



DECRETO RETTORALE N. 7467

Extraordinary provisions on access to and use of university services, the conduct of teaching activities, exams and degree exams, conference and congress activities, competition procedures for the awarding of research grants and for the recruitment of professors and researchers

THE RECTOR

- Having regard to the Statutes of Università Cattolica, issued by Rector's Decree of 24 October 1996, and subsequent amendments and additions;
- Having regard to the University Teaching Regulations of Università Cattolica del Sacro Cuore, issued by Rector's Decree of 29 October 1999, and subsequent amendments and additions;
- Having regard to his decree no. 6236 of 16 March 2020 entitled 'Extraordinary provisions relating to Boards of Examinations and Boards of Degree Examinations for Undergraduate Programmes, Graduate Programmes, Doctoral Programmes and Postgraduate Schools';
- Having regard to his decree no. 6255 of 16 March 2020 entitled 'Conduct of meetings of Faculty Councils and of other collegial bodies telematically';
- Having regard to his decree no. 6256 of 23 March 2020 entitled 'Identification of essential activities and services, as well as other functions closely related to the aforementioned services or to other services deemed to be strictly essential, for which presence is strictly necessary';
- Having regard to his decree no. 6301 of 17 April 2020 entitled 'Operational provisions for conducting competition procedures for the awarding of research grants and the recruitment of professors and researchers telematically';
- considering his decree no. 7386 of 10 April 2021 entitled 'Extraordinary provisions on access to and use of university services, the conduct of teaching activities, exams and degree exams, conference and congress activities, competition procedures for the awarding of research grants and for the recruitment of professors and researchers';
- Having regard to Article 44, paragraph 1, 2 and 3 of the Prime Minister's Decree (DPCM) of 2 March 2021;



- Having regard to Decree-Law no. 52 of 22 April 2021 entitled 'Urgent measures for the gradual resumption of economic and social activities with a view to containing the spread of the COVID-19 epidemic';
- Having regard to the Order of 23 April 2021, issued by the Minister of Health;
- Having regard to the note of the Minister of University and Research of 23 April 2021, prot. no. 5462;
- Having regard to the guidelines issued by the University Coordination Committee for Lombardy on 23 April 2021,
- Having regard to his decision, issued in accordance with Article 19, paragraph 3, letter g) of the University Statute, on 4 May 2021,

DECREES

Art. 1 (General rules)

Università Cattolica del Sacro Cuore is open and operates in accordance with governmental, regional and competent authority regulations.

The emergency provisions on prevention and protection of public health and safety are fully implemented.

At the University premises, the adoption of all the necessary precautionary measures remains confirmed, including: signs indicating the routes to be followed to avoid possible gatherings; indication of the seats that can be used in the University spaces; positioning of indicators for social distancing, particularly in relation to operational services provided in presence.

Access to the University premises and buildings is supervised by security staff; body temperature detectors, including automated ones, people-counting systems to monitor the flow of people, and other sanitary devices are used at every entrance to these premises. During the course of the day, sanitation operations are guaranteed in the premises, at regular intervals or in consideration of the flow of people.

University activity is constantly monitored through the analysis of data extracted from the attendance tracking systems. Security services have been reinforced to supervise the flow of people in the buildings, prevent crowds and manage any difficulties.

Research activities in laboratories, departments and institutes as well as access to library services are possible in compliance with the security measures adopted by the University.

The following student access rules apply:



- Services to the public (such as libraries, Student Offices, Guidance and Tutoring) are guaranteed in person or remotely, and operate by appointment in accordance with the established procedures; other services for study and consultation (such as library study rooms, consultation rooms) are open, and access is guaranteed by appointment in accordance with the established procedures and in compliance with the rules set out to combat the spread of contagions;
- In order to access the University buildings, a university badge is required. Lacking a badge, and subject to reasoned justification, a health card may be used. Lacking the latter, a valid identity document must be shown in order to enable the appropriate checks. At each access, where required, badges must be scanned at the readers. The readers will provide an initial check on the possession of access passes. In case of refusal, intervention of security staff may be requested in order to assess appropriate actions;
- Student office hours can be held remotely, using connection tools that enable the best possible interaction between lecturers and students.

Also in compliance with the DPCM of 2 March 2021 and the Orders issued by the Minister of Health and the territorial authorities, and after consulting the relevant Regional University Committee, the universities, based on the epidemiological trend, prepare plans for the organisation of teaching and curricular activities, to be carried out remotely or in presence, which take into account the formative needs and the evolution of the territorial pandemic situation and the corresponding health safety needs, in compliance with the guidelines of the Ministry of University and Research, as well as on the basis of the protocol for the management of confirmed and suspected cases of COVID-19.

Article 2 **(Procedure for the conduct of teaching activities)**

- 2.1 With reference to all University campuses, lectures and other face-to-face teaching activities relating to courses aimed at students enrolled in all the years of undergraduate, graduate and integrated degree programmes, as well as university master's degree, postgraduate, specialisation and Doctoral programmes may be provided, where applicable, in accordance with the criteria and technologies already identified, in dual mode (in presence and remotely), according to the schedule prepared by the competent teaching structures, in compliance with the security measures and in coordination with the relevant Campus Head Offices.
- 2.2 Lesson timetables are available to students on the *iCatt* portal and the *iCatt* app.
- 2.3 Workshops, seminars and extracurricular activities aimed at the University community may be held in presence at the University premises, according to the schedule drawn up by the competent teaching structures, in compliance with the security measures and in coordination with the relevant Campus Head Offices.



- 2.4 For the benefit of students who are unable to participate, where allowed, in in-presence teaching or curricular activities, these may be attended, where possible, via identified distance learning modes, also having regard to the specific needs of students with disabilities and students with specific learning disorders.
For face-to-face courses, it is ensured that lessons can also be followed remotely, by accessing virtual classrooms, in accordance with the principles of publicity, effectiveness and broad accessibility of the service, based on the current dual delivery methods already arranged.
- 2.5 Lecturers may also conduct their lectures from the University premises, using the University network, or, subject to prior notification to the Campus Planning Office, in the classrooms if they need more powerful systems to livestream their lectures.
- 2.6 Lectures are recorded and remain available only to enrolled students until at least the first useful exam session; recordings may be viewed but not downloaded.

Article 3 (Procedure for the conduct of oral and written examinations)

With reference to all University campuses, oral and written examinations will be held in accordance with the organisational procedures and on the basis of the schedule prepared by the competent teaching structures, in compliance with the security measures and in coordination with the relevant Campus Head Offices.

More specifically, with reference to all University campuses:

- oral exams will be held remotely, according to the criteria and technologies already identified, or, subject to a specific resolution of the relevant teaching structures, in person or in dual mode (in presence and remotely). However, in the case of exams to be conducted in person only, students who provide motivated impediments may request to take their exam remotely, by submitting specific self-certification to be filled in via the appropriate online application upon enrolment;
- written examinations will preferably be held in presence. For students who - by means of specific self-certification to be filled in via the appropriate online application upon enrolment - enclose motivated impediments, distance examinations may be organised, according to the indications of the President of the Examination Boards. The competent teaching structures may decide, on the basis of the specific characteristics of the exams, of the number of students and of any other relevant circumstances, to arrange for the written exam to be held remotely. In this case, the teaching structures and the Presidents of the Examination Boards may always provide for a supplementary oral examination, either on a general basis or for individual students.

Each competent teaching structure, on the basis of its decision, shall inform the relevant Planning Office of their exam arrangements.



The schedule and arrangements for the examinations will be made available on the *iCatt* portal and on the *iCatt* app, and will be communicated to students by the relevant teaching structures.

Article 4 (Procedure for the conduct of degree examinations)

With reference to all University campuses, with regard to the provision of the final examinations for undergraduate, graduate and integrated degree programmes, it is confirmed that the same will be held in presence or, where necessary, remotely according to the criteria and technologies already identified. The Deans of the Faculties and the Campus Head Offices involved shall define the number of persons –in any case not over five - who may be admitted to attend the defence, and the related organisational procedures. In-presence and remote discussions may be recorded and, on request, made available to the student who took the exam.

Article 5 (Internship activities)

If the internship is being carried out at the host institution (under safety conditions) or remotely, it may be continued so as to reach the hours necessary to acquire any expected ECTS.

If the internship is interrupted by the host organisation and not continued remotely, it may be completed by means of further activities agreed upon with the lecturer of reference so as to achieve the same objectives.

Internships may also be hosted at the University premises and be carried out in presence according to the schedule defined by the competent teaching structures, in compliance with the safety measures and in coordination with the relevant Campus Head Offices.

Article 6 (Conferences, congresses and meetings)

Conference or congress activities and other events are suspended, with the exception of those taking place remotely; all public ceremonies take place in accordance with the current protocols and guidelines and with no public.

Meetings shall be held remotely unless there are motivated grounds to do differently.

Meetings of the collegiate bodies may only be held remotely.



Article 7

(Competition procedures for the awarding of research grants and for the recruitment of professors and researchers)

Competition procedures for the awarding of research grants and for the recruitment of professors and researchers shall be carried out telematically, in accordance with the criteria and technologies already identified.

Article 8 (Final rules)

The above-mentioned procedures shall also apply, as compatible, with any appropriate differentiation, to university graduate degree programmes, Doctoral programmes and Postgraduate Schools.

The measures set out in this provision shall apply from 4 May to 31 July 2021, and shall remain valid as compatible with existing or future regulatory guidance on the COVID-19 state of emergency.

Milano, 4 Maggio 2021

THE RECTOR
(Prof. Franco Anelli)
Signed: F. Anelli

THE GENERAL MANAGER
(Dr. Paolo Nusiner)
Signed: P. Nusiner