Didactic Programme for Academic Year 2022/2023

1. Details of Document
   a) COVID Regulations

On the basis of current regulations, the resumption of up to 100% face-to-face teaching is now permitted, with classroom capacity at 100%. It is still compulsory to isolate at home:

1. with a temperature of over 37.5° or other symptoms of influenza;
2. when positive for COVID-19 until testing negative and informing the local health authority;
3. when arriving from other regions or countries which have adopted travelling restrictions for a given period of time

   b) Politecnico Policy and Planning Document (November 2021)

2. Objectives

In line with the Politecnico Strategic Plan and Politecnico Policy and Planning Document and to ensure the quality of teaching services, the following primary objectives form part of the Politecnico di Bari's didactic programme for the academic year 2022-2023:

- to reiterate the **indispensable value of face-to-face teaching** as a key experience for university students;
- to adopt **innovative didactic methods** which guarantee flexibility, sustainability and content efficiency, as well as optimal organizational solutions and stimulating learning environments.
- to reinforce and support the **inter-regional and international character of the Politecnico**;

3. Principles

In order to meet the objectives set out above, the Politecnico will adopt the following principles:

   a) **provide a clear and fixed organisational background for provision of didactic services (including examination and testing procedures)** for the entire academic year to allow students and their families to take firm decisions, to allow staff to plan teaching in the best possible way and to avoid any compromise of teaching quality due to variations in the organizational framework.
   b) **combine face-to-face and remote teaching in a structured way** through innovative blended and/or hybrid teaching systems which degree courses will adopt as part of their specific teaching objectives.
   c) **maintain the ratio between hours of teaching and CFU credits at 10 hours/1 CFU.**
   d) **upgrade the technological infrastructure and technical/IT support for teaching** to provide support for the aforementioned innovative teaching models.

4. General criteria for teaching

In order to reach these objectives and ensure didactic quality, all teaching will be carried out in the following way:

- teaching will generally be carried out face-to-face;
- face-to-face teaching activity will be in classrooms equipped for live streaming to allow students to follow remotely in the specific circumstances outlined below.

The Microsoft Teams platform will be used for course teaching, communication between staff and students and distribution of didactic materials.

Based on teaching objectives, expected results and specific lesson types for each degree course, Departments may propose how courses are structured:

- **face-to-face teaching** (*lezioni in presenza* or **LiP**);
- **remote teaching** (*lezioni a distanza* or **LaD**), carried out as follows:
  - synchronous lessons carried out exclusively online (LaDS);
  - asynchronous lessons (LaDA);
  - semi-synchronous lessons (LaDSS).

One recognised value of remote learning is its capacity for **boosting skills**. Asynchronous lessons (LaDA) may be in the form of video lessons, presentations or other didactic materials prepared by staff to address the **preparatory or principally theoretical aspects of the degree course**. Semi-synchronous lessons (LaDSS) may be based on discussion and debate (for example as a forum or chat, etc.) to **foster and develop interaction skills**.

Exclusively remote teaching (LaD) is only possible for the following lesson types:

- remedial courses;
- optional courses;
- supplementary teaching.

Remote accessibility to face-to-face classes will be assessed by each degree course in order to encourage attendance for the following categories of students:

i) international students;
ii) students attending lessons (optional, shared with other courses, etc.) at a location which differs from their own degree course site;
iii) part-time students;
iv) students with children;
v) vulnerable or isolating students.

Individual study plans will be determined for these categories so as to offer the maximum opportunity to attend lessons.

Face-to-face or synchronous remote lessons may be recorded at the discretion of teaching staff in order to distribute didactic material to students. All recorded didactic material will be available on the Microsoft Teams platform.

5. Ratio of teaching hours (face-to-face or remote) and CFU credits

The ratio between the number of hours of teaching in its various formats (LiP and LaD) and the number of CFU credits has been established as **10 hours per CFU credit**. Up to 10% of teaching hours may be provided in asynchronous format (LaDA) using pre-recorded content.

6. Teaching calendar

As deliberated by the Academic Senate, lessons for the 2022-23 academic year will start on **26 September 2022** and are organised as follows:

- **12 weeks** per semester, including Saturdays, for all Engineering degree courses;
- **15 weeks** per semester, including Saturdays, for degree courses in Architecture and Industrial Design and second degree courses in Industrial Design.

7. Organisation of classes

Classes will be held between 8:30 and 20:00 from Monday to Friday. In exceptional circumstances, lessons may also be held on Saturdays. In this case, remote access is guaranteed.

a) *First and second degree courses in Engineering (Bari and Taranto sites)*

Up to 20% of lesson hours may be provided online. Specifically;

- **at least 80% of lesson hours will be provided face-to-face** (LiP),
- **up to 20% of lesson hours may be provided online** (LaD) with content also in asynchronous format (LaDA for up to 10% of total hours), or other forms of laboratory study.

Courses will typically be held in modules of two hour lessons per day for courses from 6-9 CFU credits. This may increase to 4 hours for 12 CFU credit courses, also taking into account specific didactic requirements.

Where a course of study provides 30 CFU credits per semester, the weekly timetable will be based on 25 hours of lessons (given that the teaching calendar for 2022-23 is divided into 12 weeks per semester). Where a course of study provides 24 CFU credits per semester (for example, the first semester of first year shared Engineering courses), the weekly timetable will be based on 20 hours of lessons.

b) *Degree courses in Industrial Design and Architecture and second degree courses in Industrial Design.*

Due to their specific characteristics, classes for single cycle degree courses in Architecture, Bachelor degree courses in Industrial Design and second degree courses in Industrial Design will be entirely in face-to-face format. However, each course reserves the right to provide up to 20% of its teaching activity remotely (LaD) where this may benefit the efficiency of teaching provision. Up to 10% of asynchronous lesson content may be provided (LaDA).

Based on teaching objectives, expected results and specific lesson types for each degree course, Departments (upon agreement with course teaching staff) may exceptionally waive the above

conditions and **provide teaching entirely remotely**. As set out in paragraph 4, exclusively remote teaching (LaD) may only be provided in the following circumstances:

- remedial courses;
- optional courses;
- supplementary teaching.

Also in these cases, conditions which limit **asynchronous lesson content (LaDA) to a maximum of 10%** apply.

8. Class timetables
Class timetables will be as follows:

     8:30-10:30: classes
     10:30-12:30: classes
     12:30- 13:30 break
     13:30-15:30: classes
     15:30-17:30: classes
     17:30-19:30: classes

Classes starting at 13:30 may be brought forward to 12:30, with a corresponding break from 14:30 to 15:30.

In order to optimise logistics and facilitate staff and student attendance, the Taranto site of the Politecnico may modify the starting time of classes, with lessons beginning at 9:30 while respecting the established duration times.

9. Classroom access
A booking system to access classrooms was established in the previous academic year. This system will be activated if the pandemic situation makes classroom quotas necessary.

10. Examinations and final degree examinations
The standard format for examinations and final degree examinations will be face-to-face, except in cases of vulnerable students and where allowed for according to national regulations.