

Università  
della  
Svizzera  
italiana

Faculty  
of  
Communication,  
Culture  
and Society

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# Vademecum for teaching staff

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Dear colleague,

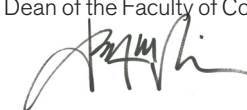
If your main academic activity is not performed at USI, this *Vademecum* will guide you in finding contacts, processes and regulations to simplify your work, starting from the planning of your lectures all the way to the final student evaluations. For these matters, please refer to the relevant Director 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 Dean's office secretariat 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 exams and decides on students' requests for equivalence and applications for extensions of the study plan. These two areas are generally the responsibility of the study-delegate Vice-Dean. 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 secretaries of the Dean's 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 instead consult the Dean's Office.

### Dean

Prof. Luca M. Visconti

office 329  
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Receives by appointment

### Vice-Deans

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**Dean's Office**

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e-mail teresa.cafaro@usi.ch

Office hours:

Office 235

Mo-Fri: from 10.00 to 12.00

**Study Delegate**

Prof. Katharina Lobinger

Meet by appointment.

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

Assistant to the Study Delegate:

Dr. Stefano Giacomelli

**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 Plan of studies or online at the following address:

- [www.search.usi.ch/courses](http://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 program 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](http://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 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 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 programme of study and/or online. The information must also be communicated clearly to the Dean's office at the beginning of the course. For 'Open book' exams that require the use of material made available on the iCorsi platform, please make use of the USI computer room, so that limited and controlled access to the Internet is guaranteed.

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).

### **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 Vice-Dean, 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, final Bachelor dissertations 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 can provide USI teachers with the software Turnitin ([www.turnitin.com](http://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 secretaries of the Dean's Office of the Faculty provide support in the procedure.

### **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](http://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 Dean's 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 Dean's office that these criteria are fulfilled and that the final research paper can be deposited. The Dean's 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](http://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 Dean's 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 Dean's office that that these criteria are fulfilled and that the thesis can be deposited. The Dean's 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](http://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 Dean's Office of the Faculty.

**iCorsi**

iCorsi ([www.icorsi.ch](http://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 need an account (username + password) that will be given by the university. If you have not been given one, ask the eLab helpdesk: [helpdesk@elearninglab.org](mailto:helpdesk@elearninglab.org).

You can send an email to the same address to ask for your course to be activated on the platform.

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](http://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](mailto: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](http://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](http://www.mindmeister.com)), software for creating mind maps collaboratively or for sharing them online. These can also be integrated onto the iCorsi platform.
- H5P ([www.h5p.org](http://www.h5p.org)), software for creating different kinds of interactive contents, like interactive videos, presentations, drag and drop questions, etc. H5P is integrated into iCorsi, too.
- SEB – Safe Exam Browser ([www.safeexambrowser.org](http://www.safeexambrowser.org)), a software that allows to safely run online exams through iCorsi.

For further information about these tools and to have access to them, please contact the eLab staff.

**Personnel Administration**

Manuela Casanova (contracts)

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Sybilla Storer (expenses, invoices)

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**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 Dean's Office of the Faculty of Communication, Culture and Society (see the section on the "Dean's Office").

office Mattia Tamò  
Front office  
tel + 41 58 666 4481  
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office Sebastien Malisia  
Front office  
tel + 41 58 666 4000  
e-mail sebastien.malisia@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 this address:

e-mail gestione-viaggi@usi.ch

**IT Services**

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Faculty  
of  
Communication,  
Culture  
and Society

Vademecum  
for teaching staff