

Supplementary Regulation on the contractual relationship of full and associate professors:

Art.1 – Field of Application

1. The present regulation shall integrate the contractual relationship of full and associate professors with the University, in application of the D.P.R. n. 382/80 of law n. 240/2010.

Art.2 – Place of employment

1. The place of employment shall be chosen by the teacher at the moment of the beginning of the contractual relationship among those listed in par. 5; in case of failure to opt for a specific place of employment, said choice shall be operated by the University.

2. The Teacher, no more than once per academic year, may submit to the Board of Directors, subject to the favourable opinion of the Technical-Supervisory Committee, the request for transfer to one of the places of employment provided for in par. 5; the transfer requirement, if accepted, unless otherwise specified, shall be effective starting from the following month to the date of approval by the Technical-Supervisory Committee.

3. In any case, the University may vary the workplace for educational needs, even identifying a different workplace from those provided for in par. 5, no more than one per academic year; the variation, unless otherwise specified, shall be effective month to the date of approval by the Technical-Supervisory Committee.

4. The University, for justified reasons, may provide for the implementation of certain activities and/or examinations at a different workplace from the one selected by the candidate.

5. The teacher may choose as workplace only among the branches of the University authorized for the implementation of exams.

Art. 3 – Didactic Duties

1. The Professors of the University shall carry out activities related to teaching, research, scientific update, supervision of the students' career, in accordance with what is provided for in the current legislation and pursuant to the determinations and pursuant to decision of the competent academic bodies.

2. The didactic duties shall be quantified according to what is provided for in par. 1, art. 6, law 30 December 2010, n. 240.

3. On a yearly basis, the Technical-Supervisory Committee shall deliberate on the distribution of the obligations provided for in the first paragraph; in case of non-deliberation shall be intended as reserved to the implementation of the teaching activities two-thirds of the work load provided for in the previous paragraph; with regard to the implementation of the teaching activities, in no case shall the deliberation provide for an inferior workload to that provided for in art. 6 of law 30/12/240.

4. Shall be considered as an academic duty:

- a) The participation to the collegial bodies of the study courses within which the teacher carries out his/her didactic activity;
- b) The assumptions, in case of designation or election, of management duties within the aforementioned bodies and/or other academic bodies.

5. The didactic activity shall be carried out on an ongoing basis during the academic year.

6. The time-table of the examination sessions shall be made available by the secretariat and published on the official website of the University.

7. The Professors shall provide for the implementation of online and classroom-based examinations, according to the following indications:

- a) Online examination: the Teacher shall reach a branch of the University authorized for the implementation of online examinations;

- b) Classroom-based examinations: the Teacher shall reach a branch of the University authorized for the implementation of online examinations.
8. The graduation sessions may only take place in the Novedrate headquarters.
9. The Professors, in compliance with the annual duties provided for in par.2, shall guarantee their presence at the workplace for at least three working days a week (two working days a week for the associate professors), without prejudice to specific requirements of the Faculty.
10. The Professors shall carry out on the online platform of the University, both asynchronous (e-learning lessons, forums ...), and synchronous activities (online meetings, chat...), pursuant to the modalities provided for in the Academic Regulations; in addition, at the beginning of each academic year the professors shall make available the schedule of their office hours, as well as their e-mail address, which shall be constantly kept monitored; taking account of the academic commitments, the professors shall also establish on an annual basis, a calendar of online meetings with the tutors, which must take place at least on a six-monthly basis.
11. Each Teacher shall promptly appoint the members of the examination board, pursuant to the modalities provided for by the University.
12. Each Teacher is required to:
- a) Produce and organize the didactic contents of the courses assigned to them.
 - b) Rearrange the didactic materials related to the courses assigned to them, including the written examinations, according to the indications provided for in the Academic Regulations and in the “Teacher’s Operating Handbook”
 - c) Analyze the long-term effectiveness of the course;
 - d) Update constantly the produce materials, even with regard to the formative offer of the previous academic years;
 - e) If provided for by the Academic Regulations or by Rector’s Decree, organize, plan and realize seminars or cycles of lectures, on the dates agreed with the University, in order to deepen the knowledge of the subject matters of their courses;
 - f) Oversee, in quality of supervisor, the production of the students’ final dissertation (“Tesi di Laurea”), according to what is provided for in the Academic Regulations;
 - g) If provided for in the Academic Regulations, by deliberation of the Technical-Supervisory Committee, by Rector’s Decree, the professors shall draft a didactic report related to their research activities.
13. Without prejudice to the didactic autonomy, the activities provided for in the previous paragraph shall be carried out:
- a) Personally and without the possibility to avail themselves of substitutes;
 - b) Within the modalities, quantities and with the application supports provided for in the Academic Regulations, in the “Teacher’s Operating Handbook”, or deliberated by the academic bodies;
 - c) In compliance with the indications provided for in the state rules related to the online courses, with particular reference to “e-learning didactics” and “interactive didactics”;
 - d) According to the study plan of each student; within three months from the attribution of a study course;
 - e) In compliance with the current legislation on copyright;
 - f) Taking into account the training offer proposed on the previous academic years.
14. The professors shall certify all the learning objects uploaded on the online platform for each course.

Art. 4 – Registering the Didactic Activity

1. According to the instructions provided for in “Teacher’s Operating Handbook”, each professor shall provide to register the didactic activities and duties. Said report shall testify the actual implementation of said activities/duties.
2. The Principal or the Co-ordinator of the study course shall communicate to the Rector any non-fulfilment of the obligations provided for in par. 1.
3. Without prejudice to the freedom of study/organization of the didactic activity, a badging system may be introduced upon deliberation of the Board of Directors and of the Technical-Supervisory Committee, as a supplement to the report provided for in par. 1.

Art.5 – Residence requirements

1. The Professors shall reside in the vicinity of their workplace.
2. In particular, the Professors shall reside within 100 km from their workplace.
3. Any request to reside beyond the limits provided for in the previous paragraphs shall be submitted to the Technical-Supervisory Committee before the beginning of each academic year.
4. The Technical-Supervisory Committee:
 - a) Shall take a decision within 60 days from the submission of the request provided for in par. 3;
 - b) May accept the request provided for in par. 3 compatibly with the full implementation of the didactic duties;
 - c) Shall promptly forward said request to the Board of Directors within 30 days from its submission.
5. The Technical-Supervisory Committee may revoke the authorization for didactic and organizational needs, or in case of non-fulfilment of the didactic duties on the part of the applicant teacher. The revocation shall promptly be notified to the applicant teacher after its approval by the Board of Directors.
6. Shall be considered a violation of the didactic duties:
 - a) The violation of what is provided for in par. 2;
 - b) The non-submission of the application provided for in par. 3.

Art.6 – Didactic Material – Production and use

1. In accordance to the current legislation on copyright, each professor shall produce the didactic materials, as provided for in the Didactic Regulations of the study course and in the “Teacher’s Operating Handbook”.
2. For the purpose of the present regulation shall be considered didactic material any written text, drawing, audio/video registration uploaded by the professor on the University’s online platform.
3. The content of the didactic materials shall remain property of the Professor, while the modality of implementation of the online lessons shall be the property of the University, with a non-disclosure agreement, even for the period following the suspension of the employment relationship, without prejudice to the possibility for the teacher to use said material for didactic activities in non-online state Universities.
4. Without prejudice to what is provided for in the previous paragraph, the University reserve the right to use the aforementioned didactic material on a royalty-free basis, even after the suspension of the employment relationship; in particular, the University may make available said material to:
 - a) All the students whom have started to study the contents of the course/module in the academic year ongoing at the moment of the suspension of the employment relationship;
 - b) All the students registered/matriculated to the academic year in which the contents of the course/module have been published;
 - c) All the students not falling within the previous categories, whom have been granted the access to the contents of the course/module within six months from the suspension of the employment relationship;
 - d) The professors whom have been tasked with the assessment of the students provided for in lett.

- a), b), and c).
5. Uploading the didactic material in the online platform of the University the teacher:
- a) Guarantees to the University the use of said material on a royalty-free basis, in accordance with the indications provided for in the previous paragraph;
 - b) Guarantees the originality of said material.

Art. 7 – Licence to use the Academic VLE

1. All the professors, regardless to their role, are required to be familiar with the Academic VLE (Virtual learning environment).
2. The professors shall take the examination for the “licence to use the Academic VLE” within three months from the date of their recruitment.
3. The examination provided for in par. 2 consists in a multiple choice test, a practical test, and an oral exam at the Novedrate Headquarters. For the purpose of the successful completion of the test, the examination board shall also evaluate the actual use of the VLE on the part of the Professor, from the date of their recruitment to the date of the examination.
4. All the professors already in charge of one or more courses at eCampus University at the moment of the publication of the present regulation, are exempted from the examination provided for in par. 2.
5. The Examination Board, appointed by Rector’s Decree, shall be comprised of three professors, of whom at least one must have at least three academic years of seniority.
6. The criteria for the attribution of grades shall be:
 - a) assessment of the use of the VLE: max 20 points;
 - b) assessment of the multiple choice test: max 15 points;
 - c) assessment of the practical test: max 15 points;
 - d) assessment of the oral examination: max 10 points.
7. The examination shall be considered passed with a minimum total score of 40/60.
8. The deeds of the examination board shall consist in the examination records and in the results of the multiple choice test.
9. The Rector shall assess the formal legality of the deeds by decree.
10. The failure of the test may enable the University to exercise the right of withdrawal, in case the professor’s contract provides for said right for either contractor.
11. The University shall make available to the Professors the didactic material object of the test and the oral examination.
12. The University may provide for a mandatory period of training for all the professors concerned.
13. The University, may obligate a professor considered exempted to take the examination on prior notice of at least 30 days.

Art. 8 – Applicable rules

1. Shall be applicable all the rules provided for in the Statute of the University and in the Regulations, including the procedural guidelines for the academic bodies, the current dispositions on the role and the functions of the academic professor (tax treatment, social security, etc.), the dispositions provided for in art. 32, par. 1, 2, 3, 5, and 33 and 34, par. 1 of D.P.R. 11 July 1980, n. 382.
2. In particular, in addition to the work-load related to the didactic functions provided for in the **present regulation**, the Professors, in accordance with par. 4, art. 32 of d.P.R. 382/80, shall ensure their presence for all the collegial activities which may concern them.

Art. 9 – Non-compliance with the rules provided for in the present regulation

1. The non-compliance with the rules provided for in the present regulation may entail a written reprimand; any further non-compliance may entail the legal dissolution of the contractual relationship with the University.

Art. 10 – Transitional and final rules

1. The dispositions provided for in art. 5, shall be applicable for all the didactic materials uploaded by the Professor on the online platform of the University before 07/08/2015.
2. Until the update of the “Teacher’s Operating Handbook” on the implementation of the online tests, said examinations shall be carried out according to the procedures communicated by the University.
3. The present regulation shall also be applicable for all the Professors whose contract has been stipulated before the entry into application of the present regulation.
4. Pursuant to art. 32, par. 3, point 5 of the Academic Statute, on a transitional basis and until the establishment of the academic bodies provided for in the same Statute, the functions attributed to the selfsame statute shall be implemented by the Technical-Supervisory Committee.
5. The present regulation shall enter into force on its date of issue.