

# INTERNATIONAL FACULTY THE PROPOSAL



**POLITECNICO**  
MILANO 1863

HR & ORGANISATIONAL  
DEVELOPMENT DIVISION



## ABOUT POLIMI

Politecnico di Milano is a world-leading scientific-technological university delivering leading-edge research and education in engineering, architecture, and design.

The University has always focused on the quality and innovation of its teaching and research, developing a fruitful relationship with business and productive world by means of experimental research and technology transfer.

Research has always been linked to education and it is a priority commitment which has allowed Politecnico Milano to achieve high quality results at an international level. Research constitutes a parallel path to that formed by cooperation and alliances with the industrial system.

The alliance with the industrial world, in many cases favored by Fondazione Politecnico and by consortia to which Politecnico belongs, allows the university to support the development of the territories in which it operates.

The challenge which is being met today projects strengths and tradition at the global level, with the objective of contributing to the creation of a common education and research market. Since many years Politecnico has taken part in several research and training projects collaborating with the most qualified European and extra-European universities. Today the drive to internationalization sees Politecnico di Milano taking part into the European and world network of leading technical universities.

This document intends to present in detail what contractual framework Politecnico di Milano offer its Professors. You can also find the specific REGULATORY REFERENCES (R.R.) at the end of the document.

**FOR ANY FURTHER INFORMATION YOU CAN CONTACT OUR HOST SERVICE: [hosts@polimi.it](mailto:hosts@polimi.it)**



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# CONTRACTUAL FRAMEWORK

## EMPLOYMENT RIGHTS AND DUTIES

### TYPE OF EMPLOYMENT: FULL-TIME OR PART-TIME

Associate and Full Professor have an open-ended employment contract with the Ministry of University and Research. They have the option of devoting themselves full-time to teaching and research at the university, or of working as a freelancer if they opt for the part-time option; both tenures are open-ended. The option of full or part time binds the professor for one academic year. By 30 April each year, the professor may submit a different option, which comes into force on 1 November of the same year. Even when exercising the full-time option, it is possible to carry out extra-institutional assignments as indicated in the section ACTIVITIES COMPATIBLE WITH THE POSITION OF PROFESSOR AND RESEARCHER

The difference in gross pay between full-time and part-time is around 35% (see below for details).



## TEACHING DUTIES FULL TIME

TYPE OF EMPLOYMENT	TEACHING DUTIES
<b>FULL TIME</b>  At least 350 hours/year for lectures, tutorials, teaching workshops, student assistance, guidance, tutoring, assistance with dissertations, learning assessment activities	<p>Departments may alternatively award:</p> <p><b>in the Schools of Industrial and Information Engineering and Civil, Environmental and Land Engineering</b></p> <ul style="list-style-type: none"> <li>conducting only lessons of one or more courses for a total of 15 ECTS credits;</li> <li>the performance of all teaching activities set out in one or more courses for a total of 10 ECTS credits;</li> <li>conducting only lessons of one or more heavy courses (in terms of number of students) for a total of 10 ECTS credits;</li> <li>carrying out a weighted combination of previous three points;</li> <li>120 hours of frontal teaching.</li> </ul> <p><b>In the School of Design</b></p> <ul style="list-style-type: none"> <li>conducting only lessons of one or more courses for a total of 12 ECTS credits;</li> <li>120 hours of frontal teaching.</li> </ul> <p><b>In the School of Architecture, Urban Planning and Construction Engineering:</b></p> <p>The School indicates to the Departments, for each programme, the methods for assigning teaching duties alternately between those in list (A) and those in list (B):</p> <p>(A)</p> <ul style="list-style-type: none"> <li>conducting of only lessons of one or more courses for a total of 15 ECTS credits;</li> <li>conducting only lessons of one or more heavy courses (in terms of number of students) for a total of 10 ECTS credits;</li> <li>the performance of all teaching activities in one or more courses, for a total of 10 ECTS credits (lectures, tutorials, teaching laboratories);</li> <li>carrying out a weighted combination of previous three points;</li> <li>120 hours of frontal teaching;</li> </ul> <p>(B)</p> <ul style="list-style-type: none"> <li>the performance of all the teaching activities in one or more courses (lectures, project workshops) for a total of 12 ECTS credits;</li> <li>120 hours of frontal teaching.</li> </ul>

## TEACHING DUTIES PART TIME

TYPE OF EMPLOYMENT	TEACHING DUTIES
<b>PART TIME</b>  At least 250 hours/year for lectures, tutorials, teaching workshops, student assistance, guidance, tutoring, assistance with dissertations, learning assessment activities.	<p>Departments may alternatively award:</p> <p><b>In the Schools of Industrial and Information Engineering and Civil, Environmental and Land Engineering</b></p> <ul style="list-style-type: none"> <li>conducting only lessons of one or more courses for a total of 10 ECTS credits;</li> <li>80 hours of frontal teaching.</li> </ul> <p><b>In the School of Design</b></p> <ul style="list-style-type: none"> <li>conducting only lessons of one or more courses for a total of 8 ECTS credits;</li> <li>80 hours of frontal teaching.</li> </ul> <p><b>In the School of Architecture, Urban Planning and Construction Engineering:</b></p> <p>The School indicates to the Departments, for each programme, the methods for assigning teaching duties alternately between those in list (A) and those in list (B):</p> <p>(A)</p> <ul style="list-style-type: none"> <li>conducting of only lessons of one or more courses for a total of 10 ECTS credits;</li> <li>80 hours of frontal teaching.</li> </ul> <p>(B)</p> <ul style="list-style-type: none"> <li>the performance of all teaching activities in one or more courses (lectures, project workshops) for a total of 8 ECTS credits;</li> <li>80 hours of frontal teaching.</li> </ul>

## ACTIVITIES COMPATIBLE WITH THE POSITION OF PROFESSOR AND RESEARCHER

### FULL TIME

#### ACTIVITIES ALLOWED WITH PRIOR NOTICE

**Full time professors and researchers can work freely, even with payment, and if necessary with a VAT number, as follows:**

- (A) evaluation and refereeing activities;
- (B) information seminars;
- (C) collaboration with newspapers, magazines, encyclopedias, participation in conferences, as well as scientific and cultural communication and dissemination activities, however they may be called;
- (D) participation in evaluation and technical-scientific advisory committees set up by public administrations, publicly-owned entities or private non-profit entities;
- (E) participation in Selection Boards established pursuant to the Public Contracts Code;
- (F) training activities, however described, aimed at civil servants or schools of the public administration;
- (G) activities involving an economic use by the author or inventor of intellectual works and industrial inventions;
- (H) activities of an artistic or sport nature, provided they are not carried out on a professional basis;
- (I) expert opinions, technical advice for third parties and technical advice given in the context of judicial or equivalent proceedings;
- (J) scientific and technical consultancy, i.e. activities of an intellectual nature carried out on a personal basis and in an unstructured manner, without being of a professional nature and not attributable to a specific professional figure, which the professor carries out as an expert and scholar in the field and which normally ends in an advisory opinion, report or study;
- (K) participation in competitions of ideas, on the understanding that any freelance assignments following the adjudication of the competition, even if provided for in the notice, require the professor to be transferred to a part time contract;
- (L) activities for which only documented expenses are reimbursed.

#### ACTIVITIES ALLOWED WITH PRIOR AUTHORISATION

**With the prior authorization by the Rector, full time professors and researchers may carry out work, also with payment and if necessary on a VAT basis, as follows:**

- (A) research and teaching assignments, including individual lectures, in public or private, for-profit or non-profit organizations;
- (B) institutional and managerial positions, without any constraint of dependence, in public and private non-profit organizations or bodies, including international ones;
- (C) institutional and managerial positions in profit-making entities and companies, if nominated by a public institution or authority;
- (D) institutional and managerial positions in profit-making entities and companies, provided that they are non-delegated and non-executive or otherwise attributable to the figure of non-operating president or non-executive and independent director (R.R. 1);
- (E) institutional and management positions in companies with the attributes of university spin-offs or start-ups, (R.R. 2);
- (F) institutional and management positions in cooperative societies;
- (G) serving as an arbitrator or as a member of an arbitration panel in any capacity;
- (H) any other assignment not expressly indicated in the above list, provided that it is compatible with the university role and with the provisions of the General Regulations on external assignments for professors and researchers.

## ACTIVITIES COMPATIBLE WITH THE POSITION OF PROFESSOR AND RESEARCHER

### PART TIME

#### ACTIVITIES ALLOWED WITH PRIOR AUTHORISATION AND FREE ACTIVITIES

**Professors and researchers with part time contracts may carry out, subject to authorization by the Rector:**

- (A)** curricular or institutional teaching activities, including free of charge, at public or private universities;
- (B)** teaching and research activities at foreign universities or research institutes, including Subordinate Work (R.R. 3).

The activities allowed with prior authorization and prior notice for full time professors and freelance activities, including continuous ones, may be freely carried out and are not subject to prior authorization or notification. Before accepting appointments, part-time professors and researchers must carefully check for conflicts of interest with the University.

The part time commitment scheme is compatible with freelance work.

#### ACTIVITIES NOT COMPATIBLE WITH THE COMMITMENT OF PROFESSOR AND RESEARCHER, REGARDLESS OF THE EMPLOYMENT TYPE

**In any case, regardless of the employment type, the position of professor and researcher is incompatible with the pursuit of the following activities:**

- (A) establishing other subordinate working relationships**, even on a temporary basis, with public or private subjects, except, for professors on a part time contract, the relationships established with foreign universities or research institutes (R.R. 3);
- (B) engaging in trade and industry**, which is to be understood here as economic and/or entrepreneurial activities undertaken for the purpose of producing or exchanging goods and services. This is without prejudice to the option of setting up companies with the attributes of university spin-offs or start-ups, (R.R. 2 and 3), also assuming formal responsibilities in this area, subject to authorization by the Rector;
- (C) participating as a partner in a partnership**, except where the liability of the partner is limited by the applicable law or the articles of association of the partnership;
- (D) assuming the office of president with operational powers, sole director, director general and director or managing director of joint-stock companies or other profit-making bodies**, unless the office, by law or act of a regulatory nature, is held at the designation of public bodies or administrations, bodies with prevalent public participation or the University itself, without prejudice in any case to the absence of subordination;
- (E) engaging in activities that are contrary to the Statutes, the Code of Ethics and Conduct and the principles contained therein.**

## 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 two weeks of closure per year in addition to the National public holidays: one week during summer (the week of August 15th) and one week in winter from December 24th until January 6th.

## SABBATICALS/STUDY LEAVE

Full and Associate Professors may take periods of sabbatical/study leave with unchanged remuneration in the measure of 2 years in the decade.

The alternation or sabbatical year (R.R. 4) is requested in order to devote oneself exclusively to scientific research activities in Italian, foreign or international institutions. It must be requested for the entire academic year and may be renewed in the following academic year.

Study leave (R.R. 5) is granted for exceptional and justified reasons of study or scientific research requiring a stay abroad and can be used even for short periods (less than a year), but cannot be renewed in the following year.

Furthermore, periods of alternation or leave may be granted no later than the 35th year of seniority in service (R.R. 6); in addition, the Rector, in decreeing these placements, shall take into account the University's operating requirements including the containment of expenses for substitute teaching.

## ECONOMIC CLASSIFICATION

① Professors who are successful in **selective procedures** for Full and Associate Professors positions, may be classified in class 0 of the following table;

② The calculation of the salary class to be attributed to Full and Associate Professors appointed following a **direct call** is made by the Teaching Staff Management Office on the basis of a declaration issued by the university which the professor belongs to, specifying the position held, the date of entry into that position and whether the position is open-ended. A higher pay grade will be awarded for every two years of tenure.

The table in the next page shows, by way of example, for Full and Associate Professors the gross annual salary of salary classes 0 to V (corresponding to 0-2-4-6-8-10 years of service in the position), both full time and part time. Subsequent salary classes continue in a similar way with biennial increments until class XI (Prime Ministerial Decree of 2022).

New recruits may be granted these increases in classes every two years, following the submission of an application and an assessment of their overall teaching, research and management activities by a University committee in accordance with the Regulations for the granting of two-yearly increments.

In addition, for the first two years of service, Politecnico di Milano will pay an additional €5,000 gross salary per year to all international faculty members. This sum will be paid with the salary slip of May (in a single instalment).

### FULL PROFESSORS:

BASIS	CLASS	GROSS ANNUAL SALARY
FULL-TIME	0	76,460.71
FULL-TIME	I	84,171.19
FULL-TIME	II	89,415.31
FULL-TIME	III	96,946.18
FULL-TIME	IV	100,711.60
FULL-TIME	V	108,242.41
...	...	...
FULL-TIME	XI	133,470.71
PART-TIME	0	50,028.99
PART-TIME	I	54,940.60
PART-TIME	II	57,396.46
PART-TIME	III	59,668.09
PART-TIME	IV	60,803.90
PART-TIME	V	63,075.52
...	...	...
PART-TIME	XI	73,297.80



## ASSOCIATE PROFESSORS:

BASIS	CLASS	GROSS ANNUAL SALARY
FULL-TIME	0	53,659.72
FULL-TIME	I	57,040.97
FULL-TIME	II	62,507.16
FULL-TIME	III	66,212.46
FULL-TIME	IV	71,560.47
FULL-TIME	V	74,234.46
...	...	...
FULL-TIME	XII	97,498.19
PART-TIME	0	36,785.27
PART-TIME	I	38,538.75
PART-TIME	II	42,045.74
PART-TIME	III	43,799.24
PART-TIME	IV	45,421.23
PART-TIME	V	46,232.23
...	...	...
PART-TIME	XII	55,153.12

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 15,000 euros, rate of 23%;
  - 2nd bracket: income between 15,001 and 28,000 euros, rate of 27%;
  - 3rd bracket income between 28,001 and 55,000 euros, rate of 38%;
  - 4th bracket: income between 55,001 and 75,000 euros, rate of 41%;
  - 5th bracket: income exceeding 75,000 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.

## FISCAL INCENTIVE (R.R. N. 7)

Since 2010 it is possible to reduce the income taxation to a flat rate of 10%. The tax relief lasts for 6 years from the year of acquiring tax residence in Italy, i.e. when, for most of the tax period and for more than 183 days per year, the individual fulfils at least one of the following requirements:

- He/she is registered in the population register;
- He/she has established his/her domicile in Italy (the main centre of his/her business, moral, family or social interests);
- He/she has established his/her residence in Italy (a stable dwelling in a place, with the intention of remaining there).

If specific conditions are met (number of minor children and purchase of a residential property in Italy), the favorable tax regime of 10% can be extended up to 13 years.

It is necessary for the professor to:

- have been resident abroad not on an occasional basis (\*);
- hold a university degree or equivalent (\*);
- have been teaching or conducting research abroad for two years in public or private research centres or universities (\*);
- transfer their tax residence to Italy;
- carry out, in Italy, teaching and research activities.

(\*) The professor must obtain the following documents for inspection by the tax authorities:

- certificate issued by the foreign institution where they have worked in recent years (for at least two consecutive years) showing that they worked in research or teaching;
- certificate of tax residence in the foreign country where they had their tax residence for the last year, before transferring their residence to Italy;
- university degree or higher with declaration of value (the Declaration of value is a document certifying the value of a certain academic qualification awarded to a specific person by an institution belonging to an education system other than the Italian one, it can be done by the Italian embassy in the foreign Country where the title has been issued).

# SUPPORT TO ENTREPRENEURSHIP

## 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" ([https://www.normativa.polimi.it/?id\\_sottoc=28](https://www.normativa.polimi.it/?id_sottoc=28))

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.

# SUPPORT FOR 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 1600 patents, 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 (mechanical engineering, chemistry, architecture, electronics, physics and bioengineering), 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 enhancement through licencing;
- 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 INNOVATE

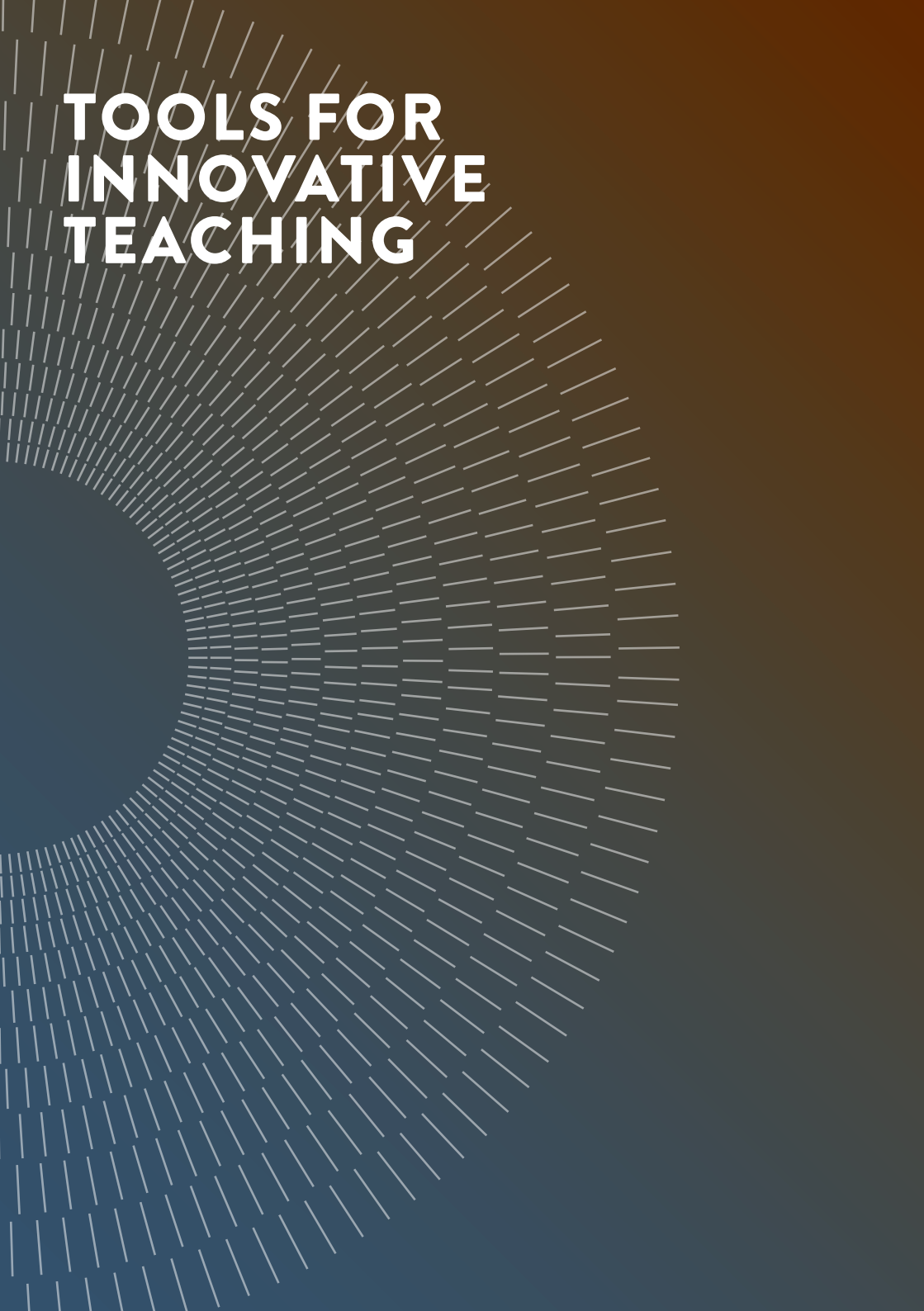
PoliHub supports companies in “open” innovation processes by identifying and selecting the best startups and backing the development of new innovative technology companies.

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







# TOOLS FOR INNOVATIVE TEACHING

## TOOLS AND INITIATIVES

In the last three 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, we have experimented with **MOOCs** and **SPOCs** and with blended online and face-to-face teaching, and we have introduced **active and social learning, flipped classroom** and the use of software tools 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**. These activities have involved over 6800 students and 140 professors in the last three years. 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.



# BENEFITS AND WELFARE

## HEALTH CARE AT REDUCED COST

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. Additional day-care services may be offered upon availability. Moreover, Politecnico has other agreements with other structures in Milan.

## 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

## SUSTAINABLE MOBILITY

### PUBLIC TRANSPORT SUBSCRIPTIONS

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, car pooling, airport transfer sharing, bike and car rental.

## PURCHASE OF PRODUCTS AND SERVICES AT PREFERENTIAL RATES

Discounts are available through the Edenred 4YOU online services 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.



# CAMPUS LIFE

## LIBRARIES

[www.biblio.polimi.it](http://www.biblio.polimi.it)

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 information available at the link [www.biblio.polimi.it](http://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 renovated in the name of energy sustainability and technological innovation.

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, Piacenza etc). The most important one is the **PolimiRun Spring**, a competitive and non-competitive 10km race with a route that winds through the city connecting the two Milanese campuses of Politecnico.

More information available at the link [sport.polimi.it](https://sport.polimi.it)

## CULTURE AND LEISURE TIME

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

Information meetings on technical and scientific topics organized periodically by Politecnico for its Community.

## LANGUAGE COURSES

Politecnico di Milano offers an Italian language course dedicated to the International Professor and his/her family that will provide language basic skills to face daily activities during the first period in Italy.

The course consists in four lessons, held online.

## WELCOME SERVICE

- Explanation of how Politecnico is structured
- How to access libraries, sports centers and all the other services offered by Politecnico
- Healthcare information
- Campus tour and Milan tour with tips on how to visit and enjoy the city

## COMMUNITY LIFE

Organization of ad hoc activities to support and develop the community of international professors. Sharing one's own positive experiences, difficulties, and concerns with those who have already been through this process is certainly useful and supportive. Politecnico encourages inclusion within its entire community, also to encourage the exchange of experiences and cultures.



# PLUS SERVICES

## DESTINATION AND FAMILY SUPPORT

The **Hosting Services** of Politecnico di Milano aim to support the Professor and his/her family in finding home and managing the procedures to enter in Italy.

DESTINATION	FAMILY SUPPORT
<b>HOME FINDING</b> <ul style="list-style-type: none"> <li>• Needs analysis to set the expectations in terms of budget, area, type of accommodation, etc. compared to the rental market</li> <li>• Market analysis and accommodation selection 5 days before the scheduled visits</li> <li>• Accompanied visit. The number of accommodations depends on the client's requests and market availability at the time of the search</li> <li>• Follow-up: exchange of information aimed at facilitating the decision-making process</li> <li>• Negotiation of the Lease Proposal (based on the standard agency model available in Italian) if requested by the Agent</li> <li>• Negotiation and signing of the Lease Agreement</li> </ul>	<p>Beyond supporting the professor, Politecnico will offer a specific set of immigration services for his/her family.</p> <p>Administrative support, in case of origin from a country belonging to the European Union, to obtain the following mandatory requirements:</p> <ul style="list-style-type: none"> <li>• Registry registration</li> <li>• European residence certificate</li> <li>• Registration with the National Health Service</li> <li>• Identity card</li> </ul> <p>Administrative support, in case of origin from a country not belonging to the European Union, to obtain the following mandatory requirements:</p> <ul style="list-style-type: none"> <li>• Registry registration</li> <li>• Registration with the National Health Service</li> <li>• Identity card</li> <li>• Nulla Osta for family reunification (in case the family does not enter in Italy together with the professor)</li> </ul>
<b>PROPERTY MOVE-IN</b> <ul style="list-style-type: none"> <li>• Accurate inspection at the entrance (Check-In) upon delivery of the keys</li> <li>• Compilation and signature of the delivery report (standard agency model, available in Italian) and collection of signatures of Lessor and Tenant</li> <li>• Photo file</li> <li>• Utilities connection</li> <li>• Garbage taxation registration</li> <li>• Final email with basic information on the tenant's responsibilities.</li> </ul>	



## OUR OFFICE IS YOUR CONTACT POINT

## FOR ANY INFORMATION YOU MAY NEED!

### Contact

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## REGULATORY REFERENCES (R.R.)

- R.R. n. 1 - art. 147-ter, paragraph 4 of Legislative Decree No. 58/1998  
*(Administration Bodies)*
- R.R. n. 2 - Articles 2 and 3 of Legislative Decree no. 297/1999 and DM 168/2011  
*(Procedures for supporting scientific and technological research)*
- R.R. n. 3 - art. 6, paragraph 12, of Law no. 240/2010  
*(Legal Status of tenured Professors and Researchers)*
- R.R. n. 4- Art. 17, Presidential Decree 11/7/1980 No. 382  
*(The alternation or sabbatical year)*
- R.R. n. 5 - art. 11 L. 18/3/1958 No. 311  
*(Study leave)*
- R.R. n. 6 - paragraph 78 of Art. 4, of Law 183/2011  
*(Sabbatical year and Study leave)*
- R.R. n. 7 - Article 44 Legislative Decree 78/2010 and subsequent amendments  
*(Fiscal Incentive)*







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