

INTERNATIONAL FACULTY THE PROCEDURE



POLITECNICO
MILANO 1863

HR & ORGANISATIONAL
DEVELOPMENT DIVISION



INTERNATIONAL FACULTY THE PROCEDURE

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PROCEDURES FOR ACCESS TO POSITIONS

PROCEDURES FOR THE RECRUITMENT OF FULL AND ASSOCIATE PROFESSORS (R.R. 1)

Politecnico di Milano initiates and manages competition procedures for positions of Full and Associate Professors.

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;
- maximum number of publications to be attached to the application.

Applicants interested in participating in the selection process must satisfy at least one of the following requirements:

- (A) scholars with a national scientific qualification (R.R. 2) for the Scientific Disciplinary Sector, for the position and for the functions covered by the procedure (the national scientific qualification certifies the scientific qualification that is a necessary requirement to access to Full and Associate Professor positions but does not constitute eligibility nor give any right with regard to recruitment or promotion to a university);
- (B) applicants who have been awarded the qualification pursuant to Law 210/1998 *"Rules for the recruitment of researchers and tenured university professors"* for the position corresponding to the one for which the call is issued, limited to the period of duration of the same;
- (C) professors already working at other universities in the category included in the call;
- (D) scholars permanently engaged abroad in university research and education activities at the same level as those covered by the call, based on the equivalent tables (R.R. 3).

Applications are submitted online through a dedicated system; the application must be accompanied by a curriculum vitae in English, an identity document, publications (within the limit specified in the notice) and anything else deemed useful by the applicant,

together with any residency permit and any certification issued by the home university attesting the position being equivalent to that covered by the call.

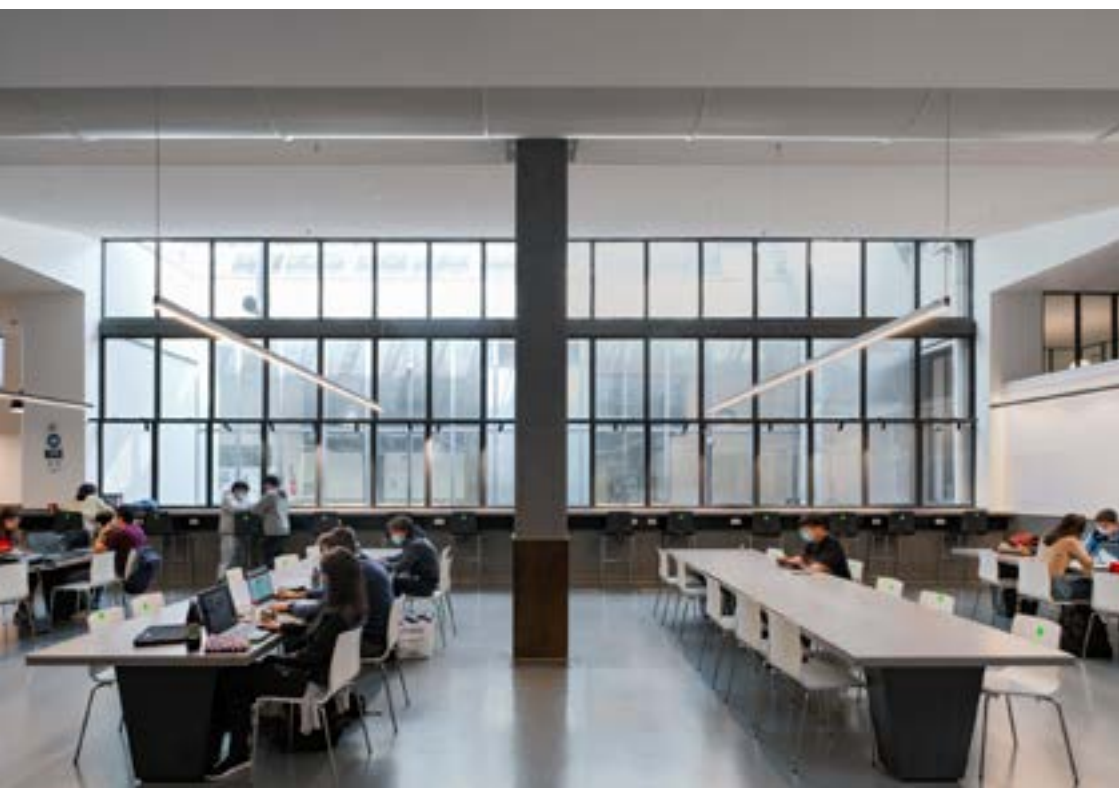
The Selection Committee evaluates applicants on the basis of:

- (A) the curriculum vitae;
- (B) scientific publications;
- (D) teaching activity.

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

- (A) quality of scientific or project production, evaluated based on criteria and parameters recognized by the relevant international scientific community;
- (B) teaching carried out at national and foreign universities or bodies;
- (C) scientific responsibility for funded research projects;
- (D) (where applicable) results obtained during the technology transfer and participation in new companies (spin-offs), development, use and marketing of patents.

The selection process is completed within six months from the appointment of the Selection Committee.



DIRECT CALL OF FULL AND ASSOCIATE PROFESSORS (R.R. 4)

Applicants interested in participating in a direct call procedure for Full and Associate Professors must meet at least one of the following requirements:

- (A) scholars who have been permanently engaged abroad in research or teaching at university level for at least three years, and who hold an equivalent academic position in foreign university or research institutions;
- (B) scholars who have already completed a period of at least three years of research and teaching in Italian universities through direct call, authorized by the Ministry of University and Research, as part of the brain drain programme, and have achieved scientific results that are in line with the position for which the call is proposed;
- (C) scholars who have won specific high-level research programs, identified by the appropriate ministerial decrees.

The call proposal is adopted by the Department Council, after consultation with the School in which the institutional duty is to be performed, and approved by the Board of Governors of the University.

The resolution of the Department Council is attached to the opinion of the School, the applicant's curriculum vitae, a certificate issued by the University of origin stating the position held (in the original language and in English), the date of entry into the position and whether it is a permanent or fixed-term position and any other documentation deemed useful. In case of scholars type c) it is necessary to enclose specific documentation relative to the research programme won by the professor (R.R. 5).

Board of Governors resolution, alongside with previous documentation, are then submitted to the Ministry of University and Research.

After receiving the ministerial authorization, the Rector formalizes the appointment as professor of the first or second rank (Full or Associate), establishing the relative salary class, on the basis of the scholar's professional, academic and scientific path and any length of service (read "THE PROPOSAL").

CONTACTS

PROCEDURES FOR THE RECRUITMENT OF FULL AND ASSOCIATE PROFESSORS

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PROCEDURES FOR ENTRY AND RESIDENCY

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.6)
- 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 legalization services \(esteri.it\)](https://esteri.it)

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 legalization services \(esteri.it\)](https://esteri.it)

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 three 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. 7) 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 RESIDENCY 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**

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 <https://www.comune.milano.it/servizi/residenza-cittadini-stranieri>

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: <https://www.serviziterritoriali-asstmilano.it/cerca-sede/?service=iscrizione-al-servizio-sanitario-regionale-e-scelta-del-medico&address=milano%2C+via+rovani&area=>

CONTACTS

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REGULATORY REFERENCES (R.R.)

PROCEDURES TO ACCESS TO POSITIONS

RECRUITMENT OF UNIVERSITY PROFESSORS

Selection Procedures

- R.R. 1 - article 18, paragraph 1, of Law 240 of 2010 (Call for Professors)
- R.R. 2 - art. 16 of Law 240/2010 – (National Scientific Qualification)
- R.R. 3 - Ministerial Decree of 01/09/2016, no. 662 and subsequent updates (Definition of the table of correspondence between Italian and foreign academic positions referred to in article 18, paragraph 1, letter b), of Law 30 December 2010, n. 240)

Direct calls

- R.R. 4 - art. 1 - paragraph 9 of Law 230/2005 (Direct call)
- R.R. 5 - Ministerial Decree 1/7/2011 and Ministerial Decree 28/12/2015 (identification of highly qualified research programs)

Law on Immigration

- R.R. 6 - Art. 27, point c) of the Legislative decree 286/98 (Law on Immigration for University Professors)
- R.R. 7 - Art. 7 of Legislative Decree No. 25/7/1998 n° 286 (Communication for sale of a building)



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