

Operational guidelines for online teaching and for audio/video recording

This document defines the modalities of online teaching and the necessary technical provisions for audio and video recording.

The terms *telematic*, *remote* or *online* are to be understood as synonyms.

1. Definitions

1.1 **Online teaching** (remote or telematic teaching) means the delivery of a lesson using information technology. Online teaching can be offered both simultaneously (**synchronous**) and delayed (**asynchronous**).

1.2 In **synchronous online teaching**, the lecturers are connected to the students online at the same time. The activity in this case can be a classical transmission or some other mode (e.g. interactive, cooperative, an exercise, etc.).

1.3 In **asynchronous online teaching**, lecturers pre-record a lecture and subsequently provide it to the group of students according to a specific time schedule. These are made available via the university's intranet channels.

1.4 **Hybrid teaching** means delivering a lesson where lecturers are in the classroom and some of the students are present while others are remotely connected (i.e. online).

1.6 **Supporting recordings** refers to audio and video recordings of face-to-face lectures, online lectures or lectures in hybrid mode, which are then made available to students as teaching material via the university's intranet channels.

1.7. **Asynchronous recording** refers to the audio/video recording of a lecture by lecturers in the absence of students.

2. General provisions

2.1 In accordance with the General Study Regulations (Art. 30 Structure and organisation of courses), the modality of the delivery of the courses is determined by the Study Course Committee.

2.2 In this regard, in accordance with Annex 3 of Ministerial Decree 289 of 25 March 2021, the Study Course Committee consider the accreditation-mode of the study programme and the proportion of teaching that can be delivered online in accordance with the regulations in force for the typology in question: conventional (10%), mixed (less than 2/3), predominantly distance learning (more than 2/3) or exclusively distance learning.

2.3 All lectures in a course must be delivered in the prescribed form.

2.4 Online teaching, as determined by the Study Course Committee and officially recorded in the digital register, shall be recognised by the University as equivalent to a face-to-face lecture.

3. Instructions for distance learning

3.1 **Synchronous online teaching**, in which participating students are connected remotely, shall be delivered exclusively via the technologies and systems approved by unibz and specified in the Technical Appendix

3.2 **Asynchronous online teaching** must be recorded in accordance with the method specified in the technical appendix and subsequently published on the platforms approved by the University. These lectures

may include video and audio recordings, or other appropriate teaching materials such as PowerPoint presentations with audio recordings.

3.3 **Synchronous and asynchronous lecture hours** are calculated according to the same standards as for face-to-face teaching (one academic hour equals 45 minutes of teaching plus 15 minutes of online interaction with students for explanations, clarifications or comments on the content of the lecture).

3.4 Lectures must be held in strict accordance with the official timetable. Pre-recorded lectures must also be made available within the specified timetable and include the 15 minutes of online interaction with students as per the timetable.

3.5 The above methods of teaching (synchronous and asynchronous) may also be combined if the Study Course Committee has so provided.

3.6 When choosing the synchronous and/or asynchronous modalities of teaching, as well as in the selection of teaching materials, lecturers shall take into account the needs of students with disabilities and learning disorders.

3.7 For online lectures with compulsory attendance, lecturers are obliged to complete the attendance register based on the list of participants, which can be downloaded at the end of the lecture.

4. Instructions for recording

4.1. Before implementing supportive and/or asynchronous recording, lecturers must, after signing the single consent form, evaluate the actual needs of the cohort of students.

4.2. Lecturers who consider it necessary to support their cohort of students by recording lectures must use the platforms and tools approved by the University and specified in the Technical Annex.

4.3. In the case of presence recording, lecturers shall use the recording systems installed in the University's lecture rooms and shall ensure that

- the image of the students in the lecture room is not recorded and, if this cannot be ensured, that they are given the opportunity to sit in designated areas in the room where they will not be taped;
- the student's first and last name is not mentioned when an interaction takes place.

4.4. When recording courses that are offered online or in hybrid form, lecturers are required to inform participating students that they are being recorded. In addition, a disclaimer with a link to the data protection instruction and these guidelines will be displayed.

4.5 The privacy information on the processing of personal data and the rights enshrined in data protection legislation in relation to audio/video recordings will also be published on the University's website in the *Study Guide*.

4.6 Lecturers undertake not to infringe the rights of third parties with the recorded teaching material and to indemnify and hold harmless the Free University of Bozen/Bolzano.

4.7 Students can set Microsoft Teams so that they do not appear in the recordings by turning off the video camera and anonymising their name. The instructions can be found in the technical appendix. If the video camera is not turned off and/or the name is not anonymised, the student's participation in the transmitted and/or recorded lecture, or active participation in the case of recording a lecture in attendance, shall be considered as consent to the transmission and recording and the related processing of the personal data.

4.8 The content of the lecture is protected by copyright. Students may only use the recordings for teaching purposes and for personal use. Recordings made directly by the students themselves also fall under this provision. Any other use, such as copying, distributing or passing on teaching material, is illegal and may result in disciplinary action, up to and including temporary exclusion from the course, as well as possible

claims for damages.

4.9 Recorded lectures may only be uploaded on the official INTRANET platforms or on the tools expressly authorised by the Free University of Bozen-Bolzano and indicated in the technical appendix.

4.10 Lecturers have the possibility to block the downloading of lectures from the official INTRANET platform by following the procedure indicated in the technical appendix. This setting is recommended if the recordings contain personal data of students.

4.11 The publication of recordings on INTERNET is prohibited if the voice and/or image and/or name of any of the students participating in the course can be seen or heard, even briefly. All recordings that lecturers wish to publish on the Internet must therefore be approved in advance by the University, which will ensure that no image and/or name and/or voice of a student is visible.

4.12 The retention period for records will be limited to a maximum of the period of enrolment of the student cohort in a particular programme. Lecturers may also delete the recordings before the end of this period. unibz reserves the right to check whether records have been retained for the specified period and to delete them irrevocably..

4.13 The lecturer and/or student is personally liable for any damage caused by non-compliance with these regulations, without prejudice to disciplinary liability.

TECHNICAL ANNEX

I. Approved systems and technologies for recording lectures

1. Microsoft Teams (hereinafter also "MS Teams")

II. INTRANET-Platforms and authorised tools for the publication of recorded lectures

1. Microsoft TEAMS
2. OLE
3. Reserve Collection

III. Modalities of recording and publication

In order to ensure the principle of data minimisation, lecturers and students, in addition to the indications mentioned in Article 4, are obliged to take the following measures:

1. In order to avoid recording the image and/or name of participating students, the following procedure shall be followed in MS teams:
 - a) The lecturer shall create a meeting in MS Teams for the course in question.
 - b) Students do not click directly on the link to the MS Teams session, but copy the link (right click, copy link) and
 - c) open a browser in which they are not already connected to a unibz service, e.g. mySNS or Webmail, and paste the link. If they are already connected to a unibz service, they must open a page in private/incognito mode or use another browser in which they are not yet connected to a unibz service. As an alternative to points b) and c), it is sufficient to click on the session link, go to the web page that opens and select "Continue in this browser".
 - d) It is then possible to enter a pseudonym/fictitious name which does not allow the student to be identified and which allows the student to participate in the course as a "guest".
2. The lecturer is informed that there is a guest in the waiting room ("waiting in the lobby") and must confirm this with "admit". Alternatively, the lecturer can change this in advance in the meeting options under " Who can bypass the lobby ".

Downloading recordings or other files can be prevented by following the procedure below:

In MS Teams:

- a) open the relevant team;
- b) select the "*General*" channel;
- c) select "*File*" here and use the three dots (...) at the top to "*Open in SharePoint*";
- d) on the page that opens after the previous step, select "Documents" at the top, then the folder "*General*" and under the three dots (...), open "Manage Access" and then "*advanced*";
- e) click on "*Stop inheritance*" and change the settings so that downloading files is not possible.

In OLE and in Reserve Collections:

The file is not uploaded directly to the platform, only the link to the file is made available in Microsoft Teams.