

GUIDELINES FOR THE MANAGEMENT OF THE ALIAS CAREER

1. DEFINITION AND PURPOSES

These guidelines are applicable to the administrative procedures to activate and manage the Alias Career, in compliance with the objectives of the Single Guarantee Committee for equal opportunities, the recognition of the well-being of workers and against discrimination, by implementing protection measures for students who are enrolled in a bachelor's degree, master's degree, single-cycle degree programme and any post-graduate training course with the University of Padua, who need to use, at the University, specific "selected" personal details that are different from their actual personal details.

In order to guarantee full and positive access to the Alias Career device, the University of Padua will provide adequate training on gender identity issues to all staff involved in the Alias Career procedures and to staff who deal directly with applicants.

2. RECIPIENTS

Students enrolled in a bachelor's degree programme, a master's degree programme, a single-cycle degree programme and any post-graduate training course at the University of Padua, who do not identify themselves in their original gender identity, may submit a request to activate the Alias Career.

3. ACTIVATION OF THE ALIAS CAREER AND CONFIDENTIALITY AGREEMENT

In order to activate the Alias Career, the applicant must submit a request to the Student Office by filling in the application available on the University website in the Alias Career section, accompanied by an identity document. No other documentation is required.

The Rector and the applicant will then sign a confidentiality agreement containing the instructions for the parties. The agreement establishes how to use the Alias Career within the University context, above all with respect to the obligations of the parties and opportunities.

The agreement indicates a person identified among the technical and administrative staff with the role of contact person for the management of the procedure and the supervision of the proper execution of the agreement, who has the task of liaising with the students applying for an Alias Career.

4. CHARACTERISING ASPECTS OF THE ALIAS CAREER

An Alias Career may be activated after the student has enrolled and remains active throughout the duration of the study programme, unless the applicant requests termination or in the case of any reason resulting in its deactivation due to breach of obligations.

The alias identity assigned is provisional and transitional until the transition or change of identity process has been completed.

After both parties have signed the confidentiality agreement, the University issues the university badge and an e-mail account with the new personal details, which are valid only within the University

and cannot be used outside the University (e.g. for the provision of services relating to benefits and/or privileges granted by other Organisations, etc.).

The alias details may be used for any activity related to the student's career within the University (e.g. taking examinations, etc.).

The administrative contact person must be informed of any situation that may affect the content and validity of the confidentiality agreement, as well as of the student's intention to become involved in particular external activities such as participation in internships or in international mobility projects.

If the applicant participates in training or research activities in structures outside the University (such as participation in internships, international mobility projects, healthcare professions training courses), after hearing the person concerned, the administration will inform any external contacts involved of the agreement, urging them to apply said agreement in their relations with the person concerned, if this complies with the provisions of the law and the organisation of the receiving structure. The University cannot however guarantee that external structures will implement the agreement.

Should this be necessary and in compliance with applicable laws, the University provides the Alias Career holder with certification for external use relating to the university career of the personal identity in question. Declarations in lieu of certification or affidavits, concerning the status, facts and personal characteristics must refer exclusively to the personal identity in question. The University does not produce any attestation or certification concerning the Alias Career until the gender affirmation or change of identity process has been completed.

The Alias Career holder undertakes to communicate the completion of the transition or change of identity process, or his/her decision to deactivate the Alias Career.

5. BREACH OF THE CONFIDENTIALITY AGREEMENT

If there are reasonable grounds to assume that there has been any breach of the confidentiality agreement by the Alias Career holder, the selected identity will be temporarily suspended as a precautionary measure.

If said breach is actually confirmed and established, Alias Career will be permanently deactivated and the Alias Career holder should immediately return the university badge.