



**POLITECNICO**  
MILANO 1863

DIPARTIMENTO DI DESIGN

Milan, 19<sup>th</sup> October 2017

### **Associate Professor Positions opening in the field of Design at Politecnico di Milano**

The Design Department of Politecnico di Milano is opening full-time permanent positions at the Associate Professor level for top international candidates from foreign institutions.

According to the Italian law on the direct call of foreign professors (art 1-bis 1/2009 and its subsequent modifications), applicants should have a foreign passport and have worked permanently in a University or Research Centre for at least three years.

Applicants should hold an associate professor permanent position, or equivalent position, or they should have a curriculum qualified to pass the Italian National Scientific Qualification (<http://abilitazione.miur.it>).

The call intends to collect Expressions of interest by potential applicants, welcoming experts in educational and research activities in the different fields of Design. The candidate should comply with the research activities of the Department of Design ([www.dipartimentodesign.polimi.it/en/](http://www.dipartimentodesign.polimi.it/en/)) and with the Courses of the School of Design ([www.design.polimi.it](http://www.design.polimi.it)).

The applicants should be highly motivated both to research and education, and they should:

- hold previous teaching experience at the undergraduate and/or postgraduate levels in a Design School;
- be supervisor of students' thesis and, possibly, also at doctoral level;
- play an international role in their teaching and research fields;
- raise international research funding and propose cutting-edge research topics;
- be fluent in English.

The position offers a regular "associate professor" salary (Politecnico di Milano follows the salary system of the Italian Public Universities), a tax reduction for the first four years, a lump sum to support the research and teaching activities of the newcomers (to be spent within three years). To get further information about benefits and administrative rules please contact the Human Resources office and Visiting Professor Welcome office, Politecnico di Milano [hosts@polimi.it](mailto:hosts@polimi.it)



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To apply please send an e-mail, with your Expression of Interest and all the documents required below to the Internationalization commission of the Design Department addressing it to Relè Office e-mail address is [rele@polimi.it](mailto:rele@polimi.it)

**The deadline for submission is February, 28<sup>th</sup> 2018**

### **Application documents and procedures**

Candidates are asked to deliver the following documents:

1. A letter of interest addressed to the Head of the Design Department, Politecnico di Milano;
2. Academic Curriculum Vitae including contact information and personal data;
3. List of 10 most significant publications covering the past 5 years.
4. Selection 3 most significant publications format;
5. Teaching portfolio – awards – samples of courses' outputs, etc.;
6. Two letters of References;
7. Documents able to certify that:
  - a. the candidate has been working permanently abroad in a university or research center since at least three years;
  - b. the candidate current position, with clear indication of the effective date of his appointment in such position.

*Note: each attachment should be in PDF format and not exceed 20Mb*

The documents should be submitted in English. The application material will not be returned. Additional documents (i.e. original documents) might be requested in a second stage of the process.

Please name your email "Expression of Interest: Associate Professor Position" and your files following the format: lastname\_Nr (number 1-7).pdf. (e.g. Bianchi\_1.pdf refers to Motivation letter, 2 to CV etc.).

The Politecnico di Milano reserves the right for justified reasons to leave the position open, to extend the application period and to consider candidates who have not submitted applications during the application period.

The Head of the Design Department Politecnico di Milano  
Prof. Silvia Elvira Maria Piardi

# **DIRECT CALL FOR TENURED FULL OR ASSOCIATE PROFESSORS**

## **REGULATION**

### **LAW 230/2005**

Direct calls for Full or Associate Professors are regulated by art. 1, paragraph 9, of Law 230/2005, as amended, whereby:

*"If their budget allows them to do so, universities can provide for the assignment of full and associate professor and researcher positions via a direct call for scholars who have been permanently employed abroad in university research or teaching posts for at least three years and who hold an equivalent academic position in foreign university or research institutions, or who have spent, pursuant to a direct call authorised by the Ministry of Education, Universities and Research, within the framework of the "brains back" programme, a research and teaching period of at least three years at Italian universities and have obtained scientific results that are appropriate for the position covered by the direct call, or winners of high-level research programmes identified by decree of the Minister of Education, Universities and Research, after hearing the National Agency for the Evaluation of Universities and Research and the National University Council, funded by the European Union or the Ministry of Education, Universities and Research.*

*If their budget allows them to do so, universities can also assign full professor positions via a direct call for scholars of high standing.*

To that end, the universities put forward specific proposals to the Minister of Education, Universities and Research who grants or denies authorisation to the appointment, after hearing the opinion of a commission on implementing the national scientific qualification procedures set out in article 16(3)(f) of Law No. 240 of 30 December 2010 as subsequently amended, in respect of the sector for which the call is proposed, which opinion has to be expressed within thirty days from the date on which the opinion itself was requested.

The commission's opinion referred to in the third paragraph above is not required in the event of calls for scholars who were the winners of one of the high-level qualification research programmes referred to in the first paragraph above, carried out within three years from winning the programme, or who are scholars of a recognized high scientific standing mostly selected as mentioned in the first paragraph above. The rector, by his own decree, attends to the appointment, determining the relevant salary class based on seniority of service and assessments on the merit.<sup>(7)</sup>"

*<sup>(7)</sup>The current paragraphs 9 and 9-bis replace the original paragraph 9 pursuant to art. 1-bis, D.L. 10 November 2008, n. 180, which was added by the corresponding conversion law. This paragraph was later amended by paragraph 7 of art. 29, L. 30 December 2010, n. 240 and by paragraph 3 of art. 58, D.L. 21 June 2013, n. 69, as amended by conversion law 9 August 2013, n. 98 and by paragraph 3- quater of art. 14, D.L. 24 June 2014, n. 90, in the text supplemented by conversion law 11 August 2014, n. 114. For the purpose of implementing this paragraph, see M.D. 1 July 2011 and M.D. 28 December 2015.*

## **UNIVERSITY REGULATIONS**

The Regulations governing calls for full and associate professors, in accordance with art. 18 of Law 240/2010, issued with R.D. 15/6/2017, n. 3324, articles 12 and 13, govern the procedures for direct calls or calls for professors of high standing:

## Art. 12

### Direct call or call by the highest repute

- 1) The provision of tenured positions for full and associate professors by direct call may concern:
  - scholars permanently involved abroad in research or teaching activities at university level for a three-year period at least, who occupy an equivalent academic position, ***pursuant to the ministerial provisions in force***, in foreign university or research institutions;
  - scholars who have already spent by direct call, authorised by the Ministry of Education, Universities and Research, within the scope of the “Rientro dei Cervelli Programme” (return of Italian scholars who went abroad), at least three years of research and teaching at Italian universities and have achieved scientific results that are appropriate for the position in respect of which the call is proposed;
  - scholars who have emerged as winners within the scope of high-level research programmes, as identified ***through apposite ministerial decrees***.
- 2) The call proposal may be adopted by the Department Board, after hearing the opinion of the School in which the institutional assignment is meant to be carried out, by an absolute majority of full professors as regards calls for full professors and by full and associate professors as regards calls for associate professors.
- 3) The Department Boards may likewise propose ***to the Board of Governors*** the provision of full professor positions by direct call for scholars of “Chiara Fama” (scholars of highest repute).

## Art. 13

### Procedure for direct call or call by the highest repute

- 1) The proposals must be approved by the Board of Governors, after assessing the economic and financial compatibility and the three-year programming.
- 2) The resolutions of the Board of Governors, together with whichever documentation is deemed necessary, are transmitted to the Ministry of Education, Universities and Research which, after hearing the view of the National University Council (CUN), may authorize the calls.
- 3) The Rector, ***upon receipt of the ministerial authorisation***, by his own decree resolves:
  - in case of Direct call, the appointment as full or associate professors, determining the salary class on the basis of the professional, academic and scientific history and any seniority of service of the scholar;
  - in case of a call for “Chiara Fama”, the appointment as full professor and allocation of the relevant salary class on the basis of the international scientific prestige, the position, the academic merits, any seniority of service and any other element deemed useful for the evaluation.

## PROCEDURES

- the Academic Senate establishes the allocation, if any, of the resource where the Department has not already received sufficient resources to go ahead.
- The Department Board decides on the call proposal to be submitted to the Board of Governors, attaching to its resolution;
  - 1) the School's opinion
  - 2) the curriculum vitae of the professor
  - 3) a certificate issued in English by the professor's university declaring his/her position, the date of his/her appointment and specifying whether it is an indefinite or fixed-term position (the position should be indicated both in English and in the language of the country where the foreign university is based)
  - 4) any other document deemed useful to evaluate the proposal.

Points 3) and 4) concern the case of scholars who have been permanently employed abroad in university research or teaching posts for at least three years and who hold an equivalent academic position in foreign university or research institutions.

5) specific documents on the research programme won by the person concerned, specifying its type for the controls referred to in M.D. 1/7/2011, and in Ministerial Decree of 28/12/2015 as subsequently amended and supplemented.

Point 5) refers to the case of winners of high-level research programmes identified by decree of the Minister of Education, Universities and Research, after hearing the National Agency for the Evaluation of Universities and Research and the National University Council, funded by the European Union or the Ministry of Education, Universities and Research.

- the Teaching Staff Management Service prepares the dossier for the Board of Governors, which approves the proposal.
- The Teaching Staff Management Service transmits the Documents to the Minister of Education, Universities and Research, who grants or denies authorisation for the appointment, after hearing the opinion of the commission appointed to carry out the national scientific qualification procedures set out in article 16(3)(f) of Law No. 240 of 30 December 2010 as subsequently amended, in respect of the sector for which the call is proposed, which opinion has to be expressed within thirty days from date of request for the opinion itself”.
- The opinion of the said commission is not required in the event of calls for scholars who won one of the high-level qualification research programmes carried out within three years from winning the programme, or in the event that the scholar has already obtained the national scientific qualification .
- Upon receipt of the authorisation to the appointment, the Rector, by his own decree, attends to the appointment determining the relevant salary class based on seniority of service and other assessments on the merit, in particular by evaluating the indications provided by the proposing Department Board.

*The Ordinary Financing Fund (FFO) circular envisages a 50% co-funding of direct calls (provided, however, that it does not exceed the fifth salary class). The co-funding interventions are reserved for the university institutions that in the 2014-2016 three-year period have employed at least 20% of the “Punti Organico” (unit of measurement used by the Ministry of Education, University and Research for hiring and suspension) set aside for the employment of Professors to subjects outside the university in terms of the provisions of article 18(4) of Law No. 240 of 30 December 2010*

The direct call and the call by the highest repute result in an APPOINTMENT and not in a CONTRACT.

The remuneration is the one stipulated by the economic remuneration tables for full and associate professors as laid down by Presidential Decree No. 232 of 15/12/2011.

The annual gross amount attributable to a full-time associate professor at the start of employment is 50.831,42 (considering 13 months of salary and special supplementary allowance and 12 months of additional cheque)

The annual gross amount attributable to a full-time full professor at the start of employment is 72.430,64 (considering 13 months of salary and special supplementary allowance and 12 months of additional cheque)

## **RIGHTS AND DUTIES**

## **FULL TIME/PART TIME**

Full professors and associate professors may perform teaching and research activities at the university on a full-time basis or may continue their professional activities at the same time (architect, engineer, lawyer). In this case, they must choose the PART TIME option.

The time option is binding on the professor for a full academic year. A different time option can be requested by the professor by 30 April every year, which becomes effective as from 1 November that year.

The gross salary difference between full time and part time positions is about 35%.

In any case, the position of professor and researcher is not compatible with the pursuit of commercial and industrial activities, subject to the possibility of establishing companies similar to university spin-offs.

Some positions are compatible with the position of full-time professor.

According to the Regulations for paid work, issued on 1 August 2011:

### **Art. 2**

#### ***Incompatible activities***

*1 University professors and researchers cannot perform work:*

- a) that is detrimental to the performance of institutional teaching, research and management activities, as regulated by specific University Regulations;*
- b) that may create a situation of conflict of interest with the Politecnico di Milano;*
- c) that is not in accordance with the propriety and dignity of the University's teaching staff or that damages the prestige and image of the Politecnico di Milano.*

*2. The position of University Professor and Researcher is not compatible with the pursuit of commercial and industrial activities, subject to the possibility of establishing companies similar to university spin-offs or start-ups, in accordance with articles 2 and 3 of Lgs D. 27 July 1999, n. 297 and art. 6 – paragraph 9 of Law 240/2010, also covering formal positions within such scope, as laid down in specific University Regulations.*

*3. Full-time Professors and Researchers cannot perform freelance work.*

### **Art. 3**

#### ***Compatible activities that need not be authorised***

*1. The status of University Professor or Researcher is compatible with all the activities that fall within the scope of their tasks and official duties and with those that are not paid in any way. Such activities need not be authorised.*

*2. Full-time professors and researchers can freely perform, even for consideration, evaluation and refereeing activities, occasional lectures and seminars, scientific collaboration and advisory services, scientific and cultural communication and divulgation activities, and journalistic and editorial activities in accordance with art. 6 - paragraph 10 - of Law 240/2010.*

*3. Also the following activities need not be authorised in advance, even where they are performed for consideration:*

- a) the exploitation of original work and industrial inventions by the corresponding author or inventor;*
- b) work for which only the reimbursement of documented expenses can be claimed;*
- c) work for whose execution the employee takes leave, a chief role or an untenured position;*
- d) the work assigned by trade unions to employees at their own offices, at other offices or on unpaid leave;*
- e) the training of public employees;*
- f) artistic activities and sports, excluding those carried out at a professional level;*
- g) the participation in study, scientific or staff evaluation commissions at other Universities, public authorities or private non-profit entities;*
- h) expert investigations assigned by Courts.*

### **Art. 4**

#### ***Activities that need to be authorised***

*1. Subject to the Rector's prior authorisation, full-time professors and researchers can perform teaching and research activities and institutional and management duties at public entities and non-profit private*

*entities, without being employed thereby, provided this does not create situations of conflict of interest with the Politecnico di Milano.*

## **FREELANCE WORK**

A part-time contract is compatible with freelance work.

## **TEACHING DUTIES**

In accordance with the Regulations, the teaching commitment of full-time full professors and associate professors at the Politecnico di Milano is of at least 350 hours/year for lectures, exercises, educational laboratories, assistance to students, guidance. Tutoring, assistance for Laurea (equivalent to Bachelor of Science) theses, Laurea Magistrale (equivalent to Master of Science) theses and doctoral theses, learning tests, sitting on graduation and doctoral examining committees. Within the framework of this commitment, Departments can assign:

### at the Schools of Engineering:

- the sole lectures for one or more courses, for total 15 ECTS
- the entire teaching activity for one or more courses, for total 10 ECTS
- the sole lectures for one or more courses whose presumed number of enrolled students is at least 100, for total 10 ECTS
- a pondered combination of activities performed as outlined in the three points above
- 120 hours of classroom teaching

### at Schools of Architecture and Design:

- the sole lectures for one or more courses, for total 12 ECTS
- 120 hours of classroom teaching

### at the School of Architecture Urban Planning Construction Engineering:

The School indicates to Departments for each study programme the methods of allocating educational tasks in the alternative between those included in list a) and those included in list b):

a)

- Conducting the sole lectures (classroom teaching) of one or more courses for a total 15 ECTS;
- Conducting the sole lectures of one or more highly burdensome courses for a total 10 ECTS;
- Conducting the entire educational activity envisaged in one or more courses for a total 10 ECTS (lectures, exercises, educational laboratories);
- Conducting a well thought out combination of activities pursuant to the methods set out in the preceding three points;
- Conducting 120 hours of classroom teaching;

b)

- Conducting the entire teaching activity envisaged in one or more courses (lectures, project laboratories) for a total 12 ECTS;
- Conducting 120 hours of classroom teaching

The teaching commitment of part-time full professors and associate professors is of at least 250 hours/year for lectures, exercises, educational laboratories, assistance to students, guidance. Tutoring, assistance for Laurea

(equivalent to Bachelor of Science) theses, Laurea Magistrale (equivalent to Master of Science) theses and doctoral theses, learning tests, sitting on graduation and doctoral examining committees. Within the framework of this commitment, Departments can assign:

at the Schools of Engineering:

- the sole lectures for one or more courses, for total 10 ECTS
- 80 hours of classroom teaching

at Schools of Architecture and Design:

- the sole lectures for one or more courses, for total 8 ECTS
- 80 hours of classroom teaching.

at the School of Architecture Urban Planning Construction Engineering:

The School indicates to Departments for each study programme the methods of allocating educational tasks in the alternative between those included in list a) and those included in list b):

a)

- Conducting the sole lectures classroom teaching of one or more courses for a total 10 ECTS;
- Conducting 80 hours of frontal education.

b)

- Conducting the entire educational activity envisaged in one or more courses (lectures, project laboratories) for a total 8 ECTS;
- Conducting 80 hours of frontal education.

## **HOLIDAYS**

The teaching staff, not being regulated by a contract, are not required to clock in/out every day and are not formally entitled to a pre-set number of holidays. Their presence at the Department is strictly connected with their teaching commitment. In the summer period when lectures are not held, the Departments are inactive and the teaching staff take holiday in agreement with the Head of the Department. This usually happens in the month of August and during the winter break.

## **SABBATICAL YEARS/LEAVE FOR STUDY PURPOSES**

Full professors and associate professors can take leave for study purposes/sabbatical years at full pay for up to 2 years over a 10-year period.

A sabbatical year (art. 17 D.P.R. 11/7/1980, n. 382) is requested to engage exclusively in scientific research activities at Italian, foreign or international institutions, it must be requested for a full academic year and can be renewed in the subsequent academic year.

Leave for study purposes (art. 11 law 18/3/1958, n. 311) is granted for exceptional and justified study/scientific research reasons that require the professor to spend time abroad; it can be used also for shorter periods than a year and cannot be renewed in the subsequent year.

## **PROCEDURES RELATING TO ENTRY INTO ITALY**



## **RESIDENCE**

As from the start date of their service, full and associate professors are required to transfer their residence to Italy and pay taxes in Italy.

### **OBTAINING THE PERMIT TO STAY (non-EU citizens)**

The procedure to regularise the professor's stay in Italy must be duly completed.

To this end, the Politecnico must ask the Prefecture of Milan to issue an Authorisation (Nulla Osta) that will be used by the professor to obtain an Entry Visa from the Italian Consulate/Embassy in his Country of Residence.

The Authorisation request is initially submitted via the website of the Prefecture; after about one month, the Visiting Professor Welcome Office will be called to collect the authorisation.

A document relating to the availability of suitable accommodation is also required. Should the professor decide to live in a private apartment rather than in a University residence provided by the Politecnico, he shall enter into a regular lease contract, registered with the Agenzia delle Entrate [Inland Revenue], and will ask the Municipality to issue a Certificate of Suitability of Accommodation.

Should the professor come to Italy with family members (wife, children), he must apply for an Authorisation for their entry (which takes additional 2/3 months) and come to Italy at the time of their entry.

To ask for the Authorisation (Nulla Osta) for the professor's family members, the Visiting Professor Welcome Office requires the professor to provide a proxy drawn up by a Notary Public and certified by the Italian Consulate/Embassy.

For further information, please visit the webpage:

<http://www.polimi.it/lavora-con-noi/visiting-professor/procedure/familiari-al-seguito/>.

After entering Italy, the professor is required to attend two meetings that cannot be postponed: one with the Prefecture, which will issue the forms required to apply for the permit to stay, and the other with the Police Office (Questura), which will interview the professor and provide for his photographic identification.

In short, to start the procedure, the Visiting Professor Welcome Office requires the professor to provide, as soon as possible:

1. His Degree diploma, translated and certified by the Italian Consulate/Embassy (in some cases if necessary)
2. The address where he will live\*
3. If he enters Italy with his family: The proxy drawn up by a Notary Public and certified by the Italian Consulate/Embassy
4. Academic Qualification translated and authenticated
5. A suitable lodging
6. If a family is involved: The proxy authenticated by the Italian Consulate/Embassy

\* Politecnico di Milano has reserved some lodgings for visiting professors; to live in a Politecnico lodging would simplify the Authorisation process. In the event that it is a private lodging, additional documentation is required.

## **REGISTRATION WITH THE OFFICE OF VITAL RECORDS**

The foreign citizens (from the EU and from outside the EU) with an employment relationship must register with the Office of Vital Records at their Municipality of residence.

The documents required for Registration are the following:

- Copy of a valid identity document/passport valid for expatriation purposes issued by the competent authorities of the country of which they any such foreign citizen is a national;
- Documentation proving the employment status;
- Copy of the original acts, translated and legalized, proving the marital status and composition of the family

The said documentation shall have to be submitted, upon appointment, to one of the offices of the Municipality of residence or hosting the Office of Vital Records.

As regards EC Citizens: registration is required for subjects staying longer than 3 months.

As regards non-EC Citizens: registration is required only after the interested party has received a residence permit.

## **TAX INCENTIVE FOR RETURNING TO ITALY**

The tax allowance is established in Decree Law n. 78/2010 art. 44, converted into law.

To claim the allowance, the professor must permanently reside abroad (this can be proven by producing a certificate of fiscal residence) and must have performed documented research or teaching activities abroad for at least two consecutive years (this can be proven by a certificate issued by the professor's employer). In addition, after entering Italy, the professor must establish his tax residence in Italy.

The tax allowance can be obtained for four solar years running from the professor's entry into Italy (e.g., if the contract is signed in November 2015, the tax allowance can be obtained only for November and December 2015 and will apply for the years 2016, 2017 and 2018 until 31/12/2018).

The incentive provides for payment of only 10% income tax (IRPEF).

NB: To obtain this incentive, the professor shall have to deliver to the Teaching Staff Management Service the Academic Qualification translated and authenticated.

Further information on the legalisation of documents produced Abroad is found at the following link:

[http://www.esteri.it/mae/en/italiani\\_nel\\_mondo/serviziconsolari/traduzionelegalizzazionedocumenti.html/](http://www.esteri.it/mae/en/italiani_nel_mondo/serviziconsolari/traduzionelegalizzazionedocumenti.html/)

## **ECONOMIC ISSUES**

## **SALARY INCREMENTS**

Newly-hired professors can be granted three-year salary increments at the request of the person concerned and following an evaluation of his overall teaching, research and management commitment by a University commission.

To that end, the Regulation on the allocation of three-year salary increments has been issued.

## **THIRD PARTY CONTRACTS**

In relation to payments deriving from services provided to third parties (research, consultancy and teaching activities performed in the interest of public and private subjects, consistently with University research development and enhancement activities and with the institutional purposes of the Politecnico di Milano, designed also to develop the entrepreneurial qualities of University Departments and Structures and to strengthen their resources), regulated by the Regulations governing services provided to third parties, issued with R.D. 19/2/2014, n. 510, payments can be allocated to the teaching staff at the proposal of the contract manager presented in April every year and subject to the prior resolution of the collegial body of the University.

The gross amount of such payments cannot exceed 200% of the overall gross annual remuneration of full-time full professors within the highest salary class.

## **FUNDS allocated by the Academic Senate**

The Academic Senate shall allocate specific funds to professors employed via a direct call, amounting to € 60,000 (for the entire three-year period) for foreign professors and €30,000 (for the entire three-year period) for Italian professors teaching abroad.

The endowment funds can be used for all the research activities of professors including, but not only, temporary research fellowships, missions, collaborations and any other expense for consumables or investments connected with the professor's research activities.

The funds will be transferred to the Department concerned as from the professor's start of service so that he can use them for the purposes indicated above.

## **WELFARE AND SOCIAL SECURITY**

### **HEALTHCARE COVERAGE**

Professors who pay taxes in Italy are entitled to registration free of charge with the National Health Service (ASL). They will thus be entitled to the same healthcare services provided to Italian citizens: general practitioner, hospitalisation, prescriptions and healthcare services at reduced charges.

Non-EU citizens can register with the NHS (ASL) upon possession of the receipt of application for a permit to stay. In the period running between their arrival and the issue of the said receipt, they can take out personal travel insurance, for a short period.

EU citizens, instead, can register with the NHS (ASL) upon possession of a document proving their employment.

As regards both, waiting for the first payslip to be issued will also be necessary.

## **ILLNESS**

Teaching staff can take sick leave for 12 consecutive months at full pay (except for a reduction, if any, on the first 10 days of each event) and for further 6 months at 50% reduced pay for up to 30 months over a 5-year period.

They are also entitled to 45 days of extraordinary leave per year that can be used both in case of illness (for short periods) and for serious reasons.

Teaching staff is entitled to receive full pay in case of an accident at work.

## **RETIREMENT AGE**

The full and associate professors newly hired pursuant to the current legislation cease office on the 1<sup>st</sup> November after turning 70. It is possible for a professor to be retired early with right to a pension due to voluntary resignation when he has reached the contributory requirement for allocating a pension. To foresee the cessation of a professor's office, news of his previous "working life" is required. The situation changes considerably even in relation to the State in which he has carried out his work activity prior to entering Italy.

## **FURTHER INFORMATION**

### **BASIC SERVICES**

At the start of service, the professor entered in the Politecnico database and holding a personal code, can have access to the University's on line Services, upload a photograph for the issue of the magnetic card to be used both in the Department (subject to the Department's prior authorisation) and as an identification document within the Politecnico.

The professor can also enjoy the following services:

- activation of digital signature;
- public transport discounts (issue of annual travelcards whose amount is deducted every month from the professor's pay) - portal of on line services of the University, section "Agevolazioni e convenzioni" [Aid and Agreements], link "Richiesta abbonamento Trenord" [Trenord ticket request];
- supplementary healthcare (upon request) - portal of on line services of the University, section "Agevolazioni e convenzioni" [Aid and Agreements], link "Servizio di attivazione dell'assistenza sanitaria" [Healthcare activation service];
- cloud service;

- access to libraries (entrance with an authorised card);
- Politecnico parking areas (access with an authorised card, subject to prior payment of €10 to the Tenders and Procurement Service);
- nursery schools (where to take one's children, at special fees) - <http://www.cpo.polimi.it>;
- assignment of institutional email account and other services;
- temporary University housing options until the professor finds permanent accommodation.

For further information, please refer to the English brochure - "Visiting Professor Service Handbook".

### **ADMINISTRATIVE MANAGERS**

- Mrs Simona Colombo – Head of the Teaching Staff Management Service for initial contacts, miscellaneous resolutions (Department Board, Academic Senate and Board of Governors), the documentation related to hiring and for the allocation of endowment funds;
- Mrs Monica Montoro – Teaching Staff Management Service – for the initial contacts, the various resolutions (Department Board, Academic Senate and Board of Governors) and all the acts relating to the appointment to the post;
- Mr. Raffaele Sorrentino, Administration and Finance Manager, for information relating to third parties;
- Ms Miriam Colombo, Visiting Professor Welcome Office.