



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

(Version 1.4 - April 12, 2022)

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) (<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>
3. follow the online video-courses on safety (available at the site <https://moodle2.units.it/login/index.php?lang=en>). Copies of the certificates received after following these courses and passing the final quiz must be downloaded as pdf and uploaded in the user profile when registering on the PICK. The certificates of the institution where they work are also accepted. The certificates have a maximum validity of 5 years.

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.