



**Adoption of rules for the establishment and management of alias careers
DR 1525/2023 del 21/12/2023**

THE RECTOR,

HAVING REGARD TO Law No. 240 of 30 December 2010 laying down rules on the organisation of universities;

HAVING REGARD TO the Statute of the University of Cagliari, issued by Rectoral Decree No. 339 of 27 March 2012, published in the Official Gazette of the Italian Republic No. 89 of 16 April 2012, as amended and supplemented;

HAVING REGARD TO the Regulations of the University of Cagliari for the activation and management of an alias career for subjects in gender transition issued by Rectoral Decree No. 431 of 13 June 2018;

RECOGNISING the need to amend the aforesaid Regulation in accordance with the recent Guidelines for Italian Universities on the implementation of the Alias Career approved by the National Conference of Equality Bodies of Italian Universities;

HAVING REGARD TO Resolutions No. 132/23S and No. 197/23C of 26 October 2023 whereby the Academic Senate and the Board of Directors, respectively approved and expressed a favourable opinion on the proposed rules;

ISSUES THE FOLLOWING DECREE

ART. 1 The “Adoption of rules for the establishment and management of alias careers”, which is an integral part of this decree, is hereby issued.

ART. 2 This Decree shall be published on the University’s website.



ART. 3

The regulations concerning the Adoption of rules for the establishment and management of alias careers enter into force on the day of the publication of this decree on the University's website.

Approved by the Director General

The Rector
Prof. Francesco Mola
Signed with digital signature

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Rules for the establishment and management of alias careers

ART. 1 (Object and purpose)

1. The University of Cagliari, in accordance with its Statute and its Code of Ethics and Conduct (Unique Code), and in order to protect the dignity of its staff, students and collaborators, issues these Regulations governing the procedure for establishing and managing alias careers within the University's internal processes. The regulation also pursues the objectives of the action plan for the Human Resources Strategy for Researchers, which the University intends to implement in order to comply with the principles of the European Charter for Researchers and the Code of Conduct for their recruitment.
2. The alias career is an administrative measure aimed at providing a temporary, provisional identity for internal use by the University of Cagliari.
3. Through the use of the alias career, the University of Cagliari, within the framework of the positive action plan, guarantees equal opportunities and well-being at work, pursues the objective of eliminating all obstacles to the recognition of gender equality, ensures the full enjoyment of the right to study, freedom of research and teaching, guarantees of non-discrimination, protection of dignity, gender identity and confidentiality in the study and work environment.
4. The University of Cagliari is committed to guaranteeing full access to the alias career option, providing adequate and up-to-date training on gender identity issues to all University staff, and in particular to staff directly involved in the management of an alias career.

ART. 2 (Addressees)

1. Any individual affiliated with the University of Cagliari academic community may request the use of an alias in the context of their University activities. This may be for reasons related to their qualifications or functions at the University.
2. The regulation applies to the entire university community defined as follows:
 - a. undergraduate and postgraduate students;



- b. research fellows and grant holders carrying out their activities at the University;
- c. researchers;
- d. full professors and associate professors;
- e. permanent and fixed-term technical administrative and library staff;
- f. staff from other public administrations on secondment to the University;
- g. members of academic bodies and collegiate bodies of the University;
- h. holders of contracts for teaching activities, external collaboration, consultancy, study and research contracts, professional service contracts, with any type of contract or assignment;
- i. any guest of the University invited for seminar activities, conferences, lecture series or other initiatives.

3. An alias career may be activated at any point in the career, including after matriculation and/or enrolment, recruitment, or at any other juncture. The status of the alias career shall remain active for the duration of the actual career, unless the applicant requests otherwise or the grounds for interruption as set forth in these Regulations apply.

4. The alias career is inextricably linked to the original career in terms of personal identity and is valid only within the University of Cagliari and only for the purposes of ordinary activities carried out at the University and the use of related services. It is assumed that both careers, the legal one and the alias one, will be managed concurrently.

5. In the implementation of the aforementioned regulations, all matters not expressly provided for shall be referred to the corresponding provisions of the University Didactic Regulations and the Student Administrative Careers Regulations, as well as the rules and regulations applicable in relation to the duties and role of the applicant.

ART.3 (Academic Tutors and Administrative Contact Persons for Alias Careers)

1. The University has a regular process in place to identify the institutional contacts responsible for providing suitable information and guidance for applicants pursuing alias careers. These individuals are supported by academic tutors and administrative contacts for alias careers.

2. The Rector appoints an “academic tutor for alias careers” (hereafter referred to as the

“academic tutor”). The academic tutor is selected from among teaching staff with specific skills. The academic tutor assumes the role of guarantor, provides preliminary guidance on the procedure and oversees the processes in a manner that respects the rights of individuals covered by these regulations. The academic tutor is available to assist and support the applicant at any stage of the process, upon request.

3. The “administrative contact persons for alias careers” (hereafter referred to as “contact persons” or “administrative contact persons”), identified among the University’s technical-administrative staff, are responsible for the management of alias careers activated by the University of Cagliari. The contact persons are responsible for assisting applicants with processing requests and overseeing the procedure, ensuring compliance with these regulations.

4. In the performance of their respective duties of information, coaching and assistance, the academic tutor and the contact persons are bound by obligations of secrecy and confidentiality.

ART.4 (Application to register for an alias career)

1. The individual seeking to activate an alias career (hereafter referred to as “applicant” or “person concerned”) is required to submit the application to the academic tutor or the relevant administrative contact person using the appropriate forms, which can be accessed via the dedicated web page on the University of Cagliari’s website. The application must include the alias identity name selected by the applicant.

2. An application for the activation of an alias career may be submitted at any stage of a person’s student or working career, from their first enrolment and/or registration, employment or at any other time.

ART. 5 (Activation of an alias career)

1. The application for the activation of an alias career is verified by the duly authorised administrative contact person. Should the investigation yield favourable results, a confidentiality agreement will be drawn up and signed between the applicant and the relevant manager in accordance with the model available on the dedicated webpage on the



University of Cagliari's website. The agreement sets out the obligations and responsibilities associated with the use of the alias career in conjunction with the original one. It also identifies specific reference figures for the management of the procedure and for ensuring all necessary confidentiality.

2. The confidentiality agreement shall take effect from the date of signature and shall be deemed to be tacitly renewed each year, subject to verification by the administrative contact person that the conditions justifying its continuation are still met. The confidentiality agreement shall be deemed to be terminated in the event that the applicant requests such termination or in the event of suspension or deactivation as referred to in Article 8 below (breach of the regulation).

3. Once the confidential agreement has been signed, a Rector's decree will be prepared authorising the modification of the computerised career management systems in order to update the data of the applicant who is assigned a provisional, transitory and non-permanent personal identity. This will include the issuance of new identification documents (badge or other identification instrument indicating, in addition to the matriculation number – where applicable – the photographic image, surname and chosen elective name), a new e-mail account and identification badges, where necessary.

4. Please note that the new identification tool linked to the university alias career is not enabled for the provision of services and/or facilities linked to the ordinary badge (where applicable) or other cards based on the personal data issued to students and/or staff of the University. The document may only be used within the University of Cagliari and may not be used for purposes other than those permitted by these regulations. It may not be used outside the University except in cases expressly authorised and governed by these Regulations in accordance with the applicable provisions of law.

5. The individual may request to deactivate their alias career at any time.

ART. 6 (Issuance of certificates)

1. Certificates or attestations issued by the University for external use in relation to the alias career shall refer only to the legally recognised identity.

2. The applicant may make statements, in lieu of a certificate or affidavit, concerning



conditions, facts and personal qualities relating to his or her academic career, to be used outside the University only with reference to his/her legally recognised identity.

3. If the applicant is enrolled in a course at the University of Cagliari and obtains the final degree, all the documents relating to the applicant's academic career will be considered to refer to the applicant's real and legally valid personal data and the certificates and diplomas will be issued accordingly.

ART. 7 (Obligations of the applicant)

1. Applicants who intend to use their elective identity, in accordance with the regulations in force, in practices and actions within the University of Cagliari that are of external relevance (for example: participation in internships, participation in international mobility projects, application for scholarships, etc.), must inform the administrative contact person in advance and in good time. The latter will then evaluate the possibility of using the elective identity for such purposes, indicating the correct procedures to be followed.

2. The applicant is obliged to inform the administrative contact person immediately of any situation that may affect the content and respect of confidentiality.

ART. 8 (Breach of regulations)

1. If there are reasonable grounds to believe that the applicant is in breach of the provisions of these rules and the confidentiality agreement, the alias career will be immediately suspended as a precautionary measure by order of the competent manager, following consultation with the academic tutor.

2. If it is established that there has been an actual breach of the confidentiality agreement, the alias career will be suspended and the applicant may be subject to disciplinary proceedings, which may result in further sanctions being imposed on the actual career.

ART. 9 (Witnesses and informants)

1. The University protects witnesses and informants who need a cover identity, in accordance with the determination of the competent public protection authorities, by activating an alias career.

2. The provisions of these regulations shall apply in so far as they are compatible with the legal provisions in force. The procedure for the activation and management of an alias career shall be

carried out in full cooperation with the competent judicial authority.

3. The following categories may apply directly to the Rector for an alias career status:

- a. witnesses and informants;
- b. any person who, for security reasons, is subject to a protective measure imposed by the competent authorities requiring him/her to change his/her identity;
- c. the relevant competent authorities;
- d. any person denouncing offences against the public administration or offences committed by abuse of authority or of the powers inherent in public office or public service.

4. The characteristics of the identity shall be determined by or in agreement with the competent authority.

5. Provisional recognition documents relating to the alias career activated for the persons referred to in paragraph 3 may be used only within the University, except as otherwise provided by the competent authorities.

6. In the event of a breach of this Regulation, the measures referred to in Article 8 (Breach of the Regulation) shall be taken in agreement with the competent authority.

ART. 10 (Obligation of confidentiality)

1. University staff involved in the alias career procedure or to whom the applicant's alias identity is disclosed shall be bound by the confidentiality of the information received.

ART. 11 (Processing of personal and special data)

1. In accordance with Regulation (EU) 2016/679 and the national legislation in force, the data collected from the applicant will be processed for the purposes related to the procedures of the alias career, in accordance with the legal provisions in force and subject to the consent of the data subject. Consent must expressly and unambiguously include the intention to consent to the processing of his/her personal data in accordance with the terms set out in the confidentiality agreement signed between the parties.

2. The person concerned has the right to access his/her personal data, to ask for their rectification, integration or deletion, and to ask for their processing to be restricted.

3. The processing of personal data will be carried out using technical and organisational means that



guarantee the security and confidentiality of such data.

4. The data will be kept for the time necessary to achieve the purposes for which they were collected or processed.

ART. 12 (Entry into force and publication)

1. These Rules and Regulations, adopted by the competent academic bodies, shall be issued by decree of the Rector and shall enter into force on the day following their publication for the entities referred to in Article 2, paragraph (2), letter a).

2. The present Rules and Regulations, adopted by the competent academic bodies, shall be issued by decree of the Rector and shall enter into force as soon as the relevant functionalities have been guaranteed in the information systems involved within the various processes for the subjects set forth in Article 2, paragraph 2, letters b) - i).

3. It is the responsibility of the University of Cagliari to disseminate this regulation as widely as possible, in accordance with the usual rules of legal publication and by the means of communication deemed most appropriate and effective.

4. This Regulation shall be published on the University's website and on the official page of the Sole Guarantee Committee.