

GUIDELINES FOR THE ACTIVATION AND MANAGEMENT OF AN ALIAS CAREER FOR STUDENTS OF HUMANITAS UNIVERSITY

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Art. 1

Introduction

- Pursuant to the recommendations of the working group on alias careers set up at the National Conference of Equality Bodies of Italian Universities, also approved by the Committee on Gender issues of the CRUI [Conference of Italian University Rectors] and sent on March 11th, 2021, to the Equality Bodies of Italian Universities and on April 26th, 2021, to the Rectors of Italian Universities,
- Considering that the University intends to favor attainment of the full and free expression of individuals' personality also in respect of gender orientation, as an essential constituent of an individual's right to self-determination,

these guidelines were adopted by the Executive Committee of 11th March 2022, in order to allow the activation and management of alias careers within the specified timeframe.

Art. 2

Purpose and targets of these guidelines

These guidelines aim at allowing any student to use a name other than their birth name in the course of their university studies. The University intends to guarantee for its students a full implementation of the principle of gender self-determination, which is considered an inalienable right and a fundamental condition for a balanced emotional and psychophysical development.

To this end, these guidelines govern the administrative procedure necessary for beginning and/or continuing academic careers under an alias.

These guidelines are applicable to all undergraduates, PhD students, and residents.

Art. 3

Tutor appointed for activation of an alias career

If a student applies to activate an alias career, the following procedure should be followed:

- A member of the teaching staff should be appointed as a tutor in the figure of the University Representative for Gender Inclusion and Equality;
- A member of the technical-administrative staff should be appointed as a tutor in the figure of the person responsible for the quality of the academic program.



Art. 4

Activation of the alias career

Students wishing to activate an alias career should submit an application to alias@hunimed.eu

This application will be read by the tutors in order to activate the alias career. The tutors will also guide the student through the process.

This procedure consists of the following steps:

- an interview both with the tutor and the member of the technical-administrative staff appointed to manage the alias career;
- signature of a confidentiality and career activation agreement as set out in Annex 1, which is an integral part of these guidelines.
- issuing of a new magnetic card with a new photo provided by the student (if a change of photo is requested) and creation of an email address with the alias
- acceptance on computer systems of the alias name in order to carry out operations related to the student's academic life (e.g., exam registration, attendance requirements, etc.)

Art. 5

Suspension or cancellation of an alias career

An alias career may be suspended or cancelled at the request of the applicant by sending an e-mail to alias@hunimed.eu

After receiving the email requesting suspension, the tutor appointed for the alias career will arrange a brief interview with the applicant. Having obtained further confirmation during the interview, the alias career will then be suspended.

In addition, if the judicial authorities authorize the rectification of sex attribution, the applicant must notify alias@hunimed.eu. In this case, the identity specified in the rectification shall become the only identity used by the University for any purpose.

Art. 6

Using the alias

The alias can be used both inside and outside the university for initiatives and activities related to studies and university life in general.

It is forbidden to use the alias for:

- official certifications of the University attesting the student's qualification and/or studies; periodic submissions of student data to the national student registry;
- any attestation made by students concerning their status as a student, their academic career, and the academic qualifications obtained in any subject outside the University.

If, during the course of the university career, the competent judicial authorities legally authorize and issue the rectification of sex attribution through a final sentence, the official certifications of the University attesting to the qualification received and/or the studies carried out by the student shall be issued in line with the demographic data specified in the rectification.



Art. 7

Confidentiality commitment and personal data processing

The technical-administrative staff involved in managing the activation process of the alias career are bound to confidentiality.

Humanitas University shall process the data indicated in the confidentiality agreement exclusively for the purposes connected with the procedures specified therein, in accordance with EU Regulation 2016/679 (GDPR or General Regulation on the Protection of Personal Data) and in accordance with the Italian laws referred to in Legislative Decree no. 196/2003 as amended by Legislative Decree no. 101/2018.

Art.8

Implementation/enactment and disclosure

These guidelines come into force on 11/03/2022 and can be consulted on the University's website – www.hunimed.eu/it/organizzazione-e-governance/documenti-ufficiali-di-ateneo/



Annex 1

CONFIDENTIALITY AGREEMENT AND ACTIVATION OF THE ALIAS CAREER

Pursuant to Rectoral Decree n° _____ establishing the

“Guidelines for the activation and management of alias careers”, in order to protect the psycho-physical wellbeing of the applicant and to ensure an inclusive study and work environment;

Given the application submitted by _____ born in _____

_____ on _____, for the activation of an alias career, through attribution of a provisional identity having validity only within the University, in order to enable him/her to exercise his/her own gender self-determination;

this confidentiality agreement is hereby signed

BETWEEN

Humanitas University, represented by its Rector Magnificus, Prof. _____, born in _____ on _____ and domiciled for the office in _____

AND

_____ born in _____, on _____, domiciled in _____

University Student number _____



This agreement establishes that:

- the University undertakes to activate for the applicant an alias career by assigning a provisional, transitional and non-consolidated identity, and to issue the applicant with new ID documents (university card) and e-mail accounts indicating the name chosen by the applicant and the university student number assigned;

- the alias career shall be inseparably associated with the career containing the personal data of the applicant and shall remain active for the duration requested by the applicant,

- ID documents relating to the alias career may be used and exhibited exclusively within Humanitas University;

- the applicant is aware that any declaration in lieu of certification or an affidavit relating to personal status, facts and qualities connected with the university career, signed under Presidential Decree 445/2000 and used outside Humanitas University, can only be related to his/her personal identity. Therefore, declarations or certificates for external use must also refer exclusively to the legally recognized identity;

- the applicant will be assisted by the appointed tutor and the technical-administrative staff in managing his/her alias career

- the applicant undertakes to communicate to the University any changes which may affect the contents and validity of this Agreement. In particular, by way of example but not limited to, he/she undertakes to promptly notify the University of any change in the gender attribution of the applicant;

- the applicant is aware of the fact that if he/she receives a qualification without his/her gender attribution or identity being changed by a legal rectification, the academic activities shall refer to his/her actual personal data and, consequently, the qualifications and related certifications issued by Humanitas University will include the personal data indicated in the ID document issued by the Italian State;



- should there be reasonable grounds for believing that the applicant is in breach of the “Guidelines for the activation and management of alias careers” and this Confidentiality Agreement, after a preliminary investigation, the alias career may be suspended as a precautionary measure by the Rector;. If the actual violation is ascertained, the Rector shall deactivate the alias career by means of an order, without prejudice to the imposition of any disciplinary and/or ethical sanctions;

Humanitas University shall process the data provided in this Agreement in accordance with the provisions of the law in force, and the University staff involved in the procedure relating to the alias career shall keep any information acquired secret;

This Confidentiality Agreement shall be effective from the date of its signature until the completion of the academic program, without prejudice to the cases of violation mentioned above and any judgment changing the student’s identity. This Confidentiality Agreement shall cease to apply immediately upon any failure to fulfil the conditions upon which it is based;

- The Court of Milan shall have exclusive jurisdiction over any dispute arising out of this Agreement

Pieve Emanuele (MI),

The Rector of Humanitas University

Read and signed,
