

TO ALL STUDENTS OF THE UNIVERSITY OF PAVIA

Guide to studies in 1st Semester (Academic Year 2020/21)

On 18 May 2020 the Academic Senate approved the teaching guidelines for the 2020/21 academic year drafted by a working group representing the academic community.

It was agreed in particular that in the first semester of the academic year (starting from September), lecture modes would be mixed: in keeping with physical distancing measures, as many lectures as possible would be in-person, with the remainder being online, in accordance with decisions taken for different degree courses.

Students will still be able to attend all lectures of the first semester online, including those given in-person, via both live video-streaming and video-recordings (which will be kept for at least 15 days).

A. LECTURE MODES

1. All lectures will take place **in-person** when the number of students interested in attending is less than or equal to the capacity of the designated classrooms. Even when all lectures were to be held in-person, students will still be able to attend lectures online, via either live video-streaming or video-recordings, which will be kept for at least 15 days.
2. If on the other hand the number of students interested in attending is greater than available classroom capacity, the Department Councils have decided that lectures will be given in one of the following two ways:
 - 2.1. **Mixed modes with small groups.**
Part of the lectures will be given online via podcasts (audio or video-recording) or live video-streaming. The remainder will be given in the presence of all students wishing to attend, divided into subgroups (making available online at least one of the lessons given to one of the subgroups).
 - 2.2. **Mixed modes in rotation.**
Students will be divided into subgroups containing a number in line with classroom capacity. The subgroups will alternate between in-person and online lectures (e.g. in the first week “subgroup 1” will attend, and “subgroup 2” will follow online, and vice versa in the second week).
3. In both cases, in-person lectures will be recorded using a fixed camera and directional microphone for live video-streaming. The video recording of the lecture will be uploaded to Google Drive and kept available to students for at least 15 days via an ad hoc link on Kiro.
4. The times of lectures and the classrooms booked will be published on UPlanner. They will also be available on the websites of individual departments, just as in previous years.
5. It has been recommended that the starting time of lectures be put back to at least 9.30 a.m., where possible, in order to ease the burden on city mobility.

B. BOOKING CLASSROOM PLACES.

As from 1 September students will be able to access a dedicated online platform ([LINK](#)) to express a preference (in-person or online lectures) for each course subject they say they will follow. The aim is to have the information needed to settle on **the number of groups to be formed**.

Only students who express the desire to attend lessons in person will be able to access the classroom.

- 1) The main features of the application are as follows:
 - a) all students registered, enrolled, pre-enrolled or graduated at the University of Pavia starting from academic year 2018/19 may access the application;
 - b) the preferences expressed refer, as a rule, to the **entire duration** of the course;
 - c) the student is, however, free to **change** his or her preference at any time. The Department will inform the student about deadlines and the dates when preferences will be considered with a view to forming or re-forming groups. Changes will take effect only when the new times/schedules are published;
 - d) all the University's **course subjects** can be selected regardless of their compatibility with the student's study programme. Their inclusion in the study programme will comply with the usual rules on the presentation of the study programme;
 - e) the course subjects already present in the study programme and not yet passed will be highlighted, in addition to those planned for the following year;
 - f) **for each subject** selected, the student must indicate whether he intends to follow it **in-person** or **online**.
- 2) The lists of students who have made this choice will be available for consultation and download by the lecturers responsible for individual lecturers and, in summary form, by other persons chosen by the Department.
- 3) The day and time at which the data on preferences will be downloaded for the formation of groups will be communicated to students in good time by the individual Degree Course heads. This operation will be carried out **more than once** during the semester.
- 4) After logging in, the student will find the subjects already present in his/her university record book in the academic year 2019/20 (but not yet passed) and subjects for the year he/she is about to attend. The student may then add other subjects using the "Add/remove subjects" button.
- 5) This operation in no way replaces the compilation of the study programme which - as already mentioned - must be carried out according to the usual rules.
- 6) If the student has just attended the last year of a three-year degree course and intends to enrol in a Master's (Level 2) degree course, he/she may immediately express his or her interest in following the relative subjects, even though he/she is not yet enrolled in the Master's degree course.

C. HEALTHCARE PROVISIONS.

1. ACCESS TO UNIVERSITY AND COMMUNAL AREAS

The student must follow the instructions given by the appropriate signs, highlighting the correct entrance and exit routes. There remains the obligation of keeping a distance of at least **one metre** from other persons on routes to rooms and communal areas. **Assemblies** must be avoided. Competent staff may intervene to invite those present to keep their distance, thus dispersing assemblies.

As per ministerial provisions, it is not necessary to measure body **temperature** at the University entrance for students intending to attend lessons (in accordance with "Guidelines - Annex 18 - DPCM 07.08.2020"). Therefore, individuals are responsible for checking their state of health and, in particular, measuring their temperature at home before going to university: students with a body temperature of 37.5°C or above and/or respiratory symptoms should stay at home.

2. FACE MASKS AND DISTANCING

In general, there is an obligation to wear a surgical mask or a community cloth mask: the student must therefore go to the established venue wearing a face mask. Automatic dispensers will be installed selling fabric masks and sanitising solutions. The mask must be worn by everyone, depending on interpersonal distance:

- 1) **Oral examination:** only if the interpersonal distance of two metres is respected (referring to both the examiners and the student) is it possible to remove the mask. In all cases the interpersonal distance of one metre must be respected;
- 2) **Graduation sessions:** only if the graduate keeps a distance of at least two metres from the examining panel can he/she remove the mask, but the microphone must be sanitised between one candidate and another: the student himself/herself can do this with disinfectant wipes made available. The interpersonal distance of one metre must always be respected, including among the examiners;
- 3) **Lectures:** only the lecturer may remove his/her mask during the lecture, remaining at least two metres from the first row. Alternatively, the lecturer may choose to use a transparent mask or another type.

3. CLASSROOMS AND AREAS INSIDE

Sanitising will be carried out daily by the cleaning company in accordance with ISS rules. Kits with wipes and disinfectant spray will also be supplied to students and teaching staff. The premises will be regularly **ventilated** by competent staff during sanitising actions and during exams or lectures for 15 minutes every 2 hours.

Personal belongings must be arranged in such a way that a minimum safety distance is maintained even between the items of different persons.

4. CONTACT TRACING AND HEALTHCARE PROTOCOLS

According to the provisions of the Ministry for the University, students entering classrooms will be traced by use of a **roll call** (before the lesson is recorded). An app is being prepared that will allow automatic tracking. The names of those present at the lecture will be kept for at least 14 days, and subsequently deleted, in keeping with privacy rules.

The university recommends that all students use the **IMMUNI** app, keeping it active when they are on the University's premises.

In the event of sickness in the classroom, the student must promptly inform the lecturer, who will follow the protocol in place to protect the student's health, as well as public health in general. In the event of a positive diagnosis, however, the healthcare authority will initiate the appropriate checks, giving all the necessary information to those concerned.