



HOSPITALITY AND LIVING

Untenured full professors



POLITECNICO
MILANO 1863



About Polimi

Introduction

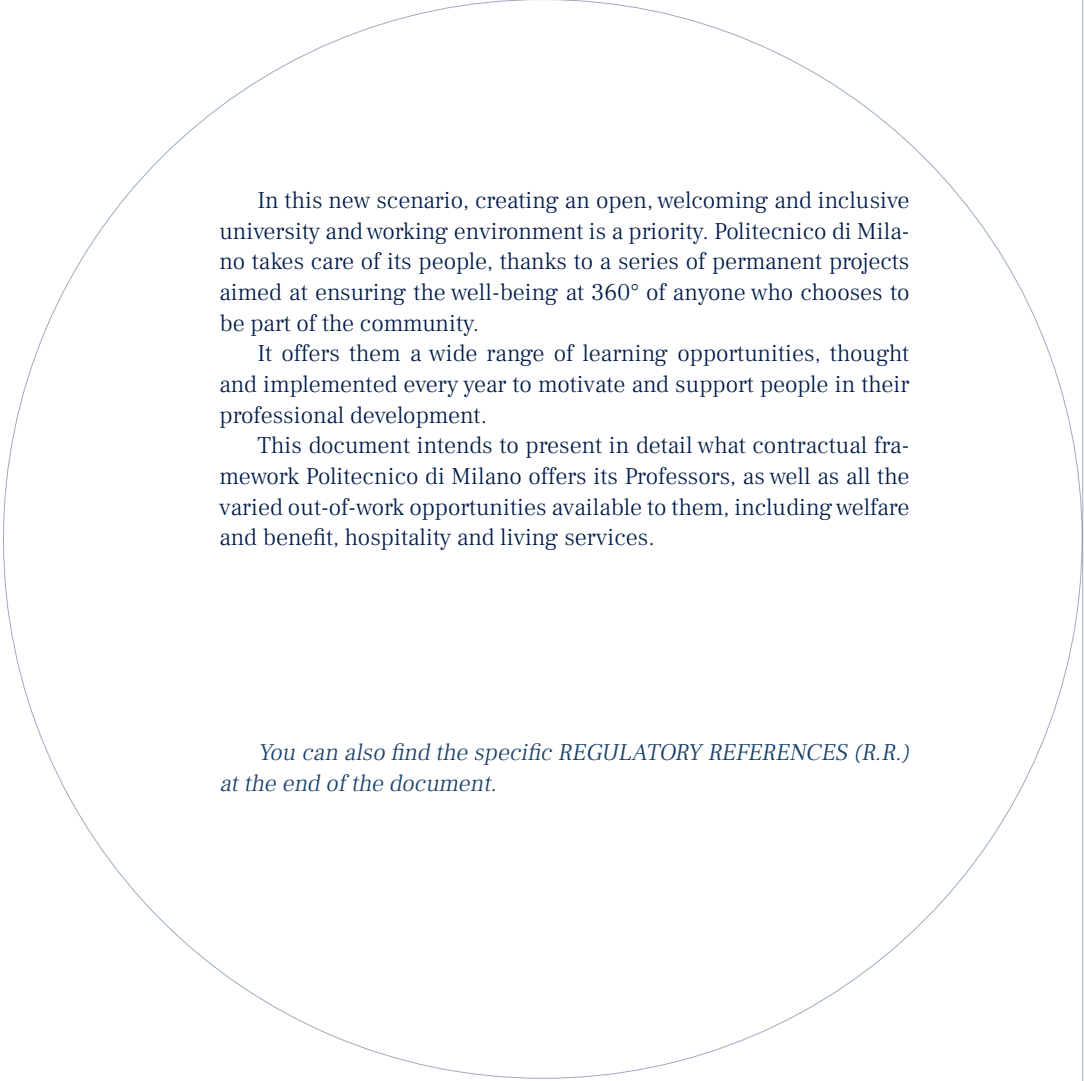
Since 1863, Politecnico di Milano is a world-leading scientific-technological university delivering cutting-edge research and education in engineering, architecture, and design. Between scientific rigor and creativity, talents' passion and experience are at the service of sustainable development, to contribute in the best possible way to the challenges that the world has to face.

Being part of Politecnico means being at the forefront in sharing science and building an educational proposal of excellence. It means being "Technology for Humanity".

The University has always and consistently focused on the quality and innovation of its teaching and research activities. The research infrastructures are its beating heart: provided with a state-of-the-art equipment and supported by teams of highly qualified professors and researchers, they make Politecnico di Milano a point of reference in Italy and abroad.

The University strongly believes in creating a synergic and continuous collaboration with enterprises and territory. These partnerships, in many cases favored by Fondazione Politecnico and by consortia to which Politecnico belongs, are further enhanced by means of experimental research and technology transfer, with the aim of driving innovation and continuous improvement to shape the future.

The shared goal of creating a better world through research, education and innovation can only be achieved by adopting a multidisciplinary and international approach. Since many years, Politecnico di Milano has strengthened its commitment to internationalization, becoming part of the European and world network of the most qualified technical universities, and engaging in several research and training projects.



In this new scenario, creating an open, welcoming and inclusive university and working environment is a priority. Politecnico di Milano takes care of its people, thanks to a series of permanent projects aimed at ensuring the well-being at 360° of anyone who chooses to be part of the community.

It offers them a wide range of learning opportunities, thought and implemented every year to motivate and support people in their professional development.

This document intends to present in detail what contractual framework Politecnico di Milano offers its Professors, as well as all the varied out-of-work opportunities available to them, including welfare and benefit, hospitality and living services.

You can also find the specific REGULATORY REFERENCES (R.R.) at the end of the document.



Who's the Untenured Full professor¹ at Politecnico di Milano?

Untenured full professorship may be conferred to: Full Professors employed in other Universities, scholars holding the national scientific qualification as Full Professor, experts highly qualified in scientific and professional terms with previous experience in research activities.

Untenured Professors have the same teaching duties of part-time tenured professors, the annual teaching commitment envisages the performance of one or more tasks described in the following paragraphs together with the equivalent hours.

Professors of practice may be members of Degree examination Boards and may operate as thesis supervisors and/or co-supervisor.

Participation in funding Calls is appreciated and scientific disseminations of results supported.

They may participate in department councils, school meetings, committees and working groups in the university, without voting rights.

The Statute of the Politecnico di Milano

[Microsoft Word - Statuto del Politecnico di Milano EN \(polimi.it\)](#)

The Code of Ethics and Conduct of the Politecnico di Milano

[2021_08_02_Codice_etico_eng.pdf \(polimi.it\)](#)

»1 The untenured full professor is intended as professor of practice

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Professor of practice

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Professor of practice

POINTS OF INTEREST

01. Type of employment and teaching duties

In order to carry out specific research programmes, Politecnico di Milano may enter into agreements with companies or foundations, or with other public or private entities, providing for the temporary establishment of untenured professor positions (r.r. 1).

Untenured professor assignments shall have a **maximum of three years** and are renewable, subject to the conclusion of a new agreement or the renewal of a pre-existing one. **The total duration of assignments may not, in any case, exceed six years.**

Assignments shall be conferred on a part-time commitment basis only.

Untenured professors are required to take on an annual teaching commitment of minimum **250 hours/year** for all activities mentioned below.

The annual teaching commitment envisages the performance of one or more of the following tasks:

- A) deliver institutional assisted teaching in bachelor of science, master of science 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 bachelor of science and master of science programmes;
- F) supervising phd students and participating in phd boards;
- G) other assistance to students, internships, mentoring and guidance.

The departments must allocate **untenured (part-time) professors** at least the minimum number of standard conventional hours (imin) equal to **80** of institutional commitment-assignment (iist).

More details:

Regulations on the teaching commitment of professors and researchers at Politecnico di Milano [8. regolamento impegno didattico eng.pdf \(polimi.it\)](#)

02. External assignments – dual affiliation

Untenured professor who can carry out freelance professional activities, must consult the aforementioned regulation, in particular article 8 and possibly use the same application “external assignments” to enter authorization requests.

The same article 8 provides for the possibility of establishing a further employment relationship (even subordinate) with another foreign university or research body (r.r. 2).

Following the insertion of an authorization request, the applicant will receive a rectoral authorization by letter, via *the vidimo* - *archivio provvedimenti application*.

More details:

Regulations on external appointments of professors and researchers [4. regolamento incarichi esterni eng.pdf \(polimi.it\)](#)

Guidelines for obtaining dual affiliation [linee guida doppia affiliazione - docenti pta assegnisti e dottorandi ing.pdf \(polimi.it\)](#)

03. Economic classification

Salary

Untenured professors shall be applied the same legal and financial arrangements as those for part-time tenured full professors, for the entire duration of the employment relationship.

The total basic salary is equal to that established for class 0 full professors. Possible financial supplements to the basic salary may be provided for from the funds of the agreement. The basic salary shall remain unchanged for the duration of the contract.

Untenured professors:

| Basis | Class | Gross annual salary 2023 |
|-----------|-------|--------------------------|
| Part-time | 0 | 50.519,27 |

The column “annual gross salary” defines the gross yearly compensation. To calculate the net salary, the gross salary should be reduced by:

- personal contribution for pension treatment and severance fund (12%);
- income taxation according to the following progressive scheme:
 - 1st bracket: income below 28,000 euros, rate of 23%;
 - 2nd bracket: income between 28,001 and 50,000 euros, rate of 35%;
 - 3th bracket: income exceeding 50,001 euros, tax rate 43%.

In addition to the annual gross salary provided directly to the professor, Politecnico di Milano will pay to the government an additional 38% of additional taxes, pension treatment and severance fund on behalf of the professor. All these fiscal details might change according to the specific personal position and country of

residence, therefore they will be checked by the human resource department during the recruiting process.

Please note: the salary, tax and social security amounts are subject to annual changes.

The professor is entitled to the provisions of the law on the protection and support of maternity and paternity rights, on welfare, social integration and the rights of disabled persons, and on extraordinary leave and sick leave.

Incentive system

In order to develop entrepreneurship of the departments and the faculty, Politecnico di Milano has set up an incentive system aimed at promoting research, consultancy and teaching activities as well as the development of relations with the institutional and corporate community, through the implementation of projects with public and private bodies.

This system allows the professor to sign research, consultancy and teaching contracts based at Politecnico di Milano, and manage the received sum of money to increase his/her salary, to pay additional teaching, research and technical-administrative staff, pay business travels, or purchase equipment for teaching, research and working activities.

The contract proposals and the economic framework for the allocation of incentive payments are submitted to the relevant bodies for approval, as established (also in terms of payment methods) by the specific “general regulations for services on behalf of third parties”.

Third party activities may be formalized as follows:

- long-term agreements with public or private entities;
- contracts stipulated with public or private entities and whose purpose is to carry out research, consultancy or teaching activities, with the exception of teaching in the field of continuing education already provided by Politecnico di Milano and its consortia.

The sum of money that may be paid to the professor on these types of contracts must not exceed 200% of the annual gross salary for a full time professor in the maximum class (maximum class equal to € 133,470.71), and in any case, it cannot exceed the expenditure ceiling under the regulation in force (art. 3, paragraph 44 of the law 244/2007 and subsequent amendments).

Finally, every year the university makes available to its professors certain university research funds to support various operating expenses (e.g. Purchase of pcs, consumable materials, registration for conferences, missions, etc.). These funds may be allocated to professors on the basis of their annual teaching and research performance, or may be awarded on the basis of project proposals. The method is defined independently by each department.

More details:

[regolamento_prestazioni_conto_terzi_ing.pdf \(polimi.it\)](https://www.polimi.it/regolamento_prestazioni_conto_terzi_ing.pdf)

04. Working hours and holidays

Teaching and research staff are not obliged to sign in every day and are not formally entitled to a fixed number of days off. Clearly, the attendance in the university is closely linked to teaching, research projects, and other activities carried out within the university.

Currently, the university has some days of closure: one/two weeks during august and two weeks in winter for christmas holidays.



05. Support to entrepreneurship

Research and business relations

Politecnico di Milano is known for its many laboratories and a business unit dedicated to research, innovation and business relations, whose purpose is to support research by promoting strategic partnerships with companies, institutions and alumni.

The unit develops collaboration programmes integrating university departments with the needs of companies, particularly in the areas of research, innovation, technology transfer, post-graduate training, recruiting & employer branding, and provides support for the university reputation and financial support through engagement and fundraising campaigns on the international alumni network.

The research support services that the unit provides to its professors are:

- systematization, strengthening and consolidation of possible synergies in the areas of: european funding, major research infrastructures, enhancement of intellectual property, development of new ideas and entrepreneurship;
- support to boost and extend strategic relationships with industry, with high impact on research and third mission;
- interaction with the job market: placement, employer reputation and employment data centre;
- development of the university identity and sense of belonging: alumnus, ambassador, give back, donor as an instrument of dialogue with industry and economic support;
- systematization and enhancement of the range of master's degrees, advanced courses,

Funded training projects and lifelong learning, also in collaboration with the business World.

Technology transfer and PoliHub

Politecnico di Milano has a dedicated technology transfer office within the research, innovation and business relations unit: the tto (technology transfer office).

The Politecnico di Milano tto is one of the first institutes in Italy, among the founders of netval (network of ttos of Italian universities). In recent years it has achieved proven results both in terms of intellectual property management, with a portfolio of over 1200 protected inventions (1123 patent families – 27 utility models - 25 design - 13 software- 68 knowhow), more than half of which are already in industrial and commercial use, and also in terms of spin-off companies creation.

The mission of the technology transfer office is to support researchers, students and staff in transferring scientific knowledge from the laboratory to the market, thus contributing to the social, cultural and economic development of society. The tto offers technical and legal expertise to maximize the opportunities for commercial exploitation of all kinds of innovative results in the fields of engineering, architecture and design.

The tto staff, thanks to their technical-scientific, economic-managerial and legal skills, on the one hand offers the necessary professional support to the university researchers at every stage of the technology transfer process, and on the other is a contact point for companies wishing to interface with Politecnico in order to acquire innovations or to set up collaborations.

Its activities include:

- evaluation of the protectability of research results;
- management of the preliminary and preparatory phase for the filing of patents and other forms of industrial property rights;
- intellectual property exploitation through licensing;
- support for intellectual property negotiations in different forms of collaboration with industry;
- management of the preliminary and preparatory phase of spin-off company creation;
- management of services aimed at the growth of spin-off companies;
- training and information on intellectual property and technology transfer.

Alongside the *tto*, *polihub*, the Politecnico incubator, supports professors in expressing their entrepreneurial potential. *Polihub* mission is to support highly innovative startups with scalable business models, and to drive cross-fertilization processes between the academy, the different startups and established innovation-oriented companies. To do this, *polihub* operates through the exchange of experiences, sharing of knowledge, mutual interaction and discussion between entrepreneurs, bringing together the enormous wealth of knowledge of the Politecnico di Milano and its centers of excellence, *mip*, *polidesign* and *cefriel*, aimed at collaborating with corporates.

In particular, *polihub* deals with:

- **SCOUTING** - selection of innovative business ideas and projects
- **TUTORSHIP** - team consolidation and prototyping
- **MENTORSHIP** - business model refinement and market validation
- **ADVISORY** - support the search for funding and scale-ups

Open innovation - helping businesses

Polihub supports companies in “open” innovation processes by identifying and selecting the

Best startups and backing the development of new innovative technology companies.

The main services supporting “open” innovation offered by *polihub* are:

- startup intelligence
- hackathons
- startup scouting & innovation consultancy
- call for ideas
- tailored startups
- corporate vc
- corporate spin-offs

06.Tools for innovative teaching

In the last years the university has invested a great deal of resources in introducing elements of innovative teaching in all courses of study, allowing professors to experiment with both content and delivery methods. We have introduced cross-curricular and soft-skills courses, courses taught in cooperation with the corporate sector, with a view to involving the business world more directly in the university. Additionally, we have experimented with *moocs* and with blended online and face-to-face teaching, introducing active and social learning and the use of software tools (*wooclap*, *feedbackfruits* peer-review, *feedbackfruits* interactive study material, ...) to increase student engagement. The whole faculty has had training opportunities to fully understand the potential of educational innovation and internal exchange and comparison of experiences, also benefiting from collaboration among professors.

All university classrooms are equipped with the **cisco webex** *videoconferencing system*, with dedicated cameras capable of recognizing and tracking professor's face, thus also enabling experiments in collaborative classrooms with other universities around the world.

Alongside these curricular experiences, professors are encouraged to propose initiatives that can support or instill a passion for science and the subjects of engineering, architecture and design through extracurricular activities that we have called **PASSION IN ACTION**. Here too, the university support is constant, and professors who wish to implement a new activity will find all the tools he or she needs and the necessary support in terms of both technology and methodology.

The university is therefore an open environment for educational experimentation, always striving to support its professors and students in active and engaging teaching.

07. Benefits and welfare

Polimi people care

In addition to the national health services already included in the income taxation described below, the university offers the opportunity to subscribe new integrated health care and social assistance plan of *insieme salute* with the “*insieme salute*” fund for professors and their families at an agreed cost of € 285 per capita per year, which in brief includes:

- 100% reimbursement of nhs co-payments;
- unlimited private examinations and laboratory tests at more than 2.000 affiliated facilities;
- hospital stays, allowance of €50 per day of hospitalization;
- night and day assistance for hospitalization;
- home nursing care following hospitalization and post injury: up to 50 hours per year per person;
- access to the network for dental and orthodontic services at reduced rates, and first visit: one dental visit per year fully paid and access to the network to take advantage of the reduced rate reserved for “*insieme salute*” patients.
- call center services 24 hours a day every day of the year

Company nurseries

The university offers the opportunity to enroll professors’ children in corporate nurseries at a reduced cost, based on family income. The nurseries are located in milan, via valvassori peroni, n. 17 (leonardo campus) and in via candiani 72 (micronido – bovisa campus). They are a day-time service with a capacity of 25 and 10 children respectively aged 3-36 months. Access to the university/affiliated nurseries is subject to participation in a public call for applications issued in february/march each year but it’s also possible to ask for available places at the nurseries in other periods.

Additional day-care services maybe offered upon availability. Moreover, Politecnico has other agreements with other structures in milan.

More details: [parental support: polimi](#) or writing to the email equalopportunities@polimi.it

International schools

The Politecnico di Milano has activated two agreements with international schools, with a native-speaking and bilingual courses, aimed at offering a **10% discount** on the annual tuition fee for courses of all levels for sons and daughters of Untenured Full Professors.

The schools are:

- **ICS MILANO - INTERNATIONAL SCHOOL**
- **SIS - SWISS INTERNATIONAL SCHOOLS**

You can consult the details of the services and the contacts of the schools at this [link](#).

Easter and summer camps

During easter and summer school holidays, Politecnico di Milano organizes daily camps for employees' children aged 5 to 13, both in bovisa and leonardo campuses, at a favourable rate.

Access to the university/affiliated nurseries is subject to participation in a public call for applications issued in march each year.

More details

[parental support: polimi](#)

Or writing to the email equalopportunities@polimi.it

Purchase of products and services at preferential rates

Discounts are available through the edenred 4you online ser-

vices platform, a promotions portal with more than 150 agreements on the main brands, both physical and online, and discounts of up to 40% in various areas, from shopping to leisure, from electronics to car insurance, from travel to baby items, as well as gyms, restaurants and hotels.

In addition, thanks to agreements between Politecnico and several organizations, it is possible to enjoy a lot of services at discounted prices in many areas: delivery services and markets, travel, insurance and technology. You can find all the information on your online services.

Public transport subscription

Option to buy at special rates annual subscriptions for the use of public transport within the lombardy region. Management service of requests and delivery of travel tickets by the university structures and charging of the amount in instalments in the pay packet.

Sharing mobility agreements

Opportunity to take advantage of subsidized rates of sharing mobility services such as: car, bike, motorbike and electric scooter sharing, airport transfer sharing, bike and car rental.



08. Campus life

Libraries

The Politecnico libraries' primary purpose is to support teaching, research, and scholarly activities. New professors can ask the librarian to acquire the collection materials necessary for research and teaching.

Individual workstations can be prebooked through the **Affluences** app or by contacting the circulation desk in the leonardo campus library, in the bovisa la masa library and the bovisa candiani library.

The Politecnico libraries subscribe to several publishers to allow access to different types of online resources. Access online resources including databases, e-journals, and e-books through the library website and catalogue. The library staff support teaching with a remote or in person assistance about bibliographic research and using electronic resources.

The remote assistance takes place on the teams platform by reservation <https://www.biblio.polimi.it/en/contacts/virtual-desk-by-appointment>.

More details: www.biblio.polimi.it

Sport

Inside the leonardo campus there is the **C.S. Giuriati**, a sports centre of 36,000 square meters with **12 practicable disciplines**, a gym, a climbing wall, an indoor multipurpose field, two padel courts, a calisthenics area and much more. The center has recently been completely renewed. A sports area in bovisa la masa and a fit center in lecco campus further enrich the sporting offer.

Regarding the **sporting activities**, there are numerous courses of different disciplines in each campus.

Every year Politecnico organizes major events involving the community and citizens in different locations (milan, lecco, cremona, etc). The most important one is the **Polimirun Ppring**, a competitive and non-competitive 10km race with a route that winds through the city connecting the two milanese campuses of Politecnico.

More details: www.sport.polimi.it/en/

Culture and leisure time

Discounted tickets for cinemas, theatres and exhibitions in milan are available thanks to agreements between the university and these organizations.

Regulatory references(R.R.)

- R.R. n. 1 - art. 1, paragraph 9, of Law no. 230/2005 (Professors of practise positions)
- R.R. n. 2 - art. 6, paragraph 12, of Law no. 240/2010 (Legal Status of tenured Professors and Researchers)

Procedures for access to positions

Requirements and procedures to access the position

Requirements

Untenured professorships may be conferred to:

- A. scholars holding the national scientific qualification as full professor for the relevant competition sector or for one of the competition sectors included in the same macro-sector, or for the relevant scientific-disciplinary group;
- B. candidates that are qualified for the role corresponding to the one for which the notice is issued, limited to the period of its duration;
- C. individuals who are highly qualified in scientific and professional terms for the research project that is the subject matter of the agreement, including scholars permanently engaged abroad in university-level research or teaching activities in an academic position corresponding to that of full professor on the basis of the equivalency tables of Italian and foreign academic positions.

Procedures

Politecnico di Milano initiates and manages procedures for the positions of Professor of Practice.

Formal Offer for Untenured Professors can be done:

- A. **Selection Procedure**
- A. **Direct Confirmation**

A – SELECTION PROCEDURE

In the selection notice all relevant information is provided, and in particular the following is indicated:

- type of teaching and scientific commitment that the selected professors will undertake;
- one or more Scientific Disciplinary Sectors;
- Department calling the position and the Campus
- maximum number of publications to be attached to the application (which may be not less than 12)
- Economic classification

To participate in the selection process, the applicant must fill out the participation form available on the procedure page of the University's website and send it in an envelope containing the application for admission to the selection, duly dated and signed and with all the required attachments, as well as those deemed useful for the purposes of selection, can be sent in the following ways:

- by Italian Certified E-Mail to the PEC address pecateneo@cert.polimi.it using the applicant's Italian certified e-mail address (PEC);
- by hand delivery to the Mail, Protocol and Archive Service - Piazza Leonardo da Vinci, 32 - 20133 Milan during days and time indicated in the Call;
- by registered letter with acknowledgment of receipt, express mail, courier or any other means capable of certifying dispatch by the specified deadline; to this end, the accepting postmark will be considered valid;

The Selection Committee evaluates applicants on the basis of:

- the curriculum vitae;
- scientific publications;
- teaching activity

Based on the call profile and its themes, the Committee will use the following criteria:

- a. quality of the scientific production, and/or project, assessed on the basis of criteria and parameters recognised in the relevant international scientific community;

- b. teaching activities carried out at national and foreign Universities or Institutions;
- c. scientific responsibility for funded research projects;
- d. (where applicable) achievements in technology transfer in terms of participation in the creation of new companies (spin-offs), development, use and commercialisation of patents

The Boards shall conclude their work **within three months** from the date of publication of the Rectoral Decree of appointment on Albo Ufficiale di Ateneo (University Official Register).

B – DIRECT CONFERMENT

Applicants interested in participating in a direct conferment procedure for Untenured Professors must meet at least one of the following requirements:

- a. they have been awarded high scientific recognitions in the international arena;
- b. they have held executive positions in qualified research institutes for at least three years

The resolution of the Department Board shall state the reason for which the **direct conferment** is proposed and shall be forwarded to the Central Administration together with the Curriculum Vitae and certificates of the scholars concerned.

The successful candidate shall sign the employment contract **within 30 days** of the Board of Governors' decision approving the proposed formal offer.

The assignment is conferred by concluding **an individual fixed-term employment contract**.

The contract, signed by the holder of the assignment contractor and the General Director, will indicate:

- a) the start and end date of the employment relationship;
- b) the required services;
- c) the Department involved;
- d) the relevant scientific-disciplinary group;
- e) the remuneration.

Procedures for entry of professors from non-Eu Countries

Once the procedure for the recruitment of university has been completed, or the Ministerial authorization for direct calls has been received, the necessary procedures for the admission of non-Eu Professors will be immediately initiated. They are listed and analyzed in detail below.

It should be noted that professors and researchers from Switzerland, Norway, Iceland and Liechtenstein, do not need a visa and residence permit but can enter Italy with a valid document.

As of January 1, 2021, citizens coming from the United Kingdom are considered non-Eu citizens and are therefore subject to the procedures mentioned below.

- 1 - Request for Nulla Osta to carry out teaching activities at the relevant local Prefecture (R.R. 3)
- 2 - Request for Nulla Osta to the relevant local Prefecture for any accompanying family members
- 3 - Request and obtain an Entry Visa for Subordinate Work at the Italian Embassy/Consulate in the Country of origin or residency.
- 4 - Entry into Italy and first appointment at the Prefecture to request residency permits and to sign the Integration Agreement
- 5 - Posting of Residency Permit Application Kit at a Post Office
- 6 - Appointment at the Police Headquarters for photo identification
- 7 - Issue and collection of residency permit

1 - REQUEST FOR NULLA OSTA TO THE PREFECTURE TO CARRY OUT TEACHING ACTIVITIES

The Nulla Osta is an authorization to carry out teaching activities by Professors from non-Eu Countries.

It is issued by the Sportello Unico (SUI) [Single Desk for Immigration] of the relevant local Prefecture.

The request for the Nulla Osta is submitted on-line through the Ministry of the Interior's website by the Visiting Professor Welcome Office of the Politecnico di Milano, following the approval of the professor's appointment; the timing for its issue varies depending on the Prefecture's situation (from 2 to 4 months) and, once issued, it will be sent electronically to the Italian Consulate Representation in the professor's country of origin or residence, who will then be able to apply for an entry visa for Subordinate Work.

Documents required by the professor:

- Original qualification, translated and legalised (if issued abroad).
- Curriculum Vitae in Italian or English.

Information on the legalization of documents: [Translation and legalisation of documents – Ministero degli Affari Esteri e della Cooperazione Internazionale](#)

2 - REQUEST FOR NULLA OSTA TO THE PREFECTURE FOR ANY ACCOMPANYING FAMILY MEMBERS

If the professor has a family accompanying him/her, at the same time as the request for a Nulla Osta to carry out teaching activities, a Procurator of Politecnico di Milano must forward the request to the Prefecture for the professor's family members as well.

Allowed Family members are:

- the spouse (or Partner with Civil union) who must not be legally separated and who must be 18 years old;
- children who are minors, including those of the spouse or born



out of wedlock;

- dependent adult children, if they cannot permanently provide for their own living needs due to total disability; dependent parents, if they have no other children in the Country of origin or provenance, or parents aged 65 or over, if their other children are unable to support them for documented serious health reasons.

To proceed, the professor must send to the legal representative of the Visiting Professor Welcome Office, a *Notarial Proxy translated and legalized* following rules and criteria of the country where it will be produced.

Required documents:

- Notarized Power of Attorney (delegation) translated and legalized for a Visiting Professor Welcome Office Attorney

Information on the legalization of documents: [Translation and legalisation of documents – Ministero degli Affari Esteri e della Cooperazione Internazionale](#)

3 - REQUEST AND OBTAIN AN ENTRY VISA AT THE ITALIAN EMBASSY/CONSULATE IN THE COUNTRY OF ORIGIN OR RESIDENCY

Once the Nulla Osta has been obtained, the professor and his/her family members may apply for a visa for Subordinate Work and for Accompanying Family Members at the Consulate/Embassy in the Country of origin or residency.

Required documents:

- entry Visa application form (available on the website of each Embassy)
- recent passport-size photograph
- valid travel document with an expiry date at least six months longer than the visa being applied for
- Nulla Osta for Work (and/or accompanying family member) granted by the Single Desk for Immigration (requested and provided by Politecnico)

The timeframe for issuing visas varies according to the consulate/Italian Embassy of reference.

4 - ENTRY INTO ITALY AND FIRST APPOINTMENT AT THE PREFECTURE TO REQUEST RESIDENCY PERMITS AND TO SIGN THE INTEGRATION AGREEMENT

Once they have arrived in Italy, the Visiting Professor Welcome Office must announce the arrival of the professor and his/her family members within 8 working days and request an appointment to Relevant Local Prefecture to sign the Integration Agreement and to issue the KIT containing documents required to apply for a residency permit.

The following documents must be submitted to produce the KIT:

- a copy of the visa with entry stamp;
- documentation proving suitable accommodation;
- an Italian mobile phone number;

With regard to the documentation proving suitable accommodation, this is divided into the following options:

- Temporary accommodation in one of the residences offered by the University: Housing declaration issued by the Housing Service of the Politecnico is required;
- Temporary accommodation in another University residence or in a hotel: Reservation on letterhead of the residence/hotel for at least 1 month and a copy of the valid identity document of the person who signed the reservation are required
- Private accommodation (house or apartment for rent or purchase). Required documents:
 - a copy of the rental contract and its registration with the Inland Revenue; a copy of the host's identity document; sale of a building, original plus photocopy (R.R. 4) -Communication from the owner of the accommodation to the local Police, stating the extra-Ue foreigner has settled into the flat during the last 48 hours;
 - original certificate of housing eligibility issued by the municipality, plus a valid photocopy Document that certifies how many people can live in the accommodation, according to the flat surface. It is issued by the local City office (Comune);
 - a declaration signed by the tenant indicating the number of persons occupying the property (with a valid identity document attached).

The Integration Agreement stipulates specific integration objectives, to be achieved during the period of validity of the residency permit, and is broken down into credits.

The Professor undertakes to:

- acquire a level of knowledge of spoken Italian equivalent to at least level A2 of the Council of Europe's Common European Framework of Reference for Languages. Professors who got a Phd in Italy or hold a position in an Italian University can skip this requirement.
- gain sufficient knowledge of the fundamental principles of the Constitution of the Republic and of the organization and

functioning of public institutions in Italy;

- acquire sufficient knowledge of civic life in Italy, with particular reference to the areas of health, education, social services, employment and tax obligations;
- ensure the fulfilment of their children's educational obligations;
- meet all tax and social security obligations;
- adhere to the Charter of Values of Citizenship and Integration and respect its principles.

The State undertakes to:

- ensure the fulfilment of fundamental rights and equal social dignity of persons without distinction as to sex, race, language, religion, political opinion and personal and Social conditions, preventing all forms of racism and discrimination;
- facilitate access to information that helps foreign citizens understand the main contents of the Italian Constitution and the general order of the State;
- ensure, in liaison with the regions and local authorities, the monitoring of compliance with employment protection regulations, as well as full access to health and compulsory education services;
- encourage the integration process of the person concerned by taking all the appropriate initiatives, in collaboration with the regions, local authorities and non-profit associations;
- provide the person concerned, within 3 months of the signing of the agreement, with free participation in a civic education and information course on life in Italy.

The Professor shall acquire, in summary form, knowledge of the fundamental principles of the Constitution of the Republic and of the organization and functioning of public institutions in Italy and knowledge of civil life in Italy. The course lasts no less than five hours and no more than ten hours and includes the use of materials and aids translated into the language indicated by the professor. The agreement has a duration of two years, and can be extended for an additional year.



One month prior to the expiry of the two-year period of the agreement, the Single Desk for Immigration starts its verification by inviting the professor to present the documentation necessary to obtain recognition of the credits and the certification concerning the fulfilment of the obligation to educate his/her minor children or, in the absence of this, the proof that he/she has taken steps to ensure their fulfilment. In the absence of suitable documentation to ascertain their level of knowledge of the Italian language, civic culture and civil life in Italy, the Professor may take a free test carried out by the Single Desk for Immigration at adult education center and associated offices.

5- KIT DISPATCH TO POST OFFICE

Once the KIT has been obtained from the Single Desk at the Prefecture, the professor must proceed to a Post Office and send the application for a residency permit.

The KIT must include the following documents:

- a copy of the main Passport and Visa page;
- a document confirming their appointment as professor or researcher;
- copy of the Nulla Osta issued by the Prefecture's Single Desk for Immigration;
- original form issued by the Prefecture's Single Desk for Immigration;
- 1 revenue stamp of Euro 16.00

Currently, the cost of applying for a residency permit, which will have an initial duration of 2 years, is €110.46.

With the receipt for the application for a Residency Permit issued by the Post Office, the Visiting Professor Welcome Office will subsequently be able to make an appointment with the relevant central Police Headquarters for the photo identification and the resulting issue of the Residency Permit card.

6 - APPOINTMENT AT THE POLICE HEADQUARTERS FOR PHOTO IDENTIFICATION

The Visiting Professor Welcome Office will request an appointment for the professor and his/her family members at the Immigration Office of the city's central Police Headquarters. During this appointment, the originals of the documents sent in the KIT through the Post Office will be examined, and photo identification, i.e. fingerprints, will be taken.

Required documents:

- original passport;
- receipt of the original residency permit application;
- 4 passport-size photos

7 - ISSUE AND DELIVERY OF THE RESIDENCY PERMIT

The residency permit (card) will then be available for collection within one month or sooner, from the date of the appointment referred to above, from the central Police Headquarters, subject to verification of the fingerprints of the professor and his/her family members.



Procedures for entry of professors from Eu and non-Eu Countries

Professors whose citizenship does not require an entry visa, i.e. EU citizens and those from Switzerland, Norway, Iceland and Liechtenstein, may enter Italy with a valid document.

Immediately after entry, whatever the origin, 2 formalities must be completed:

A - Registration with the Municipality of Residence

B - Registration with the National Health Service THE MUNICIPALITY

A - REGISTRATION WITH THE MUNICIPALITY OF RESIDENCE

For non-Eu professors, enrolment in the Registry Office can only be completed once they have obtained their residency permit (see previous section). For all other professors this can be done immediately after entering Italian territory, provided they have the necessary documentation.

The documents required for registration are listed below:

- a copy of a valid identity document/passport for foreign travel, issued by the relevant authorities of the country of citizenship;
- Italian tax code (provided by Politecnico di Milano);
- documentation proving the status of employee (decree of appointment);
- copies of the original documents, translated and legalized, proving marital status and family members.
- house/rental contract

The method to submit the request varies according to the municipality; professors who live in the Metropolitan City of Milan can find all the details on the website of the Municipality of Milan at [Richiesta di residenza - Comune di Milano](#).

Once you have registered, you will be able to apply for an Italian Identity Card as a personal identification document. This document is valid only on national territory and cannot be used for foreign travel. It is valid for 10 years from the date of issue and may be renewed 180 days before its expiry.

B - REGISTRATION WITH THE NATIONAL HEALTH SERVICE

Professors must register with the National Health Service for themselves and their accompanying family members visiting the closest ATS (Health Protection Agency) office to their address in Milan. Registration is free of charge. They will then be entitled to the same health cover as Italian citizens: doctor, hospital treatment, prescriptions and medical services at reduced rates.

Non-Eu nationals will be able to register with the National Health Service once they have the receipt for their residency permit. In the period between their arrival and obtaining the above-mentioned receipt, they may wish to take out personal travel insurance for a short period.

EU citizens, on the other hand, can only enroll in the NHS once they have been registered with their municipality of residence.

For both, it will also be necessary to wait for the first pay slip to be issued.

Required documents:

- valid passport;
- receipt of request for residency permit (only for non-Eu professors);
- Italian tax code (provided by Politecnico di Milano);
- a document confirming their appointment as professor or researcher;
- last pay slip;
- Registration /Identity card.

For family members, in addition to the above documentation, they will also need translated and legalized documentation proving their family status (marriage certificate and birth certificate for children).

The application procedure varies according to the municipality of residence. Professors who reside in the city of Milan can refer to the following link with the list of ATS offices where they can apply:

[Cerca sede | Servizi Territoriali ASST Milano \(serviziterritoriali-asstMilano.it\)](#)

Regulatory references (R.R.)

Law on Immigration:

- R.R. 3 - Art. 27, point c) of the Legislative decree 286/98 (Law on Immigration for University Professors)
- R.R. 4 - Art. 7 of Legislative Decree No. 25/7/1998 n° 286 (Communication for sale of a building)

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