



UNICAM Paperless

Route 2030 22-24

A.1.5 Dematerialization



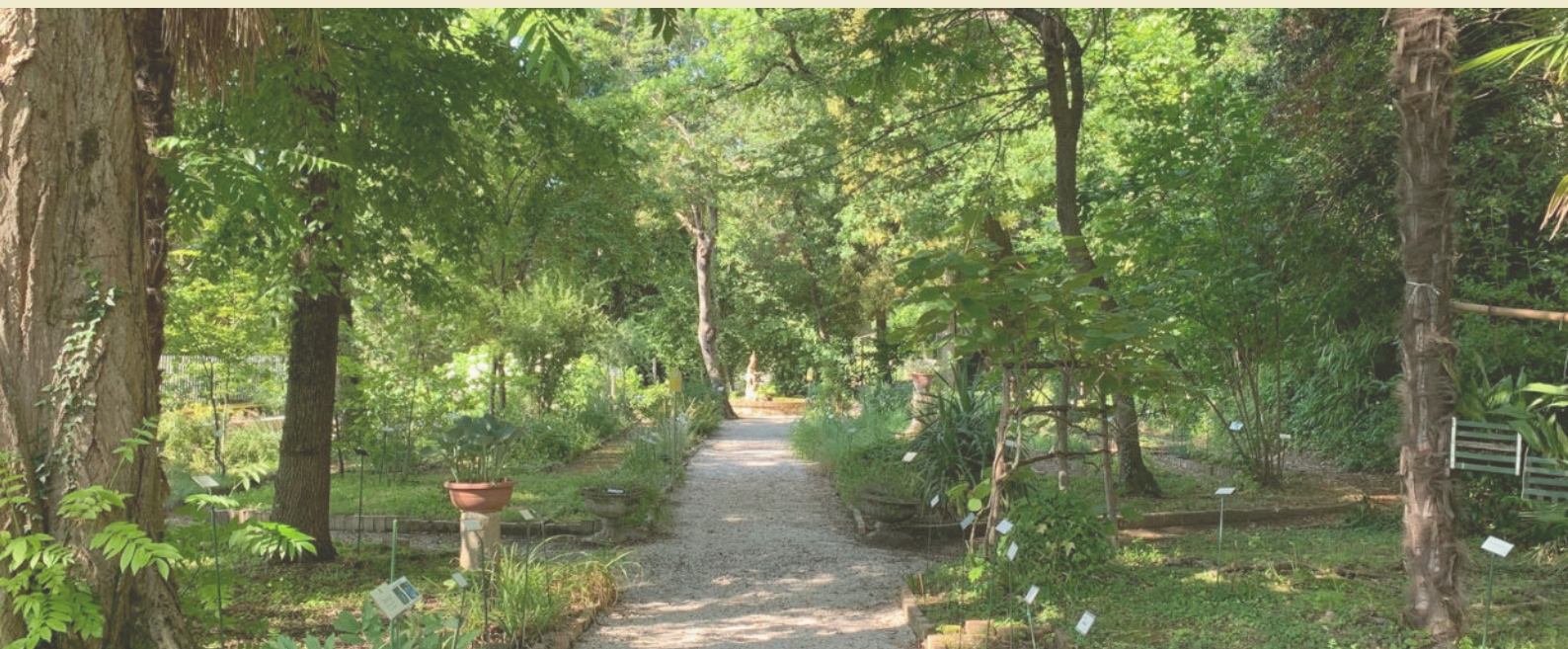
UNICAM Committment



The University of Camerino, throughout its Sustainability Plan – Route 2030, pursue the paper use reduction in all its missions and activities.

UNICAM is aware that, by implementing paper reducing measures in our daily lives, we can lessen the myriad detrimental impacts on our

environment, minimizing the number of trees cut down each year, preserving millions of litres of water, reducing energy consumption, cutting greenhouse gas emissions and producing less waste.





LESS
FOOTPRINT



LESS WASTE

Our Decalogue

Golden Rule

Think before you print! It is simply too easy to push the print-button. For example, much paper is wasted by printing out single line emails or printing out unnecessary copies of documents. Thanks to our printing system, which requires to the employee a double confirmation before send the document to the printer, lots of paper is saved every day. Even if the print is necessary, double-sided is the default option.

Administrative Procedures

Paperless Official Documents. UNICAM requires and uses only digital signatures. Holographic signatures are no longer used except in cases of extreme and proven urgency and necessity.

Paperless Administrative Procedures. UNICAM created a standard administrative procedure for the approval of official documents (to be validated at several levels e.g. Head of the office, Head of the area and General director). Now all the approvals are made through email and

documents are signed only digitally, in this way we strongly reduced the amount of paper printed. In the next few months, the procedure will become even more easy and standardized through the use of Titolus software for the approval and signature of all administrative acts.

Paperless Mobility Documents. UNICAM joined the Erasmus Without Paper Italian Group in 2020 and it is working, together with colleagues from all over Italy, for implementing the EU initiative that paves the way to manage mobilities more efficiently by letting HEIs exchange information around their students' mobility swiftly and securely. Furthermore, starting from 2025, the University will promote the use of the "IO" App in order to facilitate the digital signing process between the University and all those students who are in possession of the tax code, SPID or CIE. In this way the signing of documents will become a more linear and transparent procedure.

Dissemination Processes

Paperless Promotional Material. UNICAM Offices introduced a new kind of promotional material passing from paper brochures to QR Codes that allow future students to download directly the information pdf on their phone, reducing the amount of paper used.



LESS
FOOTPRINT



LESS WASTE

Paperless Meetings and Events. UNICAM, within its events and meetings, advocates the use of digital Programmes, Playbill, Agendas and Attendance Certificates, suggesting the creation of QR codes for allowing all participants to download their own document copy.

Paperless Evaluation Surveys and Reports. UNICAM requires the evaluation of its performance and the satisfaction feedback by attendees to its events only through online tools.

Job Related Procedures

Paperless Contact list. UNICAM decided that the University Telephone Contact List, which has been printed and distributed to all employees along the last 20 years, now is only digital and available here: <https://www.unicam.it/personale/risorse-utili/agendina-unicam> allowing a huge amount of paper saved.

Paperless Business Card. UNICAM promote the use of digital business card to be created with open source softwares.

Paperless internal and external public selections. UNICAM uses only digital means for its internal and external personnel selection procedures. In the context of internal selection, training carried out before the test is also conducted exclusively online.