



# ALIAS CAREER GUIDELINES

## AIM

The activation and management of alias careers aims to allow those who study and/or work at Alma Mater Studiorum – Università di Bologna (hereinafter simply referred to as “the University”) to fully enjoy their right to self-determination with regard to gender identity.

## DEFINITIONS

An **alias career** involves having the applicant’s legally recognised name replaced with a chosen name; all other personal details remain unchanged.

A **chosen name** is a name other than one’s legally recognised name, as freely chosen by the beneficiary of an alias career, which that person considers suitable to better identify them in the academic context.

An **applicant** is a person requesting activation of an alias career, regardless of their role within the University.

A **beneficiary** is a person who has activated an alias career at the University.

A **Confidentiality Agreement** is an agreement between an applicant and the University, in which the chosen name is identified and univocally assigned to the applicant, and which sets out the parties’ mutual obligations for properly managing the alias career.

The **Alias Career Service** (or simply the “Service”) is the administrative office in charge of managing alias careers at the University. In order to provide a consistent service and ensure confidentiality in the processing of the applicants’ personal data, the Service is informed of and manage the alias careers of both University students and employees, both private or public workers.

The **Service Coordinator** is a member of the University Professional staff tasked with managing alias careers and liaising with the applicants. Several Service Coordinators may be appointed, depending on current needs.

The **University community** includes all of those who, regardless of their role, are involved in University life, as defined by Article 2 of the University Code of Ethics and Conduct issued by Rector’s Decree no. 293 dated 05/03/2024.

## WHO CAN APPLY

Any temporary or permanent member of the University community who is in the process of gender transition or does not identify with their gender assigned at birth may apply for the activation of an alias career.

## HOW TO APPLY AND ACTIVATE AN ALIAS CAREER

The application for activating an alias career must be submitted to the Alias Career Service using the methods indicated on the University website. No supporting medical documentation is required.

The applicant is invited for an informative interview with the Service Coordinator(s). This is to inform the applicant about the main characteristics of an alias career.

Following the interview, the applicant may confirm their intention to activate an alias career by signing and submitting the dedicated Confidentiality Agreement.

The Confidentiality Agreement is then counter-signed by the University and the alias career is activated by formal decision.



## EFFECTS OF ACTIVATING AN ALIAS CAREER

### Features common to the entire University community

The beneficiary has:

- The right to receive a new ID badge replacing the existing one, if any, displaying their chosen name, legally recognised surname, and a photo selected by the beneficiary. The beneficiary is also entitled to ask for their ID badge to be replaced with a new one displaying a photo that matches their appearance as it changes in time. The beneficiary will not be asked to pay for the fee normally charged for the issue of a new ID badge.
- The right to be assigned a new institutional email address replacing the existing one, containing their chosen name.

The beneficiary must:

- Comply with the limits of effectiveness of the documents containing their chosen name and refrain from using this information in activities or documents of any significance outside the University.
- Inform the Alias Career Service of any significant circumstances that could affect the proper management and maintenance of their alias career, including the need to participate in activities or produce documents of significance outside the University, so as to allow the Service to assess feasibility.

The University undertakes to:

- Allow the beneficiary to fully enjoy their right to self-determination, in accordance with the aims of the service.
- Monitor compliance with the rules of proper management and use of the alias career, including by imposing sanctions on those who wilfully or negligently violate them. The Confidentiality Agreement sets out the methods and timing for implementing sanctions.
- Refrain from issuing certificates relating to an active alias career.

### Features specific to alias careers for staff

An alias career may only be activated after the employment relationship is established.

The beneficiary has the right to:

- Use their chosen name on their ID badge and in any shift schedules posted in common spaces, wear a work uniform corresponding to their gender of choice, and use gender-neutral changing rooms and toilets, if any, or corresponding to their gender identity.

Use their chosen name also in liaising with the public, pursuant to and for the purposes of Article 55-*nonies* of Legislative Decree 165 dated 30 March 2001 and Article 21 of the Education, University and Research National Collective Bargaining Agreement (CCNL), signed on 14/07/2023.

### Features specific to alias careers for students

An alias career may only be activated after enrolment.

The beneficiary has the right to:

- Use their chosen name in all career management systems (e.g. Almaesami, Studenti Online, etc.).
- Use their chosen name to carry out all career-related activities within the University (e.g. exams, dissertation discussion and proclamation, internal internships, etc.).



## DURATION OF THE ALIAS CAREER

An alias career is univocally and indissolubly associated with the career containing all of the applicant's personal details.

An alias career is terminated when the beneficiary ceases to be a member of the University community.

The details of a terminated alias career may be retained if the former beneficiary joins the University community again in a new role. If this change occurs without a break or within a reasonably short amount of time, the alias career remains active uninterruptedly.

Whenever an order is issued by the State, allowing the beneficiary to be identified with a new name and/or a sex other than that assigned at birth, the beneficiary must immediately notify the Alias Career Service and submit a copy of the order in question. The alias career ceases on the date of registration by the University of the order that allows the beneficiary to use a new legally recognised name or reassign gender.

## EFFECTIVENESS

Alias careers are effective for all documents and activities carried out at the University and solely within it.

The use of a chosen name is not permitted in documents and activities that are effective, even partially, outside the University. This is, however, without prejudice to specific agreements and understandings between the University and other public or private organisations on the use of alias careers in non-university contexts.

A beneficiary who requires documents or certificates to be issued in order to be used, even partially, outside the University must refer to the Alias Career Service, which is responsible for assessing feasibility. The same goes for participation in activities that, even partially, are of external significance.

Applicants are informed of the limits of the service offered to them and undertake not to act in breach of those limits, under penalty of having to bear all the consequences provided for by law.

## AMENDMENT CLAUSE

In order to ensure some flexibility to the service provided by the University, which is closely linked to the – often fast – regulatory developments in matters of recognition of the rights of the LGBTQIA+ community, the Academic Bodies have the power to extend the scope and/or effectiveness of the service by approving annexes to these Guidelines, specifying any additional benefits recognised.

Annexes will be numbered progressively and adequate information will be disseminated using the available University channels.