



## RECTORAL DECREE NO. 8542

Extraordinary provisions on access to and use of the University's services, teaching activities, profit exams and degree examinations, conference and congress activities, competition procedures for the award of research grants and the recruitment of professors and researchers

### THE RECTOR

- Having regard to the Articles of Association 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 of the Sacred Heart, issued by Rector's Decree of 29 October 1999, and subsequent amendments and additions;
- Having regard to Decree-Law N. 44 of 1 April 2021 on 'Urgent measures to cope with the COVID-19 epidemic emergency, SARS-CoV-2 vaccinations, justice and public competitions', converted into Law N. 76 of 28 May 2021, as amended;
- Having regard to Decree-Law N. 52 of 22 April 2021 on 'Urgent measures for the gradual resumption of economic and social activities in compliance with the need to contain the spread of the COVID-19 epidemic', converted into Law N. 87 of 17 June 2021, as amended;
- having regard to his own decree n. 7965 of 15 October 2021, concerning: 'Extraordinary provisions on access to and use of the University's services, conduct of teaching activities, profit exams and degree examinations, conference and congress activities, competition procedures for the award of research grants and the recruitment of professors and researchers';
- having regard to Decree-Law N. 14 of 25 February 2022 on 'Urgent provisions on the crisis in Ukraine', converted into Law N. 28 of 5 April 2022
- Having regard to his own decree n. 8449 of 16 March 2022 concerning: 'Update of the extraordinary provisions of Rector's Decree n. 7965 of 15 October 2021 - as amended by Rector's Decree n. 8201 of 7 January 2022 - concerning the conduct of profit exams and final examinations';
- Having regard to Decree-Law N. 24 of 24 March 2022 on 'Urgent measures to contain the spread of the COVID-19 epidemic, following the end of the state of emergency'
- Having regard to the note of the Ministry of University and Research of 25 March 2022, prot. n. 4606;
- Having regard to the order of the Minister of Health of 28 April 2022;
- Having regard to his decision, issued pursuant to Article 19(3)(g) of the University Articles of Association dated 29 April 2022,



## DECREES

### Article 1 (General rules)

Università Cattolica del Sacro Cuore, at the end of the health emergency period, hereby intends to update the procedures for carrying out university activities, initiating a gradual return to normality, in line with the changed regulatory framework.

In this regard, while fully implementing the provisions on prevention and protection of public health and safety provided for by the laws in force, the University, as a precautionary measure, considers it appropriate to maintain a number of organisational guidelines, including:

- the recommendation to wear a mask in all indoor places;
- the recommendation to avoid gatherings and to maintain as much distance as reasonably possible;
- monitoring of university activity, by the Head Office Departments, through the analysis of data extracted from attendance systems;
- supervision by the security services of the flow of people inside the buildings.

In order to allow for the implementation of the above, students will continue to be required to have their university *badge* (or in the absence of the badge, their health card) to gain access to the University's premises and buildings, and at the entrances, if requested by the security staff, they will have to stamp their *badge* in the appropriate readers.

Research activities in laboratories, departments and institutes, and access to library services are carried out in accordance with the rules and organisational measures adopted by the University.

Services to the public (such as libraries, the Student Service, Orientation and tutoring) are guaranteed in person, as well as remotely, upon booking according to the procedures available on the University website. Other study and consultation services (such as library study rooms, consultation rooms) are also managed upon booking according to the procedures available on the University website, in order to facilitate their use by students.

Professors/lecturer's office hours continue to be held, by agreement with the professor/lecturer concerned, in person or remotely, using connection tools that allow the best possible interaction between professor/lecturer and student.

### Article 2 (Procedures for carrying out teaching activities for the academic year 2021/22)

For the academic year 2021/22, with reference to all the University's 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 specialising master's, postgraduate, specialisation and PhD courses, will be



delivered in person and with simultaneous live *streaming*, in accordance with the schedule drawn up by the competent teaching structures. The calendar, timetable and teaching methods are available on the *iCatt portal* and on the *iCatt app*.

Workshops, seminars and extracurricular activities aimed at the university community are held in person at the University's premises, according to the schedule drawn up by the relevant teaching structures.

For face-to-face courses, it is ensured that lessons can also be followed at a distance, by accessing virtual classrooms, in accordance with the principles of publicity, effectiveness and broad accessibility of the service, using to the current dual delivery methods already provided, also taking into account the specific needs of students with disabilities and students with specific learning disorders.

Professors/lecturers conduct their lectures from the University's classrooms, in accordance with the timetable drawn up by the Campus Teaching Activities Planning and Scheduling Office on the basis of determinations made by the relevant teaching structures.

Lectures are recorded and remain available only to registered students for at least one week; recordings can be viewed but not downloaded.

### **Article 3**

#### **(Methods of conducting oral and written profit exams)**

The oral and written tests of the profit examinations take place at all the University sites in person, on the basis of the scheduling of the competent teaching structures.

Students who are unable to participate in the face-to-face exams for reasons related to COVID-19 or the crisis in Ukraine may be allowed to take the exam remotely by self-certifying one of the following situations in the application form when registering for the exam:

- (a) student subject to self-isolation having tested positive to COVID-19;
- b) student prevented from reaching the University for reasons related to the crisis in Ukraine;
- c) student coming from Italian regions or foreign countries where there are, by virtue of the provisions in force at the time, restrictions on the movement of persons due to the COVID-19 pandemic and therefore prevented from reaching the University.

Exceptions are not permitted for any other reason. The existence of the above-mentioned impediments to sit exams in person may also be verified by means of requests for documentation and sample checks.

The redefined remote test - in written or oral form - for students who are unable to attend in person, as referred to in points a), b) and c) above, may be held on the same or a different date, but no later than 5 days after the scheduled date of the test.



In any case, the competent teaching structures or individual teachers may stipulate that the remote written test be supplemented by an oral test.

The examination schedule is made available on the *iCatt* portal and the *iCatt* app and appropriately communicated to students by the relevant teaching structures.

#### **Article 4 (Procedures for conducting sessions relating to the final examination)**

With reference to all the University's campuses, with regard to final examinations for undergraduate, graduate and integrated degree programmes, all Degree Commissions (including the proclamation ceremonies for undergraduate degrees) are convened in presence.

Undergraduates will be present in the classroom; the possibility of taking the exams related to the final examination at a distance will be guaranteed to students who are prevented from participating in the tests, for reasons related to COVID-19 or the crisis in Ukraine, by self-certifying, on receipt of the invitation, the occurrence of one of the following situations:

- (a) student subject to self-isolation having tested positive to COVID-19;
- b) student prevented from reaching the University for reasons related to the crisis in Ukraine;
- c) student coming from Italian regions or foreign countries where there are, by virtue of the provisions in force at the time, restrictions on the movement of persons due to the COVID-19 pandemic and therefore prevented from reaching the University.

Exceptions are not permitted for other reasons. The existence of the above-mentioned impediments to participation in the final examination to be held in person may also be verified by means of requests for documentation and sample checks.

The Deans of the Faculties and the Directorates of the relevant offices shall determine the number of persons admitted to attend and the arrangements for organising the ceremonies.

#### **Article 5 (Internship activities)**

Internships may be set up and continued with host organisations that guarantee suitable conditions for their performance, including at a distance.



If the internship is interrupted by the host organisation, it may be completed by means of further activities agreed upon with the professor/lecturer of reference, in order to achieve the same training objectives and the acquisition of ECTS.

Internships may also be hosted on the University's premises and be carried out in person according to the schedule drawn up by the relevant teaching structures.

With regard to the training and qualifying courses of the "A. Gemelli" Faculty of Medicine and Surgery, courses are held in person, without prejudice to the application of the relevant legislative provisions - since the students concerned are required to undergo compulsory vaccination pursuant to art. 4, paragraph 1 *bis*, of Decree Law no. 44 of 1 April 2021 - as well as the provisions adopted by the competent health structures.

#### **Article 6** **(Conferences, congresses and meetings)**

Conferences, congresses, other events and ceremonies take place in accordance with the necessary organisational measures defined in coordination with the relevant head office departments.

Meetings of the collegiate bodies may be held in person and/or at a distance.

#### **Article 7** **(Competition procedures for the award of research grants and for the recruitment of professors and researchers)**

Competition procedures for the award of research grants and for the recruitment of professors and researchers may also be carried out remotely, in accordance with the criteria and technologies already identified.

#### **Article 8** **(Final rules)**

The above provisions are applicable, *mutatis mutandis*, to university specialising master, postgraduate, specialisation and Doctoral programmes.

Specific indications are provided for the access of international students, also in relation to the provisions established by the governmental authorities.

The above measures shall apply from 1 May 2022 and shall remain in force to the extent compatible with existing or future legislation and until new provisions are determined.



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

Milan, 29 April 2022

**THE RECTOR**  
**(Prof. Franco Anelli)**  
F.to: F. Anelli

**THE DIRECTOR-GENERAL**  
**(Dr Paolo Nusiner)**  
F.to: P. Nusiner