



THE RECTOR

Pursuant to Rector's Decree of 26 July 2021 which, in compliance with current law provisions, established parameters for University educational and curricular activities from 1 September to 31 December 2021;

Recalling that this decree reflected the now vital need for large national universities, to return to in-person teaching and learning, in keeping with their tradition, while not giving up the opportunities and innovations offered by recent digital-learning strategies, as adopted in completely contingent situations;

Recalling further that precisely in this perspective it was decided to return to in-person teaching and learning, as a priority, for all educational activities and related services, in order to favour a return to normal that is now longed for by the social community and the student community itself;

Pursuant to Law Decree no. 111 of 6 August 2021, containing urgent health and safety measures for schools, universities, transport and social activities, which requires kindergartens, primary and secondary (first- and second-level) schools to carry out teaching and learning activities in person, while universities are once again urged to deliver educational and curricular activities primarily on campus (art. 1);

Acknowledging that the aforementioned need was also strongly reaffirmed by the Minister of University and Research who, in a circular dated 7 August 2021, reminded universities of their obligation to reconcile the need to return to in-person activities with the adoption of appropriate safety and health protection measures for staff and students, in compliance with Law Decree no. 111/21;

Pursuant to the safety rules recalled by the national legislator, some of which are already in place (e.g. the requirement to use personal protective equipment and keep a distance of at least 1 meter from each other, the prohibition of access to university premises with a body temperature above 37.5°), while others, such as the requirement to hold a "Covid-19 certificate ("green pass"), are completely new and have a significant impact not only on teaching and curricular activities, but on the university organization as a whole;

Considering that the new safety measures introduced by Ministerial Decree 111/21 will obviously also require a rapid update of the Covid Safety Protocol approved by the University on 28 May 2020, as amended on several occasions, including recently, due to the rapid evolution the underlying legislation;

Considering that a **Covid-19 certificate** will be required by law:

- a) **From 1 September to 31 December 2021**, currently the end of the state of emergency;
- b) **For all school and university staff**;
- c) **For all students, including doctoral students, postdocs, fellows, trainees, upcoming graduates, graduate students**, with the sole exception of those who are not required to be vaccinated, based on medical evidence produced in compliance with Ministry of Health's requirements;



Noting that failure to hold and exhibit a Covid-19 certificate entails, pursuant to the law, that *"... school and university staff will be considered unexcused absent; starting from the fifth day of absence the employment relationship will be suspended and no salary or other form of compensation will be due"* (art. 1, paragraph 6 of Law Decree 111/21, which introduces a new article, art. 9-ter, to Law Decree no. 52/21);

Noting further that, for students, the law provides for Covid-19 certificates to be checked on a random basis, checks will be carried out in compliance with privacy rules and regulations, and the data contained in the certificate will be processed exclusively for statutory purposes;

Recalling that failure to comply with the provisions on Covid-19 certificates is sanctioned by art. 4 of Legislative Decree no. 19 of 25 March 2020;

Recalling art. 1, paragraph 8, providing for all Covid-19 certificate management and control activities to be carried out *"using the human, financial and instrumental resources available under current legislation and with no additional costs for public finances"*;

Considering the need to take unambiguous decisions as soon as possible, which allow for an appropriate and timely planning of 2021/2022 first-semester educational activities, in compliance with current law provisions;

Acknowledging the need for the University Administration, departments and offices to use a flexible approach in the face of the ongoing uncertainty, both in terms of management and operations, in order to be able to rapidly adapt the current organizational model to any different situations that may occur in the coming months as a result of the evolution of the pandemic;

HEREBY DECREES

To adopt the following organizational measures:

Article 1 - Lectures and other face-to-face teaching activities

Lectures and other face-to-face teaching activities will be carried out in person, if the classrooms are available and safety and social-distancing requirements are met.

In-person lectures will be accessible only to students holding a Covid-19 certificate. It should be remembered that the Covid-19 certificate is issued also to unvaccinated individuals with a negative molecular (or rapid antigen) test result in the last 48 hours, or those who have recovered from Covid-19.

For detailed information: <https://www.dgc.gov.it/web/>



Lectures will be held according to the applicable semester/quarter calendar, drawn up based on the number of in-person learning hours set out in W4, with class times starting at 8:30 a.m.

Classrooms will be filled to at least 50% capacity.

Higher capacity levels will be permitted provided the proper safety and social-distancing precautions are taken. Students will therefore attend in person in shifts, booking their spot using the LezioniUnimi app, or the Timetable Portal. All lectures will be streamed online.

Streaming will also facilitate participation by students with underlying health concerns, or those who are immunocompromised, **by students not yet holding a Covid-19 certificate** as well as by international students who – given the travel restrictions imposed by the pandemic – would be unable to attend class in person.

Classes need not be recorded; however, the individual Executive Committees and/or Academic Boards may decide to implement specific modes (e.g. time-limited access to video content, type of lectures) in order to handle issues arising from the specific nature of a given academic programme. The option for individual instructors to provide students with any kind of material intended to facilitate their learning, including class recordings via the Ariel platform, shall stand.

Should the in-class spaces be insufficient to permit in-class participation for the entire day, an option will be provided to attend lectures from a study room or library, for those students who have booked only certain hours of a given day of lectures. All locations shall have the option to charge computers and smartphones used to attend remote lectures.

The University Administration will take a proactive stance on increasing educational assistance and support services, both in “smart” and traditional classrooms.

Given the major changes affecting higher education, and the efforts made to increase access to new digital opportunities, submission of projects to test out new learning modes (including student-centred learning, and the implementation of approaches first tried last year) will be encouraged, and support for these efforts provided. The ultimate goal is to integrate online learning with classroom learning, through the implementation of a variety of active and participatory strategies (teamwork, flipped strategies, case studies, small discussion sections with breakout rooms and large groups, problem-based scenarios) and technological tools (Moodle, Microsoft Teams, Zoom, videos, forums, etc.), which increase student engagement and optimise in-class activities.

Art. 2 - Written and oral exams

Written and oral exams will be held in person, with all safety and social-distancing protocols followed.



In order to take written and oral exams in person, a Covid-19 certificate is required. It should be remembered that the Covid-19 certificate is issued also to unvaccinated individuals with a negative molecular (or rapid antigen) test result in the last 48 hours, or those who have recovered from Covid-19.

For detailed information: <https://www.dgc.gov.it/web/>

To manage logistics, students will be sorted into groups for oral exams, with staggered exam calls which will vary based on the capacity of the assigned classroom. For these reasons, the window to register for a given exam must close at least four (4) days prior to the exam date.

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 underlying health concerns, as laid down by law
- c) Students residing in countries with health restrictions or cross-border travel restrictions

Requests for waivers must be submitted by e-mail or through the LezioniUnimi application, as required by the Academic Board and specified on the study programme website. Requests by e-mail must be submitted to the class' lead instructor, and to the Head of the Study Programme. A self-certificate with an unequivocal affirmation of the existence of one of the situations under points (a), (b) and (c) above must be enclosed with any such request.

Please visit the Unimi website for a template: <https://www.unimi.it/en/study/bachelor-and-master-study/following-your-programme-study/teaching-activities-campus>

For detailed operational and technical information, please refer to the "**Guidelines for resuming teaching activities in September - 1st semester of the 2021/2022 academic year**" (see art. 17 below ("Guidelines"))

Art. 3 - Graduation exams

The University has returned to normal protocols for final exams, which shall take place in accordance with the provisions of the Study Programme.

Final exams for Bachelor's degree, Master's degree, and single-cycle Master's degree programmes will all be held in person.

The Covid-19 certificate will be required, as per art. 2.

For logistical reasons, it is imperative that graduation sessions be scheduled for Saturday mornings as well.



No more than three (3) guests may accompany any degree candidate.

Art. 4 - Faculty office hours

Each faculty member shall hold office hours either in person or remotely, in accordance with the previously established and posted office-hour schedule. **If office hours are held in person, the Covid-19 certificate is required.**

Article 5 - Laboratory and field activities, PhD programmes, on-campus internships

Laboratory activities, including teaching and research, undergraduate and postgraduate thesis work, and on-campus internships, will be carried out in person, in compliance with safety and health provisions. To that end, laboratory facilities have been inspected by the requisite Safety, Sustainability, and Environment Division, to update the posted capacity.

New educational and research laboratory capacity parameters appear in the "Guidance on the use of laboratories for educational and research activities", promulgated with the 24 July Circular, which was sent out via email by the designated Safety, Sustainability, and Environment Division and posted to the University website, and is also available at the following link:

<https://www.unimi.it/en/coronavirus-urgent-measures-university-community>

(Decrees and operational guidelines section)

The department head is required to ensure compliance with safety rules in force, and to report any violations.

For the purposes of this decree, field activities shall be deemed equivalent to all laboratory activities.

A Covid-19 certificate will be required for all the activities referred to in this article.

Art. 6 - Masters and advanced courses

Educational activities in any Master's or advanced course may be held in person or online as the specific educational goals require.

A Covid-19 certificate will be required for all in-person educational activities.

Article 7 - Training activities for medical doctors in specialist training and trainees in the health professions

Pursuant to the law, the training activities for medical doctors in specialist training will be carried out in person, according to current procedures.

The activities of trainees in the health professions will ordinarily take place in person, subject to a specific agreement with the training hospitals, and in compliance with safety standards required by law and by the current University Protocol.

A Covid-19 certificate will be required for all the activities referred to in this article.



Art. 8 - Off-campus student and graduate internships

Off-campus internships will be carried out in compliance with current laws on safety and public health protection.

Information on starting and managing curricular (student) and extra-curricular (graduate) internships at external institutions and companies is available on the dedicated webpage, along with the documents required of host institutions and companies with reference to the guidelines of the Lombardy Region.

It should be noted that host institutions and companies are responsible for work safety and health protection, as set out in the specific annex to the training project, which must be duly signed and completed by host institutions and companies. The aforementioned guidelines of the Lombardy Region do not apply to compulsory internships for students enrolled in the programmes of the Departments connected to the Faculty of Medicine, at affiliated hospitals.

Internships undertaken abroad through the COSP are allowed in "remote working" mode. They may take place in person in strict compliance with Covid and work safety regulations in force in the destination countries, as well as with the protocols in place at the host institution/company. In the case of activities in person, interns will also be required to sign a specific release form.

A Covid-19 certificate will be required for all the activities referred to in this article.

Art. 9 - International Mobility

International incoming and outgoing, faculty and student mobility, as well as technical, administrative, or library staff mobility, is allowed to the extent permitted by national law, **including the requirement to hold a Covid-19 certificate.**

Art. 10 - Library services and other University services

Library and other University services are presently open. Users are required to **hold a Covid-19 certificate** and to abide by all safety and social-distancing protocols.

Reading-room capacity shall remain at 50% of the posted capacity; higher capacity may be permitted with the proper safety protocols in place. Front-office book-loan services remain available upon appointment via the App.

The consultation of texts is allowed only by reservation, in compliance with distancing and safety measures, as set forth in the Safety Protocol approved by the University.

Art. 11 - Student work

Student work is allowed, in compliance with the Safety Protocol approved by the University, provided that these activities do not replace staff work, as defined by law.



A Covid-19 certificate will be required for these activities.

The managers of services where the students work may authorize remote working, where the activities may be supervised and are deemed non-deferrable.

Art. 12 - Study room attendance

The University will always ensure the availability of study rooms, in a suitable number for the purposes of distancing and in compliance with safety and hygiene rules.

Access to the study rooms will be allowed only to students holding a Covid-19 certificate.

All study rooms will be manned by University staff, who will check compliance with the certificate requirement and the Safety Protocol, as well as managing sanitation procedures. Classrooms will be filled to at least 50% capacity. Higher capacity levels above 50% will be permitted provided the proper safety precautions are taken, and users keep a distance of 1 meter from each other, with a -10% tolerance (i.e. the distance between users may never be less than 90 cm).

Art. 13. Teaching, technical, administrative and library staff: Covid-19 certificate requirement

Starting from **1 September 2021**, all University employees, including teaching, technical, administrative and library staff, will be required to hold and, if required, to show a Covid-19 certificate. This is also required of free-lance staff working regularly with the University and attending its facilities.

It should be remembered that the Covid-19 certificate is issued also to unvaccinated individuals with a negative molecular (or rapid antigen) test result in the last 48 hours, or those who have recovered from Covid-19.

For detailed information: <https://www.dgc.gov.it/web/>

Failure to hold and exhibit a Covid-19 certificate entails, pursuant to the law, that *"... school and university staff will be considered unexcused absent; starting from the fifth day of absence the employment relationship will be suspended and no salary or other form of compensation will be due"* (art. 1, paragraph 6 of Law Decree 111/21, which introduces a new article, art. 9-ter, to Law Decree no. 52/21).

The specific procedures for checking Covid-19 certificates will be the subject of a forthcoming Prime Minister's Decree (DPCM). Should no decree be passed by the end of August, the University will anyway provide its own organizational and operational guidelines.

Art. 14 – Activities of technical, administrative and library staff working remotely

The activities of technical, administrative and library staff working remotely are governed by a specific provision issued by the Managing Director on 28 July 2021, valid until 31 December and already posted to the Unimi portal. The provisions of this decree shall apply to safety protocols and Covid-19 certificate requirements.



Art. 15 - Other operating provisions

Given the logistical and scheduling challenges posed by the pandemic, classroom assignments will be made by the Academic Logistical Services Sector - Central Area and Città Studi (formerly “Caslod”).

Therefore, the Degree Programmes will not be permitted to assign classrooms independently.

Moreover, any change requests must be submitted by the designated Academic Office overseeing scheduling, rather than by individual instructors.

Disinfection will be ensured in all classrooms, in an efficient manner that reduces the time between lectures to a minimum. Proper discharge of all disinfection protocols will be monitored through inspections ordered by the Office of the Managing Director.

Masks shall be worn in all classrooms and all interior spaces on University grounds.

Any classroom which does not currently have a lecture-streaming option will have the proper supports installed to permit streaming.

Art. 16 - Validity

All the provisions of this decree are immediately valid and effective as of **1 September 2021 and will remain in force until 31 December 2021**, unless otherwise provided, and or subject to any new national and/or local regulatory provisions setting different guidelines and/or timelines.

Art. 17 - Guidelines

For all detailed operational issues concerning lectures, exams, classrooms/study rooms and more, please refer to the **“Guidelines for resuming teaching activities in September - 1st semester of the 2021/22 academic year”**, posted to the Unimi portal at: <https://www.unimi.it/en/coronavirus-urgent-measures-university-community> (**“Decrees and operational guidelines”**)

Art. 18 - Final provisions

Pursuant to the law, any fraud or abuse in relation to the requirement to hold and show a Covid-19 certificate shall be reported to the competent Authorities, and the appropriate measures shall be taken.

Milan, 23 August 2021

The Rector

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