



Instructions for attendance authorization from DSV for a duration not exceeding 15 consecutive days

(Version 1.3 - November 25, 2020)

Access to buildings of the Department of Life Sciences (DSV) to carry out any kind of activity for a period not exceeding 15 consecutive days, is permitted only after requesting and obtaining authorization from .

External users of the University¹ who plan to carry out activities at the DSV for such a short period are only exempt from having to register in DSV PICK.

They are required to:

1. fill in the *DSV Attendance Authorization Request* form, available in the DSV website [Forms](#) (<http://dsv.units.it>) under the heading *Services and Tools | Services | Forms and Documents*, and send a scanned version, together with the front / back photocopy of your identity document, to registrazione.dsv@units.it
2. should your activity involve research carried out in DSV laboratories, comply with all health surveillance aspects required for by the University, as described in <http://www2.units.it/prevenzione/sorveglianzasanitaria/personale.php>

Furthermore:

- should your activities require the use of our IT services, it is possible to ask the DSV computer technician, mr. Alberto Bianco (bianco@units.it, tel. 040 558 8887) for temporary access;
- all external guests can be provided with a temporary access badge to DSV buildings for daily use, by asking the concierge staff, or in their absence the building representatives.

¹ External Fellows, Scientific collaborators from other institutions (visiting scientist), External PhD students, Personnel from outsourced services, External students, Post-degree Trainees, Volunteer collaborators.