



UniSR

Università Vita-Salute
San Raffaele

UNIVERSITY REGULATIONS

REGULATIONS GOVERNING THE APPOINTMENT OF TEACHING FELLOWS

ISSUED BY RECTOR'S DECREE NO. 7622 OF 23/05/2022

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1 Purpose and Scope

ART.1 Contents of the Regulations governing the appointment of Teaching Fellows

1. These Regulations govern the procedure and requirements for the appointment as well as the activities of Teaching Fellows in the Faculties of Philosophy, Medicine and Surgery, and Psychology of Vita-Salute San Raffaele University.

ART.2 Definition of Teaching Fellow

1. Teaching fellows are experts or scholars, not belonging to University tenures, who have acquired documented experience and particular expertise in a specific scientific disciplinary sector by virtue of which they may be qualified for teaching support tasks as better described below.

2 Provisions of the Regulations

ART.3 Duties and functions of Teaching Fellows

1. The title of Teaching Fellow is attributed exclusively for the purposes of the composition of oral examination boards and oral assessment committees in accordance with the provisions of article 42 of Italian Royal Decree no. 1269 of 4 June 1938 and article 24 of the University Didactic Regulations, as well as support in the performance of exercises and seminar and laboratory activities.

2. Individuals holding the title of Teaching Fellow alone are not, therefore, permitted to carry out institutional activities, in particular lectures, seminars and exercises. Teaching Fellows may, however, hold a teaching contract or a research contract, scholarship or grant as governed by the relevant University Regulations.

3. The activities associated with the title of Teaching Fellow do not entitle the holder to remuneration, in any form whatsoever, as they are carried out exclusively on a voluntary basis; nor do they give rise to any rights regarding access to university career functions and tenures.

4. Teaching Fellows are required to comply with the University's Code of Ethics and internal regulations as applicable.

ART.4 Requirements

1. For the assignment of the title of Teaching Fellow in Master's degree courses, possession of a five-year degree, under the old system, Master's or Specialist degree or equivalent is required, provided it was awarded at least three years previously. For three-year degree courses, on the other hand, possession of a bachelor's degree or equivalent is sufficient, provided it was awarded at least three years previously. For the purposes of the title, applicants are also required to prove that they have carried out professional and/or research activities in the disciplinary area for which the title is being applied for.

ART.5 Submission of the application

1. The proposal for conferment of the title of Teaching Fellow, duly motivated and signed, shall be submitted, with the consent of the individual concerned, to the Faculty Council by a tenured professor in charge of the course in which the Teaching Fellow will work.
2. The proposal must contain the name of the course for which the appointment is requested and the relevant scientific disciplinary sector.
3. The proposal must be accompanied by a declaration issued by the individual concerned in which he or she states that he or she has read and will abide by, in the performance of his or her activities, the provisions contained in these Regulations and that he or she will not incur in any of the incompatibilities referred to in Article 6 below.
4. The following shall be attached to the proposal:
 - a) curriculum vitae of the teaching fellow candidate;
 - b) documentation proving the fulfilment of the requirements set out in Article 4 above;
 - c) list of publications, if any;
 - d) any other documentation that the candidate deems useful for assessment purposes.

ART.6 Incompatibilities

1. The following are incompatible with appointment as a Teaching Fellow:
 - a) working relationship of any kind with non-University institutions or bodies that provide preparatory services or assistance for university studies;
 - b) enrolment, as a student, in any institutional learning activities at Vita-Salute San Raffaele University such as, by way of a non-limiting example, Bachelor's degree and/or master's degree courses, level-one and level-two master's degrees, PhDs, graduate schools.

ART.7 Proposal submission deadline

1. The proposing lecturer must submit the application to the Faculty Council no later than the beginning of each academic year.

ART.8 Assessment by the Faculty Council

1. The Faculty Council shall express its opinion on the candidate and proceed with the appointment.
2. The Faculty Council's assessment of the Teaching Fellow candidate's scientific profile shall take into account the consistency of the qualifications submitted and the skills acquired and developed in relation to the functions and activities that the Fellow is to perform.
3. More specifically, the candidate must satisfy at least two of the requirements listed below that are consistent with the discipline or scientific disciplinary sector to which the course for which the title is sought relates:
 - a) degree;
 - b) scientific publications;
 - c) PhD or Specialist Diploma or level two Master's Degree;
 - d) present or past holding of a research grant;

- e) present or past holding of a teaching contract.

ART.9 Appointment

1. If the evaluation of the application is successful, the Faculty Council proceeds with the appointment of the Teaching Fellow.

ART.10 Duration, termination and renewal

1. The title of Teaching Fellow is valid for three academic years, without prejudice to the possibility of termination, for failure to comply with the provisions of these Regulations, by reasoned resolution of the Faculty Council.

2. At the end of the three-year period, the title may be renewed, subject to proof of continued scientific and/or professional commitment, and in accordance with the terms and requirements set out in these Regulations.

ART.11 Use of the title and Certification

1. Teaching Fellows may use the title only during the period of its award and limited to the course for which it was conferred.

2. Any certificates requested by the Teaching Fellow regarding the functions performed shall be issued by the Dean of the Faculty on the basis of the attestations provided by the lecturer in charge of the course who proposed the appointment.

ART.12 Teaching Fellow lists and Transparency

1. The Faculty Council is required to draw up and update the Teaching Fellow lists, which it shall send to the heads of the offices and teaching coordination facilities before the start of each semester, i.e. no later than 10 September and no later than 10 February.

2. For the purposes of transparency requirements, the lists must contain the personal details of the Teaching Fellow and the proposing lecturer, the date of appointment, the courses for which it is conferred and the period of validity of the appointment.

3. The lists shall be published on the Faculty of Medicine webpage by the first day of classes each semester.

3 Validity and transitional rules

These regulations shall enter into force the day after the Rector's Decree is issued.

The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.