



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Alias career guidelines

1. Definition

The following guidelines describe how to apply for a provisional identity to have your personal details replaced with a name of your choice in the information system for administration purposes. Your alias identity will only be valid within the University and will be regulated by an agreement with the same.

2. Recipients

Anyone who has relations with the University may apply to activate an alias career. This includes the student community, research fellows, PhD students, postgraduate students, employees (professors, assistant professors, heads, professional staff and foreign language instructors) who do not identify with their assigned gender at birth or who are transitioning. No supporting documents are required for activation.

3. Confidentiality agreement

The University of Bologna enters into a confidentiality agreement with those applying for an alias career. This agreement sets out the terms of use of the alias identity within the University of Bologna, with special reference to the obligations of the parties and opportunities. In order to manage alias careers consistently by user type and considering that alias careers must be handled with the utmost confidentiality, the divisions in charge of student community (all cycles) and staff (teaching and professional staff) careers are responsible for them. The heads of the divisions involved adopt the relevant administrative measures (e.g. acquire confidentiality agreements by executive provision) and are tasked with appointing a coordinator among the professional staff to liaise with anyone who applies for an alias career.

4. Core elements of alias careers for staff

- a) The University of Bologna provides for the possibility of creating an “alias career”, which entails using a name, called a “chosen name”, that is different from your legal name within the University. This opportunity is given to professors, assistant professors, heads, professional staff and foreign language instructors too.
- b) The procedure to create an alias career is as follows:
 - 1) Anyone who does not identify with their assigned gender at birth or who are transitioning submits a formal application to the Head of Personnel. No supporting documents are required for activation;
 - 2) The person concerned signs a confidentiality agreement that sets out the terms of use of the alias identity within the University of Bologna;
 - 3) The alias identity is activated by Provision of the Head of Personnel, which sets out the terms of use and scope of application of the alias identity, also considering the types of activities that the applicant carries out in performing their official tasks, with relevance both inside and outside the University. The alias identity is given on a provisional and temporary basis until a final order is issued by the competent authority.



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- c) Your chosen name will be featured on your new badge and email address, which can be shown and used within the University only and not for external purposes; your chosen name and gender declination will appear in the University address book on the website.
- d) Your professional career certificate for external use must refer to your legally recognised identity.
- e) The University cannot issue any certificates relating to your alias career until completion of the transition process or change of identity.
- f) Declarations in lieu of a certification or in lieu of an affidavit, concerning personal statuses, facts and qualities, must refer to your legally recognised identity.
- g) You undertake to timely inform the Head of Personnel of the issue of a court order for gender reassignment or of your decision to interrupt your gender transition process, which will result in the deactivation of your alias identity.
- h) If there is reason to believe that you have breached these guidelines, by provision of the Head of Personnel, your alias identity will be temporarily suspended on a precautionary basis. You will be referred to the competent disciplinary board. If a breach is found, your alias career will be deactivated and the disciplinary board will impose the sanctions it deems appropriate for the role.

5. Core elements of alias careers for the student community

- a) The alias career is activated after matriculation and remains active for the entire duration of your university career, unless you ask for it to be interrupted or unless it is deactivated following a breach of your obligations. Should you wish to continue with the next cycle of studies after completing one cycle, the alias career will be confirmed also during selection for matriculation.
- b) Your chosen name will be featured on your new badge, email address and in all career management systems (e.g. Almaesami, Studenti Online). To protect the applicant's privacy, it will not be possible for others to find out your legal name.
- c) You can use your alias identity to carry out all degree-related activities within the University (e.g. exams, dissertation discussion and proclamation, etc.).
- d) Your personal details will only be changed for university career purposes. University career-related self-certifications and certificates for external use must refer to your legally recognised identity and not to your chosen identity. For this reason, your degree certificate and subsequent duplicates will contain your details as per your identity document.
- e) When you sign the agreement, you must inform the administration whether you intend to carry out any external activities, such as doing an internship, joining an international mobility project or applying for a scholarship: in this way, the University will be able to check whether it can be arranged for you to use your chosen identity.
- f) If a court order for gender reassignment is issued after the end of your degree programme, you will receive a new degree certificate at no additional cost.
- g) If you apply for benefits for the right to higher education, the University will disclose your personal details to the Regional Authority for the Right to Higher Education (ER.GO) solely for the purpose of managing your application and with the utmost confidentiality at all times.



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- h) If there is reason to believe that the confidentiality agreement has been breached, the alias career will be suspended.
- i) If the alias career of an exchange student at the University of Bologna has already been recognised by their home university, this will be entered in our systems after recording their personal details. If an exchange student applies for an alias career at the University of Bologna, they will follow the same procedure as regular students and the University of Bologna will inform their home university of all degree-related activities carried out and the corresponding personal details.
- j) If you change your status or hold two statuses at the same time (e.g. a student also serving as a teaching tutor or a student that later becomes an employee), you will not need to apply again: the documentation will be obtained automatically at your request.