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## ***Guidelines for resuming teaching activities in September - 1st semester of the 2021/2022 academic year***

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Please find below some important technical and operational guidelines ahead of the resumption of teaching activities in September.

### **LECTURES AND OTHER FACE-TO-FACE TEACHING ACTIVITIES**

#### **In-person attendance**



In order to ensure student turnover in compliance with pandemic restrictions, seats in classrooms must be reserved using the LezioniUnimi app or the Timetable Portal.

Learn more at:

<https://www.unimi.it/en/study/bachelor-and-master-study/following-your-programme-study/teaching-activities-campus>The above link will also be available on the Unimi portal home page.

#### **Class streaming and recording**



To learn more about class streaming methods, visit the page:

<https://coronavirus.ctu.unimi.it/>

More specifically, see the *"Live Classes"* section for information on Microsoft Teams and multimedia classrooms. Please refer to the *"Guide to the use of MS Teams for live classes in web-conference"* for creating teams and delivering classes:

<http://www.ctu.unimi.it/download/GuidaTeamsLezioniOnline.pdf>

The dedicated Teams guide explains, among other things on pages 11 and 16, how to set up a team and assign the speaker's function to the instructor, who will be the only one who can start recording the class.

Instructors can record their lectures as described in the aforementioned manuals. Please note that the cancellation of recordings is not automatic; it is the responsibility of the instructor to cancel any recordings. Learn more in the section "University eLearning platforms: Ariel, Moodle and Microsoft Teams" at:

<https://coronavirus.ctu.unimi.it/>

#### **Supervision and specialist technical assistance in classrooms**



Given the need to stream all classes, the University has implemented an in-person supervision and specialist technical assistance service to support instructors and other users of multimedia and traditional classroom systems.



### MULTIMEDIA CLASSROOMS: characteristics of the supervision and assistance service



The service is provided by University employees and external resources identified through a public tender procedure. It includes the following activities:

- ✓ management of audio and video streaming systems in multimedia classrooms, to support instructors, where required, with recording and web-conference streaming;
- ✓ ensuring the proper operation of classroom systems and infrastructure, problem solving, including through remote support by the Contractor;
- ✓ regular reporting on multimedia classes, including any critical issues and/or malfunctioning.

All technicians will be available Monday through Friday from 8:00 am to 6:00 pm (with 1 hour break); one technician will be available on Saturdays from 8:30 am to 12:30 pm for the Via Conservatorio 7 campus.

In particular, technicians will be allocated as follows:

- 8 technicians in person on the campuses in the Milan Central Area, divided as follows:
  - 4 technicians at Via Festa del Perdono, Via Santa Sofia and Piazza S. Alessandro;
  - 2 technicians at Via Conservatorio (1 on Saturdays from 8:30 am to 12:30 pm);
  - 1 technician at Via G. B. Grassi 74 (Sacco Hospital Teaching Centre);
  - 1 technician at Via Noto 8 - Milan or Piazza I. Montanelli 1 - Sesto S. Giovanni (as needed).
- 7 technicians on the Città Studi campus, divided as follows:
  - 1 technician in the Golgi Educational Sector, entrance from via Golgi 19;
  - 2 technicians in the Celoria/Biology Educational Sectors;
  - 2 technicians in the Colombo/Agriculture Educational Sector;
  - 1 technician in the Mangiagalli/Saldini/Botticelli Educational Sectors;
  - 1 technician in the Physics/Balzaretti/University Centre/Venezian Educational Sectors.

Depending on the needs that may arise during the course of the service, the University may change service hours and locations or staff allocation.

### TRADITIONAL CLASSROOMS: Characteristics of the supervision and assistance service



The University has also implemented a supervision and specialist technical assistance service in person to support instructors and other users of traditional classroom equipment, with a focus on web-conference classes.

The service is provided by University employees and external resources identified through a public tender procedure. It includes the following activities:

- ✓ management of classroom equipment, to support instructors, where required, with web-conference streaming;
- ✓ ensuring the proper operation of classroom systems and infrastructure, problem solving;
- ✓ regular reporting on the conditions of audio-video systems, including any critical issues and/or malfunctioning.



Technicians will be available Monday through Friday from 8:30 a.m. to 6:30 pm; for the Via Conservatorio campus only, availability is extended to Saturdays from 9:00 am to 12:30 pm.

In particular, technicians will be allocated as follows:

- 3 technicians to the campuses in the Milan Central Area;
- 3 technicians to the Città Studi campus.

Depending on the needs that may arise during the course of the service, the University may change service hours and locations or staff allocation.

### Computer equipment



During the months of August and September, new PCs with integrated webcams will be installed in 130 traditional classrooms as scheduled. Instructors can choose whether to use these PCs or their laptops.

Moreover, some laptops will be made available for use in case the classroom PC does not work and the instructor does not have a laptop. These PCs will be kept by support staff and must be returned at the end of the class, to make them available for subsequent classes.

### Supervision and assistance service phone numbers



Each classroom is equipped with a speed-dial phone for support requests. Please find below the extensions for each area:

- Central Area - Extension 13000
- Città Studi - Extension 11000
- Sesto San Giovanni - Extension 21900
- Department of Computer Science - Extension 16298

## Exams



Written and oral exams will take place in person, in compliance with safety and distancing rules. Exceptions to the in-person exam requirement will be granted only for the following reasons:

- a) Covid-19 positive or quarantined students
- b) Students with disabilities, as laid down by law
- c) Students residing in countries with health restrictions or cross-border travel restrictions.

The waiver request may be sent via email or the LezioniUnimi app.

The exam mode will be decided by the Academic Board and announced on the study programme website.

For the purposes of assessing disabilities, detailed information and guidelines will be provided by the Safety, Sustainability and Environment Division (Eng. Messina).

### E-mail



Students of degree programmes that adopt this procedure may request a waiver from the in-person exam requirement by completing the self-certification form on the UniMi website at:

<https://www.unimi.it/en/study/bachelor-and-master-study/following-your-programme-study/teaching-activities-campus>

A link to this page will be provided on the home page.



The self-certification form must be submitted to the course lead instructor and to the Head of the Study Programme, at least 4 days before the date of the exam.

### LezioniUnimi App

For study programmes accepting waiver requests through the LezioniUnimi app, applications may be submitted up to 4 days before the date of the exam. The app will list the aforementioned reasons for applying for a waiver.

The list of students who applied for a waiver will appear at:

[https://work.unimi.it/servizi\\_insegna/servizi\\_didattica/126312.htm](https://work.unimi.it/servizi_insegna/servizi_didattica/126312.htm)

The user guide and the link to the portal will also be posted there.

### Moodle+SEB Exams



In-person exams on the Moodle+SEB platform may only be conducted in computer-equipped rooms as opposed to traditional classrooms, asking students to bring their own personal device.

### Enrolment on single courses

Instructors/degree programmes may require students to enrol on single courses. Enrolment procedures are illustrated in the document "Iscrizione insegnamenti" (enrolling on courses) attached hereto. Enrolment will not be mandatory, but it is important to schedule classes and allocate classrooms.

### Laboratory activities



Laboratory activities are governed by the document "Guidance on the use of laboratories for educational and research activities", available at this [link](#).

For any queries, please contact the Safety, Sustainability and Environment Division (Eng. Giovannino Messina)

### Study room attendance



Below is the list of study rooms. Due to Covid-19 restrictions, 50 percent of total seats will be available. The University, in compliance with the laws in force, reserves the right to allocate part of the study rooms exclusively to students holding a Covid pass. In this case, the room may be occupied at 80 percent capacity.

### Logistical Services Sector - Central Area

The following classrooms will be available Monday through Friday from 8:30 am to 7:00 pm



Study rooms	Address	Floor	Seats	Hours
Festa del Perdono Educational Sector	Via Festa del Perdono 3	Basement (Cortile Pesci)	100	Monday to Friday from 8:30 am to 7:00 pm
Festa del Perdono Educational Sector - Bronxlab Room	Via Festa del Perdono 3	Basement (Cortile Pesci)	56	Monday to Friday from 8:30 am to 7:00 pm
Noto Educational Sector	Via Noto 8	Second Floor	6	Monday to Friday from 8:30 am to 7:00 pm
Noto Educational Sector	Via Noto 8	Third Floor	14	Monday to Friday from 8:30 am to 7:00 pm
Noto Educational Sector	Via Noto 8	Third Floor	6	Monday to Friday from 8:30 am to 7:00 pm
Sesto San Giovanni Educational Sector - Room T036/a.	Piazza I. Montanelli 1, Sesto San Giovanni (MI)	Ground Floor	24	Monday to Friday from 8:30 am to 7:00 pm
Sesto San Giovanni Educational Sector - Room T036/b.	Piazza I. Montanelli 1, Sesto San Giovanni (MI)	Ground Floor	14	Monday to Friday from 8:30 am to 7:00 pm
Sesto San Giovanni Educational Sector - Room 1108.	Piazza I. Montanelli 1, Sesto San Giovanni (MI)	First Floor	20	Monday to Friday from 8:30 am to 7:00 pm
Sant'Alessandro Educational Sector	Piazza Sant'Alessandro 1	Mezzanine Floor	22	Monday to Friday from 8:30 am to 7:00 pm
Conservatorio Educational Sector	Via Conservatorio 7	Mezzanine Floor	26	Monday to Friday from 8:30 am to 7:00 pm
Conservatorio Educational Sector	Via Conservatorio 7	Basement	35	Monday to Friday from 8:30 am to 7:00 pm
Santa Sofia Educational Sector	Via Santa Sofia 9/1	First Floor	12	Monday to Friday from 8:30 am to 7:00 pm
		Total seats	<b>335</b>	

### Logistical Services Sector - Città Studi Area

The following classrooms will be available Monday through Friday from 8:30 am to 7:15 pm

Study rooms	Address	Floor	Seats	Hours
Golgi Educational Sector	Via Golgi 19	Mezzanine Floor	38	Monday to Friday from 8:30 am to 7:15 pm



Celoria Educational Sector	Via Celoria 20	Basement	18	Monday to Friday from 8:30 am to 7:15 pm
Celoria Educational Sector	Via Celoria 20	Basement	18	Monday to Friday from 8:30 am to 7:15 pm
Celoria Educational Sector	Via Celoria 20	Mezzanine Floor	26	Monday to Friday from 8:30 am to 7:15 pm
Venezian Educational Sector	Via Venezian 15	Basement	24	Monday to Friday from 8:30 am to 7:15 pm
Venezian Educational Sector	Via Venezian 15	Basement	18	Monday to Friday from 8:30 am to 7:15 pm
Saldini Educational Sector	Via Saldini 50	Mezzanine Floor	6	Monday to Friday from 8:30 am to 7:15 pm
Colombo Educational Sector	Via Mangiagalli 25	Mezzanine Floor	9	Monday to Friday from 8:30 am to 7:15 pm
Physics Educational Sector	Via Celoria 16	Mezzanine Floor	29	Monday to Friday from 8:30 am to 7:15 pm
Saldini Educational Sector	Via Saldini 50	Underground Floor	22	Monday to Friday from 8:30 am to 7:15 pm
Saldini Educational Sector - Hallway	Via Saldini 50	First Floor	10	Monday to Friday from 8:30 am to 7:15 pm
Saldini/Mangiagalli Educational Sector	Via Mangiagalli 31	Basement	6	Monday to Friday from 8:30 am to 7:15 pm
Saldini/Mangiagalli Educational Sector	Via Mangiagalli 37	Basement	6	Monday to Friday from 8:30 am to 7:15 pm
Agriculture Education Sector - "Bunker"	Via Celoria 2	Basement	32	Monday to Friday from 8:30 am to 6:30 pm
Agriculture Educational Sector - Building 21020	Via Celoria 2	Ground Floor	42	Monday to Friday from 8:30 am to 6:30 pm
Agriculture Educational Sector - Study hallway 21010	Via Celoria 2	Mezzanine Floor - Building A1	18	Monday to Friday from 8:30 am to 6:30 pm
Agriculture Educational Sector - Classrooms 5/6	Via Celoria 2	Ground Floor - Building A8	32	Monday to Friday from 8:30 am to 6:30 pm
Former Veterinary Educational Sector	Via Celoria 10	First Floor - Building V11	50	Monday to Friday from 8:30 am to 7:00 pm
		Total seats	<b>404</b>	

## Libraries

Seats in libraries will be made available to users at least at 50 percent capacity. The University reserves the right to make available a greater number of seats, subject to safety and health requirements.

LIBRARIES	ADDRESS	SEATS AVAILABLE	ROOMS OPENING HOURS (except August)
Political Science Library	Via Conservatorio 7	121	Monday to Friday From 9 am to 6 pm
Law and Humanities Library	Via Festa del Perdono 7		
<i>Crociera Room</i>		114	Monday to Friday



			From 9 am to 6 pm
<i>Sottocrociera</i>		90	Monday to Friday From 9 am to 6 pm
<i>Room 700</i>		80	Monday to Friday From 9 am to 6 pm
<i>Rooms A and B</i>			Renovation work in progress
History and Historical Documentation Library	Via Festa del Perdono 7	43	Monday to Friday From 9 am to 4 pm
Philosophy Library	Via Festa del Perdono 7	37	Monday to Friday From 9 am to 4 pm
Antiquities and Modern Philology Library (SAFM)	Via Festa del Perdono 7	81	Monday to Friday From 9:30 am to 4:30 pm
Library of the School of Foreign Languages and Literature (English Studies room)	Piazza Sant'Alessandro 1	19	Monday to Friday From 9 am to 4 pm
History of Art, Music and Performing Arts Library	Via Noto 6	40	Monday to Friday From 9:30 am to 4:00 pm
Library of the School of Language Mediation and Intercultural Communication	Piazza Indro Montanelli 11, Sesto San Giovanni	31	Monday to Friday From 9:00 am to 4:00 pm
Biology, Chemistry Physics, and Computer Science Library (BICF)	Via Celoria 18	98	Monday to Friday From 9:00 am to 6:00 pm
Agriculture Library	Via Celoria 2	36	Monday to Friday From 9:00 am to 5:00 pm
"A. Desio" Earth Sciences Library	Via Mangiagalli 34	18	Monday to Friday From 9:00 am to 5:00 pm
"Giovanni Ricci" Mathematics Library	Via Saldini 50	25	Tue, Wed and Thu From 9:00 am to 4:00 pm
Library of Medicine - Policlinico Hospital	Via della Commenda 19	32	Monday to Friday From 8:30 am to 7:00 pm
Malliani Library	Via G.B. Grassi 74	99	Monday to Friday From 9:00 am to 6:30 pm
San Paolo Library	Via di Rudini 8		Renovation work in progress
Biomedical Library - Città Studi area	Via Valvassori Peroni 21	100	Monday to Friday From 9:00 am to 6:00 pm
Veterinary Library	Via dell'Università 6, Lodi	82	Monday to Friday From 9:00 am to 4:00 pm
	<b>TOTAL SEATS</b>	<b>1,146</b>	