Attachment 1

1 – General Rules

1.1 During the first semester of the academic year 2020-2021 all teaching and curricular activities carried out online follow the methods and tools contained in this decree. This attachment refers explicitly to these activities. To this end, the online teaching and curricular activities officially entered in the digital register are recognized by the University. For teaching and curricular activities that take place in presence the University's general rules apply (with any changes adopted following the COVID19 emergency).

1.2 The rules outlined in this decree, including the attachments, shall be applied independently of internal unibz exam and/or didactic regulations. Existing regulations need not be modified. All regulations not affected by this decree remain in force.

2 - Distance learning lectures

2.1. All teaching and curricular activities that are held online are carried out by means of the distance learning methods and tools specified in this decree.

2.2 Distance learning lectures officially submitted via electronic register shall be recognized.

2.3. Distance learning lectures can be offered in synchronous or asynchronous modality.

2.4. Lectures conducted synchronously shall be held via Microsoft Teams, ZOOM, or other tools approved by unibz, with all attending students connected remotely. Teaching hours shall be calculated using the same norms as face-to-face sessions (one academic hour corresponds to 45 minutes of teaching, plus 15 minutes of online interaction with students for the purpose of explanations, clarifications or comments regarding the content of the lesson). It is suggested that professors record their lectures and make the recordings available to students. This may help compensate for weak or unstable internet connection and may offer students the opportunity to access or review the lecture content.

2.5. Lectures conducted asynchronously are defined as pre-recorded lectures which are subsequently published in the official electronic repository of the course (Reserve collection, OLE, TEAMS, other approved tools). Lectures conducted asynchronously may include video recordings, audio recordings or any appropriate teaching materials, such as PowerPoint slide shows with audio tracks. Each academic hour shall correspond to 45 minutes of total teaching. In order to avoid long recordings, professors are encouraged split lessons into units as necessary.
Video and audio recordings as well as PowerPoint slide shows with audio tracks can be accompanied by additional online activities, such as forums, chats, or time reserved for online interaction for the purpose of further discussion, explanations, clarifications or comments regarding the content of the lecture ("interactive activities"). It is recommended to adopt interactive activities to complement asynchronous teaching. The time required to complete such interactive teaching activities shall count towards the 45-minute total for each lesson.

2.6. Lectures must be held in strict accordance with the official timetable. Pre-recorded lectures must also be made available in accordance with the timetable.

2.7. The two modalities (synchronous and asynchronous) outlined above can also be combined.

2.8. When choosing between the synchronous and/or the asynchronous modality, as well as when selecting other didactic materials, lecturers are obliged to consider the needs of students with disabilities and specific learning differences. Lecturers should consult the material made available to lecturers by the Delegate of

the Rector for Disability and Special Needs of Students, which is also published on TEAMS under "Distance Learning UNIBZ – Covid 19" ("Covid-19 TEAMS repository"*).
Lecturers are also advised to consult with the UNIBZ Advisory Service and the Disability Representatives of their Faculty (https://www.unibz.it/it/services/orientation/studying-without-barriers/).

2.9. When mandatory attendance is foreseen, absences are not to be taken into account for admission to final exams and final assessments.

2.10. Office hours that are held online must comply with the scheduled timetable.

3 - Privacy and copyright rules for distance learning lectures

3.1 The following regulations are binding as per the European and National Regulations on the protection of personal data.

3.2 The online lectures conducted synchronously may be recorded solely for didactic purposes.

3.3 The lecturers who record their lectures must digitally sign one single waiver, which they will receive from the ICT Department of unibz.

3.4 Before starting to record his/her lecture, each lecturer must disable the "Show participants" button so as to avoid capturing the participants' list.

3.5. The following information for the students must be typed by lecturers in the chat ahead of any other message:
"This lecture is video-recorded. Please, switch off your camera. All information concerning the personal data processing can be found under the following link: https://guide.unibz.it/en/covid-19/
Participation indicates your consent to be included in the registration of the lesson."

If for didactic reasons the lecturer needs to look at the students, it is possible to use the following message:
"This lecture will be video-recorded. All information concerning the personal data processing can be found under the following link: https://guide.unibz.it/en/covid-19/. If you want to speak in videocall, you need to first type the following sentence in the chat: 'Read the privacy notice, Agreed to the recording'. In any case, your participation indicates your consent to be included in the registration of the lesson."

3.6. The recorded lectures may be uploaded solely on the official INTRANET platforms of the Free University of Bolzano/Bozen, i.e., on Reserve Collections, OLE, TEAMS or other.

3.7 The data storage period for the recordings is limited to the length of the period of enrolment of the cohort of students in a specific study programme.

3.8. If the teaching activity requires sharing the recorded lectures through Internet channels, the Study and Tuition Department of the Free University of Bolzano/Bozen must be contacted in advance.

3.9 Students are permitted to record a lecture. However, they can use the recording only for learning purposes and for their exclusive personal use. Lecturers are required to post in their didactic material or repositories the following disclaimer: "Students can use the recording only for learning purposes and for their exclusive personal use. Any other use, such as reproduction, distribution or sharing of didactic material, is illegal, unless explicitly indicated otherwise by the lecturer who owns the course (Law no. 633/1941 and subsequent amendments)".

3.10 In the case of asynchronous lectures if the lecturer appears in the video, she/he will have to sign the waiver as per point 3.3. The waiver will be sent from the ICT Department of unibz and will have to be

digitally signed. The consent is not necessary if the lecture consists of audio recordings, or other appropriate teaching materials, such as PowerPoint slides with audio tracks.

4. Online exams

4.1. All exams administered via distance learning practices utilize the remote modalities and methods described in this decree. Lecturers must inform the students about the modalities for the online exams at the beginning of the semester.

4.2. The format of the exams should be as simple as possible and may require the adoption of oral exams in lieu of written exams, or the adoption of other written exam formats (e.g., open-book exams, take-home exams, reports, essays, or any other appropriate means that enable the assessment of the knowledge and competence of students). Information on exam modalities can be found in Attachment 1.

4.3. The examination commissions must be composed in accordance with art. 25, paragraph 5 of the UNIBZ General Teaching Regulations. All members of examination commissions must participate in the examination session using the information and communication technologies supported by the University.

4.4. The adoption of remote modalities of exam administration does not require a change and/or adjustment of the published syllabus. However, all changes and amendments to the examination format and evaluation criteria, are to be communicated to students via TEAMS and the Reserve Collection or OLE. Degree Councils will support lecturers in communicating exam modalities to students. Lecturers must have finished uploading all instructions on exam administration and assessment in advance (at least 10 days prior to the exam).

4.5. Lecturers are required to pay particular attention to the needs of students with disabilities or specific learning differences. Such students are to be provided with all necessary tools to meet their special needs and to protect their privacy, at the same time ensuring the legal validity of the exams. Lecturers should consult the material made available to lecturers by the Delegate of the Rector for Disability and Special Needs of Students available in the "Covid-19 TEAMS repository"*. Lecturers are also advised to consult with the UNIBZ Advisory Service and the Disability Representatives of their Faculty (https://www.UNIBZ.it/it/services/orientation/studying-without-barriers/).

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Attachment 2 – Indications for Lecturers on Online Exams

You are encouraged to rethink and simplify the modality of your exam, adopting an alternative form of assessment. The starting point is the learning outcomes for the course; the alternative form of assessment should align with these outcomes.

Oral Exams conducted online are preferable to written exams. Other forms of assessment that are effective in distance learning contexts (as they require low bandwidths, are flexible and can be administered asynchronously) are "open-book" exams (i.e., allowing students to refer to class notes, summaries, or a "memory aid"; textbooks; or other approved material while answering questions) or "take-home" exams (see definition below). Other types of alternative assessments include: student-generated videos, asynchronous online debates, reflections on practicums, etc. Design your assessments in a way that reduces students' motivation to cheat or solicit unapproved assistance on their work.

You should ensure that students have sufficient technical skills to complete all assessments. They should be given an opportunity, where possible, to practice using the platforms and ICTs through which assessments will be administered, submitted, and or marked.

For written exams, you are required to make students aware that they must not cheat. An "Academic Integrity Protocol" must be accepted by the students. Students will have simply to "tick" the checkbox provided in OWL or OLE before starting the exam. A sample of the declaration is available in the files section of the "Covid-19 TEAMS repository"*. For oral exams you are invited to read the declaration to the students.

You are required to make students aware that they are responsible for finding a stable internet connection. In extraneous circumstances, if a student does not have access to adequate technological resources, you may adapt the exam modalities described below. For instance, you may reschedule the exam, or you may convert the exam into a take-home exam and ask the student to send it by post.

Below you can find a short description of the exam modalities deemed appropriate. You are free to choose the modalities that best fit the learning outcomes of your course, considering the number of students and the subject, even if this type of exam is not listed in the current UNIBZ exam regulations and/or didactic regulations. For instance, you can adopt the oral online modality even if the regulation of your Faculty does not permit oral exams.

IMPORTANT: The technical procedures for the exams will be illustrated in a specific memorandum written and circulated by the ICT Department.

1. Oral Exam online

1. You must only use the institutional tools provided by UNIBZ ICT for exams such as Microsoft Teams or other approved tools, without video or audio recording.
2. You may not make a recording of oral exams for privacy reasons as recordings are also not possible during face-to-face examinations.
3. Online oral exams should be open to the public. This is made possible by using the external link provided by ICT. Alternatively, this can be made possible by permitting 1 or 2 other students to participate in the video conference call, in addition to the commission and the candidate.
4. You must verify the identity of candidates who are not known to you personally asking the student to show her/his Student Card.
5. If a technical problem occurs during the examination (interruptions to the transmission, video/audio outages, etc.), the examination can be continued, provided that the interruption was of short duration. In all other cases, please be accommodating. If the exam cannot be continued, please schedule another date as soon as possible.

6. To prevent the use of unauthorised aids, ask the candidates to demonstrate compliance by panning the camera around the room. Unauthorised aids (including mobile phones or tablets that are not be needed during the examination) must not be visible in the student's vicinity. Repeat this procedure during the examination if you suspect that unauthorised aids are being used.
7. Inform students that the examination will be terminated if there is a suspicion of unauthorised aids being used.
8. During the examination, the candidates' camera settings must allow uninterrupted eye contact.
9. At the end of the examination, the result must be communicated. In special cases it should be allowed that the students withdraw from the examinations. In the case of examinations by a panel of examiners, the examiners should consult amongst themselves privately. If, for technical reasons, it is not possible to resume the video conference to announce the result of the consultation, the result must be communicated by another suitable method (e.g., e-mail or telephone) without delay.

2. **Oral Exam with the student writing on paper.** The student's computer running the application TEAMS shall be placed approximately one meter from the student for live control. The student writes on paper. It is allowed to use the camera of the mobile phone to show the paper. This type of exam allows the examination of 1 to 3 students simultaneously. This modality is advisable for exams in mathematics, engineering, computer science or other similar subjects with formulas/tables and few students.

3. **Written exam by device (not on paper).** Written exams can be completed using the multiple choice or other quiz questions offered in OWL or OLE, or by requesting a written text to be administered via OWL or OLE. OWL includes a very simple proctoring. If you use OLE you can perform a live control activity using ZOOM. If you use a proctoring system, any recorded images can only be used for control purposes for the exam. Students will be asked to activate their camera, which will permit live monitoring by the professor. The software Turnitin can be used to check for plagiarism.

4. **"Take-home" exam.** These are exams where candidates are assigned questions or assignments to be completed at home asynchronously, such as essay questions. Books and teaching material may be consulted by the students. Responses may be submitted using the tool chosen by the professor by a specified deadline. Turnitin can be used to check for plagiarism.

5. **Written and oral exam.** Examinations with a particularly large number of students may include preliminary assessment via a quiz on OWL or OLE (e.g. 20 minutes of simple questions) followed by an oral examination for those students who have passed the written test.

6. **Exam written on paper.** This modality has the most limitations in a distance learning context. Therefore, given the complexity of this modality we encourage you to find alternative solutions and to rethink the use of written exams. However, if you decide to maintain a traditional written exam, ZOOM may be used for live control. At the end of the examination, the candidate should photograph/scan the assignment and upload it to OWL or OLE or another approved platform. The ICT Department can offer assistance on demand. If you use a proctoring system, any recorded images can only be used for control purposes for the exam.

*https://teams.microsoft.com/l/team/19%3a0e6d6f6dd894491bb26f1949e41533b0%40thread.tacv2/conversations?groupId=b69825cf-d678-4790-936e-46cb3d078f0c&tenantId=92513267-03e3-401a-80d4-c58ed6674e3b
In case of change, the new link will be communicated.
The official documents can be found also on: http://covid.unibz.it