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Self-certification and verification of teaching activities and student services

Regulation for the self-certification and verification of teaching activities and student services of professors and researchers pursuant to article 6 paragraph 7 of Law no. 240/2010

Article 1 - Object

1. This Regulation governs, in accordance with art. 6 of Law n. 240/10, the procedures for self-certification and verification of the actual performance of teaching activities and student services carried out by professors and researchers with permanent and fixed-term contracts at Ca' Foscari University of Venice. For the purposes of this Regulation, tenured professors and researchers means professors and researchers on permanent contracts.
2. This Regulation also provides for a differentiation of teaching duties based on the undertaking of specific management or research responsibilities.

Article 2 - Full-time tenured professors and researchers

1. Full-time tenured professors shall devote no less than 350 hours a year to teaching activities and student services, including counselling and tutoring, as well as to learning assessment activities, in accordance with the minimum hourly standards and procedures defined in the following sections.
2. Full-time tenured researchers shall devote from a minimum of 250 hours to a maximum of 350 hours per year to supplementary teaching activities and student services, including counselling and tutoring, as well as to learning assessment activities, in accordance with the minimum hourly standards and procedures defined in the following sections, without prejudice to the provisions of article 6 paragraph 2.

Article 3 - Part-time tenured professors and researchers

1. Part-time tenured professors shall devote no less than 250 hours a year to teaching activities and student services, including counselling and tutoring, as well as to learning assessment activities, in accordance with the minimum hourly standards and procedures defined in the following sections.
2. Part-time tenured researchers shall devote from a minimum of 250 hours to a maximum of 350 hours per year to supplementary teaching activities and student services, including counselling and tutoring, as well as to learning assessment activities, in accordance with the minimum hourly standards and procedures defined in the following sections, without prejudice to the provisions of article 6 paragraph 2.

Article 4 - Researchers on fixed-term contracts

1. Researchers on fixed-term contracts shall devote a total of 350 hours per year if working full-time, and 200 hours per year if working part-time, to teaching activities, supplementary teaching activities and student services, in accordance with the minimum hourly standards and procedures defined in the following sections.

Article 5 - Classification of teaching activities

1. For the purposes of this Regulation, different types of activity are identified:
 - a. teaching activities;
 - b. supplementary teaching activities;
 - c. PhD teaching activities;



- d. teaching qualification courses envisaged by national regulations, teaching activities related to *OFA* and "*corsi zero*" (Additional academic requirements)
 - e. 'derived' activities; (see Table 1, letter b);
 - f. meetings with students;
 - g. other activities (see Table 1, letter d).
2. In order to simplify the reporting of teaching duties, the activities referred to in paragraph 1 shall meet the hourly standards specified in Table 1, annexed to this Regulation, as an integral part thereof.

Article 6 - Assignment of teaching and management duties

1. Full-time tenured professors shall be assigned courses and teaching modules for no less than 120 teaching hours [see table 1 letter a)]. Part-time tenured professors shall be assigned courses and teaching modules for no less than 90 teaching hours [see table 1 letter a)].
2. Full-time tenured researchers shall be assigned supplementary teaching activities for no less than 60 hours [see table 1 letter a)]. Full-time tenured researchers shall be assigned supplementary teaching activities for no less than 45 hours [see table 1 letter a)]. With their prior consent, tenured researchers, both full-time and part-time, may be assigned teaching activities in bachelor's degree programmes (*CDL*), master's degree programmes (*CDLM*) and PhD programmes, as a partial or total alternative to supplementary teaching activities. In this case they are given the title of adjunct professor for the academic year in which they perform such activities.
3. Teaching activities assigned to tenured researchers may be remunerated, even within the teaching duties referred to in paragraph 2, subject to verification of the availability of funds and in accordance with the criteria defined by the Board of Directors.
4. Researchers on fixed-term contracts, working full-time or part-time, shall be assigned teaching activities [see table 1 letter a)] for no less than 60 hours.
5. Professors and researchers who are found to be inactive according to the ministerial criteria for the detection of research activity may be assigned an additional 30 hours of non-remunerable teaching activity.
6. Without prejudice to paragraph 3, only assignments additional to those given under the preceding paragraphs may be remunerated.
7. As a general rule, management duties¹ assigned by the Departments for the purposes of this Regulation shall be subject to the principle of rotation.

Article 6-bis - Special provisions for online teaching activities

1. Online teaching activities ("*didattica online*") shall be classified according to the following criteria:
 - a. in the case of blended learning, e-learning activities are to all intents and purposes considered equivalent to face-to-face activities; recognition is subject to compliance with the approved Guidelines and regular performance of the activity;
 - b. for fully-online courses, in consideration of the commitment required to first plan and design the lessons and then to deliver them, the following will be recognised:
 - for the first year only, double the number of hours of a corresponding face-to-face course (normally 60 hours for 6 credits) if there is no online tutor; on the other hand, if the course includes a tutor, the equivalent number of hours recognised is 50% of that attributed to a corresponding face-to-face course.
 - for the years that follow, a total number of hours equivalent to a corresponding face-to-face course (usually 30 hours for 6 credits);

Nevertheless, it is understood that for each academic year, each professor may offer no more than one course entirely delivered online. Recognition shall also be subject to verification of whether the lessons have actually been delivered in accordance with the approved Guidelines and whether the teacher has actually taken part in the delivery and provided support for the students attending the lessons.

- c. the updating and integration of supporting activities, content and materials falls within derived activity hours already recognised under the Regulations.



Article 7 - Reductions for institutional, management and research duties

1. In accordance with the provisions of Art. 6 paragraph 7 of Law n. 240/10 tenured professors and researchers may be granted teaching hours reductions as indicated in table 2, which is annexed to this Regulation and forms an integral thereof.
2. The Council of the Department to which the professor belongs may decide on further partial reductions in teaching activity, up to a maximum of 60 hours, in the event that the professor has to coordinate projects of particular importance.
3. The Department Council may also decide to partially reduce, up to a maximum of 5% of the annual teaching activity provided by the Department itself, the teaching activity of professors and researchers (with a fixed-term or permanent contract) who distinguish themselves for their excellent research performance and who intend to devote themselves to particular research activities. Excellent research performance means a placement in the top decile of the Department's publications in journals or equivalent venues with an ISI, Web of Science or Scopus code, or in journals or with publishers that each Department has defined as excellent vehicles for the scientific promotion of research products in order to improve the University's international scientific reputation in the relevant fields. These lists of journals or equivalent venues, proposed by the Departments for each ERC panel / relevant competition field, must be approved by the Academic Senate. Reductions can only be activated for Departments that have defined the lists referred to in this paragraph.
4. Professors and researchers, directly appointed as per art. 1 paragraph 9 of Law n. 230/2005 and/or art. 18 paragraph 4 of Law n. 240/2010, may be granted partial reductions in their teaching activities for a maximum of two academic years from the date of their appointment.
5. Researchers on fixed-term contracts recruited with external funding that covers the full cost of recruitment may be granted by their Departments reductions in the teaching load, or exemptions from teaching activities and/or student services when necessary due to the impossibility of accounting for such activities.
6. Those who benefit from the reductions referred to in the present article cannot be paid for any assignments pursuant to article 23, paragraph 2, of Law n. 240/10 in bachelor's degree programmes (*CDL*), master's degree programmes (*CDLM*) and PhD programmes.
7. It is understood that the costs of any contracts entered into to cover the reductions referred to in this section shall be borne by the Departments where the reductions occurred.

Article 8 - Self-certification and verification

1. At the end of the reference period, the teacher shall self-certify the activities carried out, indicating any variations with respect to what was established during the planning stage, by submitting an "Annual report on teaching activities and student services" via the appropriate online procedure.
2. The Director of the Department shall verify, in accordance with the provisions of this Regulation, that the activities self-certified by the teacher have been carried out. If the outcome of the verification is positive, the procedure is closed and the signed report is sent to the Rector. In the event of a negative outcome, the Rector shall be promptly notified.
3. The Rector shall order a verification, also at random, of the reports sent.

Article 9 - Sanctions

1. In the event that the outcome of the verifications is negative, the Rector shall initiate the sanctioning procedures envisaged by current legislation, with particular reference to the provisions of Article 6(8) of Law no. 240/10², following disciplinary proceedings.
2. In the event that the responsibility for the non-performance of teaching duties is attributable to inadequate planning on the part of the teaching structures, the cost corresponding to the hours not performed, calculated by multiplying the number of hours not performed by the standard hourly fee reported in Table 3, shall be withheld when the *Fondo Unico di Dotazione* (budget for teaching activities) of the Department to which the teacher belongs is disbursed.



Article 10 - Evaluation pursuant to article 6(14) of Law n. 240/10

1. The "Annual report on teaching activities and student services" and the results of the related verifications are part of the three-year report referred to in art. 6 paragraph 14 of Law n. 240/10³.

Article 11 - Transitional and final provisions

1. For researchers on fixed-term contracts hired under Law 230/05, the provisions of the individual employment contract and of the rules preceding this Regulation shall apply.
2. For any issue not covered by this Regulation, existing legislation shall apply, where compatible.

Notes

¹ Examples include, but are not limited to: chairperson and member of the teaching board, PhD coordinator, part-time course supervisor...

² "8. In the event of a negative evaluation as per paragraph 7, professors and researchers shall be excluded from qualification, selection and career advancement committees for academic staff, as well as from bodies for the evaluation of research projects."

³ "14. Professors and researchers are required to submit a three-year report on the overall teaching, research and management activities carried out, together with the request for the award of salary increments pursuant to Articles 36 and 38 of Presidential Decree no. 382 of 11 July 1980, without prejudice to the provisions of Decree-Law no. 78 of 31 May 2010, converted, with amendments, into Law no. 122 of 30 July 2010. The evaluation of the overall teaching, research and management efforts for the purposes of the allocation of the three-year salary increments referred to in Article 8 shall be the responsibility of the individual universities according to what is established in the university regulations. In the event of a negative evaluation, the request for the awarding of the increments may be resubmitted after at least one academic year has passed. If the increment is not awarded, the corresponding sum is transferred to the University Fund for the awarding of bonuses to professors and researchers referred to in Article 9."



Attachments

Table 1: Minimum working hours (standard)

Letter	Activity	Hours	Notes
a)	Face-to-face teaching activities in bachelor's degree programmes (CDL), master's degree programmes (CDLM), PhD programmes, School for International Education and International College courses, TFA (teacher traineeships), or related to OFA and "corsi zero" (Additional academic requirements) (curricular and/or integrative)	No. of hours of curricular and/or supplementary teaching activities (see Articles 6 and 7)	The performance of face-to-face teaching activities in Master's degree programmes is in any case subject to the fulfilment of teaching duties in CDL, CDLM and PhD programmes. For the purposes of this Regulation, laboratories of a scientific nature listed in the SIADI database that are included in curricular courses and modules are also counted as curricular teaching.
b)	Derived activity from face-to-face teaching activity in bachelor's degree programmes (CDL), master's degree programmes (CDLM), PhD programmes, School for International Education and International College courses, TFA (teacher traineeships), or related to OFA and "corsi zero" (Additional academic requirements) (preparing lessons, exams, tutoring and assisting students of assigned courses)	No. of hours equal to those of curricular and/or supplementary teaching activity in bachelor's degree programmes (CDL), master's degree programmes (CDLM), PhD programmes and TFAs	1. In any case equal to 120 hours also in case of face-to-face teaching exceeding 120 hours; 2. increased by: a) 30 hours if the sum of the exams recorded in the previous calendar year exceeds 100; b) 60 hours if the sum of the exams exceeds 200; c) 90 hours if the sum of the exams exceeds 300.
c)	Office hours	80	Minimum required
d)	Other activities in addition to derived teaching activities		
	<i>bachelor's degree theses</i>	10 hours per thesis	Each thesis can only be counted once for certification purposes. For research theses in the scientific area involving laboratory work, 25 hours will be credited instead of 10
	<i>master's degree theses</i>	17/25 hours per thesis	Each thesis can only be counted once for certification purposes. 17 hours if there is a thesis co-supervisor.



	<i>supervision of PhD students</i>	45 hours per PhD student per year	For each student, the supervisor is granted 45 hours each year until the degree is awarded.
	<i>co-tutoring of master's theses</i>	8 hours per thesis	Each thesis can only be counted once for certification purposes.
	<i>Foreign language teaching supervisor (RFL)</i>	20 hours per academic year	The number of hours (20) remains unchanged regardless of the number of foreign language teaching assistants (CEL) that the RFL supervises.
	<i>other services for students</i>	hours worked are indicated, the maximum number of hours taken into account being 20	<p>The number of hours per service may be increased up to a maximum of 50 hours for:</p> <ul style="list-style-type: none"> - members of the teaching board; - Department coordinators (e.g. guidance and internationalisation) - tutoring in high apprenticeship contracts - members of Joint Committees for the AVA Quality Assurance System. <p>It can be increased up to 70 hours for:</p> <ul style="list-style-type: none"> - Didactic coordinator and similar figures in teacher training courses - Departmental delegates for teaching and Quality Assurance.
	<i>other teaching activities</i>	no. hours; max. 100 hours	Postgraduate schools, apprenticeships, co-tutoring of bachelor's degree theses, teaching activities (orientation didactics) addressed to students of upper secondary education institutes or other public or private bodies under specific agreements and involving the recognition of university credits, etc., (as long as these activities are unpaid); documented coordination activities (University tutor) and teaching activities (lessons/modules preparing for professions) in the context of work-related learning projects launched in agreement with the University, for a maximum of 30 hours
	<i>institutional positions</i>	(see table on reductions due to assignments)	



Table 2: reductions due to assignments

position/assignment	Reduction	hours counted for the purposes of compliance with minimum standards
Rector	120	report-free
Vice-Provost	90	180
Department Directors	90	180
Vice-Rectors	60	120
Directors of University and interdepartmental schools, Unit Coordinator, Director of the <i>Collegio del Merito</i> , PhD Coordinators, University Coordinator for TFA/PAS, CLA President, SBA President, President of the Quality Assurance Committee	30	60
Winners of external and substantial funding ($\geq 250,000$) for research projects (covering costs). Not cumulative. At the discretion of Department Directors.	≤ 60	≤ 120
Specific management tasks or specific teaching projects not included in the cases referred to in table 1 letter a) assigned by the Departments, up to a maximum of 4 per Department, and by the Rector up to a maximum of 6	30	60

Table 3: Standard hourly fee

Position	Category	Contract	Standard hourly fee (Euro)
Full professor	4	Fixed-term	57,22
Full professor	4	Full-time	92,19
Associate professor	4	Fixed-term	42,64
Associate professor	4	Full-time	65,47
University researcher	4	Fixed-term	32,10
University researcher	4	Full-time	45,59
Fixed-term researcher lett. a) L. 240/2010	0	Fixed-term	25,20
Fixed-term researcher lett. a) L. 240/2010	0	Full-time	34,06
Fixed-term researcher lett. b) +20% L. 240/2010	0	Fixed-term	30,24
Fixed-term researcher lett. b) +20% L. 240/2010	0	Full-time	40,87

Note: cost values will be automatically updated following national salary adjustments (last update: Prime Minister's Decree of 15 March 2022 and 25 July 2022)