



Università
Ca' Foscari
Venezia

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Regulation governing working timetables of professors and researchers

Art. 1 – Subject

1. This Regulation governs, in compliance with current legislation and with the provisions of Art. 6 of Law No. 240 of 30 December 2010, the procedures for submitting and evaluating applications for changes to their working timetables (full time and part time) by professors, researchers and assistants of Ca' Foscari University of Venice.

2. For the purposes of this Regulation, the term “researchers” shall refer to both university researchers and fixed-term researchers.

Art. 2 - Submission of applications and evaluation

1. The applications, duly justified and addressed to the Rector, shall be submitted to the Human Resources Area of the Teaching Staff Office by 30 September of the calendar year preceding the academic year for which the change of the working timetable is requested. Only in the presence of justified reasons of need or urgency, applications submitted after this deadline may be accepted, provided they are submitted at least six months before the beginning of the academic year to which the application refers.

2. In the case of a request for change from full time to part time, the application shall also indicate the teaching and research activities previously assigned as well as the commitment to comply with the rules on incompatibility provided for by the current legal provisions and by the University Regulation.

3. The application shall then be sent by the Office to the Department to which the professor/researcher belongs and, within one month from the transmission, it shall deliver its mandatory opinion on the amendment the contract considering, among other aspects, the possibility of suitable teaching replacement and the consistency of professors belonging to the same educational sector or similar.

4. The amendment of the working timetable shall be ordered by the Rector by specific decree. The effective date shall be set from the

beginning of the academic year and shall commit the professor concerned to keep the professorship for at least an entire academic year. In any case, the professor/researcher shall continue to guarantee his presence for the performance of institutional activities within the limits of the new working timetable.

Art. 3 – Incompatibility

1. The status of part time professor, researcher or assistant shall be deemed incompatible with all academic positions provided for by the University Charter and shall entail their termination in case they are already held upon existence of the above condition¹.

Art. 4 - Final and transitional provisions

1. This regulation shall apply in any case to applications for amendment to the working timetable submitted after the entry into force of the Regulation, without prejudice to the provisions on the matter set forth in Article 6, paragraph 6, of Law 240/2010.

¹ See Article 44, paragraph 2, of the University Charter.