

Università
della
Svizzera
italiana

Faculty
of
Communication,
Culture
and Society

Vademecum for teaching staff



Dear colleague,

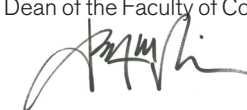
If your main academic activity is not performed at USI, this *Vademecum* will guide you in finding contacts, processes and regulations to simplify your work, starting from the planning of your lectures all the way to the final student evaluations. For these matters, please refer to the relevant Director of the study programme in which your course is included, who will guide you through the beautiful complexity that is the 'geography' of USI.

In this short welcome message, I would like to mention the most implied, yet so essential, part that defines us as a Faculty. From 2020, our name has evolved into Faculty of Communication, Culture and Society.

Nomen omen, the Latins said. We would like this name to mark our destiny: connecting studying and teaching our disciplines with social contexts (economic, media) built around discourse and communication, as well as with culture (material and visual, formalised and implied) in which these disciplines acquire meaning. Our ambition, and our belief, is that training young people means providing them with as much certainty as good questions; motivating them to become specialists, while remaining curious about the many other knowledge they will only be able to gain from afar. As teachers and researchers of this Faculty, we live surrounded by a diversity of colleagues, whom we do not always understand, but whom we often listen to. These are the colleagues who lead us away from isolation and encourage us to new openings.

I would like to thank you for your contribution and for the willingness to exchange views within our community.

Luca M. Visconti
Dean of the Faculty of Communication, Culture and Society



The Faculty Council

The official Faculty bodies are the Faculty Council, the Council of Professors and the Dean's Office.

The Faculty Council consists of full, associate, assistant and adjunct professors. Representatives of the intermediate body and of the students are also members.

The Council of Professors

The Council of Professors consists of full and associate professors.

The two councils, which meet when called by the Dean, usually once a month, are the Faculty's main decision-making bodies.

The Dean's Office is the body for the everyday management of the Faculty. It is responsible for implementing the decisions of the Faculty Council and the Council of Professors and for decisions regarding everyday matters.

The Dean's Office consists of the Dean and two Vice-Deans, one of whom has the function of Study Delegate. The Student Administration Office assists in carrying out the activities of the Dean's Office.

As far as teaching activities are concerned, the Dean's office ensures the correct functioning of the esams. Decisions on students' requests for equivalence and applications for extensions of the study plan are generally the responsibility of the single Director of the Programme. You are warmly invited to contact the members of the Dean's Office whenever you need to discuss anything related to your academic activity in the Faculty.

You are also invited to consult the Student Administration Office for anything relative to your activity in the Faculty that is not the responsibility of a specific service.

For everything concerning the organisation of exams, registration of grades and evaluation of the final dissertations, you should contact the Student Administration Office.

Dean

Prof. Luca M. Visconti

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tel + 41 58 666 4639
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Receives by appointment

Vice-Deans

Prof. Marco Maggi

office office 203 (black building)
tel + 41 58 666 4137
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Academic Studies Administration

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Office hours:

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Monday-Friday

from 8.00-12.00 to 13.30-17.00

tel + 41 58 666 4691

e-mail decanato.com@usi.che-mail studies.administration.com@usi.ch**Study Delegate**

Prof. Katharina Lobinger

Responsible of application of the Regulations of the study.

e-mail delegato-studi.com@usi.ch

Assistant to the Study Delegate:

Dr. Stefano Giacomelli

Meet students by appointment

e-mail delegato-studi.com@usi.ch**Teaching Indications****Harmonising
course
content**

To avoid any overlap between your course and those of your colleagues, you are invited to consult the Faculty's course descriptions, which you can find in the Study plan or online at the following address:

- www.search.usi.ch/courses
Should you have any doubts about an overlap between your course content and that of other courses, you are invited to consult the Program Director responsible for your course, or the Dean's Office directly.

**Compulsory
attendance**

The study regulations do not foresee compulsory attendance at courses. However, the teacher can indicate study supplements for those students who do not attend regularly. Students who do not attend cannot claim for a special ad hoc exam programme. Any teacher who requires attendance must specify it in the course description of the Study plan and online, and must inform the students accordingly. The attendance requirement cannot exceed 80% of classroom lesson hours.

**Lesson
times**

The lesson timetable is available online at the following address:

- www.com.usi.ch/en/practical-information/schedules
It is important to respect starting and finishing times of lessons to allow students to get to their other classes.

**Students'
workload**

The students' workload is calculated on the basis of the number of ECTS attributed to a course. 1 ECTS is the equivalent of about 25-30 hours of student work, so for a course with 3 ECTS, for example, the students should have a workload of around 90 hours, including everything: class time, reading, individual or group work, exam preparation, etc.

**Means of
evaluation,
exams and
grades**

The knowledge and competences acquired by students during a course is normally evaluated by means of a final exam – written and/or oral – that is held during the exam session at the end of the course and in the supplementary session in September.

During the semester, the teacher can plan to assign individual or group marks for activities (for example presentations, papers, etc.) and progress tests. As a rule, the sum of the marks of the activities and tests during the semester does not constitute more than 30% of the final mark. The nature of these activities and tests, and their mandatory or optional nature, must be indicated in the course description and in the documents distributed to the students through the iCorsi platform. The subject of the activities and progress tests can also be the subject of the final exam. The means of evaluation and the existence of any activity or progress test during the semester must be indicated in the official course description published in the Faculty's Study plan and online. The information must also be communicated clearly to the Student Administration Office at the beginning of the course.

It is possible to request exams to be held in the USI computer lab, in such a way that limited and controlled access to the Internet is given. It is also possible to use the SEB - Safe Exam Browser software, "<http://www.safeexambrowser.org>" www.safeexambrowser.org, made available by eLab. For exams which require the use of PCs, the teacher must make sure that each student has their own PC. Eventually, students can request a loan of a PC from USI. Yet consider that there is limited availability.

The marks are on a scale from 1 to 10, including half marks (0.5); 6 is the pass mark. 10 must be reserved only for excellent results (awarded to a maximum of 10% of the group being examined). It is necessary to ensure fairness in the evaluation, and to avoid "inflating" the highest grades, which would lead to both a demoralization of the best students and damage to the reputation of the Faculty. Furthermore, the attribution of a grade of 5 is generally not recommended, 5.

Misconduct

If evidence emerges during an exam to suggest that a student is cheating, the teacher or assistants present at the exam as invigilators must present a written report to the Study Delegate, who will initiate disciplinary procedures as appropriate (see Art. 33 of the Study Regulations 2008-09 and Art. 37 of the Study Regulations 2020-21).

The same obligation applies if there is evidence that a student has committed plagiarism in their written work (for intermediate tests, internship or project reports, Bachelor final research paper or Master's theses). On this subject, it is important to point out that, at the beginning of their course of studies, the students in the Faculty are adequately informed about the gravity of plagiarism and the disciplinary consequences. Each student, moreover, has to sign a declaration of academic honesty at the start of their academic career and/or take the online course "Academic Integrity". The eLab provides USI teachers with the software Turnitin (www.turnitin.com), a tool that can allow you to check whether

the documents created by students contain plagiarized material. All Bachelor final research paper and Master's theses must be checked with this software before being accepted for presentation. The Student Administration Office of the Faculty provides support in the procedure.

Situations of a students' illness during an exam

In case of physical or mental illness, excessive panic, or other serious circumstances that make the exam untenable under normal conditions, each candidate must immediately and clearly communicate the problem to the teacher and/or assistant present in the classroom, so that can take the required measures. The teacher and/or classroom assistant assesses whether the concrete situation permits the continuation of the exam, and if not, they inform the student of the need to submit adequate documentation (for example medical certification) to the Academic Studies Administration in the following days. They must therefore write a detailed report of what happened and forward it to the Academic Studies Administration at the end of the exam. In addition to the list of participants to the exam, the Academic Studies Administration provides a form in which comments can be entered. It is advisable to enter any type of anomaly that occurs during the exam.

Evaluation of the quality of the course

Within USI's general quality-evaluation procedures, and more specifically those for the evaluation of teaching quality, each course with an exam is evaluated electronically by the students. The results of the evaluation of student satisfaction will be sent to you after the ordinary exams sessions. Results are known also by the Program Director and the Dean.

The role of assistants

The attribution of assistants to your course must be agreed with the Director of the Institute responsible for the course. Assistants' responsibilities may include receiving students, correcting intermediate tests and written exams, managing material published online on the iCorsi platform and participation in class in seminars, always in the presence of the teacher responsible for the course. In any case assistants may not replace the teacher in regular class teaching.

Bachelor final research paper

The guidelines and information relative to handing in the final research paper dissertation can be found at the following address:

- www.com.usi.ch/en/practical-information/regulations-and-forms

Students are reminded that they must upload their final research paper to Turnitin for a plagiarism check, without which the final research paper cannot be accepted by the Student Administration Office.

The Supervisor has to confirm that: a) the number of words of the final research paper corresponds to the requirements; b) that the plagiarism report does not indicate any plagiarism issue. By signing the form for deposit, the supervisor confirms to the Student Administration Office that these criteria are fulfilled and that the final research paper can be deposited. The Student Administration Office has the right to report cases of repeated anomalies to the Program Director.

Master's thesis

The guidelines and information relative to handing in the thesis can be found at the following address:

- www.com.usi.ch/en/practical-information/regulations-and-forms
Students are reminded that they must upload their theses to Turnitin for a plagiarism check, without which a thesis cannot be accepted by the Student Administration Office.

The Supervisor has to confirm that: a) the number of words of the thesis is in accordance with the requirements; b) that the plagiarism report does not indicate any plagiarism issue. By signing the form for deposit, the supervisor confirms to the Student Administration Office that these criteria are fulfilled and that the thesis can be deposited. The Student Administration Office has the right to report cases of repeated anomalies to the Program Director.

Regulations applicable

From September 2020, new study regulations have come into force. In general terms, Study regulations 2020-21 apply to all students enrolled from the academic year 2020-21 onwards. For students enrolled before the 2020-21 academic year, the previous Study regulations 2008/09 continue to apply. Both regulations are available at the following address:

- www.com.usi.ch/en/practical-information/regulations-and-forms

In case of doubt about specific articles or in case of questions about their applicability, you can contact the secretaries of the Student Administration Office of the Faculty.

iCorsi

iCorsi (www.icorsi.ch) is an elearning platform based on the open-source software Moodle. It is used to make course teaching materials available; it is also useful to communicate with students, to give them assignments, to create quizzes for (self-) evaluation, etc. iCorsi is managed by eLab, the eLearning service of USI. To access the platform you have to use the edu-ID account; if you haven't activated it yet, you can create it by following the instructions found here: <https://www.desk.usi.ch/en/edu-id>. Your courses are automatically activated on the platform, generally at the beginning of August: if you don't find all your courses, you can contact the eLab helpdesk: helpdesk@elearninglab.org.

On the platform's help page you can also find some manuals that can guide you as you start using iCorsi (www.icorsi.ch/mod/folder/view.php?id=109435). If you need any other assistance to use the platform, or for anything else relative to the platform, do not hesitate to contact the eLab staff by email (helpdesk@elearninglab.org) or by phone (058 666 4760). eLab can also provide USI teachers with other teaching support tools. Here are in particular:

- Turnitin (www.turnitin.com), already mentioned above, software that, along with its other functions, allows you to check whether the documents created by students contain copied material.
- MindMeister (www.mindmeister.com), software for creating mind maps collaboratively or for sharing them online. These can also be integrated onto the iCorsi platform.
- Wooclap (www.wooclap.com). A software that allows you to interact in class with your students through different types of events and activities (questionnaires, surveys, closed or open-ended questions, etc.). Wooclap is also integrated into the iCorsi platform.
- SEB – Safe Exam Browser (www.safeexambrowser.org), a software that allows to safely run online exams through iCorsi.

We invite you to consult the FAQ (<http://faq.icorsi.ch>) or to contact the eLab staff.

Some USI services of immediate use for teachers

Personnel Administration

Patrizia Insabato (contracts, salaries and emoluments)

office 235
tel + 41586664160
e-mail patrizia.insabato@usi.ch

Sybilla Storer (permits, social insurances, and 2nd pillar)

office 235
tel + 41586664750
e-mail sybilla.storer@usi.ch

Rossella De Dominicis (taxes at source)

office 233
tel + 41586664776
e-mail rossella.de.dominicis@usi.ch

Susan Marcucci (reimbursements, invoices and sickness and accident benefits)

office 233
tel + 41586664326
e-mail [e-mail: susan.marcucci@usi.ch](mailto:e-mail:susan.marcucci@usi.ch)

Front desk

The secretaries' office on the Lugano campus is responsible for reception, phone calls, room bookings and managing travel. You are reminded that for everything concerning the organization of exams and registration of marks you should contact the Student Administration Office of the Faculty of Communication, Culture and Society.

Mattia Tamò

office Front office
tel + 41 58 666 4481
e-mail mattia.tamo@usi.ch

Jennifer Vitale

office Front office
tel + 41 58 666 4000
e-mail jennifer.vitale@usi.ch

Room bookings

To book rooms for rescheduled lessons, seminars or any other purpose, write to this address

e-mail gestione-aule@usi.ch

Travel management

To book flights, trains and hotels and to register for conferences, write to Sara Pianta by e-mail to this address:

e-mail bookings.com@usi.ch

IT support campus Lugano:

office Main Building, office 164
tel + 41 58 666 4610
URL serviceportal.usi.ch (access via login)

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