

UNIVERSITA' DEGLI STUDI DI PERUGIA
TEMPORARY REGULATIONS DEFINING SPECIAL DISCIPLINE FOR
THE PERFORMANCE OF EXAMS AND DEGREE GRADUATION
SESSIONS IN DISTANCE MODE

(Issued by Rector's Decree no.508 of 20.03.2020 and modified with Rector's
Decree no.622 of 23.04.2020)

TITLE I

Subject of the Regulation and common provisions

1

SUBJECT OF THE REGULATION

1. This Regulation temporarily defines the methods for carrying out online exams and graduation sessions in compliance with the provisions contained in the Note Prot. 6932 of 5 of March 2020 of the Minister of University and Research and in art.101 of Legislative Decree n.18 of 17 of March 2020.

2

ONLINE GRADUATION SESSIONS AND EXAMS MODALITY

1. The performance of the remote sessions of the final degree graduation tests and exams is ensured through telematic audio-video connection tools that allow the identification of the candidate, the performance of the exam or test in a public session, the correct conduct in the oral form of the exam or test and the formalities for formalizing the session. The audio-video telematic connection system ensures audiovisual contact between the candidate and the Commission for the entire duration of the exam or final graduation test as well as during the communication or proclamation of the related final result.

3

CANDIDATES DISCLOSURE

1. In the SOL service made available to each student enrolled in the University Degree Programmes, adequate information is published on how exams and graduation sessions are to be carried out remotely, on the adopted methods of publicizing the aforementioned exams and sessions as well as on the related processing of personal data. Each candidate, by completing in the appropriate field at the end of the aforementioned information, declares to have read and understood its contents. In any case, each candidate is required, in his interest, to read the aforementioned information before the performance of the exam or the final degree session.

4

PROFESSORS DISCLOSURE

1. To each professor, through communication in the reserved area of the University telematic service, adequate information is transmitted on how exams and degree sessions are to be carried out remotely, on the adopted methods of publicity of the aforementioned exams and sessions as well as on the related processing of personal data. Each professor, by using the "send receipt" located in the area where the details of the aforementioned communication are indicated, declares to have read and understood the contents of the aforementioned communication.

5

PUBLICITY OF DEGREE GRADUATION SESSIONS AND EXAMS

1. During its course, the publicity of the Degree graduation session or exam is ensured through the University's telematic service, accessible according to the methods published on the University's *web* portal (www.unipg.it) and to the provisions of this article.
2. The conditions for access to the service and use of the University's audio-video connection system for candidates and the Degree graduation or exam commissions are guaranteed.
3. Access is also allowed to subjects external to the University, however, also to guarantee the sustainability of the IT equipment and the said access is allowed, for each audio-video

reproduction on the University's telematic service, in the maximum number of five units for exams and thirty units for graduation sessions.

4. Access is also allowed to those who are identified as users of the University's IT services within the limits of capacity and technical functionality of the University's telematic service.
5. The public outside the University is admitted to access, within the limit indicated in paragraph 3 above, according to the order of access requests received during the degree graduation session or exam.
6. The public outside the University, as well as the users of the University's IT services, are liable, following the provisions of the civil and criminal provisions, for any unlawful conduct as well as for any unlawful use or processing of data or personal information for which they are found responsible in consequence and/or concerning the access regulated in this article.
- 7.

6

MEETING OF THE DEGREE COMMITTEE AND THE EXAMINATION COMMITTEE

1. The Degree and Examination Commissions meet remotely.
2. Each member of the Commission must ensure, through his own means, audio-video connection through adequate IT support.

7

PROVISIONS RELATING TO THE PERFORMANCE OF THE GRADUATION SESSIONS AND EXAMINATIONS OF CANDIDATES WITH DIAGNOSIS OF SPECIFIC LEARNING DISORDER OR WITH CERTIFIED DISABILITY

1. Candidates with diagnosis of specific learning disorders or with certified disability are guaranteed access to the performance of graduation session or exam tests with the assistance of the prescribed normative measures and according to the technical instructions supplied by the Nominated Reference for the service of students with disabilities or learning disorders within each Department. The candidate who meets the conditions contained within this paragraph must verify with the Nominated Reference of the aforesaid service, at least seven days before the date scheduled for the exam or graduation session, the measures necessary for the completion of the graduation session or exam, the technical modalities as well as the functionality of the IT equipment. The Nominated Reference for services to students with disabilities or learning disorders promptly sends the appropriate technical instructions to the President of the exam or graduation commission.

8

OPERATION FAILURES OF THE AUDIO-VIDEO IT CONNECTION SERVICE OF THE UNIVERSITY

1. In case that, during the examination or graduation session, operation failures of the University's IT audio-video connection service arise, where the connection cannot be restored within two hours of its interruption, the President of the Commission orders the suspension of the graduation session or the exam.
2. As a consequence of the suspension arranged based on the above paragraph 1, the graduation session or the examination continues according to the schedule communicated by the President of the Commission through a notice published on the University web portal (www.unipg.it).

TITLE II

Special provisions for the remote sessions of exams and graduation

Item I

Graduation sessions discipline

9

COMPOSITION OF THE COMMISSION

1. The Degree Graduation Commission must be composed of at least seven members identified among the University's Teaching and Research staff.
2. Where compatible with the present Regulation, all other provisions in force on the matter

also remain in force.

10

FULFILLMENTS OF THE CANDIDATE

1. The candidate prepares, from his own remote location and with his own means, adequate IT support to allow the audio-video connection with the Degree Graduation Commission, checking the functionality of his IT equipment well in advance.
2. The candidate must have, for the entire duration of the audio-video connection, the identification card issued by the University or other valid identification documents.
3. If, for the purposes of the final graduation session, the projection and/or reproduction of texts, images, graphics, audio, video or similar, is required, the candidate must prepare these at least seven days before the date of the session, and send a copy of the aforementioned materials, in the same IT format intended to be used during the session, to the lecturer and the President of the Commission. Within the same seven-day period, the candidate must verify the suitability of the computer system used for the presentation of the session for the purpose of the projection and/or reproduction of the aforementioned materials. The projection and/or reproduction of materials, other than those transmitted according to this paragraph or that are unsuitable for use in the computer system used for the graduation session, will not be admitted.
4. The candidate, at least 30 minutes before the scheduled start time and according to the technical instructions published on the University web portal (www.unipg.it), must set the audio-video connection with the President of the Degree Graduation Commission's IT device.
5. If the candidate's computer equipment is not available for connection, the President of the Commission orders the suspension of the final degree test of the aforementioned candidate and proceeds with the final test of the next candidate.
6. If the computer system of the candidate whose final test has been suspended according to the provisions of the previous paragraph does not allow to restore the audio-video connection within an hour from the end of the final test of the last candidate expected for the graduation session, the session is suspended according to the provisions of the above art. 8, paragraph 2.

11

DEGREE GRADUATION SESSION PERFORMANCE

1. The President of the Degree Graduation Commission, having electronically established the audio-video connection with the other members of the Commission, invites each candidate to introduce themselves and identify themselves by asking for the identity card issued by the University or other identification documents.
Once the candidate identification operations have been completed, the President of the Graduation Commission sets the audio-video connection of the test with the University's telematic service, introduces the members of the Commission, and finally presents the candidate.
2. Once the obligations referred to in paragraph 1 are over, the President of the Commission starts the session.
3. After completing the final test, the Commission stops the audio-video connection with the candidate as well as the audio-video connection with the University's telematic service and meets, remotely, to deliberate the outcome of the test.
4. At the end of the meeting, the Commission re-establishes the audio-video connection with the candidate as well as the audio-video connection with the University's telematic service and proceeds to proclaim the final result.
5. Once the final result has been announced, the President of the Commission carries out the obligations referred to in paragraphs 1, 2, 3 and 4 to continue the session with the next candidate's final test and thus proceeding for each subsequent candidate.

Item II
Online exams

12

COMPOSITION OF THE EXAMINATION COMMISSION

1. The examination committee will be composed based on the provisions of the University Teaching regulations.

13

FULFILLMENTS OF THE CANDIDATE

1. The candidate prepares, from his remote location and with his own means, adequate IT support to allow, on the date and time established in the exam calendar and according to the technical instructions published on the University's web portal (www.unipg.it), the audio-video connection with the Exam Commission, checking the functionality of the IT equipment well in advance.
2. The candidate must have, for the entire duration of the audio-video connection, the identification card issued by the University or other valid identification documents.
3. During the exam, the display on the candidate's computer support of fields or areas other than those dedicated to the audio-video connection with the Exam Commission or other than those authorized by the Exam Commission is not allowed.

The entire screen displayed on the candidate's IT support must be visible or in any case accessible also by the Exam commission. The candidate is also not allowed to use information sources (paper, telematic, electronic, multimedia, or similar) or to resort to forms of assistance or interpersonal communications unless, as indicated in this period, these are authorized by the Exam Commission.

The candidate must allow, at the request of the Commission, all appropriate checks on compliance with the requirements contained in this paragraph. Any violation of the provisions contained in this paragraph, as well as any other conduct on the part of the candidate who, in the judgment of the Exam Commission, is likely to compromise the authenticity and correctness of the exam, will determine the annulment of the exam, which is acknowledged in the exam report.

14

DUTIES OF THE EXAMINATION COMMISSION

1. The President of the Commission, having electronically started the audio-video connection with the other members of the Commission, shall proceed, following the order of enrollment for each candidate's exam, to start the audio-video connection with the computer equipment of the candidate.
2. If the candidate's computer equipment is not available for connection, the President of the Commission proceeds to establish a connection with the next candidate. At the end of the exam held by the next candidate, the President of the Exam Commission makes a second attempt to connect with the computer system of the previous candidate. If even after this second attempt, the candidate's computer system is not available for connection, the candidate is considered absent.
3. Once the obligations referred to in paragraph 1 have been completed, the President of the Commission invites the candidate to introduce themselves and identify themselves by asking for the identification document to be presented. The President of the Commission will be able to carry out the identification process of the candidate, without having to ask the candidate to show the identification document, through viewing the identification details and the photograph of the candidate, in his/her own computer system, by accessing a specific function of the SOL service.
Pending the activation of the aforementioned function in the SOL service, or where the photograph of the candidate is not available in the SOL service, the identification of the candidate must be carried out following the instructions of the first period of this paragraph.

Once the identification operations have been completed, the President of the Commission establishes the audio-video connection of the exam with the University's telematic service and introduces the candidate.

4. Once the obligations referred to in paragraph 3 above have been completed, the President initiates the examination.
5. After the examination, the Commission deliberates the outcome.
6. At the end of the examination, the result is recorded following the instructions of current legislation.
7. Examinations not concluded or with an outcome deemed unsatisfactory by the candidate, or with an unsuccessful outcome, do not involve the attribution of a mark but are recorded on the exam report with the annotation "waived" or "rejected"; the latter outcome is recorded for statistical purposes only, except for cases where the reporting is necessary to interrupt the expiry terms.

TITLE IV

Final rules, technical instructions and effectiveness of the Regulations

ART. 15

DEGREE GRADUATION SESSIONS AND EXAMS TECHNICAL INSTRUCTIONS AND BRIEF GUIDE FOR CANDIDATES AND COMMISSIONS

1. To ensure correct compliance with the provisions contained in these Regulations, a brief guide containing technical instructions for use by candidates and Degree Graduation and Examination Commissions will be published on the University web portal (www.unipg.it), within seven days from the entry into force of these Regulations.
2. To ensure correct compliance with the provisions contained in these Regulations, within 5 days of the entry into force of the same, the University's IT services will be adequate to the abovementioned provisions.
- 3.

ART. 16

TRANSITIONAL AND FINAL RULES, VALIDITY AND TEMPORARY EFFECT OF THE REGULATION

1. The provisions contained in Title I, in Item I of Title II as well as in Title IV of these Regulations apply, insofar as they are compatible, also to the exams or, in any case, denominated, to the final tests of the PhD courses, Masters and Specialization schools.
2. For the entire period of validity of these Regulations unless otherwise prevailing provisions, the performance of intermediate tests however called, of graduation sessions, of exams, tests or final tests of the Courses of Research Doctorate, Masters, Training Schools or Specialization Schools in different ways than those governed by these Regulations are not allowed.
3. Without prejudice to the results of the intermediate tests, however named, which, before the entry into force of these Regulations, have already been carried out in practical, written, or in any case in attendance mode.
4. During the period of validity of these Regulations, to take the exams in the form of writing is not allowed.
5. Examination registration already made before the entry into force of this Regulation remain valid. The candidate is, however, required to read the information provided in the above art. 3.
6. Candidate registrations for the final examination degree graduation sessions made before the entry into force of this Regulation remain valid. The candidate is however required to read the information provided in the art. 3.
7. The discipline contained in these Regulations has a special character. Therefore, these Regulations prevail over the rules provided for by the temporary Regulations for the conduct of collegiate sessions electronically issued with D.R. n. 480 of 17 March 2020 which are incompatible with those introduced with these Regulations.
8. This Regulation, aimed at addressing the ongoing epidemiological emergency from Covid-19, in order to limit the presence of several people in the same place, enters into force from the date of publication in the Official Register of the University and is effective until the issue of the Rector's decree transposing government measures on the cessation

of extraordinary measures related to the health emergency.