



RECTOR'S DECREE NO. 7761

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 Statute of Università Cattolica del Sacro Cuore, 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 the D.P.C.M. of 2 March 2021 entitled "Further provisions for the implementation of decree-law no. 19 of 25 March 2020, converted, with amendments, by law no. 35 of 22 May 2020 entitled "Urgent measures to cope with the epidemiological emergency caused by COVID-19", of decree-law no. 33 of 16 May 2020, converted, with amendments, by law no. 74 of 14 July 2020 entitled "Further urgent measures to cope with the epidemiological emergency caused by COVID-19", and of decree-law no. 15 of 23 February 2020 entitled "Further urgent provisions on movement on the national territory to contain the epidemiological emergency caused by COVID-19";

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', converted into Law No 87 of 17 June 2021;

Having regard to the Order of 11 June 2021, issued by the Minister of Health;

Having regard to the note of the Minister of University and Research of 23 June 2021, prot. no. 8329;

Having regard to the resolutions of the Academic Senate of 7 June and 5 July 2021;

Having regard to the resolutions of the Board of Directors of 23 June and 14 July 2021;

Having regard to his decision, issued pursuant to Article 19, paragraph 3, letter g) of the University Statute, on 15 July 2021;

Having considered his own decree no. 7708 of 15 July 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 decree-law no. 105 of 23 July 2021 entitled 'Urgent measures to cope with the epidemiological emergency caused by COVID-19 and for the safe conduct of social and economic activities”,

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 and organisational 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.

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 health 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 gatherings 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 services centre, orientation and tutoring) are guaranteed in presence, or remotely, by reservation according to the modalities available on the *iCatt* portal and on the *iCatt* app; other services for



- study and reading (such as library study rooms, reading rooms) are open, and access is guaranteed by reservation in accordance with the established procedures and in compliance with the rules set out to combat the spread of contagion;
- In order to access the University buildings, a university ID card is required. Lacking an ID card, 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, cards 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 in person or remotely, by appointment with the lecturer concerned, using connection tools that enable the best possible interaction between lecturers and students.

Article 2

(Procedure for the conduct of teaching activities for the academic year 2021/22)

- 2.1 For the academic year 2021/22 in all University campuses, lectures and other in-person teaching activities relating to courses aimed at students enrolled in all the years of the undergraduate, graduate and integrated degree programmes, as well as specializing master courses, postgraduate, specialisation and Doctoral programmes will be provided in presence and in simultaneous streaming mode, according to the criteria and technologies already identified, compatibly with the health situation, in compliance with the schedule prepared by the competent teaching structures, with the security measures and in coordination with the relevant campus Directorates.
- 2.2 Access to in-presence lectures will occur according to shifts that will take into account the need to keep classroom capacity reduced to an extent compatible with the rules on spacing in force and taking into account the reference venue. Calendar and timetable of classes, methods and shifts of access will be made available on the *iCatt* portal and on the *iCatt* app, and adequately communicated to students.
- 2.3 Workshops, seminars and extracurricular activities aimed at the university community will be held in person 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 Directorates.
- 2.4 For the benefit of students who are unable to attend the teaching or curricular activities in person, these will be delivered via live streaming, also taking into account the specific needs of students with disabilities and students with specific learning disorders.

For in-person courses, it is ensured that lessons may also be followed remotely, by accessing virtual classrooms, in accordance with the principles of publicity, effectiveness and broad accessibility of the service, according to the current dual delivery modes already foreseen.



- 2.5 Lecturers will conduct their lectures from the university classrooms, in accordance with the timetable drawn up by the Teaching Activities Planning and Scheduling Office on the basis of determinations made by the relevant teaching structures.
- 2.6 Lectures will be recorded and will remain available only to enrolled students for at least one week; recordings can 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 exams will be held according to the organisational procedures and on the basis of the schedule prepared by the competent teaching structures, in compliance with security measures and in coordination with the Directorates of the campus concerned.

More specifically, with reference to all University campuses:

1. Autumn session (23 August to 15 October 2021) - A.Y. 2020/21:

- oral exams will be conducted remotely, in accordance with the criteria and technologies already identified, or, subject to a specific resolution of the competent teaching structures, in person or in a dual mode (in person and remotely);
- written exams will preferably be conducted in in-person mode. The competent teaching structures may decide, on the basis of the specific characteristics of the tests, the number of students and any other relevant circumstances, to provide for the written exams to be held remotely. In this case, the teaching structures and the Presidents of Exam Commissions may always provide for a supplementary oral test, either in general or for individual students.

With reference to exams that will be scheduled exclusively in in-presence mode, the possibility of taking the examinations remotely will be guaranteed in any case to students who cannot be present at the University due to proven health problems related to COVID-19 and attested by specific self-certification to be completed in the appropriate application when registering for the examination.

2. Winter session (from 15 November 2021) – A.Y. 2020/21 and A.Y. 2021/22:

Unless otherwise provided for by the competent authorities, exams will be held in person, with priority being given to written exams, in accordance with specific



criteria identified on the basis of the reference venue and the requirements and decisions adopted by the competent teaching structures.

With regard to exams which will be scheduled exclusively in in-presence mode:

- if travel and/or distance restrictions are imposed by the competent authorities, resulting in reduced attendance quotas, exams will be held remotely or in dual mode (in presence and remotely), depending on the needs and characteristics of the various courses of study;
- the possibility of sitting exams remotely will in any case be guaranteed to students who cannot be present at the University due to proven health problems related to COVID-19 and attested by specific self-certification to be completed in the appropriate application when registering for the exam.

Each competent teaching structure, on the basis of provisions, shall inform the relevant Teaching Activities Planning and Scheduling Office of the arrangements for the exams.

Examination schedule and arrangements 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 final examinations)

With reference to all University campuses, with regard to the provision of final examinations for undergraduate, graduate, and integrated degree programmes in the autumn session of the academic year 2020/21 (from 23 August to 15 October 2021), all Degree Commissions (including the proclamation ceremonies for undergraduate degrees) will be convened in presence.

Graduating students may also be present in the classroom, without prejudice to their option to attend remotely according to the criteria and technologies already identified. The Deans of the Faculties and the Directorates of the competent campuses will define the number of people allowed to attend - in any case not over 5 for defences and not over 3 for proclamation ceremonies - and the procedures for organising the ceremonies. In-person and remote discussions may be recorded and, on request, made available to the student who took the exam.

Article 5 (Traineeship activities)



Traineeships may be set up and continued in host organisations that guarantee adequate safety conditions, also by adopting a remote or alternating mode of operation.

In the event that the curricular traineeship is interrupted by the host organisation, and not continued remotely, the training may be completed by means of further activities agreed with the lecturer of reference, in order to achieve the same training objectives and the acquisition of the university training credits (ECTS) foreseen.

Traineeships may also be hosted at the University premises and be carried out in person according to the schedule drawn up by the competent teaching structures, in compliance with the safety measures and in coordination with the relevant Campus Directorates.

With regard to the training and qualification courses of the "A. Gemelli" Faculty of Medicine and Surgery, the courses shall be carried out under secure conditions, in presence, modulating the activities with limited groups of students.

Article 6 (Conferences, congresses and meetings)

Conferences, congresses, other events and ceremonies are held in accordance with the applicable protocols and guidelines issued by the competent authorities.
Meetings of the collegiate bodies may be held in person and/or 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 may be held also remotely, in accordance with the criteria and technologies already identified.

Article 8 (Final norms)

The above-mentioned provisions are to be considered applicable, inasmuch as compatible, with appropriate differentiations, also to university specializing master courses, postgraduate, specialisation and Doctoral programmes.

The measures provided for in this document shall apply from 1 August 2021, and remain valid inasmuch as compatible with the normative indications of enactment and until new provisions are determined.



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Milan, 15 July 2021

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

THE GENERAL DIRECTOR
(Dott. Paolo Nusiner)
signed: P. Nusiner