



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 18 September 2020)

With the beginning of the new academic year 2020/2021, graduation exams (for Bachelor's and Master's degree programmes) and final exams (for PhD programmes, Postgraduate specialisation programmes, Professional Master's programmes, and advanced courses) may be held on site with students physically attending, at the discretion of the relevant Teaching Committee, while ensuring that the "remote" option (via Zoom) is available if this is necessary to enable the final exams and/or graduation ceremonies to take place smoothly and to ensure the safety of those attending.

In accordance with the "Covid-19 Guidelines for students and teaching staff – A.y. 2020/2021", it may be expected that some members of the Graduation or Exam Committee will participate at a distance, even if the exam session has been arranged to be held on site. In any case, any students wishing to take the exam remotely shall be allowed to do so.

In this regard, students who are about to take the exam are recommended that they should promptly notify the Chair of the Graduation/Exam Committee and the relevant University's administrative office by email of any possible risk or hazardous situation.

Where the "on-site" option has been chosen by a Structure, it 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, 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
- decide to hold the final/graduation exam or ceremony session entirely online.

In the case of in-person graduation exams, each candidate shall be informed of the start and end times of the final 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 (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 and friends) 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 have declared by means of a self-declaration (see *attachment*) that they comply with the requirements for a safe return to University (i.e. not showing the above symptoms, not having been placed in quarantine, not having been in contact with a positive case of Covid-19);
- 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 15-20 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 from each other and from the other people.

At the entrance, each person will need to provide the reception staff with a duly signed self-declaration (see *attachments*); once access has been authorised, each person must sanitise their hands, using the appropriate dispensers available on site.

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

3. Entering the classroom

Each candidate and their relatives and friends 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 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. This 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 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 the Covid-19 outbreak together.**

Attachments:

- Autodichiarazione COVID-19 per Laureando/Diplomando (Self-declaration for candidates);
- Autodichiarazione COVID-19 per Accompagnatore di Laureando/Diplomando (Self-declaration for accompanying persons).