Operational Guidelines for Remote Graduation sessions

These guidelines apply to master's degree programmes and single-cycle degree programmes. As regards bachelor's degree programmes, each Department may adapt them to its specific needs.

The Competent Registrars send the President of the Board the documents required for the performance of the functions of the Board, in digital format.

The President of the Board sends a notification email to applicants with the deadline by which they must email the following documents and information to the competent Secretarial office, from their University institutional email address:

- the presentation (created in PowerPoint or using equivalent tools) in PDF format, where applicable;
- contact phone number where the applicant may be contacted in the event of connection issues;
- statement in which the applicant consents to the graduation session to be held by electronic means, to be read during the graduation session (Annex 1);
- the paper in PDF format.

The Secretarial Office of the Department informs the applicants on how the remote exam will be held by means of the IT tools made available by the University. The communication sent to the applicants will be as follows:

"Dear Graduating Student, due to the emergency situation caused by the Covid-19 outbreak, your Graduation session will be held by an electronic platform (e.g. MICROSOFT TEAMS or GOOGLE MEET). With regard to the session streaming, the platform you will access will serve as Data Controller. Please read the relevant provider's information notice. The graduation session will not be recorded by Unimore, and therefore no data will be pulled out and subsequently processed. The

foregoing is to explain that the new mode for holding the Graduation session does not involve any further processing of data compared to the traditional mode; therefore, no further notice is required pursuant to Art. 13 of the UE Regulation no. 679/2016."

In particular, graduates shall:

- read the communications on the Graduation session and of their interest that are published on the Department web site;
- prepare a workstation from where they will connect using the audio-video tool required for the session;
- connect at least 20 minutes before the electronic Graduation session starts;
- please inform the IT personnel of the structure of any connection issues (list on page http://www.sia.unimore.it/site/home/referenti-informatici.html);
- from their institutional email address, send a valid ID to the President of the Board

The President and the Secretaries shall:

- check that they have received all the documents listed above by the applicants by the set deadlines;
- in good time, check that the audio-video connection with the applicant and the Board members works properly;
- provide for a second electronic session to which only the Board members will participate for the evaluation.

Based on the set schedule, the President:

- starts the electronic session and makes sure that all the Board members and the applicant are present;
- invites the applicant to introduce himself/herself by reading the electronic session consent document;

- invites the external participants (relatives and friends, max 250 people for each session) to watch the session with their microphones and cameras switched off, and asking them not to write in the chat. The Board may exclude Guests if they infringe the above indications;
- informs the participants that only the applicant is allowed to record the session, upon request; if the applicant requests it, the President asks the Board for its verbal approval and informs the applicant that s/he may use the recording only to keep records of the event, and that it is prohibited to disseminate its content through any communication channel (social networks, for example). Should the Board fail to approve the recording, the President cannot authorise it.
- gives the information that is normally provided in a face-to-face session (for example: title of the thesis, time available, ...);
- ensures that the Board can see the presentation, which may be shared by the President or the applicant;
- ends the public session and tells the graduating student that the connection will be reactivated after the evaluation discussion
- calls the Board in the second private session to formulate the evaluation;
- reactivates the public session of the Board for the proclamation that is made in the traditional means (at the end of the session or after each single exam);

The minutes must be signed in accordance with the instructions provided by the Registrar's Offices, which differ based on the online or face-to-face verbalisation.

Annex 1.

Consent statement to the graduation session to be held by electronic means

I, the undersigned _____

enrolled in the programme in

_____

Identification no _____

AGREE to the graduation session to be held by electronic means.