

# **Update of the guidelines for the gradual resuming of institutional activities**

## **For Academic Year 2020/2021**

Valid from 1 September 2020 until further notice.

Four months after the resumption of activities in accordance with the Guidelines approved by the Governing Bodies in the sessions of 29 and 30 April 2020, and subsequently in the sessions of May in relation to the satisfactory outcome of their implementation, as well as the new provisions emerged in the meantime in the national legislation, it seems necessary to update the guidelines through this document which completely replaces what has already been resolved.

### **Prevention measures already implemented and still to be implemented**

Drafting of the Anti-Contagion Protocol, its constant and continuous updating on the basis of national and regional regulations that are gradually emerging and provision of appropriate Personal Protective Equipment (PPE) by the Prevention and Protection Service (PPS) put in place. All staff attending university buildings are required to strictly comply with the rules contained in the Anti-Contagion Protocol: failure to comply may result in expulsion from university sites.

Protocol with the Tuscany Region for a voluntary screening through serological tests of all teaching staff, admin staff, fellows and doctoral students approved by the Regional Council of Tuscany on 18.05.2020: the campaign will take place starting from 31 August. The possibility of setting up a remote “desk” for psychological well-being is still being defined by the Colleagues of the new Psychological Counseling and Psychotherapy Service Center.

### **Teaching activity**

All admission tests will take place remotely except for those for which the Ministry requires attendance, which will take place according to ministerial indications at the Fortezza da Basso in compliance with the distancing measures provided for by regional regulations. To regulate access, we asked for the collaboration with the Civil Protection. With regard to classroom courses, the first semester of the Academic Year 2020/2021 will take place in the so-called mixed distance/presence mode on the basis as per regulations below.

Changes in lecture duration: 1 hour of lecture in this new mixed distance/presence mode is equivalent to 40 minutes of in-person/recorded lecture.

### **New timetable for the entire University valid from Monday to Friday.**

Morning and afternoon with 3 entrances and 3 exits 10 minutes apart from each other according to the following scheme, in order to dilute the accesses to the complexes thus minimizing the risks of gathering at

the access control: this will total a maximum of 6 hours of teaching with short intervals (eg 10 minutes if 3 blocks of 2 hours, or something more when it's 2 blocks of 3 hours; 1-hour lectures are not available).

8.20 - 12.40

8.30 - 12.50

8.40 - 13.00

13.00 - 14.10 sanitation of all classrooms.

14.10 - 18.30

14.20 - 18.40

14.30 - 18.50

Flexibility with hours other than those mentioned above is allowed only for the Schools of Agriculture, Law, Political Sciences and Economics in order to avoid gatherings at the Novoli Social Sciences Campus. Further flexibility will be evaluated on the basis of the access simulations that will be carried out between 14 and 25 September.

### **Security measures.**

Only one traceable "group" of students in each classroom every half day.

Students will be allowed to leave the classroom exclusively to reach the toilets in compliance with anti-gathering rules. Students can leave the classroom during the half day shift of their "group" only to leave the complex, not to go to another classroom for another course.

Students may also not necessarily attend all the courses provided for the "group" by entering and exiting even at times other than those of the "group", but always without changing the classroom to which they were assigned. The organization of attendance can also include different groups at various hours of the morning or afternoon, therefore, as long as the Schools are able to guarantee total traceability of those attending.

Everyone must have their own masks in order to access the classrooms.

It is mandatory to wear a mask during the entire stay in the University premises. It is mandatory to sanitize hands at the entrance and exit. Vending machines and water fountains are not available.

### **Plan of didactic activities in the mixed presence/distance mode.**

On the basis of what is written above, the Schools draw up Plans for the presence of students in the classrooms based on the capacities in compliance with the Anti-Contagion Protocol, according to the following priority criteria:

1. first year students all in attendance (with possible shifts by surname, where it is impossible to manage total attendance);
2. students of master's degrees and students from the fourth year onwards of combined-cycle master's degrees in attendance with the hope of fewer shifts, given the considerably lower numbers;
3. students of the second and third year of the bachelor or combined-cycle master's degrees will attend to the extent that will be possible after the two categories above have been accommodated.

A total of 43 classroom tutors will then be present to assist in the various operations.

**Video recordings.**

All lectures will be videotaped synchronously or, in special cases related to specific educational needs and a large number of students, even by videotaping in advance and making the recording available within the time set in the teaching calendar. In the latter case, periodic remote meetings with students must be guaranteed at times that do not overlap with the attendance of other classes. All videotaped lectures will be made available on University platforms accessible to all students and will remain there until 30 April 2022, after which lecturers will be able to remove them.

The video recordings will be accompanied by guidelines regarding their use. The distance learning platform will be Webex. Information seminars for all lecturers, as well as tutorials and technical tests in the classroom will be provided by SIAF from today until the start of the lectures. The University Moodle platform has been revised to host all courses; from this platform it will be possible to plan lectures and access the records of completed lectures. SIAF has activated several tutorials to support lecturers for the use of Moodle.

**Access to the buildings for face-to-face lectures.**

At least one week before the start of lectures, all regular students must be informed about the modalities that await them throughout the semester. All off-course students will be able to attend lectures in remote mode only.

Annex 1 reports the details of the access procedures that will be distinguished between students enrolled in the first year and students enrolled in subsequent years. Given the organizational complexity of the mixed presence/distance system, the courses will be held only in remote mode until 25 September. Mixed mode will start on Monday, 28 September. During the two weeks of distance learning, students will be informed about the details of the mixed mode and simulation of accesses will be carried out with the automatic detection systems of those authorized to enter.

**Experimental laboratories and off-site exercises.**

Procedures compatible with the measures of the Anti-Contagion Protocol will be developed by the individual Degree Course Councils, also by substantially modifying the number of experiences/exercises to be carried out in person based on the number of students.

The aforementioned projects will be subject to scrutiny by the Director of the Department responsible for the Study Program, together with the Director of the Department hosting the laboratories if different from that of the course coordinator, for verification of compliance with the Anti-Contagion Protocol, who will approve with the advice of the PPS Manager. In the latter case, the projects must be submitted well in advance of the planned start of the activities. Any reduction in experiences/exercises must be compensated for with alternative remote activities, in order to respect the syllabus of the subjects and allow the conclusion of the program and the regular execution of the exam. In any case, in order to safeguard the rights of students unable to attend, even the subjects that include laboratory activities and off-site exercises must provide for alternative forms of attendance: these students must however adequately justify their inability to participate in laboratory activities and/or off-site exercises

### **Obligations of teaching staff in relation to the mixed teaching mode.**

For those subjects that the Schools and Departments will schedule in attendance, the dispensation from in-person teaching and the consequent transformation of the course from “in person” into “remote” will be arranged following the President’s approval of the request presented by the lecturer. Such request must be supported by a medical certificate. If the request is not accepted, the course remains “in person mode” and the lecturer is required to deliver the course in the classroom. For those subjects that are impossible to teach in person and therefore will continue to be delivered remotely for the entire semester, the lecturers (including language readers) must register their lecture in synchronous or asynchronously at the departmental structures or elsewhere, but in a university building. If it is not possible to find adequate locations (due to insufficient equipment and connectivity) in which to carry out the lecture, the lecturer can ask their superior for an exemption: the CLA Director/President will try to identify adequate space and, if unsuccessful, will authorize the lecturers to deliver their lectures remotely in a place other than the workplace. The Department Directors/CLA President will send the University President the list of lecturers authorized to deliver their lectures outside of their workplace, in order to set up adequate insurance coverage for domestic accidents while performing work activities. The lecturers, during the in-person lectures, as managers of the didactic activities, will be in charge of checking the compliance to the Anti-Contagion Protocol. In case of transgression, they will invite the student to leave the classroom immediately; if conditions of non-compliance persist, they will interrupt the lecture by calling in the security service. At the end of the lecture, the lecturers must wait in the classroom for the colleague of the next lecture, or, in the case of the last lecture, wait for all the students to leave the classroom, whenever possible in relation to subsequent commitments.

### **Incoming and outgoing Erasmus students.**

- **Incoming Erasmus students** - given the complexity of managing attendance in relation to the Learning Agreements totally separated from the schedules of the Degree Programs, at least one of the chosen subjects will be taught in person and all the others will be delivered remotely. As for Erasmus incoming Traineeships, each School must indicate whether or not it is possible to have in-person experiences and, if so, determine the maximum number compatible with the Anti-Contagion Protocols and with the receptivity of any third party outside the University.

- **Outgoing Erasmus students** - in the case of countries for which mobility is envisaged, each student decides whether to leave or not and, if possible, they can opt for the distance mode.

For countries for which mobility is prevented, students can opt for distance mobility, if available.

For the physical attendance of incoming Erasmus students, the Schools will enter in the appropriate lists the names of the eligible students which are authorized to access the classes, based on the subjects that the schools have resolved to offer for in-person attendance. (see Annex 1), or, in the case of first-year subjects, to reserve specific places for the aforementioned students (see Annex 1).

**Double degree or joint degree students.**

As far as possible it is recommended, given the small numbers, to try and ensure a good percentage of in-person lecture delivery.

**Conclusion of the first semester AY 2020/2021.**

In relation to possible complexities related to the organization of the first semester 2020/2021, it will be possible to extend the teaching activities up to 22.01.2021. Furthermore, as has always been the case, the start of lectures set for 14 September 2020 is not mandatory and the Schools and Degree Programs can also start after this date.

**Internships.**

Since there could be objective difficulties in being able to accept internship requests in presence or even remotely at external Bodies/Companies or within the University and individual Departments, it is recommended to give priority to the achievement of credits using the various alternative methods already approved and described in detail in a recent Note.

**Final tests.**

The laboratories which are essential for the conclusion of the degree theses will be accessible in compliance with the Anti-Contagion Protocol. If these laboratories are also research laboratories, what is specified below applies also to the research activities. If the requests for access by undergraduates to these laboratories are not compatible with the Anti-Contagion Protocols, it is recommended that a fair shifts schedule be implemented in order to guarantee all undergraduates the regular conclusion of their study path, possibly reshaping the thesis project by moving a part of the experimental work in the compilation portion.

**Student office hours.**

It is advisable to continue holding office hours in remote mode.

**Library service and study spaces.**

From 1 September the library services are accessible by online reservation from the library website. Subsequently, a similar procedure will be put in place for study spaces, after evaluating the maximum numbers allowed in the buildings.

**Oral exams.**

The remote mode will continue to be the default. For students who make an explicit request at the time of enrolling for the exam in the “Notes” box, it will be possible to have the exam carried out in person in strict compliance with the Anti-Contagion Protocols. Students who do not exercise the in-person option will be automatically examined in the remote mode. The procedure will be as follows:

- upon closing the registration for the exam, the lecturer checks the registrations and draws up two lists, one for each option;
- subsequently, the lecturer determines the calendar and times of the remote exams, creates the meetings on the calendar and invites the concerned students;
- -in the same way, the lecturer prepares the calendar of the face-to-face exams, booking a room for a half or full day block making sure to be able to respect the capacity of the chosen room, and informs all students who have opted for the face-to-face exam; if the number of applicants for the face-to-face examination is too high compared to the possibility of holding the session within a reasonable time in compliance with the Anti-Contagion Protocol, the lecturer has the option of asking the students for a detailed motivation (e.g. lack of digital equipment/connection) for their the request in order to reduce the number of candidates;
  - the in-person calendar, including the names, surnames and student numbers, is sent to the concierge or acquired by the system that manages the turnstiles of the building where the chosen classroom is located;
  - at the time of the face-to-face oral exams, students show up at the scheduled time and day and access the building where the room is located upon prior ID check at the concierge; students not included in the list will not be able to access the building;
  - students wishing to assist to the exams, both remotely and in person, must promptly notify the lecturer managing the specific exam in order to extend the invitation on the platform and/or to communicate names and student numbers for access to the exam room; the maximum number of assisting students is set at five.
  - The platform for remote oral exams, at least until 30 September, will remain Google Meet. Those who used Zoom can continue to do so until 30 September. After that date all procedures will migrate to Webex.

### **Written exams.**

The remote mode will continue to be the default. For students who make an explicit request at the time of enrolling for the exam in the “Notes” box, it will be possible to have the exam carried out in person in strict compliance with the Anti-Contagion Protocols. Students who do not exercise the option in attendance will be automatically examined in the remote mode. The procedure will be as follows:

- upon closing the registration for the exam, the lecturer checks the registrations and draws up two lists, one for each option;
- the lecturer communicates to all students who have opted for the in-person examination mode, the time, place and date of the written exam; if the number of applicants for the face-to-face examination is too high with respect to the possibility of holding the session within a reasonable time in compliance with the Anti-Contagion Protocol, the lecturer has the option to ask the students for a

detailed motivation (e.g. lack of digital equipment/connection) for their the request in order to reduce the number of candidates;

- at the designated date and time, the candidates who opted for the remote sessions as well as those who didn't select a preference will also be invited to join the session;
- the in-person calendar, including the names, surnames and student numbers, is sent to the concierge or acquired by the system that manages the turnstiles of the building where the chosen room is located;
- on the exam day the students will access the building at the time indicated by showing their ID to the concierge or swiping their student card in the turnstiles. All students non included in the day's list will not be able to access the building;
- on the exam day, the lecturer arrives in the classroom with one or more members of the exam commission and the test takes place either on paper or on a PC, and remotely in case of same-time exams. One or more members of the exam commission will be in charge of supervising the students in remote mode. If the remote test takes place on another date, it is carried out as per the procedures used in the second semester of the 2019/2020 academic year;
- at the end of the test, those present take a photo of their paper and send the files in pdf format or close the session on the PC, those who joined remotely will do the same thing. The platform for remote written exams, at least until 30 September, will remain Google Meet.
- Those who used Zoom can continue to do so until 30 September. After that date all procedures will migrate to Webex.

The booking of classrooms for face-to-face written exams, as well as the preparation in the case of written exams requiring computer rooms, follows the usual rules adopted under normal conditions.

### **Graduation sessions.**

The remote mode will continue to be the default. For students who make an explicit request and according to the procedures set out by the individual Schools, it will be possible to have the exam carried out in person in strict compliance with the Anti-Contagion Protocols:

- according to the procedures and times established by the Schools, the students communicate that they wish to take the final graduation exam in person; those who do not make this request will have their graduation remotely;
- the President of the Commission determines the calendar by inviting candidates who have opted remotely following the procedures already established during the period April-July 2020;
- the President sets the calendar of the in-person session according to the following rules:
  - classroom booking with sessions that take up half a day (morning or afternoon) regardless of the number of candidates,
  - choice of the classroom based on the capacity proportionate to the number of candidates, each counted in the number of 3 (one candidate plus max. two guests, whose surname and

name the candidates must communicate according to the methods and times established by the School),

- session calendar with indication of candidates' full details in a number compatible with the capacity of the classroom including guests,
- transmission to the reception or acquisition by the system that manages the turnstiles of the building where the chosen classroom is located, of the above list,
- candidates present themselves at the reception and be recognized by the staff or through an automatic reader; students not included in the list sent will not be authorized to enter; candidates and their guests must be identified and enter together,
- gatherings are not allowed outside the buildings, nor near them; any form of celebration is prohibited both inside and outside the university buildings,
- the face-to-face sessions are in any case also accessible in live video recording according to the procedures already in place: the number of guests present at a distance can be increased at the discretion of the Graduation Commission,
- for the proclamations without discussion of the thesis where considerable numbers of candidates are envisaged, compliance with the Anti-Contagion Protocols is mandatory in case of an in-person session. Careful planning and coordination with the logistics of sanitization are a must.

The platform for remote graduation sessions, at least until 30 September, will remain Google Meet. The Graduation Commission has the option to adopt Webex (allowing to extend the participation to a greater number of persons and eliminating interferences of guests attendees).

### **Professional Master, Advanced Training and Continuing Education Courses.**

With regards to the Academic Year 2019/2020, beyond any rescheduling of classes/exercises, all activities must in any case be completed by the end of the course, possibly in remote mode, to allow for the achievement of the degree within the established terms. Upon request and with the consent of all participants, an extension may be requested regarding the date of conclusion of the activities scheduled for 30 April 2021. In the absence of a unanimous agreement of the participants, those who are not willing to give consent must be granted the possibility of obtaining the title by 30.04.2021 through the use of remote activities instead of those in presence foreseen for the extension period. For the 2020/2021 Academic Year, at least during the first semester, the activities will be carried out exclusively in remote mode.

### **PhD Programs and Non-medical Specialization Schools.**

All learning activities except for those related to the learning of research laboratory skills regulated below, must be completed by the scheduled dates, possibly in remote mode or, if possible, in person, with the authorization of the Coordinators of PhD programs.

The thesis submission date for the XXXIII cycle can be postponed to 31.12.2020 at the latest at the request of the doctoral student and approved by the tutor, the coordinator and the board.

The scholarship will be extended accordingly. With regard to the deadlines related to the XXXIV, XXXV and XXXVI cycles, any requests submitted by the candidates will be evaluated closer to the time of the deadlines.

### **Medical Specialization Schools.**

They are regulated by the School of Human Health Sciences according to the provisions relating to the Regional Health System.

### **Research and Technology Transfer Activities**

After the Guidelines approved by the Bodies on 29 and 30 April 2020 and subsequently updated in May, taking into account the new national regulatory framework, it was deemed necessary to update the procedures as outlined below. The regular opening hours of the offices are resumed.

The Departments will update their work plans as were implemented starting from 4 May 2020 along the following lines:

- identification of those research and technology transfer activities that can still continue without accessing the buildings in order to select the staff (lecturers, researchers, readers, postdocs, doctoral students, fellows, undergraduates, contractors, technicians) who can continue to work remotely and that therefore, although formally authorized to access the buildings, it is recommended that they favor the remote mode: it is presumed that this situation continues to be common in the social sciences areas and humanities, probably less so in the other three areas;
- in the third phase (from 1 September 2020 until further notice), the criterion of 100% normal attendance by those entitled to do so has been envisaged. This includes all hired staff including fellows, doctoral students, undergraduates, contractors and research and teaching support technicians, where compatible with the provisions of the Anti-Contagion Protocols; where incompatible, the authorization mechanism is restored, in accordance with the provisions of the Guidelines approved in May; these new rules allow movements from one building to another without communication or authorization, when offices and laboratories are located in two distinct complexes;
- as for the teaching and research support technicians, included in the total number of regular users of the facilities, remote forms of work can be agreed with the consent of those workers and without prejudice to the proper functioning of the offices;
- in this new framework of authorization of 100% presence, retired teaching staff can be authorized to access departmental premises, compatibly with the Anti-Contagion Protocols and favoring days and times in which the presence of structured staff on duty is not excessive; according to the same logic, access by the personnel of the research bodies such as CNR, INFN, etc. is restored, duly regulated according to the protocols in force and in compliance with the Anti-Contagion Protocols;

- the principle of ensuring that no conditions for “solo work” are created must continue to be guaranteed. In particular, in case of undergraduates and doctoral students, in the area of the building in which they operate must be staffed, albeit not necessarily the same laboratory or office, by permanent personnel;
- the individuals falling under a health-related risk category are safeguarded. They simply need to submit their request to the President who will obtain the opinion of the Competent Doctor in order to grant the possibility of remote work;
- all staff must strictly comply with the rules of conduct and use of PPE present in the Anti-Contagion Protocol and the activity of those in charge of monitoring compliance with these rules must be intensified. A non-compliance report will result in a verbal warning to the offender and, in case of repeat breach, the offender will be asked to leave the university premises;
- no eating or drinking indoors in common areas; the use of vending machines for drinks and food, as well as the use of drinking fountains must be consistent with the strict rules of social distancing;
- compatibly with the distance to cover, it is recommended to commute on foot or by bicycle.
- depending on the evolution of the national and local epidemiological picture, the aforementioned measures will be updated promptly.

### **Public Engagement Activities**

The #chiediloaunifi video activity continues successfully and all colleagues are invited to contribute by contacting the Vice President for Communication and Public Engagement Laura Solito. The Meetings with the City resumed on Sunday 10 May, offered in live streaming. The March and April meetings were made up for on Sunday 14 June and Sunday 5 July. The lectures are then uploaded to our social and YouTube channels; in addition, thanks to the collaboration with ToscanaTV, the recordings of the Meetings have been included in the broadcaster’s schedule.

The Meetings with the City scheduled for October and November 2020 will continue to be offered remotely. We strongly encourage the Departments to activate or intensify their public engagement activities by proposing initiatives that can be implemented remotely, after discussion with the Vice President Solito. The Researchers’ Night has been funded and will be held on 27 and 28 November, instead of 26 September as initially scheduled. The modalities and program are in the process of being defined. The cycle of “Conversations on the screen” on post-Covid-19 issues that began on 29 June continues with other meetings in autumn in collaboration with the European University Institute.

### **Meetings of Commissions, Collegial and other Bodies**

In person meetings can resume as long as all anti-contagions rules can be respected, including the observance of rooms’ maximum capacity. A mixed mode can always be implemented whereas some members are present in person and others are connected remotely as it was done for the Board of Directors’ June meeting. In all other cases remote meetings remain the default.

With regards to secret ballots, dedicated software has been acquired and is already operational. Voting for elective positions can be held in person starting from 1 September, but the option to hold them remotely will always be available thanks to the above-mentioned software

### **Missions**

Missions can resume as per national guidelines with the recommendation to keep them to the absolute necessary and avoid any situation that could lead to gatherings.

### **Public examinations procedures**

All public examinations except for those recruiting admin staff and language readers will continue to be carried out remotely. Alternatively, they can be carried out in person by strictly complying to the anti-contagion protocols.

The procedures for Research technical assistants have already been ruled in a previous notice.