

REGULATIONS FOR THE ACTIVATION AND MANAGEMENT OF ALIAS CAREERS

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Article 1 – Objectives

1. The University of Milano-Bicocca is committed to combating situations of discomfort and exclusion, especially those relating to gender and sexual orientation, and to promoting a serene and inclusive study and work environment, safeguarding individual privacy and dignity, while ensuring that interpersonal relations are based on mutual respect, in accordance with the principles of freedom and inviolability of the individual and their personal identity.
2. These Regulations serve to guarantee the psychophysical well-being of those who are part of the University of Milano-Bicocca, establishing an administrative procedure for the activation of alias careers that enables the acquisition of an elective, alternative and temporary identity, recognised within the university context.

Article 2 - Addressees

1. Individuals wishing to identify themselves with a gender other than their personal gender may request the activation of an alias career.
2. This framework is addressed to the student population, the teaching staff, the technical and administrative staff and those who work, including temporarily, in the University facilities with teaching and research duties, such as researchers, research fellows, visiting professors and in any other capacity.
3. The temporary recognition of an alias identity is also permitted for guests of the University who, during seminar activities, conferences, lecture series or other initiatives, wish to use – for example on posters or badges – an alias name chosen to replace their official identity.

Article 3 – Alias Career Contact Person

1. The University of Milano-Bicocca appoints an Alias Career Contact Person who is responsible for supporting the Equality Committee (hereinafter “EC”), the offices and persons directly concerned and for conducting the exploratory and introductory interview, as set out in Article 4.
2. The University publishes, on the institutional website page dedicated to alias careers, the name of the Contact Person and their contact details.
3. The Alias Career Contact Person is appointed by rector’s decree, after hearing the opinion of the EC.

Article 4 – Alias career activation procedure

1. Activation of the alias career is requested by the person concerned by submitting a special application (*Annex 1 to these Regulations*), accompanied only by an identity document.

Following submission of the alias career application, the contact person responsible for alias identity procedures conducts an exploratory and introductory interview.

The responsible offices, within 30 days of receipt of the application, take charge of the file and inform the person concerned of the start of the alias career activation process.

2. Activation of the career is subject to the signing, by the person concerned and the Rector of the University of Milano-Bicocca, of a Confidentiality Agreement (*Annex 2 to these Regulations*) in which the conditions concerning the use of the alias identity in the University are explicitly set out. Within this Agreement, exclusively for careers relating to the student population enrolled in a course at the University, a tutor figure is identified – chosen in advance within the Department of reference of the course of study in which the applicant student is enrolled – who supports the individual in carrying out university activities.

3. Following the signing of the Agreement, the person concerned and the tutor, if any, receive official notification from the offices regarding the activation of the alias career and the elective name is registered in the University's information systems.
4. The obligation of confidentiality in the processing of sensitive data still applies to all those involved in the proceedings.

Article 5 - Tutor

1. Each Department, by Board Resolution, appoints one of its members as a tutor for alias students. The name of the tutor is indicated in the Confidentiality Agreement and communicated to the person concerned.
2. Upon activation of the alias career, the tutor is notified by office communication and takes charge of the student. The tutor is available to the student for the purpose of supporting them in their university activities.
3. The tutor works in close contact with the EC, with the Alias Career Contact Person and with the responsible offices

Article 6 – Alias career characteristics

1. The creation of an alias identity allows the use of a name other than your official name within the University on a provisional, transitory and non-consolidated basis.
2. The alias identity is additional to and not a substitute for the official identity; therefore, alias career-related identification documents may only be used within the University.
3. For the purposes of personal recognition and for carrying out ordinary activities related to university life, the University issues:
 - a badge bearing the surname, alias name, student number and photograph;

- an *e-mail address* corresponding to the elective name;
- where necessary, an *identification plate* to be placed on the door of the office in which the individual serves, indicating their elective name:
- other similar measures agreed with the relevant offices.

4. Those who have an active alias career within the University and are in the process of obtaining an academic degree are given the opportunity to use their elective name during the proclamation ceremony, subject to a request to their tutor and the relevant offices. It is also possible for those who have an active alias career within the University to use their elective name during the University's electoral procedures, limited to the end-of-procedure stages, with the consequent exclusion of all acts of external relevance or which necessarily require the use of their personal name by express regulatory provision or to ensure the proper performance of the duties provided for by regulatory provisions.

5. The alias career is associated with the legally recognised official identity and remains active for the entire duration of the university career, except in the case of a final judgement pursuant to Law 164 of 14 April 1982, as amended and supplemented, which attributes to the person a sex different from that stated in their birth certificate.

6. The alias career may, at any time, be deactivated at the request of the person concerned or by decision of the University in the event of non-compliance with the terms of the Confidentiality Agreement.

Article 7 – Certifications

1. Certifications and academic qualifications issued by the University shall bear the personal data indicated in the identity document, unless the ruling referred to in paragraph 5 of Article 6 above has been issued by the date the qualification was obtained.

2. Measures relating to the careers of the University's employees and other persons involved shall be issued with reference to the alias identity only if they are intended for internal use, while

documents intended for external use shall refer to the legally recognised identity, without prejudice to the ruling referred to in paragraph 5 of Article 6 above.

Article 8 – Applicant’s duties

1. Applicants for an alias career commit to indicating in advance their intention to perform acts with external relevance (e.g. participation in traineeships or joining international mobility projects), undertaking to agree with the tutor on any action to be taken.
2. Those requesting the activation of an alias career undertake to notify the University of any changes that may affect the content and validity of the Confidentiality Agreement. In particular, they commit to promptly notification of any judgement referred to in paragraph 5 of Article 6 above.

Article 9 – Breach of the Regulations

1. If there are reasonable grounds to believe that the applicant is in breach of these Regulations or the Confidentiality Agreement, the alias identity shall immediately be suspended as a precautionary measure by order of the Rector. If it is established that there has been an actual breach of these Regulations or of the Confidentiality Agreement, the alias career will be deactivated and the badge returned.

Art. 10 – Processing of personal data

1. The University undertakes to process the personal data emerging from the Confidentiality Agreement exclusively for the purposes related to the procedures specified therein, in compliance with the requirements of Regulation 679/2016/EU, Legislative Decree 196/2003 as amended by Legislative Decree 101/2018 and the provisions of the Italian Data Protection Authority.

Article 11 – Entry into force and disclosure

1. These Regulations are issued by Rector's Decree and come into effect from the day following the day of publication on the online notice board of said Decree of issuance.
2. They are also made public on the "Regulations" page of the University website, as well as on the EC's official page.