



Guidelines on Teaching activities for the a.y. 2022/2023

Foreword

The University of Trieste will hereby apply these guidelines on teaching activities for the next **academic year 2022-23** 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 also to local existing high-quality scientific Institutions.

With this in mind teaching activities will take place **entirely in-person**; at the same time, the University intends to exploit digital technologies, whose use has been implemented during the emergency period, with the aim to provide students with tools that increase teaching and learning quality and skills.

Principles

The following teaching guidelines for the a.y. 2022-23 have been adopted by the University of Trieste, without prejudice to what may be established at national or regional level in case of exceptional or emergency situations.

The following provisions **refer to** “Guidelines on courses teaching methods” and other technical guidelines on the use of rooms and digital tools.

Provisions for teaching activities

1. 1st and 2nd level degree lectures will be held **in-person**.
2. Single courses type D, E or F could be partially or totally held **in remote** format for organizational reasons (such as the definition of lecture timetables and numbers of student); 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 be recorded and recordings should be available to students at least until the end of the semester (1st semester: 1st September 2022- 28th February 2023, 2nd semester: 1st, March 2023- 31st August 2023). The obligation to register lectures is conditioned by the method of conservation of the relevant digital material (which cannot be downloaded or stored by the student) and by the possibility of the teacher to modify them. Examples of recording lectures are audio recording during teacher’s lecture with no other documentation, presentations or other document sharing with audio, blackboard or graphic board’s frame with audio. Professors may decide to interrupt recording when they interact with students, according to their own way of organizing lectures.
4. Instead of recording in-person lectures, the Department that manages the course, through a specific resolution, may provide students with video lectures in asynchronous format, which 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 “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 needs, working students; student athletes; adult students or students with own children; students in detention. This teaching format may also be adopted according to a single study course resolution in a coordinated way for all or part of courses and information should be publicised to students in due time. 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 study course; professors are not required to verify conditions declared by students. Professors and/or study courses will be able to revoke this autonomous teaching format, if they see obstacles to the normal course of in-person lectures.

8. Teaching format which envisages remote connection to other students during in-person lectures is to be considered compulsory and extended to all students when, for emergency reasons, procedures for access to classrooms should be adopted by means of shifts due to a reduction of an effective capacity; in this case, remote access will be allowed to all students who do not have access to classrooms due to shifts.

9. Learning activities related to laboratories, external activities and trainings should still be run in-person, however they may foresee asynchronous and blended modalities as indicated in “Guidelines on courses teaching methods”.

10. Learning activities of the 3rd cycle will be held in-person, however, with prior indication of the competent body or relevant Department may partially adopt online or “inclusive” teaching formats (see point 6).

11. 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.

12. Information on intellectual property and data protection are available on the university website.

How to run exams

1. For the a.y. 2022-23 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. Exceptional cases may be determined by the competent Bodies.

Other services for students

As foreseen by “Guidelines on courses teaching methods” it is allowed to organize through “Teams” in remote format other activities related to student services, such as professor office hours and in-process tutoring and orientation services.