



UniSR

Università Vita-Salute
San Raffaele

REGULATIONS FOR THE AWARDING OF TEACHING ASSIGNMENTS

ISSUED BY RECTOR'S DECREE NO. 10116 OF 30/06/2026

Contents

1	PURPOSE AND SCOPE	3
	<i>ART. 1 Purpose and scope</i>	3
2	PROVISIONS SET OUT IN THESE REGULATIONS	3
	<i>ART. 2 Purpose of the award of teaching assignments</i>	3
	<i>ART. 3 Procedure for direct assignment (Article 23, paragraph 1, Law 240/2010)</i>	3
	<i>ART. 4 Procedure for assignment through a selection process with a call for applications (Art. 23, par. 2, Law 240/2010)</i>	4
	<i>ART. 5 Procedure for the appointment of foreign lecturers, scholars or distinguished professionals (Article 23, par. 3, Law No. 240/2010)</i>	5
	<i>ART. 6 Remuneration and grounds for termination of teaching assignments</i>	5
	<i>ART. 7 Rights and duties of holders of teaching assignments</i>	5
3	ENTRY INTO FORCE AND TRANSITIONAL PROVISIONS	6
	<i>ART. 8 Transitional and final provisions</i>	6

1 Purpose and scope

ART. 1 Purpose and scope

1. These Regulations govern the criteria and procedures for awarding teaching assignments by appointment or contract referred to in Article 23 of Italian Law 240 of 30 December 2010.
2. These Regulations use the masculine form in all circumstances, but this form should be understood as referring inclusively to all persons, irrespective of their gender.

2 Provisions set out in these Regulations

ART. 2 Purpose of the award of teaching assignments

1. Art. 23 of Law No. 240 of 30 December 2010 provides that universities may, within their available budget, award contracts to meet teaching needs that cannot be covered by tenured staff, in accordance with the University's range of courses. The assignments are intended for individuals external or internal to the University who have adequate scientific or professional qualifications.
2. Each year, on a proposal from the Degree Programme Council, the Faculty Council resolves on the range of courses for Bachelor's Degree, Master's Degree and single-cycle Master's Degree Programmes, following a consultative opinion from the Teaching Committee.
3. Where the courses included in the range of courses have not been assigned to professors and researchers, contracts may be entered into pursuant to the above-mentioned Law, particularly if:
 - a. there is no suitably qualified staff within the University;
 - b. tenured teaching staff in service have reached their maximum teaching workload;
 - c. there is a need to enhance the quality of teaching through the contribution of experts of recognised scientific or professional standing.
4. In such cases, the Faculty will resolve, in compliance with the applicable regulations, whether to proceed with:
 - a. direct assignment;
 - b. assignment through a call for applications, where direct assignment is not possible (Article 2, par. 4, letter a); such assignments must always be remunerated;
 - c. appointment of foreign lecturers, scholars or distinguished professionals to support the University's internationalisation efforts.
5. Where the assignment is awarded to an employee of Public Administrations, the contract is entered into after obtaining authorisation from the relevant administration, in compliance with the applicable regulations (see Legislative Decree no. 165 of 30 March 2001, as amended and supplemented).
6. Where assignments are awarded with no remuneration, in the academic year these may not exceed 5% of the total number of Professors and Researchers in service at the University, excluding agreements with public bodies.

ART. 3 Procedure for direct assignment (Article 23, paragraph 1, Law 240/2010)

1. Assignments awarded pursuant to this article are individual contracts for a period of one academic year, renewable annually for a maximum period of five years, with or without remuneration.
2. The Degree Programme Council proposes the teaching staff member for appointment, assesses their scientific or professional qualifications, and verifies their suitability for the role. If the evaluation is positive, the proposal is submitted first to the Teaching Committee for its opinion and then to the

Faculty Council, which takes the final decision. Subsequently, the Management Control Office verifies the available budget so that the resolution can then be submitted for approval by the Academic Senate. If the outcome of this process is positive, the teaching contract is awarded.

ART. 4 Procedure for assignment through a selection process with a call for applications (Art. 23, par. 2, Law 240/2010)

1. In addition to the provisions of Art. 3 of these Regulations, the University may award paid teaching contracts to meet specific needs, including supplementary teaching, where direct assignment is not possible.
2. Once the range of courses referred to in Article 2 have been approved, where direct assignment is not possible, the Faculty Council will decide to award teaching assignments through a public call for applications, ensuring a transparent procedure, a comparative assessment of applicants and the publication of all documents on the University's online noticeboard and at the Faculty.
3. The Call for Applications for the public selection is issued by the Dean.
4. The Call for Applications must clearly indicate:
 - a. the requirements and the procedures for participation;
 - b. the deadline for submitting applications, which may not be less than thirty days from the date of publication;
 - c. the faculty, the Degree Programme, the name of the course, the academic discipline sector, the number and type of teaching hours;
 - d. the remuneration paid for the assignment in accordance with the University's provisions;
 - e. the criteria for assessing applications.
5. Possession of a PhD, a medical specialisation, the National Scientific Qualification, or equivalent academic or professional qualifications obtained abroad, will constitute a preferential qualification for the award of the teaching contracts referred to in this Article.
6. Applications must be submitted in accordance with the procedures set out in the Call for Applications and must include the applicant's curriculum vitae, together with a list of their qualifications and scientific publications.
7. Candidates are assessed on the basis of criteria approved by the Academic Senate and subject to periodic updating in line with teaching and organisational needs.
8. Applications are assessed by the Degree Programme Council, which draws up a ranking list. Subsequently, the Degree Programme Council forwards the ranking list to the Faculty Council, which resolves on the awarding of the assignment to the successful lecturer. The documentation relating to the selection is then submitted to the Board of Governors, or to the delegated body (e.g. the Academic Senate), for final approval and the subsequent signing of the contract. The ranking is published on the University's institutional website.
9. If the successful candidate withdraws, in accordance with the procedures set out in the call for applications, the University may offer the teaching contract to the next eligible candidate on the ranking list.
10. Teaching assignments awarded under this procedure will apply only to the academic year for which they are awarded.

ART. 5 Procedure for the appointment of foreign lecturers, scholars or distinguished professionals (Article 23, par. 3, Law No. 240/2010)

1. To strengthen its international profile, the University may award teaching contracts to foreign lecturers, scholars or distinguished professionals, using University funds or funding specifically provided by private individuals, companies or foundations.
2. The awarding of the assignment is resolved by the Board of Governors on a proposal from the Rector, formulated after obtaining the opinion of the Academic Senate.
3. The curriculum of the appointed lecturer is published on the University's institutional website.

ART. 6 Remuneration and grounds for termination of teaching assignments

1. For paid teaching contracts, remuneration is determined by the Board of Governors, which establishes the relevant criteria and general provisions in accordance with the applicable legislation and the University's internal regulations.
2. Payment arrangements and administrative and accounting procedures are governed by Operational Procedure PO39, which must be followed at every stage of the payment process.
3. The remuneration must comply with the minimum parameters set out in Interministerial Decree no. 313 of 21 July 2011, in accordance with the provisions of Art. 23 of Law 240/2010.
4. The provisions of Articles 2229 et seq. of the Italian Civil Code governing the professions and the provision of intellectual services, together with the provisions of Legislative Decree No. 276 of 10 September 2003, apply to teaching contracts where compatible.
5. For social security purposes, the provisions of Article 2, par. 26 et seq. of Italian Law No. 335/1995, as amended, apply to the teaching assignments governed by these Regulations.
6. The University ensures cover against the risks of accidents and civil liability connected with the performance of teaching activities.
7. Teaching contracts terminate automatically upon expiry. However, the University may terminate the contract before its expiry for just cause, serious breach of contract or proven professional unsuitability of the appointee, paying remuneration only for the work carried out up to the date of termination. Brief interruptions that are duly notified shall not constitute grounds for termination, provided they do not compromise the achievement of the intended outcomes. Matters not covered by these Regulations shall be governed by the National Collective Agreement for Collaborators (ACNC) of 10 December 2015 and the applicable legislation.

ART. 7 Rights and duties of holders of teaching assignments

1. Holders of teaching assignments are required to carry out personally the teaching activities entrusted to them.
2. They must take part in all activities connected with the course, including:
 - a. conducting lectures and the other teaching activities provided for in the study plan;
 - b. serving on examination boards and degree examination boards;
 - c. assigning and supervising degree dissertations for Bachelor's and Master's Degrees;
 - d. participating in tutoring, guidance and student support activities organised by the University;
 - e. planning and organising teaching activities, as well as completing the registers related to the activities carried out;
 - f. participating in meetings of academic bodies, within the limits set out in the Statute and the Regulations;

- g. holding office hours and providing support to students throughout the academic year.
- 3. Holders of a teaching contract may, for the duration of the contract and until the end of the extraordinary examination session for the relevant academic year, use the title of “Contract Professor”, indicating the discipline taught.
- 4. The contracts referred to in these Regulations shall not give rise to any rights regarding access to permanent positions at the university.

3 Entry into force and transitional provisions

ART. 8 Transitional and final provisions

- 1. For any matters not expressly governed by these Regulations, reference should be made to Article 23 of Italian Law 240/2010 and to the relevant applicable legislation.
- 2. These Regulations repeal and replace the Regulations for the awarding of course assignments of Vita-Salute San Raffaele University issued by Rector's Decree no. 3422 of 24/06/2011. The provisions contained in these Regulations apply exclusively to teaching assignments to be awarded after their entry into force. Assignments already awarded on the date of entry into force shall continue to be governed by the previous rules until their expiry.
- 3. These Regulations shall come into force on the day following that on which the Rector's Decree is issued and published on the University's institutional website.

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.