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EXTRAORDINARY MEASURES TO FACE THE HEALTH EMERGENCY FROM COVID 19 DURING THE SECOND SEMESTER OF THE ACADEMIC YEAR 2020-2021

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DECREES

The University of Pavia, in compliance with the provisions of the Lombardy Region Ordinance no. 620 of 16 October 2020, by the Presidential Decree January 14, 2021 and by the order of the Ministry of Health of January 23, 2021, will carry out its institutional activities of teaching, research and third mission, as well as administrative, management and IT support for these activities according to the following procedures, having taken care of identify the activities that must continue in presence according to the provisions of art. 1.10, letter *u*), of the same Presidential Decree.

ARTICLE 1 – Lessons

The remaining lessons of the first semester of the 2020-2021 academic year are delivered online.

While, compatibly with the national and regional provisions on health emergencies, and in compliance with the resolution adopted by the Academic Senate in the session of 16/11/2020 (Repertoire n. 226/2020; Prot n. 136086 of 17/11 / 2020), in the second semester the lessons will be delivered in mixed form according to the modalities (in small groups or in rotation) already implemented in the first part of the first semester, video-recorded and accessible online to students for at least 15 days.

The indications relating to the delivery methods will be collected and, if necessary, integrated into the University's "Plan of organization of teaching and curricular activities" which will be drawn up in compliance with the provisions of the DPCM 14 January 2021 art. 1, paragraph 10, letter *u*.

ARTICLE 2 - Exams

Oral exams will take place online, according to the methods adopted up to now.

The written exams can be carried out in presence, according to the decision of the professor, but taking care to accept any requests from students in this sense, who will in any case be guaranteed the possibility of taking the exam online according to the procedures up to now adopted.

For the School of Specialization for the Legal Professions, the written tests and the competition simulations can be carried out in person.

ARTICLE 3 - Graduation Exams

The graduation sessions - three-year bachelor degrees, master's and single-cycle master's degrees - as well as the final examinations of the PhDs and the discussion of the thesis of specialization in the medical area and of the university masters will take place online.

ARTICLE 4 - Appointments with professors

Students are received online (for example via Skype, Zoom or by telephone). The student will agree with the professor on the modalities by email.

The reception can take place in the presence only if, due to the research topic or the topic to be treated, the interview in presence is essential, after having agreed a precise time with the teacher and in compliance with all health safety measures.

ARTICLE 5 - Workshops, educational outings, internships; preparation of degree and doctoral theses

Laboratories, educational outings and internship activities can be carried out in the presence, in compliance with current legislation on safety and protection of public health as well as any provisions limiting the movement of people and vehicles.

For the purposes of preparing degree and PhD theses, attendance at laboratories and libraries is permitted, always in compliance with health regulations and the "Anti-contagion protocol" approved by the University.

ARTICLE 6 - Master and specialization courses

The training activities of the masters and advanced courses and the diploma sessions are allowed both remotely



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and in presence in compliance with the safety conditions established by law and health protocols.

Please refer to articles 5 and 8 regarding laboratory activities, preparation of theses and carrying out curricular internships.

ARTICLE 7 - Training activities for health area postgraduates (doctors in specialist training and postgraduates of the Schools for non-medical graduates)

The trainees abide by the decisions communicated by the School Directors.

The vocational training activities for trainees will take place in presence, in compliance with the safety conditions established by law and health protocols, with the methods already in force.

Adequate personal safety and hygiene conditions must always be guaranteed to trainees, including the prescribed Personal Protective Equipment.

The theoretical training activities can be carried out remotely, based on the decisions communicated by the Directors.

ARTICLE 8 - Internships outside the University of students and graduates

Internships outside the University can be carried out in compliance with current legislation on safety and protection of public health.

To carry out the internship, it is also necessary to take into account the provisions limiting the circulation of people and vehicles, where applicable. All information on the activation and management of curricular internships, for students, and extra-curricular, for graduates, at institutions and companies outside the University can be consulted on the dedicated page of the COR.

As for the compulsory internships of students enrolled in courses related to the Departments of the Faculty of Medicine and Surgery, at affiliated hospitals, they take place in presence compatibly with the availability of such structures.

As regards the conduct of outgoing and incoming internships abroad through the Erasmus program, please refer to Article 10 of this decree.

ARTICLE 9 - Research Activities

Research activities in laboratories and libraries by professors, postdocs, fellows, doctoral students, undergraduates and officers continue regularly, in strict compliance with the "Anti-contagion protocol" approved by the University.

ARTICLE 10 - International mobility

Considering the persistence of a spread of the Covid-19 is still alarming in many countries, the University advises against leaving for a period of international mobility, favoring the virtual experiences when possible.

As regards outbound mobility, departures are in any case subject to confirmation by the host Institution, which authorizes hospitality according to the entry rules established by each country.

The competent offices will guarantee all the necessary support for the rescheduling of departures or for the activation of study, research, teaching and training periods abroad in blended or virtual mode, as well as for figure out particular situations that participants might face in case of delay of departures or conclusion of the mobility experience in advance.

Students, PhD candidates, professors and administrative staff selected within Erasmus Program or bilateral exchange agreements and / or double/joint/multiple degrees

Incoming and outgoing mobility is authorized, provided that the planned activities during the mobility period cannot be postponed and cannot be replaced with alternative solutions online, and supported by an authorized study/traineeship/work program, as a Learning agreement for study or traineeship signed by the home and host institution.

PhD students

Incoming and outgoing mobility is authorized, provided that the planned activities during the mobility period cannot be postponed and cannot be replaced with alternative solutions online, and supported by a study and/or research program authorized by the PhD Teachers' Board.

Conferring outgoing mobility, the authorization for the mission abroad will be subject to the completion and approval of the specific and updated mission form.

Incoming mobility may be authorized by the department and/or the incoming candidate's referring teacher in



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accordance with health and safety rules of the department itself.

Teaching and administrative staff

Incoming and outgoing teaching and administrative staff travels are authorized, provided that the planned activities during the mobility period cannot be postponed and cannot be replaced with alternative solutions online. Confering outgoing mobility, the authorization for the mission abroad will be subject to the completion and approval of the specific and updated mission form.

ARTICLE 11 – Business trips within Italy

For missions (business trips) in Italy the same provisions apply as for missions abroad.

ARTICLE 12 - Library services

Library services remain active in 'contactless' mode (without the mediation of the staff normally assigned to the front office). Home delivery book loan service by courier is guaranteed and it will be free of charge for all the users, and in particular for users not residing in the cities of Pavia and Cremona.

Access to libraries is allowed - in compliance with reduced places availability - to all institutional users (researchers, professors and, if equipped with appropriate self-certification, PhD students, fellows, post-docs, tutors, contractors, students) both for the consultation of the materials, and for individual study. Reservation is mandatory through the "Affluences" App or web version (<https://www.affluences.com>).

Libraries will provide suitable distancing measures to avoid the risk of proximity and aggregation, in compliance with the safety and health prevention rules established in the UNIPV's "Anti- contagion protocol".

List of libraries providing home delivery and Affluences reservation: Library of Science and Technology (section Tamburo and Golgi-Spallanzani), Library of Sciences (Physics section), Library of the Medical Area, Library of Economics, Library of Law (Hall of Private Law), Library of Political and Social Sciences (Esagoni room), Library of Humanistic Studies (San Tommaso, Art, Philosophy section), Library of Musicology and Cultural Heritage of Cremona.

Extraordinary Plan of University Library Services and the self-certification form is available on the University Library System website:
<http://biblioteche.unipv.it/servizi-bibliotecari-per-emergenza-covid-19>.

ARTICLE 13 - Part time students jobs

Part time students' jobs and other student's collaborations are allowed in presence, in compliance with the safety prescriptions established by the "Anti-contagion protocol" approved by the University, provided that such activities cannot be postponed and cannot be carried out in a virtual mode.

Relevant administrative offices which the part time students are assigned can allow them to be carried out remotely, when practicable. Student collaborations relating to activities that can be deferred and cannot be carried out remotely are suspended.

ARTICLE 14 - Tutoring collaborations

Tutors activities are provided virtually. Only laboratories that cannot be postponed and cannot be replaced with other virtual activities may be provided in presence, in compliance with the safety prescriptions established by the "Anti-contagion protocol" approved by the University.

ARTICLE 15 - Technical-administrative staff

Technical-administrative staff tasks will be regulated by a specific decision of the General Manager of the University of Pavia.

ARTICLE 16 - Processing of personal data

The processing of the personal data of the interested parties is functional to carrying out the distance learning activities and is attributable - also electronically - to all the functions institutionally assigned to the University, which operates according to art. 33 of the Constitution and art. 6 of the law n. 168/1989 and subsequent amendments, according to the procedures indicated by the Statute and by the sector legislation. Therefore, specific consensus should not be requested from the interested parties. The tools will be configured in order to minimize personal data processing. Concerning the processing of data and the protection of privacy in general, remote exams take place on the basis of the University information available at the following links:



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<https://privacy.unipv.it/informativaesami-a-distanza/>
<https://privacy.unipv.it/the-protection-ofpersonal-data/>

available in the ESSE3 app for each student enrolled in the University degree programme.

ARTICLE 17 - Entry into force

The provisions contained in this Decree, which completely substitutes the Decree 102-2021, will come into force on 1 february 2021 and will be valid until 13 June 2021, except for new national and / or regional provisions.

Pavia, 26 January 2021

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Prof. Francesco Svelto
(digitally signed)