



**POLITECNICO
DI TORINO**

Guidelines for “Short Term Visiting Professor”

Introduction

The "Visiting Professors" project (launched with a first Call in 2016) was created to increase as well as consolidate the internationalization of the scientific community of the University by attracting experts from abroad to Politecnico. In the 03/04/2019 and 10/04/2019 sessions, the Academic Senate and Board of Governors approved the identification of two profiles of Visiting Professors: Short Term and Long Term.

Short Term Visiting Professors are academics and specialists of high scientific standings and international reputation currently working abroad on a permanent basis who will carry out **teaching and/research activities** for a minimum period of 1 week and a maximum of 4 weeks, not necessarily continuous.

Proposed framework

The proposed framework will be a self-employment contract governed by Italian Law 240/2010, article 23, paragraph 1. and article 5 of "*Regolamento per il conferimento degli incarichi didattici e delle prestazioni occasionali in ambito didattico.*"

Remuneration

The Board of Directors of the Politecnico di Torino (session on 10/04/2019) approved the following scheme of remuneration based on length of stay:

- 1 week: maximum remuneration of 3.000 euro (gross pay)
- 2 weeks: maximum remuneration of 5.000 euro (gross pay)
- 3 weeks: maximum remuneration of 6.000 euro (gross pay)
- 4 weeks: maximum remuneration of 7.000 euro (gross pay)

The amount of the remuneration will be borne entirely by proposing structure, without imputation constraints. The host structure will provide the Visiting Professor with the necessary facilities and equipment for the implementation of his/her activities.

Proposal submission

The Head of the proposing Department shall submit the proposals, at any time of the year. Guidelines and the documentation for submitting the proposals are available at http://www.researchers.polito.it/careers/visiting_professors Proposals will be assessed for approval during the first available session of the Board of Directors in the month following the submission of proposals.

Selection of proposals and appointment

Proposals will be assessed for approval, after checking the relevance of the candidate's scientific or professional profile by the "Nucleo di Valutazione" and by the Board of Directors.

The Rector or a delegate must approve contracts.

Following the approval, the Short Term Visiting Professor will receive an official offer letter and will be provided with all the necessary information regulating the teaching and research activity to be conducted at Politecnico di Torino.

Final Report

Within one month from the end of the Short Term Visiting Professor's stay at Politecnico, the host Department/Structure shall send to bando.visiting@polito.it a final report on the teaching and scientific activities conducted by the Visiting Professor.

Publication

Guidelines for proposals are available at the following webpage:
http://www.researchers.polito.it/careers/visiting_professors

Contacts

The administrative office in charge of this procedure is the International Affairs Area.
For any queries on the proceedings, please send an email to bando.visiting@polito.it