**MEASURES FOR THE CONTAINMENT AND MANAGEMENT OF THE EPIDEMIOLOGICAL EMERGENCY COVID-2019**

**Introduction**
The Politecnico di Bari is providing specific indications regarding precautionary measures to safeguard the community and to align its institutional mission with what concerns health protection. The students’ Academic Career shall not, in any way, be compromised as consequence of these arrangements, thanks to adequate remedial activities which are being perfected by all educational facilities involved.

**Lessons and practical activities**
**Classroom taught** lectures and practical activities are suspended **until April 3, 2020** whereas distance learning activities will continue without interruptions. The Politecnico’s website will provide information about the latter, together with regular updates on new possible measures. Upon request to the reception personnel at PoliBa Control, classrooms with whiteboards, to be used for online lessons, shall also be made available to professors/lecturers who shall need them.

**Exams**
All exams will be exclusively carried out through telematic instruments **until** **April 3, 2020** as stated in the Regional Decree 184.

**Students and Undergraduates Appointments with lecturers/professors**Students and undergraduates appointments with lecturers/professors on the University premises are suspended **until** **April 3, 2020** and shall take place exclusively through telematic instruments, under similar conditions to those applied to distance learning activities.

**Internship activities and Educational Workshops**All educational workshopsto be held in the Polytechnic’s buildingsare suspended **until** **April 3, 2020.** Curricular and extracurricular traineeships will be carried out in smart working mode **until April 3, 2020**. In case of impediment, they shall be suspended and reprogrammed with a starting date after April 3, 2020.

**Graduation sessions**All graduation sessions are suspended **until** **March 25, 2020.** Procedures for the reactivation of online graduation session are being defined.

**Educational Outings, Rallies and other Educational Initiatives**All educational outings, rallies and other educational initiatives including those regarding orientation and placement, are suspended **until** **April 3, 2020.**

**Access to facilities**Access to thePolitecnico’s facilities and related areas is forbidden to students, graduate students, scholarship holders, researchers and those holding a similar position, as well as employees engaged in research activities and administration. Teaching and TAB staff will be allowed access to reach their working place in compliance with the Ministerial Decree of 9 March 2020.

**Students reception at the administrative offices
Until** **April 3 2020** users will benefit of the offices’ services by contacting the personnel exclusively over the telephone or by e-mail.

**Research activities carried out by graduate students, Scholarship holders, Researchers and those holding a similar position**Research activities carried out by graduate students, scholarship holders, researchers and those holding a similar position, will be managed in smart working or otherwise suspended **until April 3, 2020**.

**Boards and Committees/Governing Bodies Sittings**Boards and Committees/Governing Bodies sittingsare suspended **until April 3, 2020**, apart from exceptional cases to be authorised by the Dean.

**Flexible working arrangements**Whenever possible, **until April 3 2020,** flexible working arrangements could be adopted, in accordance with the specific *Regulation on Smart Working* or *The Polytechnic University of Bari’s Agile Working for librarians* *and technical and administrative staff.*

**Staff Duty Travel and Training Activities**Staff duty travel and training activities are suspended **until April 3, 2020** except for those accessible through telematic instruments.

**Competition Procedures**All competition procedures in place, committee meetings and competition tests, unless accessible by telematic instruments, are suspended **until April 3, 2020.**

**Facilitation of Fees**In order toaddress the needs of the students’ families during this difficult moment Italy is going through, specifically and exclusively for the academic year 2019/2020 and only for those who have not submitted an ISEE certificate for the Right to Higher Education Reduction by 31.12.2019, in accordance with the existing Fees Regulation, it is possible to submit an edited ISEE certificate for the Right to Higher Education Reduction by 24.04.2020 for the purposes of the calculation of the T3 and T4 of the academic year 2019/2020 (the latter shall be submitted by that date on the INPS portal, in its final and correct version).
There will not be any further extensions of any kind to the given date. Such certification will be acquired by the Polytechnic University of Bari from the INPS portal after being submitted by the student via ticket (<http://helpdesk.poliba.it>). Therefore, the student will not hand in any document to the administration in person. Instances of variation/substitution of the ISEE from those who have already submitted the certificate by 31.12.2019 will not be accepted.

**Additional measures**
In light of the above and for any other clarification, please see the Ministerial Decree of 9 March 2020, the Ministerial Decree of 4 March 2020, the Ministerial Decree of 1 March 2020 as well as the Directive No 1/2020 of the Minister for Public Administration.

**Update**
In accordance with the existent Decree, the provisions will be adapted and updated with new ones set forth no later than 3 April 2020.