



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

Remote lecture guidelines

These guidelines are valid for distance learning activities ONLY as dictated by the Covid-19 emergency.

Remote lectures may be provided by means of one of the platforms suggested by the University (Microsoft Teams, G Suite, Moodle) that all students and professors may access by entering their University username and password.

The guides for using the IT tools mentioned above are published in the distance learning section of www.unimore.it/online.

The lectures provided shall be filed in the ESSE3 register, based on the Degree Programme schedule, by selecting “lecture” in the “Activity type” menu. Select “video records” only when using previous records (for example of the previous year). Add a note to the “Description” field, specifying that the lecture was held remotely.

Lectures may be recorded and made available on the chosen platform, or live lectures may be made with the active video and chat participation of the students, or they may be streamed online.

When start recording, please name the professor, the Degree Programme, the teaching, the University and the lecture number or title.

With regard to the video lecture, the platform you will access will serve as Data Controller. Professors and students are invited to read the relevant provider’s information notice.

Remote recording, in full or in part and with any type of device, of the audio, video, or snapshots of the remote session, and the relevant dissemination in whatsoever mean they have been taken is strictly prohibited to students. The behaviours not complying with the provisions shall be prosecuted pursuant to the law.

When preparing a recorded lecture, each professor shall take into account that is must necessarily be shorter than a face-to-face lecture; **30-minute recordings** are recommended, to make them easier to use.



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Any material handed out to the students must comply with the **Unimore brand** and therefore include the Unimore logotype and possibly also the name of the professor, the Degree Programme, and the name of the teaching. It will protect the professor's work and his/her own intellectual property. Any improper use may be actioned by the Unimore Legal Office on behalf of Unimore.

The **slide templates** for each Department are available on the Unimore Intranet, at the following link <https://in.unimore.it/intra/docinterni/>

The first (or single) slide may read as follows: *“Any type of copy or reproduction of the contents and images is prohibited. It is also prohibited to distribute and publish the contents and images without the previous authorisation by the author or the University of Modena and Reggio Emilia.”*

The material must be drawn up correctly, by **quoting the sources (for example, for the images) and any bibliography, where needed.**