



## Guidelines on Teaching activities for the a.y. 2021/2022

### Foreword

The University of Trieste will hereby apply these guidelines on teaching activities for the next **academic year 2021-22** with the aim of pursuing its values, including the construction of an academic **community** that enhances and supports the interactions between teaching staff and students and strengthens ties between teaching and research activities, thanks to the existing in the territory of high-quality scientific Institutions.

Therefore, from the next academic year the University has the purpose to start teaching activities **totally in-person** and, at the same time, exploit digital technologies, the use of which was implemented in the emergency period, with the aim to provide students with tools that increase learning quality and skills.

Furthermore, the University of Trieste maintains constant attention to safety conditions, as it is showed by adoption of measures that allow the maximum possible number of in-person activities and a direct commitment in the vaccination campaign through its own staff in the last academic year.

### Principles

The below provisions on teaching activities for the a.y. 2021-22 of the University of Trieste will apply according to those of Section **“7. Teaching Activities”** of the “Joint Protocol regulating the measures to fight and contain the widespread of Covid-19 of the University of Trieste”.

In any case these Guidelines will be subject to any other national or regional provisions pertaining to SARS-Cov-2 pandemic.

Moreover, they refer to the “Guidelines on courses teaching methods” and other technical guidelines on the use of rooms and digital tools.

### Provisions for teaching activities

1. Lectures of 1st and 2nd level degree courses will be held in-person.
2. Single courses type D, E or F could be partially or totally held **in remote** format due to organizational reasons (such as the definition of lecture timetables and student numbers); however, Departments should motivate by a decision what option they adopt and communicate it to interested students.
3. Lectures of 1st and 2nd level degree courses should still be recorded and recordings should remain available for students at least until the end of the semester (1st semester: 1<sup>st</sup> September 2021- 28<sup>th</sup>

February 2022, 2nd semester: 1<sup>st</sup> March 2022- 31<sup>st</sup> August 2022). The recording requirement is conditioned by the fact that students can only use recorded lectures in asynchronous format (which can not be stored) and the professor's possibility to modify them. Sample recordings are audio recording during a professor's lecture with no other documentation, presentations or other documents' sharing with audio, blackboard or the graphic board's frame with audio. Professors may decide to interrupt recording when they interact with students, according to their own autonomous way of conducting lectures.

4. Instead of recording in-person lectures, the Department that manages the course, by means of a specific resolution, may provide students with video lectures in asynchronous format that should ensure the same learning contents as in-person lectures (which should still be held) and may be considered as supplementary teaching activity.
5. Supplementary teaching activities and lectorships may not be recorded.
6. **Asynchronous teaching formats** may be adopted by professors according to the "Guidelines on courses teaching methods".
7. Professors, in accordance with their respective study course, may adopt "**inclusive teaching formats**", in order to allow, during in-person lectures, remote connections to some groups of students who are permanently or temporarily in such conditions that prevent them to attend lectures in-person: students with special disability-related grounds, working students; student athletes; adult students or student parents; imprisoned students. This teaching format may also be adopted on the basis of a resolution of each study course in a coordinated way for the whole or part of the courses. Students who belong to one of these groups have the right to ask for this kind of attendance, but only if it is foreseen and duly communicated by the professor or the course of study; professors are not required to verify the status declared by the student. Professors and/or study courses may withdraw this autonomous teaching format, if they see obstacles to the ordinary course of in-person lectures.
8. Learning activities related to **laboratories, external activities and trainings** should be run in-person, but they may foresee asynchronous and blended modalities as indicated in the "Guidelines on courses teaching methods".
9. Learning activities of the **3<sup>rd</sup> cycle** will be held in-person, however, with prior indication of the competent body or the relevant Department, it will be possible to partially adopt online or "inclusive" teaching formats (see point 6).
10. The University of Trieste uses the platform Microsoft Teams (**MS Teams**) to manage online lectures (in synchronous and asynchronous way), which allows distance learning and video recording; it is a plan offered by the university MS Office365 licence to all students, professors (including those on contract) and technical, administrative and library staff. For its use refer to the dedicated guidelines. Information on intellectual property and data protection are available on the university website.

### How to run exams

1. For the a.y. 2021-22 exam sessions will take place in-person.
2. Exams will be taken through digital platforms from available stations organized by the University.
3. Written tests may be viewed remotely by students.

4. Only in exceptional cases, with a specific request to be submitted to the Department, examiners may connect to oral tests in remote modality.

#### How to access study rooms and halls

1. Departments will be granted classrooms to organize lecture timetables for all study courses and years, on the basis of maximum capacity of rooms and use on a 5 days per week and 8 hours per day basis.
2. Real capacity of rooms will be established according to emergency and following national and regional provisions. Shifts may be scheduled on a weekly basis depending on real capacity of rooms.
3. Students should **book and access classrooms through the application #Safety4all**, following indications published on the dedicated university website.
4. Lecture timetables will be organized by planning different accesses and breaks between morning and afternoon.
5. Access to study rooms will be regulated by dedicated guidelines.

#### Other services for students

It is possible to organize through “Teams” further related services for students in remote format, such as professor’s office hours for students and in itinere tutoring and orientation, as it is foreseen by the “Guidelines on courses teaching methods”.