



## Guidelines on graduation and final exams - for degree programmes, PhD programmes, Postgraduate specialisation programmes, Professional Master's programmes, and advanced courses (issued by the University's Task Force on Covid-19 on 19 August 2021)

In accordance with Decree Law no. 52 of 22 April 2021, which establishes that teaching and curricular activities at universities **must be carried out primarily in person**, and in particular that graduation examinations and ceremonies must be held in person, as of May 2021, graduation exams (for Bachelor's and Master's degree programmes) and final exams (for PhD programmes, Postgraduate specialisation programmes, Professional master's programmes, and professional development courses) will once again be administered "in person". **Students wishing to take their final/graduation exam remotely from home will be allowed to do so, provided that they submit a valid Covid-related reason to the Chair of the Exam/Graduation Committee.** Specific attention will be paid to the special needs of international and disabled students.

The members of the Exam/Graduation Committee may also request to take part in the exam remotely from home if they provide the Chair of the Committee with a valid Covid-related reason. In this regard, it is recommended that students and members of the Exam/Graduation Committee promptly notify the Teaching and Student Services Unit and the relevant Programme Director by email of any risk or hazardous situation.

As of 1 September, in accordance with Law Decree no. 111 of 6 August 2021 and as established by the University's Covid-19 Task Force in its Update of 17/08/2021, **in order to access university facilities, it will be compulsory for everyone to hold and show a valid Covid-19 Green Pass**, as described in Article 9(2) of Law Decree no. 52 of 22 April 2021, converted into Law no. 87 of 17 June 2021. Please note that the Green Pass is automatically generated and made available for free to those who:

- have had their first vaccine dose, or a single-dose vaccine, at least 15 days earlier (the Green Pass will be valid from 15 days after the first dose until the date of the second dose, or from the date of the second dose for 9 months);
- have fully recovered from Covid-19 (the Green Pass will be valid for 6 months from the date of recovery);
- have tested negative to a molecular or antigen Covid-19 test (the Green Pass will be valid for 48 hours from the test).

Covid-19 Green Passes will be checked by reception staff using the national 'VerifyC19' app, which allows to check the authenticity and validity of Covid-19 Green Pass offline, without storing personal information on the reception staff's device.

Under-12s, for whom there is not yet an authorised vaccine, and those who are unable to receive the vaccine for certified health reasons are exempt from the Green Pass requirement, according to the Ministry of Health notice No. 35309 of 04/08/2021. Failure to hold a valid Green Pass cannot be used by students or Exam/Graduation Committee members as a valid reason for requesting that the exam and/or ceremony be held remotely.

Each University Structure shall ensure that the graduation or final exams in question will be held in accordance with the regulations issued at national and regional level, and in compliance with the Covid-19 Security Protocol adopted by the University, as well as the following provisions.

The final exams may be held in all the University's facilities in which it is possible to ensure

social distancing (at least 1 metre between people), not only in the classroom, but also in both indoor and outdoor waiting areas. It will be up to the relevant Structure to find a classroom/lecture hall that has a capacity that can accommodate all those present (members of the Graduation/Exam Committee, candidates and accompanying persons), taking into account the current seating capacity (at about 50% of the usual room capacity), the need to control access to the facility and avoid gatherings in outdoor spaces.

In the case of final/graduation exams or ceremonies involving many candidates on site, the Teaching Committee will have to take the necessary organisational steps in order to ensure that the number of those attending does not exceed the limit, and that social distancing and the measures against gatherings are complied with. To this end, the Teaching Committee shall:

- add other final/graduation exam or ceremony sessions; or
- set a maximum number of accompanying persons, for each candidate, of less than 10, and possibly stream the exam/ceremony live online; or
- take any other measure deemed appropriate for the above purpose.

Each candidate shall be informed of the start and end times of the final/graduation exam, which will have to be determined by taking into account the time needed to complete all the steps of the exam session (i.e. uploading of the slide presentation file, oral presentation of the thesis, questions and answers, candidate and accompanying people exiting from the classroom, meeting of the Exam/Graduation Committee, candidate and accompanying people returning to the classroom, announcement of the final grade). Each Exam/Graduation Committee shall ensure that the times communicated to candidates are adhered to, so as to avoid gatherings.

### **Instructions for students:**

**1. Each candidate may be accompanied by a maximum of 10 people among relatives and friends, and a professional photographer of the candidate's choice (optional)** (this number may be reduced, by decision of the Teaching Committee, depending on the space available and the number of candidates).

- ✓ **Only** the candidate and their guests (relatives, friends, and the photographer) will have access to the University's premises and facilities, **provided that:**
  - **they do not display the following symptoms:** body temperature above 37.5°, cough, difficult breathing, severe sore throat, colds and conjunctivitis, loss of taste and smell, or diarrhoea;
  - **they hold a valid Covid-19 Green Pass;**
  - they **wear a face covering**, at least a surgical face mask. If they wish to use a more protective mask, this **must be without exhalation valve**;
  - their body temperature - taken with an infrared thermometer, or by the reception staff - is not above 37.5°. If a candidate has a body temperature above 37.5°, they will need to take their graduation exam from home via Zoom, at the end of the other final/graduation exams (the student will receive the link by email to their institutional email address).

### **2. Before entering the University's premises and facilities**

- ✓ Candidates are strongly recommended that they should arrive about 15 minutes before the scheduled time of the exam/ceremony.
- ✓ Each candidate and their relatives and friends will need to wait in an orderly manner outside the University's facility, and keep an appropriate distance (at least 1 metre) from each other and from the other people.
- ✓ At the entrance, each person will need to have their valid Covid-19 Green Pass checked by the reception staff; once access has been authorised, each person must sanitise their hands,

using the appropriate dispensers available on site. Those not holding a valid Green Pass will be denied access.

- ✓ Everyone must keep at least a one-metre distance from others at all times.

### **3. Entering the classroom**

- ✓ Each candidate, their relatives and friends and their photograph (if present), must enter at the same time and in an orderly manner by following the instructions given by the staff on site.
- ✓ Moreover, they will need to take their seats promptly, following the marked route:
  - please sit in the alternate seats that are marked out with numbers to ensure 'social distancing';
  - if there are several candidates in the classroom with the corresponding relatives and friends, each group must be separated by at least one row of seats from the other groups.
  - In the case of students and guests with disabilities, there will be easily accessible entrance and exit routes, as well as suitable places to attend the ceremony. Please contact your Thesis Supervisor, who will notify the relevant Structure so that the appropriate organisational solutions can be put in place.

### **4. While in the classroom**

- ✓ Please remain in your seat for the entire duration of the session by following the instructions of the Chair of the Exam/Graduation Committee. If absolutely necessary, it is possible to leave the classroom, but you must notify the reception staff, who will be able to provide instructions on how to leave.
- ✓ During the exam session it is mandatory to wear a face mask. Only the candidates will be allowed to remove their face covering, strictly limited to the time of their oral presentation.
- ✓ Only the professional photographer, or only one person in your group, will be allowed to leave their seat to take photographs or record videos, exclusively during your oral presentation and at the time of the awarding of the degree.
- ✓ When moving around the classroom, the distance of at least 1 metre between all those present (candidates, accompanying persons, teaching staff and reception staff) must always be respected.

### **5. Leaving the classroom**

- ✓ At the end of the ceremony, each group (i.e. the graduate and their relatives and friends) must leave the classroom in an orderly manner, following the instructions of the reception staff, maintaining a distance of at least 1 metre between themselves, and keeping their face covering on.
- ✓ The reception staff will ask each group to take a different exit route from the one used to access the classroom (where possible).
- ✓ It is strongly recommended to leave the facility and the surrounding area immediately after the end of the ceremony, so that the other candidates with their accompanying relatives and friends can safely take their seats.
- ✓ Please note that those who do not follow the above instructions, and therefore behave in a manner that is potentially harmful to the safety of other people attending the ceremony, will be asked to leave immediately.
- ✓ Any gatherings or inappropriate behaviour on the University's premises and in the surrounding area will necessarily lead to no more examinations and ceremonies being allowed on site in the future.

**Please cooperate and follow the rules, so that we can beat Covid-19 together.**