



**POLITECNICO**  
MILANO 1863

*Index No. 883 Reg. No. 12267*

*Date 08 2018 Title I*

*Class 3*

*UOR SAGNI*

## POLITECNICO DI MILANO

### THE RECTOR

HAVING REGARD TO aw No 241 of 07.08.1990, laying down the "New rules on administrative procedure and the right of access to administrative documents", and subsequent amendments;  
HAVING REGARD TO Law No. 248 of 18 August 2000, laying down "New regulations on copyright protection", and subsequent amendments;  
HAVING REGARD to Italian Presidential Decree No. 445 of 28.12.2000, laying down legal provisions for administrative documentation, and subsequent amendments;  
HAVING REGARD TO Legislative Decree No. 196 of 30.06.2003, laying down the "Personal Data Protection Code", and subsequent amendments;  
HAVING REGARD TO Law No 240 of 30.12.2010, laying down the "Regulations on the organization of universities, academic staff and recruitment, as well as delegation to the Government to encourage the quality and efficiency of the university system", and subsequent amendments;  
HAVING REGARD TO Law No 190 of 06.11.2012, laying down the "Provisions for the prevention and repression of corruption and illegality in public administration", and subsequent amendments;  
HAVING REGARD to Legislative Decree No 50 of 18.04.2016, "Implementation of Directives 2014/23/EU, 2014/24/EU and 2014/25/EU on the award of concession contracts, on public procurement and on procurement by entities operating in the water, energy, transport and postal services sectors, and for the reorganization of the regulations in force on public contracts for works, services and supplies", and subsequent amendments;  
HAVING REGARD TO the Statute of the Politecnico di Milano in force;  
HAVING REGARD TO the current University Regulations for Administration, Finance and Accounting;  
HAVING REGARD TO Rector's Decree No 2131 of 26.06.2014 issuing the Code of Conduct for Employees at the Politecnico di Milano, pursuant Italian Presidential Decree. No 62 of 16.04.2013, "Regulations on the code of conduct for public servants, pursuant to Article 54 of Legislative Decree No 165";  
HAVING RECEIVED the favourable opinion of the Board of Governors in its meeting of 30 January 2018, concerning the new Regulations on access by photographers to the premises of the Politecnico di Milano during the final examinations for university degrees;  
HAVING RECOGNISED the need to issue the aforementioned Regulations;

### HEREBY DECREES THAT

- 1) For the reasons given above, the Regulations on access by photographers to the premises of the Politecnico di Milano during final examinations for university degrees are hereby issued, along with the attached annexes, the text of which is reproduced in full below and forms an integral part of the Rectoral Decree.

# **REGULATIONS ON ACCESS BY PHOTOGRAPHERS TO THE PREMISES OF THE POLITECNICO DI MILANO DURING FINAL EXAMINATIONS FOR UNIVERSITY DEGREES**

## **Art. 1**

### **Subject matter and scope of the Regulations**

- 1) These Regulations cover the accreditation and access procedures for photographers working on the premises of the Politecnico di Milano for the purposes of carrying out photo and video shoots during the final examinations for university degrees.
- 2) Beyond the provisions made in these Regulations, photoshoots on University premises are forbidden, except for special cases authorised specifically by the University.
- 3) The Regulations regard the photographers accredited by the Politecnico di Milano, in accordance with the procedures stated in Art. 6 below, or individuals personally invited and commissioned by graduating students, in accordance with the provisions stated in Art. 5.

## **Art. 2**

### **Addressees and requirements for accreditation**

- 1) Self-employed photographers or, on behalf of one or more of their employees, Companies which carry out photo shoots on a frequent and regular basis, including small businesses, are eligible to apply for accreditation.
- 2) For the application to be accepted, appropriate professional certificates and criminal record checks must be submitted as described in Art. 3 below. In particular, the applicant:
  - a) must have fulfilled the obligation, pursuant to Art. 164, letter f), of Legislative Decree No. 112 of 31.03.1998, and subsequent amendments, to notify the Public Security Authority of his/her activity as a photographer;
  - b) must not be subject to any of the grounds for exclusion from the accreditation procedure set out in Art. 80 of Legislative Decree no. 50/2016, and subsequent amendments;
  - c) must be in possession of a valid third-party liability insurance policy.

## **Art. 3**

### **Procedure for Accreditation of Services**

#### *1) Application for accreditation:*

1.1. The accreditation procedure requires interested operators to register on the Politecnico di Milano List of Suppliers <http://www.polimi.it/impreseproponiti-come-fornitore/>, and submit an application via certified email (PEC) to the address [pecateneo@cert.polimi.it](mailto:pecateneo@cert.polimi.it), with the subject line "Application for photographers' accreditation", attaching the documentation required under point 1.4 of this Article.

1.2. Applications for accreditation may be submitted at any time.

1.3. All self-certified information pursuant to Italian Presidential Decree 445/2000, and subsequent amendments, may be subject to verification by the University.

1.4. The following documents must be attached with the application:

- a) where the applicant is self-employed, certificate of VAT number allocation;
- b) where the applicant is employed by a company, a declaration by the legal representative of the Company confirming that the applicant is employed by them as a professional photographer;
- c) copy of a valid third-party liability insurance policy;
- d) copy of the communication to the Public Security Authority as per the requirement in Art. 2 (a);
- e) a digital copy of a recent close-up passport-size photo;

- f) declaration that the applicant has read these Regulations and that they accept all the provisions contained herein, including Annex A concerning the maximum chargeable prices;
- g) self-certification that the applicant is not subject to any of the grounds for exclusion from the accreditation procedure set out in Art. 80 of Legislative Decree no. 50/2016, and subsequent amendments;

1.5. In addition to the application with the attachments sent via certified email (PEC), any professional seeking accreditation must select the University Campus where they will collect their identification badge.

1.6. The templates prepared by the University may be used for submitting applications for accreditation.

#### *2. Acceptance of the application:*

2.1. The University, having assessed the application and the documentation received, shall either arrange for the photographer to be accredited or gives reasons for its refusal within 30 calendar days. In the event of incomplete documentation, additional documents will be requested, and the accreditation issuing period will be interrupted accordingly. A personal ID badge will be issued following accreditation by the University.

#### *3. Publication of the list of accredited individuals and preparation of ID badge:*

3.1 The University periodically draws up and publishes a list of the accredited photographers on its website and prepares identification badges displaying name, surname, ID photo, expiry date and, if applicable, name of employer/legal entity. Photographers who are not included in the list of accredited photographers shall not be permitted to carry out in any way the services covered by these Regulations, unless personally invited and commissioned by graduating students.

3.2 It shall be the responsibility of the accredited photographers to contact the departmental secretaries of the relevant Schools to obtain information regarding the final examinations for University degrees and any changes thereto.

### **Art. 4**

#### **Validity of accreditation**

1) Accreditation is valid for three years. Throughout the validity period, the accredited individuals must promptly notify the Politecnico di Milano of any changes to the details they have provided by updating the list of suppliers, and are required to update their self-certification in the list of suppliers at least once every six months.

### **Art. 5**

#### **Photographers personally invited by students**

- 1) Access to the University premises is freely granted to any professional or amateur photographer who is personally invited by a student to take photos for the occasion of their exam.
- 2) Non-accredited professional photographers are strictly forbidden from remaining on University premises to offer their services to other students.

### **Art. 6**

#### **Provisions for carrying out the service and rules of conduct**

- 1) The photoshoot must be carried out in compliance with the principles of public order as well as with the legislation in force protecting image confidentiality, according to which it is forbidden to photograph or film graduating students or any other person without their prior consent.
- 2) All professionals accredited or personally invited by students are required to behave in such a way as not to jeopardise the smooth running of the graduation sessions and with the utmost respect for the other authorised and present individuals; they must also comply with the instructions provided by Politecnico di Milano staff or their delegates.
- 3) Accredited professionals may only perform the service as agreed with the party concerned. Any action intended to pressure the student is prohibited.

- 4) Photographers are also required to comply with copyright protection regulations (Law 248/2000, and subsequent amendments)
- 5) Accredited photographers must always wear the aforementioned identification badge while on University premises to ensure that their authorisation is visible to University staff.
- 6) Accredited professional photographers must perform their services in a professional manner and shall under no circumstances, throughout their period of accreditation, charge prices higher than those specified by the University in the annex to these regulations.
- 7) Accredited professionals are expressly forbidden from:
  - a) transferring the authorisation in question and/or allowing the service to be performed by a person not authorised under these Regulations;
  - b) transferring the products of the service itself to third parties, even partially.
- 8) Failure to comply with any of the aforementioned requirements shall result in the application of the sanctions provided for in Art. 9 below.

#### **Art. 7**

##### **Information note**

- 1) The University is responsible for adequately informing students of the procedure stipulated in these Regulations for carrying out photography services, as well as the maximum prices chargeable according to the price list in Annex A of these Regulations, using any form of dissemination deemed suitable and affective.
- 2) Such information note shall specify whether or not the student may use the services of photographers accredited by the University and that such accreditation solely implies verification of legal requirements, without prejudice to the University's non-involvement in the relationship between client and photographer regarding the provision of services and any other conditions of sale including, for example, the means of delivery of and payment for the photography service, which are the subject of free negotiation between photographers and students, within the provisions set out in paragraphs 6 and 7 of Art. 6 above.

#### **Art. 8**

##### **Responsibilities of the professional photographer**

- 1) The University shall for all intents and purposes be uninvolved in the contractual relationship established between students and accredited photographers.
- 2) Agreements are freely made between each photographer and their clients, in compliance with these Regulations; the University shall not be held liable in any way for the effects of these agreements.
- 3) Without prejudice to the personal responsibility of the professional photographer carrying out the service in their own right, the company for which the accredited photographer works is jointly liable along with them for non-compliance with the requirements stipulated herein, as well as for any damage caused to people or property in University buildings.

#### **Art. 9**

##### **Suspension and cancellation**

- 1) The University may at any time carry out checks on the manner in which the service is being provided and on the correct application of these Regulations by accredited professionals.
- 2) The Politecnico di Milano reserves the right to suspend accreditation at its sole discretion, temporarily or permanently denying access to any professional photographer responsible for disorder or disturbance during final examinations and/or on University premises, following any reports made by the Chairman of the Degree Examination Board or by University staff or for serious and proven reasons, without being fined for financial or other damages.
- 3) Permanent suspension entails removal from the list of accredited professionals and may be ordered by the University, stating its reasons, in the event that:

- a) the photographer is held responsible for facts or action of particular gravity and/or for conduct likely to disrupt or jeopardise the smooth running of the University's institutional activities;
- b) it is established that payment of prices higher than those specified by the University in Annex A of these Regulations has been requested;
- c) the photographer no longer possesses the qualifications required to apply for accreditation described above in Articles 2 and 3, or in the event of a negative outcome of checks with the relevant authorities of the documents and self-certifications submitted. These checks may also take place following accreditation.

**Art. 10**

**Processing of Personal Data**

- 1) The photographer, in applying for accreditation, authorises the University to process, disseminate and communicate their personal information, including by means of publication on the University's institutional website, in accordance with current legislation.

**Art. 11**

**Entry into force**

- 1) These Regulations enter into force the day after the issuing of the Rectoral Decree and are published on the University's website <http://www.normativa.polimi.it/>.

THE RECTOR  
Prof. Ferruccio Resta

Digitally signed in accordance with the Digital Administration Code

**ANNEX A**

Maximum rates chargeable by accredited photographers, for prints in the formats listed below:

- 15x21cm €4.00 each
- 20x25cm €6.50 each
- 20x30cm €8.00 each
- high-resolution digital format €8.00 each

Fees for extra and customised services, other than prints in the formats listed above, shall be subject to free negotiation between accredited photographer and student.

**APPLICATION FOR ACCREDITATION OF PHOTOGRAPHERS FOR ACCESS TO FINAL EXAMINATIONS OF STUDY PROGRAMMES**

**INSTRUCTIONS**

- 1) Fill in the application, sign it and create a pdf file (scan).
- 2) Send the application in pdf form from your certified email address (PEC) to the PEC of Politecnico di Milano [pecateneo@cert.polimi.it](mailto:pecateneo@cert.polimi.it).
- 3) Please state in the subject line: Application for photographers' accreditation.
- 4) Please attach the required documents as per Art. 3, par. 1, of these Regulations, as well as a scan of a valid identity document.

I, the undersigned..... request accreditation as a photographer for access to the final examinations of study programmes at the Politecnico di Milano.

To this end, I am aware of the criminal liability to which I may be subject in the event of a false declaration (Art. 76 of Presidential Decree No. 445/2000)

**I HEREBY DECLARE THE FOLLOWING**

Pursuant to Art. 19, 19 bis, 46 and 47 of Presidential Decree No. 445/2000

1) Name at birth ..... born on ..... in..... (Province.....);

2) Current place of residence .....

(Province.....) street .....no. .... Land telephone number..... Mobile telephone number..... e-mail..... Certified email address (PEC): Tax code..... VAT ID number.....

3) I possess the requirements for eligibility set out in Art. 2 of these Regulations and I enclose the following documents with this application, stating them to be true copies:

- VAT number allocation certificate (for freelancers);
- a declaration by the legal representative of the Company, attesting that the applicant is employed by them as a professional photographer (in the case of a photographer employed by a company);
- copy of a valid third-party liability insurance policy;
- copy of the communication to the Public Security Authority;
- a digital copy of a recent close-up passport-size photo;
- self-certification that the applicant is not subject to any of the grounds for exclusion from the accreditation procedure set out in Art. 80 of Legislative Decree No. 50/2016, and subsequent amendments (using the form attached to the Regulations)

4) I have marked the Campus selected for the collection of the identification card:

- Leonardo Campus - Città Studi, Piazza Leonardo Da vinci no. 32 c/o Portineria Centrale;
- Bovisa Campus - Candiani, Entrance at Via Verità no. 25, at the Infopoint

5) I am aware that the Administration accepts no liability in the event of my being unavailable for contact or for any failure of communications due to any misspelling of the certified e-mail address.

6) I have fully read and accept all the rules and provisions, including the attached price list, set out in the "Regulations for access by photographers to the premises of the Politecnico di Milano during final examinations for University degrees" issued by the Politecnico di Milano with ..... no. .... of .....

Place.....Date.....

Signature

**SELF-CERTIFICATION**

**To POLITECNICO DI MILANO**

The undersigned Company \_\_\_\_\_

with registered company address \_\_\_\_\_

Tax Code \_\_\_\_\_ VAT ID number \_\_\_\_\_

\_\_\_\_\_ fax \_\_\_\_\_ tel. \_\_\_\_\_ e-mail: \_\_\_\_\_

\_\_\_\_\_ as duly represented by \_\_\_\_\_

born in \_\_\_\_\_ on \_\_\_\_\_

and resident in \_\_\_\_\_

**HEREBY DECLARES**

pursuant to Art. 46 and 47 of Presidential Decree No. 445 of 28 December 2000, aware of the criminal sanctions in the event of false declarations and the fabrication or use of false documents, referred to in Art. 76 of Presidential Decree No. 445 of 28 December 2000, as well as the further penalty provided for by Art. 75 of the same Presidential Decree in the event of false and misleading declarations, on their own responsibility:

**1) that** the company is registered in the company register of the Chamber of Commerce of \_\_\_\_\_ for the activities of \_\_\_\_\_

and that the registration details are as follows (for applicants based in a foreign country, please indicate the registration details in the official register or list of that country)

Company Register or Economic and Administrative Index number \_\_\_\_\_

registration number \_\_\_\_\_

date of registration \_\_\_\_\_ company duration/date of termination \_\_\_\_\_

\_\_\_\_\_ legal status \_\_\_\_\_

**that** the competent Revenue Office is located in: \_\_\_\_\_ fax \_\_\_\_\_;

**that** the competent Bankruptcy Registry is located in: \_\_\_\_\_ fax \_\_\_\_\_;

**that** the names of the owners, company members, technical directors, members of the board of directors, associated professionals, director attorneys with powers of representation and general partners are

• \_\_\_\_\_ (name, surname, job title)  
\_\_\_\_\_ (place and date of birth)  
\_\_\_\_\_ (place of residence)  
\_\_\_\_\_ (tax code)

• \_\_\_\_\_ (name, surname, job title)  
\_\_\_\_\_ (place and date of birth)  
\_\_\_\_\_ (place of residence)  
\_\_\_\_\_ (tax code)

• \_\_\_\_\_ (name, surname, job title)  
\_\_\_\_\_ (place and date of birth)  
\_\_\_\_\_ (place of residence)  
\_\_\_\_\_ (tax code)

• \_\_\_\_\_ (name, surname, job title)  
\_\_\_\_\_ (place and date of birth)  
\_\_\_\_\_ (place of residence)  
\_\_\_\_\_ (tax code)

**that** the National Collective Labour Agreement (CCNL) applicable is: [ ] construction [ ] other sectors \_\_\_\_\_ (specify);

**that** the company MEETS THE REQUIREMENTS of the single insurance contribution payment certificate (DURC) in that:

- it is registered with INPS (National Social Security Institute) at \_\_\_\_\_ under registration no. \_\_\_\_\_ and pays contributions regularly to \_\_\_\_\_;

- It is insured at INAIL (National Institute for Insurance against Accidents at Work) under Company Code no. \_\_\_\_\_ Territorial Insurance Position (PAT) no. \_\_\_\_\_ and pays premiums and accessories regularly to \_\_\_\_\_;



- it is registered with the Cassa Edile (construction workers' fund) \_\_\_\_\_ (state registered name) under \_\_\_\_\_  
C.I. (registration code) No. \_\_\_\_\_ and pays contributions regularly to \_\_\_\_\_;

**that** there are no outstanding defaults or notified, uncontested and unpaid corrections; or  
**that** a regularisation procedure has been followed, positively defined by act of the authority concerned, the details of which are:

document number \_\_\_\_\_, date \_\_\_\_\_, Ref. \_\_\_\_\_,  
Case Identification Code (C.I.P) \_\_\_\_\_

**that (complete one of the following sections)**

the number of employees is \_\_\_\_\_  
 the company has no employees and is not required to pay any contributions (LIST THE INPS POSITIONS OR OTHER POSITION OF ALL COMPANY MEMBERS, FOR COMPANIES, AND OF THE OWNER, FOR INDIVIDUAL ENTERPRISES) \_\_\_\_\_

the company only uses external collaborators and therefore the DURC issued by INPS concerning the regular payment of contributions of collaborators is attached

**2)** that none of the grounds for exclusion under Art. 80 of Legislative Decree No. 50 of 18 April 2016 apply;

**3)** with reference to the names of the owners, company members (only for companies with less than four members), technical directors, directors with powers of representation and general partners it is hereby declared that:

no persons have left their role in the year preceding the date of publication of the call for tenders;

**or**

that the persons who left their role in the year preceding the date of publication of the call for tenders are as follows:

- \_\_\_\_\_ (name, surname, job title)  
\_\_\_\_\_ (place and date of birth)  
\_\_\_\_\_ (place of residence)  
\_\_\_\_\_ (tax code)
- \_\_\_\_\_ (name, surname, job title)  
\_\_\_\_\_ (place and date of birth)  
\_\_\_\_\_ (place of residence)  
\_\_\_\_\_ (tax code)

with reference to terminated persons, it is declared that:

the condition provided for in Art. 80 paragraphs 1 and 3 e of Legislative Decree 50/2016 does not apply

**or**

the condition provided for in Art. 80 paragraph of Legislative Decree 80/2016 applies and that actions and measures of complete and effective dissociation demonstrated by the following attached documentation have been adopted for the aforementioned persons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4)**  that the persons referred to in point 1) above, were victims of offences provided for and punished by Articles 317 and 629 of the Criminal Code, aggravated according to Art. 7 of Decree-Law No. 152 of 13 May 1991, converted, with amendments, by Law No. 203 of 12 July 1991, and have reported the facts to the judicial authorities, except in the cases provided for by Article 4, first paragraph, of Law No. 689 of 24 November 1981; [The aforementioned circumstance must emerge from the evidence underlying the request for committal for trial formulated against the defendant in the year preceding the date of publication of the Call for Tenders and must be communicated, together with the information of the person who has omitted the aforementioned report, by the Public Prosecutor

proceeding to the Authority referred to in Article 213 of Legislative Decree No. 50/2016, which is responsible for of the publication of the communication on the website of the Observatory];

that the persons referred to in point 1) above were not victims of the offences provided for and punished by Articles 317 and 629 of the Criminal Code, aggravated according to Art. 7 of Decree-Law No. 152 of 13 May 1991,

converted, with amendments, by Law No. 203 of 12 July 1991, and have reported to the judicial authorities

**5)** that, as provided for in Art. 80(5)(c) of Legislative Decree 50/2016, the economic operator is not guilty of grave professional misconduct such as to cast doubt on its integrity or reliability. This includes: significant shortcomings in the performance of a previous contract or concession contract that resulted in its early termination, which was not contested in court, or was confirmed at the outcome of a court case, or shortcomings resulting in an order to pay damages or other sanctions; attempting to unduly influence the contracting authority's decision-making process or to obtain confidential information for one's own benefit; providing, even by negligence, false or misleading information likely to influence decisions on exclusion, selection or adjudication, or omitting information required for the proper conduct of the selection procedure

**6)**  that the economic operator has a number of employees, calculated as per Art. 4 of Law No. 68/1999, equal to the number entered in its personnel register and that (fill in/mark the relevant field or cross out/delete the option which does not apply)

**either**

complies with the regulations governing the right to work of disabled persons under Law No. 68/1999, and the relevant certificates may be requested from the responsible Employment Office of the Province of\_\_\_\_;

**or**

is not subject to these regulations;

**7)** that communications are regulated by Art. 76 of Legislative Decree no. 50 of 18 April 2016.

***THE DECLARATION MUST BE ACCOMPANIED BY A NON-CERTIFIED PHOTOCOPY OF A VALID IDENTITY DOCUMENT OF THE SIGNATORY.***

(Place)\_\_\_\_\_, (date)\_\_\_\_\_ COMPANY (STAMP AND SIGNATURE)

This document must be returned completed and signed to the Politecnico di Milano by **email to .....** **or by certified email (PEC) to .....** **In both cases, the document must also be digitally signed.**

Please note that you can register in the Politecnico di Milano List of Suppliers online at: <http://www.polimi.it/impres>