



**SUBJECT: SPECIAL MEASURES TO COPE WITH THE COVID 19 EMERGENCY IN THE SECOND SEMESTER OF ACADEMIC YEAR 2020-2021**

**THE CHANCELLOR**

**HEREBY DECREES**

That the University of Pavia, in compliance with Lombardy Region Decree no. 620 of 16 October 2020, the Prime Ministerial Decree (D.P.C.M.) of 2 March 2021 and provisions in place established by the Ministry of Health, will carry out its institutional teaching, research and “third mission” activities, as well as administrative, management and IT support for these activities, in the following manner, based on different risk scenarios.

## CHAPTER I

### Provisions applicable in “yellow” or “orange” zones

#### **ARTICLE 1 - Lectures**

Lectures in the second semester of the academic year 2020-2021 will be given, in accordance with the resolution adopted by the Academic Senate in its meeting of 16/11/2020 (file no. 226/2020; Ref. 136086 of 17/11/2020), in blended form, according to the procedures (small groups or in rotation) already adopted in the first semester, video-recorded and made available online to students for at least 15 days.

Information on lecture delivery procedures will be gathered and, if necessary, integrated in the University's "Plan for the organisation of teaching and curricular activities" that will be drawn up in accordance with the provisions of art. 23, paragraph 1 of the Prime Ministerial Decree of 2 March 2021.

#### **ARTICLE 2 - Course examinations**

Oral examinations will be held remotely, as per the procedures already adopted.

Written exams may be held in person, as evaluated by the lecturer, taking care to consider any respective requests from students, who will be guaranteed the possibility of taking the examination remotely in accordance with procedures already in place.

For the School for Advanced Education in Legal Professions, written tests and simulation exercises may take place in person.

#### **ARTICLE 3 - Final exams**

Graduation sessions - first (bachelor), second (master) and single-cycle (combined) degrees - and final examinations for doctorates (PhDs) and defending of theses for medical specialisations will take place remotely.

#### **ARTICLE 4 - Student reception**

Students are received remotely (e.g., via Skype, Zoom or by phone). The student will come to an agreement on procedures with the lecturer via mail.

Students will be received only if a face-to-face interview is essential due to the research subject or topic being discussed, after having agreed with the lecturer a precise time, in compliance with all health and safety measures.

#### **ARTICLE 5 - Laboratories, field trips, internships; drafting of degree and PhD theses**

Laboratories, field trips (including mandatory practical field activities) and training activities may be performed in person, in compliance with current public health legislation and any provisions restricting the movement of persons and vehicles.

For the purposes of drafting degree and PhD theses, laboratories and libraries are accessible, again in compliance with health regulations and the “Anti-contagion protocol” approved by the University.

#### **ARTICLE 6 - Masters and advanced courses**

Educational activities for masters and advanced courses and graduation sessions are allowed both remotely and in person, in compliance with the safety measures set forth in law and health protocols.

Refer to Articles 5 and 8 above regarding laboratory activities, drafting of theses and staging of curricular internships.

## **ARTICLE 7 - Educational activities for junior specialist healthcare professionals (physicians receiving specialist training and postgraduates in Schools for non-medical graduates)**

Students undergoing specialist training shall abide by the decisions communicated by School Directors.

Professional training activities for postgraduates will take place in person, in compliance with the safety measures set forth in law and health protocols, using the procedures already in place.

These postgraduates shall always be guaranteed adequate personal safety and hygiene conditions, including the use of mandatory Personal Protective Equipment.

Classroom activities may be performed remotely, based on the decisions communicated by School Directors.

## **ARTICLE 8 - Internships outside the University for students and graduates**

Internships outside the University may be carried out in compliance with current public health legislation.

Interns must take into account provisions restricting the movement of persons and vehicles, where applicable. All information on the activation and management of curricular internships, for students, and extracurricular internships, for graduates, in institutions and businesses outside the University can be consulted on the respective page of the COR (Student Guidance Centre) site.

Mandatory internships for students enrolled in courses organised by Departments of the Faculty of Medicine and Surgery, undertaken in affiliated hospitals, will go ahead in person, providing said structures are able to receive students.

With regard to international internships, both inbound and outbound, through the Erasmus Programme, please refer to Art. 10 below.

## **ARTICLE 9 - Research activities**

Research activities in laboratories and libraries performed by lecturers, research fellows, grantees, postgraduates, undergraduates and technical and administrative staff shall continue as normal, subject to the rules on access rotation and in strict compliance with the "Anti-contagion protocol" approved by the University.

## **ARTICLE 10 - International mobility**

Given the continuing and complex public health situation and the worrying spread of Covid-19 in many countries, the University does not recommend international mobility at this moment, giving priority when possible to virtual experiences.

As far as outbound mobility is concerned, departures are subject to confirmation by the host organisation responsible for hospitality, also in accordance with the entry rules established by each country.

The competent offices will offer all possible help with the rescheduling of departures, arranging periods of study, research, teaching or training abroad in blended or virtual mode, and managing the particular situations of candidates having to delay their departure or anticipate their return to Italy, shortening their mobility experience.

- **Students, postgraduates, lecturers and technical and administrative staff under the Erasmus Programme or bilateral exchange and/or double, joint or multiple diploma agreements**

Inbound or outbound study periods abroad are authorised, providing the activities planned during the mobility period cannot be deferred or replaced with alternative distance solutions, and supported by an authorised study programme, in the form of a Learning agreement for study or traineeship signed by the sending institution and the host institution, and providing there are no specific health, safety or security-related reasons making departure inadvisable, also taking into account indications provided by the Ministry for Foreign Affairs on the site <http://www.viaggiasesicuri.it/home>.

- **Postgraduates**

Outbound study and/or research periods abroad are authorised, providing they cannot be deferred or replaced by alternative distance solutions, and supported by a study and/or research programme authorised by the Board of lecturers of their curricula, and providing there are no specific health or security-related reasons making departure inadvisable, also taking into account indications provided by the Ministry for Foreign Affairs on the site <http://www.viaggiasesicuri.it/home>.

All periods spent abroad, of whatever nature, require the opening of a mission procedure c/o the respective Department.

The mobility of inbound postgraduates may be authorised by the department in accordance with the Department's health and safety rules.

- **Overseas missions of teaching staff and technical-administrative staff**

The international missions of teaching staff and technical-administrative staff, both inbound and outbound, are authorised, providing they cannot be deferred or replaced with alternative distance solutions, and are supported by a teaching or work programme authorised by the University, and in any case providing there are no specific health or security-related reasons making departure inadvisable, also taking into account indications provided by the Ministry for Foreign Affairs on the site <http://www.viaggiasesicuri.it/home>.

A new ad hoc mission assignment form must be compiled and approved for the authorisation of overseas missions.

## **ARTICLE 11 - Missions in Italy**

For missions in Italy, the same provisions as those in place for overseas missions shall apply.

## **ARTICLE 12 - Library Services**

The principal and most in-demand library services (local and interlibrary loans, bibliographical searches, provision of documents in pdf format in hard copy and electronic form) remain active, but are provided in "contactless" mode (without the intervention of regular front office staff).

The book loan home service will continue to be active, via courier and without charges for the user, aimed in particular at users not domiciled in Pavia and Cremona.

Access to libraries will be allowed - until all places are taken - for all institutional users (researchers, lecturers and, if equipped with appropriate self-certification, postgraduates, fellows, grantees, tutors, contractees, undergraduates and students), for both the consultation of materials and individual study. Reservations must be made through the app "Affluences" or its web version (<https://www.affluences.com>).

Access will be allowed in libraries that have adopted distancing measures to avoid the risk

of crowding and gatherings, in compliance with the safety and health standards established in the “Anti-contagion protocol” approved by the University. The following library structures can provide this service: Science and Technology Library (Tamburo and Golgi-Spallanzani section), Science Library (Physics section), Medicine Library, Economics Library, Law Library (Private Law hall), Political and Social Sciences Library (Esagoni hall), Humanities Library (St. Thomas, Art, Philosophy section), Library of Musicology and Cultural Heritage of Cremona.

The Extraordinary Library Services Plan during the public health emergency (with updates) and the Self-certification form requesting admission to library facilities can be downloaded from the portal of the University's Library System, using the following link: <http://biblioteche.unipv.it/servizi-bibliotecari-per-emergenza-covid-19>

### **ARTICLE 13 – Part-time student collaborations**

Part-time student collaborations may be performed in person, in compliance with the safety measures established in the “Anti-contagion protocol” approved by the University, providing these activities cannot be deferred and cannot be carried out remotely. The heads of the services to which part-time student collaborations are assigned may always authorise their performance in remote mode when practicable. Part-time student collaborations relating to activities that can be deferred and cannot be performed remotely are suspended.

### **ARTICLE 14 – Part-time tutoring collaborations**

Tutoring is normally undertaken remotely. It can be carried out in person in the case of laboratory activities that cannot be deferred or replaced with alternative activities, again in compliance with the safety measures established in the “Anti-contagion protocol” approved by the University.

## CHAPTER II

### Provisions applicable in “dark orange” or “red” zones

#### ARTICLE 15 - Lectures

In accordance with the Prime Ministerial Decree of 2 March 2021, lectures are given remotely ("DAD").

Lectures are video-recorded, and made available online to students for at least 15 days.

#### ARTICLE 16 - Laboratories, field trips, internships; drafting of degree and PhD theses

Activities that cannot be put off and are managed individually, such as individual experiential activities that cannot be performed remotely (e.g. laboratory activity for the completion of degree or PhD theses), individual research and internship activities considered in any case to be mandatory and non-postponable, and access to libraries can be undertaken in person.

Group-based laboratory activities that cannot be deferred or performed remotely may also be undertaken in person, with a maximum number of participants complying with distancing rules and all health protocols.

Finally, the following activities can be carried out in person: courses for doctors undertaking specialist training, including residencies; specific general medicine training courses, including residencies; internships for curricula in the medical, healthcare and pharmaceutical area.

Everybody must in any case comply with the "Anti-contagion protocol" approved by the University, current public health legislation and any provisions restricting the movement of persons and vehicles.

#### ARTICLE 17 - Masters and advanced courses

The training/educational activities of masters and advanced courses and graduation sessions are allowed in remote mode.

Refer to Articles 5 and 8 above regarding laboratory activities, the drafting of theses and staging of curricular internships.

#### ARTICLE 18 - Reference regulations

With regard to the following activities:

- course and final exams (articles 2 and 3);
- student reception (art. 4);
- training/educational activities for postgraduate healthcare professionals (art. 7);
- student and graduate internships outside the University (art. 8);
- research activity (art. 9);
- international mobility (art. 10);
- missions in Italy (art. 11);
- library services (art. 12);
- part-time student and tutoring collaborations (articles 13 and 14),

the provisions of Chapter I, established for the “yellow” or “orange” zones, are applicable.

## CHAPTER III Final provisions

### **ARTICLE 19 - Travel**

Teaching staff, technical and administrative staff and collaborators and language experts from municipalities located in orange, dark orange and red zones, or from other regions, must carry self-certification in order to travel to the University.

If the municipality of residence and place of employment coincides, and if this municipality is located in a red zone, it is also necessary to provide self-certification for travelling for work reasons.

For student movements the provisions of the Prime Ministerial Decree of 2 March 2021 shall apply, with special reference to art. 40, paragraph 2, according to which "*those movements strictly necessary to ensure the staging of face-to-face teaching/learning within the prescribed limits are allowed*". Students, therefore, if they come from municipalities or regions located in orange, dark orange or red zones, or have to travel to university facilities located in orange, dark orange or red zones, must carry appropriate self-certification to make the necessary movements. This self-certification may be justified in relation to the activities to be carried out in person, as set forth herein.

### **ARTICLE 20 - Technical and administrative staff**

The activities of technical-administrative staff shall be governed by specific instructions issued by the Director General.

### **ARTICLE 21 - Processing of personal data**

The personal data of the person concerned must be processed for the performance of distance learning activities, relating to functions - performed both in person and online - institutionally assigned to the University, which is the primary seat of higher education and research, operating in pursuance of art. 33 of the Constitution and art. 6 of law no. 168/1989, as amended, in accordance with the procedures set forth in the Statute and in sectoral legislation. Specific consent from data subjects is thus not required. Tools will be configured to minimise the amount of personal data to be processed. With regard to the processing of data and in general the protection of privacy, distance examinations shall be carried out in accordance with instructions issued by the University available at the following links:

<https://privacy.unipv.it/informativa-esami-a-distanza/>

<https://privacy.unipv.it/the-protection-of-personal-data/>

and made available in the ESSE3 app to each student enrolled in the University's curricula.

### **ARTICLE 22 - Effective date**

The provisions contained in this decree will come into force from the date it is filed, and will be effective until 13 June 2021, unless subsequent national and/or regional regulatory provisions render changes necessary.

Pavia, *date of protocol*

**THE CHANCELLOR**  
Prof. Francesco Svelto  
(*digitally signed document*)