the text which is integral part of this Decree.

REGULATIONS ON THE TEACHING COMMITMENT OF PROFESSORS AND RESEARCHERS AT POLITECNICO DI MILANO

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Art. 1

Purpose and Field of Application

- 1) These Regulations govern the teaching commitment of the University's tenured professors (Full Professor, Associate Professor, untenured researcher with permanent contract ['RTDb'], tenure-track researchers ['RTT'] and untenured researcher with fixed term contract ['RTDa']) on a full-time or fixed-term basis pursuant to Law no. 240 of 30.12.2010.
- 2) These Rules and Regulations also define the teaching model adopted in the University, which forms the basis of the teaching programming.

Art. 2

Definition of the Teaching Mix

- 1) Assisted Teaching is defined as the set of teaching methods/actions/experiences delivered by professors or researchers that, together with the student's independent study/work, make up the ECTS. Assisted Teaching (DA) can be classified according to the teaching approach as Transmissive/Frontal Teaching (DT), Interactive/Participative Teaching (DI), Laboratory Teaching (DL), Project Teaching (DP), Evaluation Teaching (DV).
- 2) The teaching mix is defined as $DA = DT + DI + DL + DP + DV$. Each teaching assignment is described by the teaching mix reported in the course details sheet.
- 3) A teaching assignment is defined as Laboratory when the teaching mix is mainly ($\geq 70\%$) composed of DL (Laboratory Teaching) and/or DP (Project Teaching). In all other cases, a teaching assignment is defined as a Course, with the exception of specific assignments priorly agreed upon between the Coordinator/President of the study programme and the Head of the School involved.
- 4) An integrated course is a course consisting of 2 or more teaching modules each featuring a specific teaching mix. In the following articles, the teaching module shall be intended as an independent component of a teaching assignment.
- 5) In order to design an effective learning experience and correctly evaluate the commitment required of students, the Assisted Learning hours required for each individual ECTS shall be subject to the following constraints.
 - Min 8 - Max 10 hours for Courses in Laurea Triennale programmes (equivalent to Bachelor of Science, hereinafter referred to as 'L');
 - Min 6 - Max 10 hours for Courses in Laurea Magistrale programmes (equivalent to Master of Science, hereinafter referred to as 'LM');
 - Min 8 - Max 12 hours for Laboratories in Laurea Triennale programmes (equivalent to Bachelor of Science, hereinafter referred to as 'L');
 - Min 6 - Max 12 hours for Laboratories in Laurea Magistrale programmes (equivalent to Master of Science, hereinafter referred to as 'LM').

Art. 3

Teaching Commitment of Professors and Researchers

- 1) The annual teaching commitment that Law 240/2010 requires of professors and researchers is specified in Articles 4, 5 and 6 below and envisages the performance of one or more of the following tasks:
 - a) Deliver institutional Assisted Teaching in L, LM and single-cycle programmes (IDA);
 - b) planning and organising institutional teaching activities, interviews with students and assessment of learning within the scope of institutional teaching (ISTUD);
 - c) preparing/updating teaching materials and teaching experiences and/or additional activities required for delivering institutional teaching and/or other forms of institutional teaching (e.g., MOOC/POK, Passion in Action);
 - d) deliver institutional teaching in PhD programmes;
 - e) Supervising thesis students and participating in degree examination boards in L and LM programmes;
 - f) Supervising PhD students and participating in PhD boards;
 - g) other assistance to students, internships, mentoring and guidance.

- 2) Tasks listed under items (a), (b), (c) and (d) contribute to the total number of teaching hours pursuant to Law No. 230 of 04.11.2005, as amended by Law 79/2022.
- 3) All professors and researchers are required to certify their teaching activities by recording them through the appropriate procedure. The hours referred to in (a) and (b) are pre-recorded by the system as they are taken from the teaching register and framework. The other fields shall be filled in by the professors/researchers.
- 4) The Head of Department is responsible for validating the recordings referred to in paragraph 3 above.
- 5) Within the annual teaching commitment, a commitment-assignment is the sum of the tasks under items (a) and (b) of paragraph 1. The following paragraphs identify five types of Commitment-Assignment that will then be discussed in the subsequent articles.
- 6) **Standard Conventional Commitment-Assignment (ISTC):** this is associated with each teaching assignment and is the sum of the hours of IDA Assisted Teaching (item (a)) and the hours spent in managing teaching activities and interacting with ISTUD students (item (b)), the value of which changes according to the size of the class (DSTUD). The method of calculating the standard conventional commitment-assignment is as follows:

$$IDA = k \times ECTS$$

$$ISTUD = (1/m) \times ECTS \times DSTUD$$

DSTUD is the expected number of students, equal to the average number of new students registered for the course over the last three academic years (or, for programmes active since less than three years, it is an estimate by the office of the President of the relevant study programme); in any case, the maximum number of students that can be considered is 250.

In the first application, parameters k and m are as shown in the table. The Academic Senate and the Board of Governors, following an appropriate investigation coordinated by the Rector's Delegate for Education, may update parameters k and m as well as the way DSTUD must be determined. In the first application, the model is represented in the tables found in Annex 1.

	Courses	Laboratories
K	6	9
M	25	50

- 7) **Institutional Commitment-Assignment (IIST):** is associated with each professor/researcher and is the sum of the standard conventional commitment-assignment hours assigned to him/her as institutional teaching assignments (courses and/or laboratories) of which he/she is the holder or co-holder, and any hours of **supplementary assisted teaching (IDAI)** assigned to supplement institutional teaching assignments. Supplementary Assisted Teaching (IDAI) consists of teaching activities exceeding the standard conventional commitment-assignment (ISTC).

$$IIST = \sum_i ISTC_i + IDAI$$

In any case, the maximum number of hours of supplementary assisted teaching that can be assigned as an institutional commitment is 4 per ECTS for courses and 3 per ECTS for laboratories (with reference to the teaching mix mentioned in Art. 2 para. 5 and Art. 3 para. 6). In the case of multiple professors/researchers jointly holding the same assignment, standard commitment-assignment hours shall be allocated in proportion to the number of ECTS.

- 8) **Minimum Commitment-Assignment (IMIN):** is the minimum institutional commitment-assignment required of the professor/researcher, quantified as per Article 4.
- 9) **Additional Commitment-Assignment (IADD):** is a commitment exceeding the institutional commitment-assignment and may be remunerated pursuant to Art. 7.
- 10) **Actual Commitment-Assignment (IEFF):** is the sum of the number of assisted teaching hours recorded in the relevant register and the ISTUD value (para. 6) calculated based on the actual number of newly students who have registered in the course/laboratory. Any co-teaching hours are divided equally between the professors/researchers involved.

Art. 4

Allocation of teaching commitment

- 1) For the activities envisaged in Art. 3, para. 1, full and associate professors are required a teaching commitment of minimum 350 hours/year if they are full-time, or a minimum of 250 hours/year if they are part-time. For the activities envisaged in Art. 3, para. 1, of Law 240/2010, untenured researchers with fixed term contract (RTDa), tenure-track researchers with permanent contract (RTDb) and tenure-track researchers (RTT) are required a teaching commitment of 350 hours/year if full-time and 200 hours/year if part-time.
- 2) According to the table below, the Departments must allocate professors and researchers at least the minimum number of standard conventional hours (IMIN) of Institutional Commitment-Assignment (IIST), calculated as per paragraphs 6 and 7 of Article 3; this is according to the full-time or part-time status of the professor/researcher and always within the limits of their teaching commitment as per para. 1.
- 3) Exceptions are cases of contracts for researchers that were concluded downstream of procedures activated with funding from competitive tenders or funds allocated by the relevant Ministry and do not explicitly provide for teaching activities.
- 4) In the case where IIST is less than IMIN, two cases are possible:
 - If IIST is greater than or equal to the lower threshold shown in the table, the professor/researcher is not required to take on additional assignments
 - If IIST is between the lower limit and the lower threshold shown in the table, it is up to the Head of the Department to decide whether to allocate other Assisted Teaching activitiesThe institutional commitment of professors and researchers cannot be less than the lower limit shown in the table.
- 5) In any case, the professor/researcher must reach and report in its Teaching Activity Declaration the IMIN threshold by summing up the hours spent for items (a), (b), (c) and (d) of Art. 3, para. 1.

FULL-TIME				
	Lower limit	Lower threshold	IMIN	Upper limit
Full and assistant professors Senior untenured researchers	90	105	120	150
Tenure-track researchers (RTT)	60	75	90	120
Junior untenured researchers	40	50	60	80
PART-TIME				
	Lower limit	Lower threshold	IMIN	Upper limit
Full and assistant professors Senior untenured researchers	60	70	80	100
Tenure-track researchers (RTT)	40	50	60	80
Junior untenured researchers	30	35	40	50

Art. 5

Allocation of teaching tasks to extraordinary professors pursuant to Law no. 230 of 4 November 2005 - Art. 1 - para. 12

- 1) Extraordinary professors referred to in Law No. 230 of 4 November 2005 shall be considered equal to part-time full professors are therefore required to take on an annual teaching commitment of minimum 250 hours/year for all activities referred to in Art. 3, which must be

reported through the special website, and at least 80 hours of institutional commitment-assignment.

- 2) Extraordinary professors are applied the same flexibility rules as for part-time full and associate professors.

Art. 6

Allocation of Teaching Tasks to Tenured Researchers with Permanent Contracts

- 1) Politecnico di Milano requires tenured researchers with permanent contracts to take on a teaching commitment of 350 hours/year if they are full-time, or 200 hours/year if they are part-time, for support to exercises and/or teaching laboratories, student support, career guidance, tutoring, supervision of L, LM or PhD thesis, learning assessment, participation in degree and PhD examination boards. Departments shall allocate 80 hours (if full-time) or 50 hours (if part-time) for activities among those indicated.

Art. 7

Additional Commitment-Assignment

- 1) All professors/researchers, regardless of their position and their being full- or part-time and within the limits of the coverage established in the Teaching Framework approved by their Departments, shall be paid an additional hourly remuneration when they are assigned more than one teaching/laboratory and their total commitment-assignment (IIST) exceeds the upper limit shown in the last column of the table referred to in Article 4.
- 2) This remuneration corresponds to the current hourly rate multiplied by the additional commitment-assignment (IADD), as defined in Art. 3 para. 9, unless there are deviations between the actual and the planned commitment and these deviations exceed the thresholds established in the Regulations on the conferment of teaching assignments. IADD is calculated as the difference between IIST and the maximum between the minimum commitment and the commitment related to the greatest institutional commitment.

$$\text{IADD} = \text{IIST} - \text{Max} (\text{IMIN}; \text{Maxi}(\text{ISTC}, i))$$

Art. 8

Departmental Teaching Balance

- 1) The Department is the guarantor of the coverage of the educational offer designed by the study programmes. Each Department is associated with an annual production capacity in terms of hours (Expected Teaching Coverage) calculated based on the number of professors/researchers available for the academic year and the minimum number of IMIN hours envisaged for them to deliver the courses (table in Art. 4).
- 2) At the end of each academic year, the Department's final Teaching Coverage shall be calculated as the sum of the institutional commitment-assignment of all professors/researchers of the Department (IIST), net of any additional commitment-assignments.
- 3) Calculation of the Department's expected Teaching Coverage shall exclude professors/researchers who during the academic year were placed in:
 - a) study or alternance leave;
 - b) compulsory maternity leave;
 - c) leave for health reasons for more than 30 days;
 - d) leave for family reasons.
- 4) The difference between expected teaching coverage and final teaching coverage is referred to as the Teaching Balance. If it is greater than zero, the Department shall transfer the central Administration Office an amount equal to the Teaching Balance valorised according to the current hourly rate.

Art. 9
Flexibility

- 1) Each professor/researcher can submit his/her Department justified request to bring forward all or part of the teaching commitment for the following academic year. The Department Board shall decide on the matter.
- 2) In exceptional cases, the Head of the relevant Department, subject to written authorisation from the Rector, may define the teaching commitment of a professor/researcher in derogation from these Regulations, without prejudice to any legal constraints.

Art. 10
Entry into Force and Transitional Rules

- 1) These Regulations are issued by Rectoral Decree and are published on the University websiteor <http://www.normativa.polimi.it>, and. These Regulations shall enter into force on 1 March 2024 and shall be applied to the teaching planning of the 2024/2025 academic year.
- 2) The 2023/2024 teaching commitment certificate must be prepared according to the Regulations on the Teaching Commitment Professors and Researchers at Politecnico di Milano pursuant to Article 6 of Italian Law no. 240 of 30.12.2010, issued by means of Rectoral Decree no. 2855 of 29 July 2021.
- 3) The 2024/2025 teaching commitment certificate must be completed in accordance with the provisions of these Regulations.

THE RECTOR
Prof. Donatella Sciuto

Digitally signed in accordance with the eGovernment Code and subsequent amendments and additions.

Annex 1 Conventional Standard Commitment-Assignment Summary Tables (ISTC)

Course:

DSTUD	ECTS											
	1	2	3	4	5	6	7	8	9	10	11	12
10	6	13	19	26	32	38	45	51	58	64	70	77
20	7	14	20	27	34	41	48	54	61	68	75	82
30	7	14	22	29	36	43	50	58	65	72	79	86
40	8	15	23	30	38	46	53	61	68	76	84	91
50	8	16	24	32	40	48	56	64	72	80	88	96
60	8	17	25	34	42	50	59	67	76	84	92	101
70	9	18	26	35	44	53	62	70	79	88	97	106
80	9	18	28	37	46	55	64	74	83	92	101	110
90	10	19	29	38	48	58	67	77	86	96	106	115
100	10	20	30	40	50	60	70	80	90	100	110	120
110	10	21	31	42	52	62	73	83	94	104	114	125
120	11	22	32	43	54	65	76	86	97	108	119	130
130	11	22	34	45	56	67	78	90	101	112	123	134
140	12	23	35	46	58	70	81	93	104	116	128	139
150	12	24	36	48	60	72	84	96	108	120	132	144
160	12	25	37	50	62	74	87	99	112	124	136	149
170	13	26	38	51	64	77	90	102	115	128	141	154
180	13	26	40	53	66	79	92	106	119	132	145	158
190	14	27	41	54	68	82	95	109	122	136	150	163
200	14	28	42	56	70	84	98	112	126	140	154	168
210	14	29	43	58	72	86	101	115	130	144	158	173
220	15	30	44	59	74	89	104	118	133	148	163	178
230	15	30	46	61	76	91	106	122	137	152	167	182
240	16	31	47	62	78	94	109	125	140	156	172	187
250	16	32	48	64	80	96	112	128	144	160	176	192

Laboratory:

DSTUD	ECTS											
	1	2	3	4	5	6	7	8	9	10	11	12
10	9	18	28	37	46	55	64	74	83	92	101	110
20	9	19	28	38	47	56	66	75	85	94	103	113
30	10	19	29	38	48	58	67	77	86	96	106	115
40	10	20	29	39	49	59	69	78	88	98	108	118
50	10	20	30	40	50	60	70	80	90	100	110	120
60	10	20	31	41	51	61	71	82	92	102	112	122
70	10	21	31	42	52	62	73	83	94	104	114	125
80	11	21	32	42	53	64	74	85	95	106	117	127
90	11	22	32	43	54	65	76	86	97	108	119	130
100	11	22	33	44	55	66	77	88	99	110	121	132
110	11	22	34	45	56	67	78	90	101	112	123	134
120	11	23	34	46	57	68	80	91	103	114	125	137
130	12	23	35	46	58	70	81	93	104	116	128	139
140	12	24	35	47	59	71	83	94	106	118	130	142
150	12	24	36	48	60	72	84	96	108	120	132	144
160	12	24	37	49	61	73	85	98	110	122	134	146
170	12	25	37	50	62	74	87	99	112	124	136	149
180	13	25	38	50	63	76	88	101	113	126	139	151
190	13	26	38	51	64	77	90	102	115	128	141	154
200	13	26	39	52	65	78	91	104	117	130	143	156
210	13	26	40	53	66	79	92	106	119	132	145	158
220	13	27	40	54	67	80	94	107	121	134	147	161
230	14	27	41	54	68	82	95	109	122	136	150	163
240	14	28	41	55	69	83	97	110	124	138	152	166
250	14	28	42	56	70	84	98	112	126	140	154	168